

Memorandum



Date: April 21, 2026

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Agreements for the Coordination of Transportation Disadvantaged Services with
Multiple Nonprofits

Agenda Item No. 8(N)(3)

Executive Summary

The purpose of this item is to gain the approval of the Board of County Commissioners (Board) to execute new Coordination and Fare Agreements with nonprofit agencies for the delivery of transportation services to disadvantaged persons. As defined under Section 427.011 of the Florida Statutes, *transportation disadvantaged means those persons who because of physical or mental disability, income status or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities or other life-sustaining activities, or children who are handicapped or high-risk or at-risk.*

The agreements are valid for one year and have minimal fiscal impact to the County. Execution of these agreements is a prerequisite for nonprofits to be eligible for federal funds (i.e., Federal Transit Administration Section 5310 funding) to purchase vehicles to transport disadvantaged persons. In Miami-Dade County, private nonprofit agencies receiving these funds transport their clients at no cost to the County. This service reduces the need for the County to provide paratransit trips for the transportation disadvantaged population. The agreements include the cost per trip as well as service requirements and standards that must be adhered to by all transportation service providers who transport disadvantaged individuals. Ultimately, the agencies work together to coordinate, utilize, and maximize the use of existing transportation resources to provide transportation to disadvantaged populations in a cost-effective manner.

Recommendation

It is recommended that the Board approve the Coordination and Fare Agreements between Miami-Dade County, as the Community Transportation Coordinator (CTC), and multiple nonprofit entities (see attached table setting forth the Service Providers) for a one-year term to facilitate the provision of coordinated transit services for the transportation-disadvantaged.

Scope

The impact of providing transportation services to disadvantaged persons by the nonprofit entities is countywide.

Fiscal Impact/Funding Source

There is a minimal fiscal impact to the County as an estimated staff time of two months is required to coordinate with the nonprofit agencies to obtain and review the signed agreements and collect the required operating data.

Track Record/Monitor

DTPW, as the Board-designated department appointed to fulfill the CTC's requirements, has entered into these agreements with nonprofit agencies to comply with state requirements for more than 30 years. DTPW Project Manager, Esther Frometa, will work with both the Florida Department of Transportation (FDOT) District 6 and the Miami-Dade Transportation Planning Organization (TPO) Project Managers to oversee the agencies' compliance with the agreements.

Delegated Authority

In accordance with Section 2-8.3 of the Miami-Dade County Code related to identifying delegation of Board authority, there are no authorities beyond that specified in the resolution which includes authority for the Mayor and Mayor's designee to execute the agreements with the named entities and receive and expend these and any additional funds should they become available.

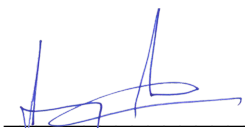
Background

Through Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, the TPO designates the Board as the CTC for Miami-Dade County for a five-year period, expiring on June 30, 2026. The Board has assigned DTPW to carry out the requirements of the CTC for the County's Transportation Disadvantaged Program, which services the elderly, disabled, children-at-risk, and economically-disadvantaged.

The Local Coordinating Board (LCB) is the advisory body to the Florida Commission for the Transportation Disadvantaged, the state agency that implements Chapter 427 of the Florida Statutes and Rule 41-2. The agreements have been submitted and reviewed by the LCB, which advises and evaluates the CTC.

In accordance with Chapter 427, Florida Statutes, the CTC is required to enter into these coordination agreements with other agencies that transport the disadvantaged in Miami-Dade County. In addition, the Federal Transit Administration (FTA) Section 49 U.S.C. 5310 Grant Program requires that recipients of vehicles administered by FDOT, through the Section 5310 Grant Program, be part of a coordinated transportation system by entering into an agreement with the CTC. Participating nonprofit agencies use the FTA 5310 funding to purchase vehicles and/or operate vehicles. In Miami-Dade County, private nonprofit agencies receiving these vehicles transport their clients at no cost to the County. This service reduces the need for the County to provide paratransit trips for the transportation disadvantaged population. Without these agreements in place, the nonprofit organizations would not be eligible for the FTA 5310 funding.

Attached to the resolution is a sample representative agreement between the County and a nonprofit agency. These agreements are all similar in format and contain standard language detailing the service provider's business hours, insurance requirements, and transportation services provided. The effective date of the agreement is July 1, 2025, through June 30, 2026.



Jimmy Morales
Chief Operating Officer

Coordination and Fare Agreement Service Provider Listing	
Agency	Address
Banyan Health	2300 NW 89 th PL, 3 rd Floor, Doral, FL 33172
Beauty Runs Deep	7520 NW 104 th Ave, Ste. A103 #1082, Doral, FL 33178
Better Way of Miami, Inc.	800 NW 28 th Street, Miami, FL 33127
Borinquen Health Care Center, Inc.	3601 NE 4th Ct, Miami, FL 33137
Camillus House, Inc.	1603 NW 7 th Avenue, Miami, FL 33136
Citrus Health Network, Inc.	4175 West 20 Avenue Hialeah, FL 33012
City of Hialeah Gardens	10001 NW 87 th Ave, Hialeah Gardens, FL 33016
CMB Visions	16201 SW 95 Avenue, Suite 309, Miami, FL 33157
Community Health of S. Fla.	10300 SW 216 th Street, Miami, FL 33190
Concept Health Systems, Inc. aka Concept House	162 NE 49th Street, Miami, FL 33137
DEEDCO	105 SE 12 th Ave, Miami, FL 33030
Easter Seals	1475 NW 14 th Avenue, Miami, FL 33125
Empowering Youth	1031 Ives Dairy Road Suite 228 Miami, FL 33179
Family Resource Center of South Florida, Inc.	1393 SW 1 st St, Miami, FL 33135
<i>Psycho-Social Rehabilitation Center, Inc. aka Fellowship House</i>	5711 S. Dixie Hwy. S. Miami, FL 33143
Florida PACE Centers, Inc. (affiliated with Miami Jewish Health Systems)	5200 NE 2 nd Avenue, Miami, FL 33137
Fresh Start	18441 NW 2 nd Ave, Miami Gardens, FL 33169
Goodwill	2121 NW 21 st Street, Miami, FL 33142
Hermanos De La Calle	240 Crandon Blvd. Ste. 263, Key Biscayne, FL 33149
Hialeah Housing Authority	75 East 6 th Street, Hialeah, FL 33010
Hialeah-Miami Springs Rotary Charitable Foundation, Inc./City of Miami Springs	Miami Springs Senior Center, 343 Payne Drive, Miami Springs, FL 33166
Jesse Trice Community Health Center, Inc.	5361 NW 22 Ave, Miami, FL 33142
Jewish Community Center (JCC)	18900 NE 25 th Avenue North Miami Beach, FL 33180

Coordination and Fare Agreement Service Provider Listing	
Agency	Address
Jewish Community Services of South Florida, Inc.	833, 6 th Street Miami Beach, FL 33161
MACtown, Inc.	6250 NE 1sr Place Miami, FL 33138
Miami Bridge Youth and Family Services, Inc.	2810 NW S. River Dr. Miami, FL 33125
Miami Cerebral Palsy Residential Services, Inc	2200 NW 107 th Avenue, Miami, FL 33172
Miami Jewish Home	5200 NE 2 nd Avenue, Miami, FL 33137
Miami Learning Experience School	5651 SW 82 nd Ave, Miami, FL 33143
Miami Lighthouse for the Blind and Visually Impaired, Inc.	601 SW 8 th Avenue, Miami, FL 33130
Mt. Zion Missionary Baptist Church	301 NW 9 th Street, Miami, FL 33136
New Starts	657 NE 125 th St, North Miami, FL 33161
North Miami	620 NE 127 th Street, North Miami, FL 33161
Prosperity Social & Comm Dev.	1175 NE 125th St, Miami, FL 33161
Sundari Foundation (Lotus House)	217 NW 15 th Street Miami, FL 33136
Sunrise Community	9040 Sunset Drive, Suite F, Miami, FL 33173
United Cerebral Palsy Association of Miami, Inc. dba United Community Options of Miami (UCO)	1411 NW 14 th Avenue, Miami, FL 33125
University of Miami, Perinatal C.A.R.E. Program	1120 NW 14 Street, Suite 1252, Miami, FL 33136
WOW Center	11450 SW 79 th Street, Miami, FL 33173



MEMORANDUM
(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: April 21, 2026

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(N)(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**
- _____ **Requires more than a majority vote (i.e., 2/3’s present ____, 2/3 membership ____, 3/5’s ____, unanimous ____, majority plus one ____, CDMP 7 votes (majority of membership) ____, CDMP 2/3 members present but not less than 7 votes (majority of membership) ____, CDMP 9 votes (2/3 membership) _____) 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. 8(N)(3)
4-21-26

RESOLUTION NO. _____

RESOLUTION APPROVING AGREEMENTS FOR THE COORDINATION OF TRANSPORTATION DISADVANTAGED SERVICES IN MIAMI-DADE COUNTY WITH CERTAIN AGENCIES; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE SAME FOR AND ON BEHALF OF MIAMI-DADE COUNTY, TO EXECUTE ANY ADDITIONAL AGREEMENTS FOR THE 2025-2026 PROGRAM TERM WITH ENTITIES MEETING PROGRAM ELIGIBILITY REQUIREMENTS FOR TRANSPORTATION DISADVANTAGED SERVICES, AND TO EXERCISE ALL PROVISIONS CONTAINED THEREIN

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: (a) approves agreements between Miami-Dade County and the following agencies in substantially the form attached hereto and incorporated herein: Banyan Health; Beauty Runs Deep; Better Way of Miami, Inc.; Borinquen Health Care Center, Inc.; Camillus House, Inc.; Citrus Health Network, Inc.; City of Hialeah Gardens; CMB Visions; Community Health of S. Fla.; Concept Health Systems, Inc.; Deedco; Easter Seals; Empowering Youth; Family Resource Center of South Florida, Inc.; Fellowship House; Florida PACE Centers, Inc.; Fresh Start; Goodwill; Hermanos De La Calle; Hialeah Housing Authority; Hialeah-Miami Springs Rotary Charitable Foundation, Inc.; Jesse Trice Community Health Center, Inc.; Jewish Community Center; Jewish Community Services of South Florida, Inc.; MACtown, Inc.; Miami Bridge Youth and Family Services, Inc.; Miami Cerebral Palsy Residential Services, Inc.; Miami Jewish Home; Miami Learning Experience

School; Miami Lighthouse for the Blind and Visually Impaired, Inc.; Mt. Zion Missionary Baptist Church; New Starts; North Miami; Prosperity Social & Community Development Group; Sundari Foundation, Inc.; Sunrise Community, Inc.; United Cerebral Palsy Association of Miami, Inc.; University of Miami, Perinatal Care Program; and WOW Center; and (b) authorizes the County Mayor or County Mayor's designee to execute any additional agreements in substantially the form attached for the 2025-2026 program year with entities meeting program eligibility requirements for transportation disadvantaged services, and to exercise any provisions contained in such agreements.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Anthony Rodriguez, Chairman	
Kionne L. McGhee, Vice Chairman	
Marleine Bastien	Juan Carlos Bermudez
Sen. René García	Oliver G. Gilbert, III
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Vicki L. Lopez
Natalie Milian Orbis	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared the resolution duly passed and adopted this 21st day of April, 2026. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the 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 the approval with the Clerk of the Board.

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

JUAN FERNANDEZ-BARQUIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency



Bruce Libhaber

COORDINATION AND FARE AGREEMENT

THIS COORDINATION AND FARE AGREEMENT (hereinafter referred to as the "Agreement") made and entered into as of this **1st day of July 2024** by and between **Sunrise Community, Inc.**, a corporation organized and existing under the laws of Florida having its principal offices at **9040 SW 72nd Street, Miami, FL 33173** (hereinafter referred to as the "Provider") and **MIAMI-DADE COUNTY**, a political subdivision of the State of Florida, represented by **MIAMI-DADE DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS** as the Community Transportation Coordinator (hereinafter referred to as the "CTC"), having its principal offices at **701 NW 1st Court, Suite 1700, Miami, Florida 33136**.

WITNESSETH:

WHEREAS, the Provider has offered to provide transportation services that shall conform to the requirements of this Agreement; and,

WHEREAS, the CTC desires to have such services performed in accordance with the terms of this Agreement; and,

WHEREAS, the CTC has entered into a Memorandum of Agreement (hereinafter referred to as "MOA") with the Florida Commission for the Transportation Disadvantaged (hereinafter referred to as the "Commission") to serve the transportation disadvantaged for the community that includes the entire area of Miami-Dade County pursuant to Florida Statute Chapter 427, and in accordance with the CTC's Transportation Disadvantaged Service Plan (hereinafter referred to as the "TDSP").

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

A. TERM OF AGREEMENT

The terms and conditions of this Agreement shall be effective from July 1, 2024 and will continue through June 30, 2025.

B. SERVICE AND FARES

The Provider shall provide the following type of transportation services:

1. The Provider's office hours and phone number by which services can be obtained are:

Monday – Friday: 8:00 am to 5:00 pm; (305) 245-8150 Ext. 202; (305) 341-8400

2. The Provider's service hours and days of operation are as follows:

Monday – Friday: 8:00 am to 5:00 pm

3. The Provider's cost in providing each one way trip is:

See Exhibit B - attached

Neither the Commission nor the CTC shall be obligated to reimburse the cost to the Provider to provide these transportation services.

4. The calculation methodology used to justify the Provider's cost is as follows (the following calculation may be used to determine cost: Total Transportation Expenses divided by Total Trips): Please include actual calculations along with the methodology to derive provider cost i.e. Total Trip Expenses divided by Total Trips: (1000) / expenses (3000) = \$3 per trip.

See Exhibit B - attached

5. The Provider agrees that other entities that have executed Agreements may access transportation services at the same fare as described above. The fare described above shall be paid by each entity that has utilized transportation service. When providing transportation services to individuals of transportation disadvantaged programs, services, and organizations for compensation, the Providers shall comply with all requirements of the Code of Miami-Dade County Florida including, but not limited to Chapter 31.
6. The Provider shall provide the following transportation services (describe transportation services; avoid using the term Paratransit to describe services provided).

See Exhibit A - attached

C. COMPLY WITH AUDIT AND RECORD KEEPING REQUIREMENTS

The Provider shall:

1. Comply with all reporting requirements in accordance with the MOA and the CTC's TDSP.
2. Maintain a daily travel log containing the dates of operation, the number of trips, the amount of miles, and the number of clients transported each trip. The log shall also include a weekly total of one-way passenger trips, passenger trip miles, passenger hours of vehicle operation, accidents, and the number of ambulatory and non-ambulatory passengers.
3. Submit to the CTC an Annual Operating Report (AOR) detailing demographic, operational, and financial data regarding coordination activities in the designated service area on a yearly basis. This report shall be prepared on forms provided by the Commission and according to the instructions of said forms.
4. Maintain accurate records regarding insurance, driver salaries, maintenance, and repairs necessary to determine actual cost per one-way trip.
5. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The CTC shall assure that these records shall be subject to inspection, review, or audit at all reasonable

times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.

D. COMPLY WITH SAFETY REQUIREMENTS

The Provider shall:

1. Comply with Section 341.061, Florida Statutes and Rule 14-90, Florida Administrative Code, concerning System Safety; or comply with Chapter 234.051 Florida Statutes, regarding school bus safety requirements for those services provided through a school board.
2. Comply with local, state, and federal laws, and Commission policies relating to drug testing. The Provider shall conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

E. INDEMNIFICATION AND INSURANCE

The Provider shall comply with the following minimum insurance requirements:

The Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or 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 Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. The 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 County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Provider shall furnish to **FDOT Attn: Raymond Freeman, 1000 NW 111th Avenue, RM 6108, Miami, FL 33172**, Certificate(s) of insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Provider as required by Florida Statute 440.
- B. Commercial General Liability Insurance in an amount not less than \$300,000 per occurrence. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

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 "A-" as to management, and no less than "Class VII" as to financial strength by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

CERTIFICATE HOLDER MUST READ: **MIAMI-DADE COUNTY**
 111 NW 1st STREET
 SUITE 2340
 MIAMI, FL 33128

F. SAFEGUARDING INFORMATION

The Provider shall safeguard information, and require any provider of transportation disadvantaged services to safeguard information, by not using or disclosing any information concerning a user of transportation services under this Agreement except as provided by law.

G. PROTECT CIVIL RIGHTS

The Provider shall comply with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Provider gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the CTC. The Provider shall also comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.

5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
6. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
7. All other applicable laws, regulations, guidelines, and standards.

The Provider agrees that compliance with this assurance constitutes a condition of this Agreement and continued receipt of or benefit from federal financial assistance, and that it is binding upon the Provider, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided.

The Provider shall ensure that it as well as all operators, subcontractors, sub grantees, or others with whom the Provider arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards.

The Provider does hereby covenant and agree that (1) no person on the grounds of race, color, gender, sexual orientation, gender identity, gender expression, disability, national origin, religion, ancestry, pregnancy, age, marital status, familial status, status as victim of domestic violence, dating violence or stalking, veterans status, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination while receiving transportation services, (2) no person on the grounds of race, color, gender, sexual orientation, gender identity, gender expression, disability, national origin, religion, ancestry, pregnancy, age, marital status, familial status, status as victim of domestic violence, dating violence or stalking, veterans status, shall be excluded from transportation services, and (3) that the Provider shall provide transportation services in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

In the event of failure to comply, the Provider agrees that the CTC may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial compliance or administrative relief, to include assistance being terminated and further assistance being denied.

H. REQUIRING COMPLIANCE WITH THE FOLLOWING REQUIREMENTS CONCERNING DRIVERS AND VEHICLES

The Provider shall comply with the following standards:

1. Drivers shall announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations (i.e. private-non-profit social service agencies) where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions, or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle. In accordance with the CTC's TDSP, an operator's State of Florida driver's license in the

operator's possession is acceptable as a badge for operators of vehicles of agencies with coordination agreements.

2. Drivers shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist a wheelchair user up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
3. Have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall be required to have two years to be in compliance as specified in Rule 41-2.
4. Utilize vehicles equipped with two-way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall have two years to be in compliance as specified in Rule 41-2.
5. Comply with all local, state, and federal laws and regulations that apply to the transportation disadvantaged services to be provided pursuant to this Agreement.

I. COMPLY WITH OTHER REQUIREMENTS AS FOLLOWS

The Provider shall:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the CTC's TDSP.
2. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
3. Provide shelter, security, and safety of passengers at vehicle transfer points.
4. Post a local or other toll-free number for complaints or grievances inside each vehicle.
5. Provide out-of-service-area trips, when determined locally and approved by the Local Coordinating Board, except in instances where local ordinances prohibit such trips.
6. Keep the interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal, or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
7. Maintain a passenger/trip database on each rider being transported within the system.

8. Provide each rider and escort, child, or personal care attendant adequate seating for provider-sponsored transportation services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time.
9. Administer first-aid assistance as provided for in the CTC's TDSP.
10. Administer Cardiopulmonary Resuscitation (CPR) assistance as provided for in the CTC's TDSP.

J. TERMINATION CONDITIONS

1. Termination without cause:

This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach:

Unless the Provider's breach is waived by the CTC in writing, the CTC may terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the CTC of breach of any provision of this Agreement 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 Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the CTC's right to remedies at law or to damages. If the Provider abandons or, before completion, ceases to perform its responsibilities under this Agreement; or for any other reason, the commencement, prosecution, or timely completion of the Agreement by the Provider is rendered improbable, infeasible, impossible, or illegal, the CTC may, by written notice to the Provider, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the CTC may terminate any or all of its obligations under this Agreement.

K. NOTICE AND CONTACT

The name and address of the Contract Manager for the CTC for this Agreement is Robert Villar, Miami-Dade Department of Transportation and Public Works, 701 NW 1st Court, Suite 1300, Miami, FL 33136.

The representative/position of the Provider responsible for administration of the program under this Agreement is:

Iviana Rico-Arango, State Director, Sunrise Community, Inc.

L. CONFLICT OF INTEREST

The Provider agrees to abide by and be governed by Miami-Dade County Ordinance No. 72-82 (Conflict of Interest Ordinance codified at Section 2-11.1 et al. of the Code of Miami-Dade County), as amended, which is incorporated herein by reference as if fully set forth herein, in connection with its contract obligations hereunder.

M. AUTONOMY

Both parties agree that this Agreement recognizes the autonomy of and stipulates or implies no affiliation between the contracting parties. It is expressly understood and intended that the Provider is only a recipient of funding support and is not an agent or instrumentality of the CTC. Furthermore, the Provider's agents and employees are not agents or employees of the CTC.

N. ORDER OF PRECEDENCE

In the event that any of the provisions of this Agreement should conflict with the provisions of the CTC's TDSP, the latter shall control. Nothing contained in this Agreement shall be construed to override the provisions of the MOA or the CTC's TDSP.

O. COMPLIANCE

Failure of Provider to comply with the requirements set forth in this Agreement may result in the following:

1. Disqualification from eligibility in participating in future Agreements.
2. Ineligibility to apply for Federal Transit Administration (FTA) Section 5310 Program funds.

Sunrise 24-25

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

PROVIDER:



Signature

President of CEO

Title

LOCAL COORDINATING BOARD:




Signature

Chairperson

Title

MIAMI-DADE COUNTY CTC:



Signature

Jimmy Morales, Chief Operating Officer

County Mayor or
Designee



Approved as to form and legal sufficiency

MIAMI-DADE COUNTY AFFIDAVITS

The contracting individual or entity (governmental or otherwise) shall indicate by an "X" all affidavits that pertain to this agreement and shall indicate by an "N/A" all affidavits that do not pertain to this agreement. All blank spaces must be filled.

The MIAMI-DADE COUNTY OWNERSHIP DISCLOSURE AFFIDAVIT; MIAMI-DADE COUNTY EMPLOYMENT DISCLOSURE AFFIDAVIT; MIAMI-DADE CRIMINAL RECORD AFFIDAVIT; and DISABILITY NON-DISCRIMINATION AFFIDAVIT shall not pertain to contracts with the United States or any of its departments or agencies thereof, the State or any political subdivision or agency thereof or any municipality of this State. The MIAMI-DADE FAMILY LEAVE AFFIDAVIT shall not pertain to contracts with the United States or any of its departments or agencies or the State of Florida or any political subdivision or agency thereof, it shall, however, pertain to municipalities of the State of Florida. All other contracting entities or individuals shall read carefully each affidavit to determine whether or not it pertains to this contract.

I **Zachary Wray**, being first duly sworn state:
Affiant

The full legal name and business address of the person(s) or entity contracting or transacting business with Miami-Dade County are (Post Office addresses are not acceptable):

65-0118730

Federal Employer Identification Number (If none, Social Security)

Sunrise Community, Inc.

Name of Entity, Individual(s), Partners or Corporations

Click here to enter text.

Doing Business As (If same as above, leave blank)

9040 SW 72nd Street, Miami, FL 33173

Street Address

City

State

Zip Code

X I. MIAMI-DADE COUNTY DISCLOSURE AFFIDAVIT (Sec. 2-8.1 of the County Code)

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a partnership, the foregoing information shall be provided for each partner. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. The foregoing requirements shall not pertain to contracts with publicly-traded corporations or to contracts with the United States or any department or agency thereof, the State or any political subdivision or agency thereof or any municipality of this State. All such names and addresses are (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
-----------------	---------	-----------

<u>Zachary S. Wray, President & CEO, 9040 SW 72nd Street, Miami, FL 33173</u>		<u>0%</u>
---	--	-----------

<u>Jameson Dormann, COO, 9040 SW 72nd Street, Miami, FL 33173</u>		<u>0%</u>
---	--	-----------

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have or will have any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with Miami-Dade County are (Post Office addresses are not acceptable):

Not applicable

Click here to enter text.

Click here to enter text.

- X 3. Any person who willfully fails to disclose the information required herein, or who knowingly discloses false information in this regard shall be punished by a fine of up to five hundred dollars (\$500.00) or imprisonment in the County jail for up to sixty (60) days or both.

X II. MIAMI-DADE COUNTY EMPLOYMENT DISCLOSURE AFFIDAVIT (County Ordinance No. 90-133, Amending Section 2-8.1: Subsection (d) (2) of the County Code).

Except where precluded by federal or State laws or regulations, each contract or business transaction or renewal thereof which involves the expenditure of ten thousand dollars (\$10,000.00) or shall require the entity contracting or transacting business to disclose the following information. The foregoing disclosure requirements do not apply to contracts with the United States or any department or agency thereof, the State or any political subdivision or agency thereof or any municipality of this State.

1. Does your firm have a collective bargaining agreement with its employees?

No

2. Does your firm provide paid health care benefits for its employees?

Yes

3. Provide a current breakdown (number of persons) of your firm's work force and ownership as to race, nation origin and gender:

White:	<u>3</u>	Males	<u>11</u>	Females
Black:	<u>110</u>	Males	<u>348</u>	Females
Hispanic:	<u>40</u>	Males	<u>64</u>	Females
Asian:	<u>6</u>	Males	<u>13</u>	Females
American Indian:	<u>0</u>	Males	<u>0</u>	Females
Aleut (Eskimo):	<u>0</u>	Males	<u>0</u>	Females
Total:	<u>593</u>	<u>159</u> Males	<u>434</u> Females	

X III. MIAMI-DADE COUNTY CRIMINAL RECORD AFFIDAVIT (Section 2-8.6 of the County Code)

The individual or entity entering into a contract or receiving funding from the County _____ has X has not as of the date of this affidavit been convicted of a felony during the past ten (10) years.

An officer, director, or executive of the entity entering into a contract or receiving funding from the County _____ has X has not as of the date of this affidavit been convicted of a felony during the past ten (10) years.

X IV. MIAMI-DADE EMPLOYMENT DRUG-FREE WORKPLACE AFFIDAVIT (County Ordinance No. 92-15 codified as Section 2-8.1-2 of the County Code)

That in compliance with Ordinance No. 92-15 of the Code of Miami-Dade County, Florida, the above named person or entity is providing a drug-free workplace. A written statement to each employee shall inform the employee about:

1. danger of drug abuse in the workplace
2. the firm's policy of maintaining a drug-free environment at all workplaces
3. availability of drug counseling rehabilitation and employee assistance programs
4. penalties that may be imposed upon employees for drug abuse violations

The person or entity shall also require an employee to sign a statement, as a condition of employment that the employee will abide by the terms and notify the employer of any criminal drug conviction occurring no later than five (5) days after receiving notice of such conviction

and impose appropriate personnel action against the employee up to and including termination.

Compliance with Ordinance 92-15 may be waived if the special characteristics of the product or service offered by the person or entity make it necessary for the operation of the County or for the health, safety, welfare, economic benefits and well-being of the public. Contracts involving funding which is provided in whole or in part by the United States or the State of Florida shall be exempted from the provisions of this ordinance in those instances where those provisions are in conflict with the requirements of those governmental entities.

X V. MIAMI-DADE EMPLOYMENT FAMILY LEAVE AFFIDAVIT (County Ordinance No. 142-91 codified as Section 11A-29 et seq. of the County Code)

That in compliance with Ordinance No. 142-91 of the Code of Miami-Dade County, Florida, an employer with fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks, shall provide the following information in compliance with all items in the aforementioned ordinance:

An employee who has worked for the above firm at least one (1) year shall be entitled to ninety (90) days of family leave during any twenty four (24) month period for medical reasons, for the birth or adoption of a child or for the care of a child, spouse or other close relative who has a serious health condition without risk of termination of employment or employer retaliation.

The foregoing requirements shall not pertain to contracts with the United States or any department or agency thereof or the State of Florida or any political subdivision or agency thereof. It shall, however, pertain to municipalities of this State.

X VI. DISABILITY NON-DISCRIMINATION AFFIDAVIT (County Resolution R-385-95)

That the above named firm, corporation or organization is in compliance with and agrees to continue to comply with and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including but not limited to those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations and new construction in the following laws: The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101-12213 and 47 U.S.C. Sections 225 and 811 including Title I. Employment; Title II Public Services, Title III Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications, and Title V, Miscellaneous Provisions; the Rehabilitation Act of 1973, 29 U.S.C. Section 794; The Federal Transit Act, as amended 49 U.S.C. Section 1612; The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631. The foregoing requirements shall not pertain to contracts with the United States or any department or agency thereof the State or any political subdivision or agency thereof or any municipality of this State.

X VII. MIAMI-DADE COUNTY REGARDING DELINQUENT AND CURRENTLY DUE FEES OR TAXES (Sec. 2-8.1 of the County Code)

Except for small purchase orders and sole source contracts, that above named firm, corporation, organization or individual desiring to transact business or enter into a contract with the County verifies that all delinquent and currently due fees or taxes—including but not limited to real and property taxes, utility taxes and occupational licenses—which are collected in the normal course by the Miami-Dade County Tax Collector as well as Miami-Dade County issued parking tickets for vehicles registered in the name of the firm, corporation, organization, or individual have been paid.

X VIII. WELFARE REFORM WORK PARTICIPATION AFFIDAVIT (Resolution R-1206-97)

Any contract or renewal of a contract entered into based upon a false affidavit submitted pursuant to Resolution No. R-1206-97 shall be voidable by the County. If any attesting entity violates the following provisions of Resolution No. R-1206-97 during the term of any contract with the County, the contract shall be voidable by the County even if the attesting entity was not in violation at the time it submitted the affidavit.

1. This entity is a not for profit organization receiving a grant award and therefore exempt from the provisions of Resolution No. R-1206-97.
2. This entity is entering into a professional services agreement and therefore exempt from the provisions of Resolution No. R-1206-97.
3. This entity does not have twenty-five (25) or more employees and therefore is exempt from the provisions of Resolution No. R-1206-97.
4. This entity does have twenty-five (25) or more employees but conducts business with the County for less than \$500.00 and therefore is exempt from the provisions of Resolution No. R-1206-97.
5. This entity does have twenty-five (25) or more employees and does conduct business with the County for a total amount of \$500.00 or more. Therefore, I hereby attest that during the term of the contract, five percent (5%) or more of this entity's local Miami-Dade County full-time work force consists of or will consist of individuals who reside in Miami-Dade County and who have lost or are about to lose their cash assistance benefits (formerly Aid to Families with Dependent Children or "AFDC") as a result of the Personal Responsibility and Work Opportunity Act of 1996. Furthermore, this entity did not replace any existing employees in order to comply with the provisions of Resolution No. R-1206-97.
6. This entity does have twenty-five (25) or more employees and does conduct business with the County for a total amount of \$500,000.00 or more. However, I attest that this entity cannot meet the terms of Resolution No. R-1206-97 by hiring or employing five percent (5%) of its local Miami-Dade County full-time work force from individuals who reside in Miami-Dade County and who have or are about to lose cash assistance benefits. Therefore, this entity shall contribute the sum equivalent to fifty percent (50%) of the wages that would be paid to five percent (5%) of its full-time work force based

on a full-time minimum wage position for the entire term of the contract with the County. This sum shall be donated to an employment training program that trains Miami-Dade County residents who have or are about to lose cash assistance benefits.

I have carefully read the entire six (6) page document (numbered pages 10-15 of this package) entitled "Miami-Dade County Affidavits" and have indicated by an "X" all affidavits that pertain to this contract and have indicated by an "N/A" all affidavits that do not pertain to this contract.

By: [Signature] (Signature of Affiant) 11/30/23 (Date)

SUBSCRIBED AND SWORN TO (or affirmed) before me this 30th day of November, 2023, by Zachary Wray. He/She is personally known to me or has presented _____ as identification. (Type of Identification)

[Signature]
(Signature of Notary)

373100
(Serial Number)



(Print or Stamp of Notary)

July 13, 2027
(Expiration Date)

Notary Public - State of Florida
(State)

Notary Seal

EXHIBIT A: CURRENT SYSTEM DESCRIPTION 2023

Sunrise Community, Inc., a private, not-for-profit charitable organization, provides a large array of services in Miami-Dade County to meet the needs of people with disabilities. Its mission is to provide people with disabilities the assistance and supports necessary to enable them to live valued lives in the community.

Operations for Sunrise Community, Inc. in Miami-Dade County at present include a 120-Person Residential Facility, numerous Community Homes, and Adult Day Training Centers. Committed to person-centered, cost effective services, Sunrise Community, Inc. was the first agency to begin assisting people with disabilities to move from ICF/DD programs to Supported Living arrangements.

Funding comes from Federal and State dollars through ICF/DD Medicaid program, a grant through Dade County Community Block Grant Program, Agencies for Persons with Disabilities Program Medicaid Waiver Services.

The People We Serve

Sunrise Community, Inc. currently assists people in Miami-Dade County with all levels and types of developmental disabilities. These include a large number of people who have been dually diagnosed and who were referred from such places as the South Florida Evaluation and Treatment Center; numerous private psychiatric hospitals; the former Montanari Residential Treatment Center, Community Environments Inc., Metatherapy, and the Landmark Learning Center.

We operate essentially on a zero reject policy, denying services to no one with a developmental disability who is in need and utilizing every resource available in order to ensure that people are able to remain in the community.

The people we assist require transportation services that are sensitive to their special needs as a result of their particular disabilities. Staff and drivers are well trained and acquainted with the communication systems utilized by our individuals, their medical needs, personal assistance requirements and behavior programs. Special attention is also required to ensure their physical safety while being transported.

Although every attempt is made to utilize existing transportation services through STS, the Metrorail, Metro buses, taxis and ambulances, the majority of individuals who are assisted by Sunrise Community, Inc. are not able to utilize these services on a routine basis due to lack of accessibility in the location where they reside.

The special training and familiarity with our individuals enable staff/drivers to respond appropriately to both regular and emergency situations, as they arise.

In addition to FDOT requirements for driver training, Sunrise Community, Inc. drivers receive specialized training in the following areas:

- Introduction to Developmental Disabilities

- **Community Inclusion**
- **Bill of Rights for People with Developmental Disabilities**
- **Signs, Symptoms and Prevention of Abuse**
- **General medical information**
- **Behavior Intervention Techniques**
- **Defensive Driving**

In order to ensure the most efficient utilization of transportation resources, Sunrise Community, Inc. has established a Transportation Department. This department falls under the direction of a Transportation Supervisor and a Transportation Coordinator, who directly supervise four fulltime drivers (see Attachment #1). Transportation services are provided 24 hours daily, 365 days per year.

The primary function of the Transportation Department is to transport individuals to and from their required destinations. Auxiliary staff known as Direct Support Staff also transport individuals served to extracurricular activities in addition to the transportation staff, including evenings and weekends. Department staff are also "on-call" on a weekly rotation schedule to respond to the emergency needs of the individuals served.

Paratransit Services provided by Sunrise Community, Inc. enable people with disabilities to:

- **Attend school**
- **Work in the community or attend a Day Training Program**
- **Visit family members**
- **Receive both routine/and emergency medical services at local clinics**
- **hospitals and doctors offices**
- **Receive therapies at local clinics and hospitals**
- **Receive dental services**
- **Go grocery shopping**
- **Bank in the community**
- **Participate in social and recreational activities, locally and in other geographic areas like Orlando and the Florida Keys;**
- **Go on vacations.**

Sunrise Community, Inc. provides this service at no charge to the riders, almost 100% of whom fall at or below the poverty level.

Operating expenses to provide Transportation Services for the individuals are as follows: (See Exhibit B).

**Attachment #2 – Exhibit B – Page 1 of 2
SUNRISE COMMUNITY, INC. - FARE CALCULATION METHODOLOGY**

Route: South Dade to West Kendall Baptist

Wages:

Number of hours drivers used one way = 1.0 hours
Total wages in the month for round trip = $1.0 \times 2 \times 30 \times \$19.0/\text{hr.} = \$1,140.00$

Fuel Cost:

Number of days of operation during month = 30
Distance: 13 miles (one-way) 26 miles (round trip)
Gasoline price per gallon = \$3.21
 780 (total miles driven in one month) divided by 15.0 (approx. miles per gallon) =
 52.0 (number of gallons of gasoline used)
Fuel Cost = $\$3.21$ (gasoline price per gallon)
 $\times 52.0$ (number of gallons of gasoline used)
 = $\$167.00$. (total fuel cost)

Project Cost:

Number of riders served = 55
Project cost = $\frac{\$167.00 \text{ (total fuel cost)} + \$1,140.00 \text{ (total wages)}}{55 \text{ (\# of riders)}}$

Cost per rider per round trip = \$23.76

Route: North Dade to Jackson Hospital

Wages:

Number of hours drivers used one way = 1.25 hours
Total wages in the month for round trip = $1.25 \times 2 \times 30 \times \$19.00/\text{hr.} = \$1,425.00$

Fuel Cost:

Number of days of operation during month = 30
Distance: 21 miles (one-way) 42 miles (round trip)
Gasoline price per gallon = \$3.21
 $1,260$ (total miles driven in one month) divided by 15.0 (approx. miles per gallon) =
 84.0 (number of gallons of gasoline used)
Fuel Cost = $\$3.21$ (gasoline price per gallon)
 $\times 84.0$ (number of gallons of gasoline used)
 = $\$270.00$ (total fuel cost)

Project Cost:

Number of riders served = 75
Project cost = $\frac{\$270.00 \text{ (total fuel cost)} + \$1,425.00 \text{ (total wages)}}{75 \text{ (\# of riders)}}$

Cost per rider round trip = \$22.60

Attachment #2 – Exhibit B – Page 2 of 2
SUNRISE COMMUNITY, INC. - FARE CALCULATION METHODOLOGY

Route: South Dade to Eureka ADT

Wages:

Number of hours drivers used one way = 0.75 hours
Total wages in the month for round trip (4 round trips/day) = $0.75 \times 2 \times 4 \times 20 \times \$19.00/\text{hr.} = \$2,280.00$

Fuel Cost:

Number of days of operation during month = 20
Distance: 8 miles (one-way) 16 miles (round trip) x 4 round trips per day = 64 miles/day
Gasoline price per gallon = \$3.21
 $1,280$ (total miles driven in one month) divided by 15.0 (approx. miles per gallon) =
 85.0 (number of gallons of gasoline used)
Fuel Cost = $\$3.21$ (gasoline price per gallon)
 X 85.0 (number of gallons of gasoline used)
 = $\$273.00$ (total fuel cost)

Project Cost:

Number of riders served = 97
Project cost = $\frac{\$273.00 \text{ (total fuel cost)} + \$2,280.00 \text{ (total wages)}}{97 \text{ (\# of riders)}}$

Cost per rider round trip = \$26.32

Route: South Dade to Miami Heart Institute

Wages:

Number of hours drivers used one way = 1.75 hours
Total wages in the month for round trip = $1.75 \times 2 \times 30 \times \$19.00/\text{hr.} = \$1,995.00$

Fuel Cost:

Number of days of operation during month = 30
Distance: 36 miles (one-way) 72 miles (round trip)
Gasoline price per gallon = \$3.21
 $2,160$ (total miles driven in one month) divided by 15.0 (approx. miles per gallon) =
 144.0 (number of gallons of gasoline used)
Fuel Cost = $\$3.21$ (gasoline price per gallon)
 X 144.0 (number of gallons of gasoline used)
 = $\$462.00$ (total fuel cost)

Project Cost:

Number of riders served = 90
Project cost = $\frac{\$462.00 \text{ (total fuel cost)} + \$1,995.00 \text{ (total wages)}}{90 \text{ (\# of riders)}}$

Cost per rider per round trip = \$27.30



Sunrise Community, Inc.
9040 Sunset Drive
Miami, FL 33173

A RESOLUTION of the Sunrise Community, Inc. Board of Directors, authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Sunrise Community, Inc. Board of Directors has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Sunrise Community, Inc. Board of Directors, that

This resolution applies to the Federal Program under U.S.C. Section 5310.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Zach Wray, President, and CEO is authorized to sign the application, execute subsequent agreements, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 27th Day of October 2023

By:

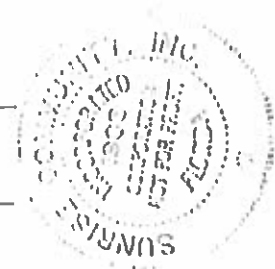
DocuSigned by:

E9B0C94A133C404

Signature, Chairperson of the Board

Steven M. Weinger, Esq., Board Chair

Typed Name and Title





Sunrise Community, Inc.
9040 Sunset Drive
Miami, FL 33173

A RESOLUTION of the Sunrise Community, Inc. Board of Directors, authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

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DULY PASSED AND ADOPTED THIS 27th Day of October 2023

By:

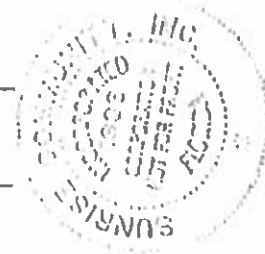
DocuSigned by:

C8B0092A113C0A

Signature, Chairperson of the Board

Steven M. Weinger, Esq., Board Chair

Typed Name and Title



SUNRISE COMMUNITY, INC. BOARD OF DIRECTORS

As of July 1, 2023

Each board member is elected to serve for a one-year term

Name	Preferred Mailing Address
Armour, Russell Director - <i>P&S Chair</i>	6028 SW 8 th Avenue Miami, FL 33143-1536
Coker, Robert Director	4105 Rigel's Cove Way Jensen Beach, FL 34957
Cook, Emilie Taylor Director	370 Glenhaven Drive Milledgeville, GA 31061
Crowther, Connie Director	3612 Palmarito Street Coral Gables, FL 33134-7021
Harris, Ashley Director	5790 Pine Brook Rd. NE Sandy Springs, GA 30328
Hicks, Gregory (Greg) Director	5 Far Hills Drive Avon, CT 06001
Holcomb, Jr., John L. (Jack) Director	1410 Harbour Walk Rd Tampa, FL 33602-5971
Lank, Bill Director - <i>FIN Chair</i>	2733 NE 3 rd Drive Fort Lauderdale, FL 33308
McMackin IV, Frank J. Director, <i>DEV Co Chair</i>	536 Almeria Avenue Coral Gables, FL 33134
Moring, Robert H. CLU, CFP Director	12000 Delmahoy Dr Charlotte NC 28277
Mulr, William P. Director, <i>DEV Co Chair</i>	1800 South Ocean Blvd. #5D Boca Raton, FL 33432
Owens, William (Bill) Director, <i>GOV Chair</i>	Bond, Schoeneck & King, P.A. 4001 Tamiami Trail North, #250 Naples, FL 34103-3555
Pujol, Rose Director	2455 South Bayshore Drive Miami, FL 33133
Souto, Jr. Jose E. (Joey) Director - <i>Treasurer</i>	1437 Sopera Avenue Coral Gables, FL 33143
Vance, Kevin Director - <i>Vice Chair</i> / <i>FIN Chair</i>	3160 NE 27 th Ave. Lighthouse Point, FL 33064
Weinger, Esq., Steven M. Director - <i>Board Chair</i>	SMW - Steven M. Weinger Esq 1881 S Bayshore Dr. Miami, Florida 33133
Wetherington, Gloria A. Director - <i>2nd Vice Chair, ADV Chair</i>	2050 E. Oakland Park Blvd., Ste 201 Ft. Lauderdale, FL 33306-1121
Young, Pauline A., Ed.D. Director <i>Secretary</i>	12805 SW 103 CT Miami FL 33176

SUNRISE COMMUNITY, INC. BOARD OF DIRECTORS

As of July 1, 2023

Each board member is elected to serve for a one-year term

Name	Preferred Mailing Address
Armour, Russell Director - <i>P&S Chair</i>	6028 SW 85th Avenue Miami, FL 33143 1536
Coker, Robert Director	4105 Rigel's Cove Way Jensen Beach, FL 34957
Cook, Emilie Taylor Director	370 Glenhaven Drive Milledgeville, GA 31061
Crowther, Connie Director	3612 Palmarito Street Coral Gables, FL 33134-7021
Harris, Ashley Director	5790 Pine Brook Rd. NE Sandy Springs, GA 30328
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Lank, Bill Director - <i>FIN Chair</i>	2733 NE 37 th Drive Fort Lauderdale, FL 33308
McMackIn IV, Frank J. Director, <i>DEV Co Chair</i>	536 Almeria Avenue Coral Gables, FL 33134
Moring, Robert H. CLU, CFP Director	12000 Delmahoy Dr Charlotte NC 28277
Muir, William P. Director, <i>DEV Co Chair</i>	1800 South Ocean Blvd. #50 Boca Raton, FL 33432
Owens, William (Bill) Director, <i>GOV Chair</i>	Bond, Schoeneck & King, P.A. 4001 Tamiami Trail North, #250 Naples, FL 34103 3555
Pujol, Rose Director	2455 South Bayshore Drive Miami, FL 33133
Souto, Jr. Jose E. (Joey) Director - <i>Treasurer</i>	1437 Sopera Avenue Coral Gables, FL 33143
Vance, Kevin Director - <i>Vice Chair HR Chair</i>	3160 NE 27 th Ave. Lighthouse Point, FL 33064
Welnger, Esq., Steven M. Director - <i>Legal Chair</i>	SMW - Steven M. Welnger Esq 1881 S Bayshore Dr. Miami, Florida 33133
Wetherington, Gloria A. Director - <i>2nd Vice Chair, ADV Chair</i>	2050 E. Oakland Park Blvd., Ste 201 Ft. Lauderdale, FL 33306 1121
Young, Pauline A., Ed.D. Director <i>Secretary</i>	12805 SW 103 CT Miami FL 33176

Drug Testing Policy

SUNRISE GROUP

PROCEDURE

2210-HQ-E

DRUG-FREE WORKPLACE

POLICY SECTION: 2000 HUMAN RESOURCES

POLICY SUBSECTION: 2200 SCREENING, SELECTION, AND HIRING

POLICY STATEMENT

Sunrise Community and other organizations supported by the Sunrise Group of Companies, the "Organization," shall hire the most qualified staff. The Organization shall verify and document the credentials and background of selected applicants to assure conformance with the standards established by the Organization. The Sunrise Group of Companies are equal opportunity employers and shall operate in accordance with the Americans with Disabilities Act of 1990 and all pertinent local, state, and federal laws and regulations regarding hiring of employees. The Organization shall not discriminate in the hiring process based on race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, status as a disabled or Vietnam veteran, or any other protected class or characteristic as established by law.

Summary:

Hire the most qualified staff.

Procedure

1.0 Purpose

The purpose of this procedure is to identify a process for the implementation of Drug Free Workplace practices throughout the Organization and in compliance with state and federal regulations.

2.0 Scope

This procedure applies to all organizations supported by the Sunrise Group of Companies.

3.0 Definitions

3.1 *Chain of Custody* – refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances.

3.2 *Initial Drug Test* – a sensitive, rapid, and reliable procedure used to identify negative and positive specimens, usually using a chemical procedure or a more accurate scientifically accepted method approved by the United States Food and Drug Administration (FDA) or AHCA.

3.3 *Confirmation Test* – a second analytical procedure to identify the presence of a specific drug or metabolite in a specimen. This test must be different from the initial test procedure. This test is required before a medical review officer contacts an employee about test results.

3.4 *Drug* – alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed above. The Organization may test an employee for any or all such drugs.

3.5 *Drug Test* – any chemical, biological, or physical instrumental analysis administered by a laboratory licensed by the Agency for Health Care Administration (AHCA) or certified by the U. S. Department of Health and Human Services (HHS), for the purpose of determining the presence or absence of a drug or its metabolites.

3.6 *Medical Review Officer (MRO)* – a licensed physician, who evaluates a donor's test result, together with their medical history or any other biomedical information, and makes the final determination of the donor's test results.

3.7 *Reasonable Suspicion* – drug testing based on a belief that an employee is using or has used drugs in violation of this procedure. The reasons for "reasonable suspicion" testing include the following:

DRUG-FREE WORKPLACE

- I. Observable phenomena while at work, such as direct observation of drug use or physical manifestations of being under the influence of a drug.
- II. Abnormal conduct or unpredictable behavior while at work or a significant deterioration in work performance.
- III. A report of drug use provided by a reliable or credible source.
- IV. Evidence that a person has tampered with a drug test during his employment.
- V. Information that an employee has caused, or contributed to, or been involved in an accident while at work.
- VI. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the organization's premises or while operating any vehicle, machinery, or equipment.

3.9 Safety and Sensitive Position – a position in which drug impairment constitutes an immediate and direct risk to public health and safety; a position that requires an employee to perform life-saving procedures; or, a position in which a momentary lapse of attention or judgment could result in injury or death to another person.

3.10 Urinalysis – Most commonly type of test used to detect evidence of recent drug use.

4.0 References and Responsibilities

4.1 The Director of Human Resources at National Headquarters is responsible for developing this procedure aligned with organizational expectations pertaining to employees and in compliance with applicable state statute, administrative code, and other regulatory requirements as adopted and advising on the interpretation of this procedure.

4.2 Regional Administrators, Executive Directors, Director of Operations, or NHQ Department Heads are responsible to ensure this procedure is implemented with all employees under their supervision including notification and documentation of employee acknowledgement.

5.0 Procedure5.1 General Prohibitions, Remedies, and Responsibilities

5.1.1 The Organization has established that the following are violations of its policies, procedures, and practices:

- For any employee to use, possess, sell, trade, offer for sale, or offer to buy controlled substances or otherwise engage in the illegal use of controlled substances on the job.
- For anyone to report to work under the influence of illegal drugs or alcohol.
- For anyone to have present in their bodies detectable levels of illegal drugs.
- For anyone to misuse or abuse prescription or over the counter drugs.
- For anyone to violate any federal, state, or local law(s) relating to drugs.

The exception to these prohibitions is the authorized possession or use of drugs prescribed by a physician to the employee, and used according to prescription instructions, unless such use would pose a safety risk to the employee, persons supported, other stakeholders, or the community at large.

5.1.2 Employees found in violation are subject to corrective action up to and including termination.

5.1.3 It is the responsibility of managers and supervisors, with guidance from the Director of Human Resources at National Headquarters, to counsel employees whenever they see changes in the performance and behavior that suggest an employee might have a drug problem.

5.1.4 The Organization will follow the guidelines listed below in support of the Drug-Free Workplace. If state statutes call for more stringent practices, the higher standard will take precedent.

5.2 Notice and Contingent Employment Information

5.2.1 All applicants and employees will be informed of drug testing procedures. All applicants will be informed that employment is contingent upon a negative drug test screening result and compliance with all future requests to submit to a drug test as outlined in these procedures.

DRUG-FREE WORKPLACE

5.2.2 In the event an applicant is under the care of a physician and is taking legally, prescribed medication the applicant will be directed to a designated external laboratory for initial drug screening.

5.3 Sources of Assistance

5.3.1 The Executive Director and Director of Operations and for persons employed at National Headquarters, the Human Resources Department, will assist the employee on identifying providers of programs to assist employee in the areas of alcohol and drug abuse programs.

5.3.2 Employees can be directed to Substance Abuse and Mental Health Services Administration at: <https://www.samhsa.gov/find-treatment> which is an online source of information for persons seeking treatment facilities in the United States for substance abuse, addiction and/or mental health problems or by telephone at SAMHSA's National Helpline at 1-800-662-HELP (4357).

5.4 Internal Testing

5.4.1 Internal drug testing may be performed by the Organization, at the Organization's site, utilizing only Organization approved testing materials and administered by designated/trained employees.

5.5 External Testing at Designated Laboratories

5.5.1 The Administrator, Executive Directors and Directors of Operations will ensure that the contracting process follows all required approvals and include the Office of Risk Management to identify the appropriate local laboratories for all operations.

5.5.2 The Office of Risk Management will maintain copies of the licenses and proof of insurance of the testing laboratory(ies) on an annual basis, or whenever there is a change in laboratory.

5.5.3 All applicants for employment with the organization will be notified that external testing will be utilized if the person is on any prescribed medication. The initial, conditional offer of employment, drug test will be paid by the organization.

5.6 Testing Circumstances5.6.1 Post-Offer of Employment/Conditional Offer of Employment

5.6.1.1 As part of the Organization's employment screenings, an applicant will be subject to drug testing to assess whether the individual may be using or under the influence of drugs or alcohol in compliance with state and federal regulations.

5.6.1.2 The Conditional Offer of Employment will be rescinded if the "post-offer" applicant does not successfully complete the drug testing.

5.6.2 Post Accident/Incident

The Organization requires that any employee who is involved in a workplace accident or who causes a person receiving services or another employee to suffer physical injury will be subject to a drug test:

- Any employee involved in a work related injury, regardless of severity, that requires professional attention will be subject to a drug test.
- Any employee involved in an accident or safety related incident of any kind while in a Company vehicle, or while on Company time, or on Company property, will be subject to a drug test as soon as feasible.
- The Company may require an employee who contributed to an accident to be tested.
- When a test is performed following a workplace injury to an employee, a vehicle accident or injury to a person receiving services, or an accident of any kind, the employee or person receiving services will be taken to a medical facility for evaluation and treatment.
- The company reserves the right to test any employee(s) involved in a reportable incident, regardless of injury or property damage. Reportable incidents are defined by the Organization's Incident Reporting procedures and the state where the employee works.

DRUG-FREE WORKPLACE**5.6.3 Reasonable Suspicion**

5.6.3.1 The following guidelines will be used to conduct drug tests for reasonable suspicion - a belief that an employee is using or has used drugs or alcohol in violation of the organization's policy. Reasonable suspicion will include, but is not be limited to:

- Observable phenomena while at work, such as direct observation of drug use or physical manifestations of being under the influence of a drug such as odor of alcohol on the body or breath, slurred speech, or unsteady standing or walking.
- Erratic or unusual behavior while at work or inability or difficulty completing routine tasks.
- A report of drug use, provided by a reliable or credible source.
- Evidence that a person has tampered with a drug test during his employment.
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the organization's premises or
- While operating the organization's vehicle, machinery, or equipment.

5.6.3.2 The manager or supervisor calling for the reasonable suspicion drug testing must review the circumstances leading to the request and obtain approval from the Office of Risk Management and/or Office of Human Resources at NHQ.

5.6.3.3 All tests done for reasonable suspicion must be cleared with the Director of Human Resources or their designee, before asking an employee to submit to a drug or alcohol test. Designee is identified as the COO, Director of Risk Management or Vice President of Customer Service. If contact and approval cannot be confirmed in a reasonable time, the respective Regional Administrator will be contacted for approval.

5.6.3.4 When it is determined that the employee will be asked to undergo a drug test, the manager or supervisor will transport the employee to the designated laboratory to be tested.

5.6.4 Random Selection

5.6.4.1 The Organization requires that employees be subject to drug testing which is unannounced and scientifically selected unless prohibited by law or a collective bargaining agreement. The Organization reserves the right, at any time, to randomly test incumbent employees for the presence of controlled substances.

5.6.4.2 Testing and selection will be reasonably spread over a 12 month period. All employees will remain in the selection pool at all times, regardless of whether or not they have been previously selected for testing. The previous selection of an employee for testing will not preclude the future selection of the employee again.

5.6.4.3 The Office of Risk Management is responsible for the implementation process of the random selection of employees utilizing an external vendor.

5.6.4.4 A computer-based random number generator or equivalent random selection method that is matched with an employee's social security number or employee ID number will be utilized. The Office of Risk Management will designate the external testing site for use by the randomly selected employees.

5.6.4.5 The Office of Risk Management will be notified by the external vendor of the identification of the randomly selected employees. The Office of Risk Management or designee will communicate the identities of the randomly selected employees to the Executive Directors, Director of Operations, or NHQ Department Heads. Notification will include the time frame by which the randomly selected employee will be tested, the specific testing site at which the employee will be tested and to whom the test results will be provided.

5.6.4.3 The Executive Director/Director of Operations or, if at National Headquarters, the Office of Risk Management, or the Director of Human Resources will notify the employee of their random selection. The employee randomly selected for drug testing will immediately precede to the specified testing site upon notification of his/her selection.

DRUG-FREE WORKPLACE5.7 Refusal to Test

5.7.1 If an employee refuses to take a test, refuses to take a test within the time requirements set out, refuses to take a test at the specified testing site or, where applicable, refuses to take a test provided directly by the Organization, he or she will be notified by the manager or a representative from the Office of Human Resources at NHQ, that he or she is immediately suspended without pay pending termination and, if applicable, that worker's compensation benefits will be denied by the Organization by and through the worker's compensation insurance carrier.

5.8 Test Results

5.8.1 Results of testing acquired as a result of a post-offer/conditional offer of employment will be provided to the Executive Director/Director of Operations. At National Headquarters test results will be provided to the Director of Human Resources and the Office of Risk Management.

5.8.2 The Executive Director/Director of Operations will review the test results and inform the post-offer applicant of the test results. Should the post-offer applicant not successfully complete the testing, the Executive Director/Director of Operations will communicate to the post-offer applicant that the hiring process will not continue.

5.8.3 Should the post-offer applicant wish to re-do a test, the post-offer applicant may do so at his/her expense at the Organization's designated laboratory.

5.8.4 At no time will the organization be obligated to continue the hiring process based upon results of a second test or continue employment based on the second testing.

5.8.5 Only the Director of Human Resources and the Office of Risk Management, or their designee, will receive results from the laboratory in the case of testing related to post-accident or post-injury events and will be allowed to discuss these results with the manager and/or the employee.

5.8.6 Only the Director of Human Resources in consultation with the Executive Director will determine the action to be taken with an employee who has tested positive for a drug test related to reasonable suspicion, accident/incident, or random drug screening.

5.8.7 The Executive Director/Director of Operations or specific designee may communicate the findings of drug testing when such testing was performed as part of the post-offer/conditional offer of employment screening and inform the applicant that the hiring process will not continue.

5.9 Criminal Drug Statute Convictions

5.9.1 Employees must report to the Executive Director or NHQ Department Head any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction.

5.9.2 The Organization will notify the granting agency, such as DOT, within ten (10) days of receiving notice of a conviction from an employee.

5.10 Confidentiality, Notification, and Record Retention

5.10.1 All of the organization's employees will maintain strict confidentiality of drug test information. Organization management must follow the guidelines listed below in order to preserve the privacy of employees:

- All information received through the testing program is confidential and a privileged communication.
- It may not be used or received in evidence, obtained in discovery, or disclosed in a public or private proceeding; except in determining compensation for injuries under the worker's compensation act or other legislation that permits access to such information as part of administrative or legal proceedings in states where the Organization operates.
- Drug Test results will be released in the following instances although not limited to the following examples: to a decision-maker in a lawsuit, grievance or other proceeding required by law.

DRUG-FREE WORKPLACE

5.10.4 The Organization, laboratories, medical providers, or rehabilitation programs and their agents who receive or have access to information concerning drug tests will keep all information confidential.

5.10.5 The Organization cannot discharge, discipline, or discriminate against an employee solely upon the employee's voluntary enrollment in a rehabilitation program if the employee has not previously tested positive for drug or alcohol abuse.

5.10.6 All documentation related to the Drug Free Workplace program will be retained for a period of five (5) years from the date of the initial test.

5.11 Staff Notification on Drug Free Workplace and Drug Testing

5.11.1 All employees will be notified that the Organization has a Drug Free Workplace procedure upon hire and whenever the Drug Free Workplace procedure is revised. Form 182-HR Notification of Drug Testing must be signed by all employees to acknowledge this required notification then filed in his/her personnel record.

5.11.2 Form 182-HR Notification of Drug Testing POSTER must be displayed in all administrative offices and at any location where persons applying for employment. A complete copy of the Drug Free Workplace Procedure must be made available to employees upon request through any administrative office, the Human Resources at National Headquarters and can be accessed at the Organization's Resource Center.

Flowchart, Records and Forms

Form 182-HR Attachment Notification of Drug Testing POSTER

Form 182-HR Notification of Drug Testing

Procedure History

Originally Adopted: 15 Dec 1998

Effective Date: 5 Dec 1998

Responsible entity: Human Resources Department

Revisions and Reviews:

Date	Purpose	Synopsis of Revision
14 DEC 2021	Revision F	Section 5.6.4.1 Update to current requirements and prohibitions on random selection for drug testing
4 MAR 2019	Revision E	Deleted exclusion of companies 81 and 96. Addition of Section 5.11 on staff notification on Drug Free Workplace.
27 SEP 2018	Revision D	Transfer procedure from Risk Management to Human Resources, changed procedure number from 6502 to 2210. Added Section 5.9 employee responsible to report criminal drug statute conviction for a violation occurring in the workplace and Organization will notify the granting agency of any notification of such conviction.
17 Dec 2015	Revision C	Added circumstances of testing following Reportable Incidents with revision of procedure to current practices. Clarify responsible employees to implement procedure.
01 Jan 2009	Revision B	Required testing: random
10 Jan 2007	Revision A	Required testing: post-accident

Key words/terms: Drug free workplace, drug testing, drugs in the workplace

Drug Testing Policy

SUNRISE GROUP

PROCEDURE

2210-HQ-E

DRUG-FREE WORKPLACE

POLICY SECTION: 2000 HUMAN RESOURCES

POLICY SUBSECTION: 2200 SCREENING, SELECTION, AND HIRING

POLICY STATEMENT

Sunrise Community and other organizations supported by the Sunrise Group of Companies, the "Organization," shall hire the most qualified staff. The Organization shall verify and document the credentials and background of selected applicants to assure conformance with the standards established by the Organization. The Sunrise Group of Companies are equal opportunity employers and shall operate in accordance with the Americans with Disabilities Act of 1990 and all pertinent local, state, and federal laws and regulations regarding hiring of employees. The Organization shall not discriminate in the hiring process based on race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, status as a disabled or Vietnam veteran, or any other protected class or characteristic as established by law.

Summary:

Hire the most qualified staff.

Procedure

1.0 Purpose

The purpose of this procedure is to identify a process for the implementation of Drug Free Workplace practices throughout the Organization and in compliance with state and federal regulations.

2.0 Scope

This procedure applies to all organizations supported by the Sunrise Group of Companies.

3.0 Definitions

3.1 Chain of Custody – refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances.

3.2 Initial Drug Test – a sensitive, rapid, and reliable procedure used to identify negative and positive specimens, usually using a chemical procedure or a more accurate scientifically accepted method approved by the United States Food and Drug Administration (FDA) or AHCA.

3.3 Confirmation Test – a second analytical procedure to identify the presence of a specific drug or metabolite in a specimen. This test must be different from the initial test procedure. This test is required before a medical review officer contacts an employee about test results.

3.4 Drug – alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed above. The Organization may test an employee for any or all such drugs.

3.5 Drug Test – any chemical, biological, or physical instrumental analysis administered by a laboratory licensed by the Agency for Health Care Administration (AHCA) or certified by the U. S. Department of Health and Human Services (HHS), for the purpose of determining the presence or absence of a drug or its metabolites.

3.6 Medical Review Officer (MRO) – a licensed physician, who evaluates a donor's test result, together with their medical history or any other biomedical information, and makes the final determination of the donor's test results.

3.7 Reasonable Suspicion – drug testing based on a belief that an employee is using or has used drugs in violation of this procedure. The reasons for "reasonable suspicion" testing include the following:

DRUG-FREE WORKPLACE

- I. Observable phenomena while at work, such as direct observation of drug use or physical manifestations of being under the influence of a drug.
- II. Abnormal conduct or unpredictable behavior while at work or a significant deterioration in work performance.
- III. A report of drug use provided by a reliable or credible source.
- IV. Evidence that a person has tampered with a drug test during his employment.
- V. Information that an employee has caused, or contributed to, or been involved in an accident while at work.
- VI. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the organization's premises or while operating any vehicle, machinery, or equipment.

3.9 Safety and Sensitive Position – a position in which drug impairment constitutes an immediate and direct risk to public health and safety; a position that requires an employee to perform life-saving procedures; or, a position in which a momentary lapse of attention or judgment could result in injury or death to another person.

3.10 Urinalysis – Most commonly type of test used to detect evidence of recent drug use.

4.0 References and Responsibilities

4.1 The Director of Human Resources at National Headquarters is responsible for developing this procedure aligned with organizational expectations pertaining to employees and in compliance with applicable state statute, administrative code, and other regulatory requirements as adopted and advising on the interpretation of this procedure.

4.2 Regional Administrators, Executive Directors, Director of Operations, or NHQ Department Heads are responsible to ensure this procedure is implemented with all employees under their supervision including notification and documentation of employee acknowledgement.

5.0 Procedure5.1 General Prohibitions, Remedies, and Responsibilities

5.1.1 The Organization has established that the following are violations of its policies, procedures, and practices:

- For any employee to use, possess, sell, trade, offer for sale, or offer to buy controlled substances or otherwise engage in the illegal use of controlled substances on the job.
- For anyone to report to work under the influence of illegal drugs or alcohol.
- For anyone to have present in their bodies detectable levels of illegal drugs.
- For anyone to misuse or abuse prescription or over the counter drugs.
- For anyone to violate any federal, state, or local law(s) relating to drugs.

The exception to these prohibitions is the authorized possession or use of drugs prescribed by a physician to the employee, and used according to prescription instructions, unless such use would pose a safety risk to the employee, persons supported, other stakeholders, or the community at large.

5.1.2 Employees found in violation are subject to corrective action up to and including termination.

5.1.3 It is the responsibility of managers and supervisors, with guidance from the Director of Human Resources at National Headquarters, to counsel employees whenever they see changes in the performance and behavior that suggest an employee might have a drug problem.

5.1.4 The Organization will follow the guidelines listed below in support of the Drug-Free Workplace. If state statutes call for more stringent practices, the higher standard will take precedent.

5.2 Notice and Contingent Employment Information

5.2.1 All applicants and employees will be informed of drug testing procedures. All applicants will be informed that employment is contingent upon a negative drug test screening result and compliance with all future requests to submit to a drug test as outlined in these procedures.

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5.2.2 In the event an applicant is under the care of a physician and is taking legally, prescribed medication the applicant will be directed to a designated external laboratory for initial drug screening.

5.3 Sources of Assistance

5.3.1 The Executive Director and Director of Operations and for persons employed at National Headquarters, the Human Resources Department, will assist the employee on identifying providers of programs to assist employees in the areas of alcohol and drug abuse programs.

5.3.2 Employees can be directed to Substance Abuse and Mental Health Services Administration at: <https://www.samhsa.gov/find-treatment> which is an online source of information for persons seeking treatment facilities in the United States for substance abuse, addiction and/or mental health problems or by telephone at SAMHSA's National Helpline at 1-800-662-HELP (4357).

5.4 Internal Testing

5.4.1 Internal drug testing may be performed by the Organization, at the Organization's site, utilizing only Organization approved testing materials and administered by designated/trained employees.

5.5 External Testing at Designated Laboratories

5.5.1 The Administrator, Executive Directors and Directors of Operations will ensure that the contracting process follows all required approvals and include the Office of Risk Management to identify the appropriate local laboratories for all operations.

5.5.2 The Office of Risk Management will maintain copies of the licenses and proof of insurance of the testing laboratory(ies) on an annual basis, or whenever there is a change in laboratory.

5.5.3 All applicants for employment with the organization will be notified that external testing will be utilized if the person is on any prescribed medication. The initial, conditional offer of employment, drug test will be paid by the organization.

5.6 Testing Circumstances5.6.1 Post-Offer of Employment/Conditional Offer of Employment

5.6.1.1 As part of the Organization's employment screenings, an applicant will be subject to drug testing to assess whether the individual may be using or under the influence of drugs or alcohol in compliance with state and federal regulations.

5.6.1.2 The Conditional Offer of Employment will be rescinded if the "post-offer" applicant does not successfully complete the drug testing.

5.6.2 Post Accident/Incident

The Organization requires that any employee who is involved in a workplace accident or who causes a person receiving services or another employee to suffer physical injury will be subject to a drug test:

- Any employee involved in a work related injury, regardless of severity, that requires professional attention will be subject to a drug test.
- Any employee involved in an accident or safety related incident of any kind while in a Company vehicle, or while on Company time, or on Company property, will be subject to a drug test as soon as feasible.
- The Company may require an employee who contributed to an accident to be tested.
- When a test is performed following a workplace injury to an employee, a vehicle accident or injury to a person receiving services, or an accident of any kind, the employee or person receiving services will be taken to a medical facility for evaluation and treatment.
- The company reserves the right to test any employee(s) involved in a reportable incident, regardless of injury or property damage. Reportable incidents are defined by the Organization's Incident Reporting procedures and the state where the employee works.

DRUG-FREE WORKPLACE**5.6.3 Reasonable Suspicion**

5.6.3.1 The following guidelines will be used to conduct drug tests for reasonable suspicion - a belief that an employee is using or has used drugs or alcohol in violation of the organization's policy. Reasonable suspicion will include, but is not be limited to:

- Observable phenomena while at work, such as direct observation of drug use or physical manifestations of being under the influence of a drug such as odor of alcohol on the body or breath, slurred speech, or unsteady standing or walking.
- Erratic or unusual behavior while at work or inability or difficulty completing routine tasks.
- A report of drug use, provided by a reliable or credible source.
- Evidence that a person has tampered with a drug test during his employment.
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the organization's premises or
- While operating the organization's vehicle, machinery, or equipment.

5.6.3.2 The manager or supervisor calling for the reasonable suspicion drug testing must review the circumstances leading to the request and obtain approval from the Office of Risk Management and/or Office of Human Resources at NHQ.

5.6.3.3 All tests done for reasonable suspicion must be cleared with the Director of Human Resources or their designee, before asking an employee to submit to a drug or alcohol test. Designee is identified as the COO, Director of Risk Management or Vice President of Customer Service. If contact and approval cannot be confirmed in a reasonable time, the respective Regional Administrator will be contacted for approval.

5.6.3.4 When it is determined that the employee will be asked to undergo a drug test, the manager or supervisor will transport the employee to the designated laboratory to be tested.

5.6.4 Random Selection

5.6.4.1 The Organization requires that employees be subject to drug testing which is unannounced and scientifically selected unless prohibited by law or a collective bargaining agreement. The Organization reserves the right, at any time, to randomly test incumbent employees for the presence of controlled substances.

5.6.4.2 Testing and selection will be reasonably spread over a 12 month period. All employees will remain in the selection pool at all times, regardless of whether or not they have been previously selected for testing. The previous selection of an employee for testing will not preclude the future selection of the employee again.

5.6.4.3 The Office of Risk Management is responsible for the implementation process of the random selection of employees utilizing an external vendor.

5.6.4.4 A computer-based random number generator or equivalent random selection method that is matched with an employee's social security number or employee ID number will be utilized. The Office of Risk Management will designate the external testing site for use by the randomly selected employees.

5.6.4.5 The Office of Risk Management will be notified by the external vendor of the identification of the randomly selected employees. The Office of Risk Management or designee will communicate the identities of the randomly selected employees to the Executive Directors, Director of Operations, or NHQ Department Heads. Notification will include the time frame by which the randomly selected employee will be tested, the specific testing site at which the employee will be tested and to whom the test results will be provided.

5.6.4.3 The Executive Director/Director of Operations or, if at National Headquarters, the Office of Risk Management, or the Director of Human Resources will notify the employee of their random selection. The employee randomly selected for drug testing will immediately precede to the specified testing site upon notification of his/her selection.

DRUG-FREE WORKPLACE5.7 Refusal to Test

5.7.1 If an employee refuses to take a test, refuses to take a test within the time requirements set out, refuses to take a test at the specified testing site or, where applicable, refuses to take a test provided directly by the Organization, he or she will be notified by the manager or a representative from the Office of Human Resources at NHQ, that he or she is immediately suspended without pay pending termination and, if applicable, that worker's compensation benefits will be denied by the Organization by and through the worker's compensation insurance carrier.

5.8 Test Results

5.8.1 Results of testing acquired as a result of a post-offer/conditional offer of employment will be provided to the Executive Director/Director of Operations. At National Headquarters test results will be provided to the Director of Human Resources and the Office of Risk Management.

5.8.2 The Executive Director/Director of Operations will review the test results and inform the post-offer applicant of the test results. Should the post-offer applicant not successfully complete the testing, the Executive Director/Director of Operations will communicate to the post-offer applicant that the hiring process will not continue.

5.8.3 Should the post-offer applicant wish to re-do a test, the post-offer applicant may do so at his/her expense at the Organization's designated laboratory.

5.8.4 At no time will the organization be obligated to continue the hiring process based upon results of a second test or continue employment based on the second testing.

5.8.5 Only the Director of Human Resources and the Office of Risk Management, or their designee, will receive results from the laboratory in the case of testing related to post-accident or post-injury events and will be allowed to discuss these results with the manager and/or the employee.

5.8.6 Only the Director of Human Resources in consultation with the Executive Director will determine the action to be taken with an employee who has tested positive for a drug test related to reasonable suspicion, accident/incident, or random drug screening.

5.8.7 The Executive Director/Director of Operations or specific designee may communicate the findings of drug testing when such testing was performed as part of the post-offer/conditional offer of employment screening and inform the applicant that the hiring process will not continue.

5.9 Criminal Drug Statute Convictions

5.9.1 Employees must report to the Executive Director or NHQ Department Head any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction.

5.9.2 The Organization will notify the granting agency, such as DOT, within ten (10) days of receiving notice of a conviction from an employee.

5.10 Confidentiality, Notification, and Record Retention

5.10.1 All of the organization's employees will maintain strict confidentiality of drug test information. Organization management must follow the guidelines listed below in order to preserve the privacy of employees:

- All information received through the testing program is confidential and a privileged communication.
- It may not be used or received in evidence, obtained in discovery, or disclosed in a public or private proceeding; except in determining compensation for injuries under the worker's compensation act or other legislation that permits access to such information as part of administrative or legal proceedings in states where the Organization operates.
- Drug Test results will be released in the following instances although not limited to the following examples: to a decision-maker in a lawsuit, grievance or other proceeding required by law.

DRUG-FREE WORKPLACE

5.10.4 The Organization, laboratories, medical providers, or rehabilitation programs and their agents who receive or have access to information concerning drug tests will keep all information confidential.

5.10.5 The Organization cannot discharge, discipline, or discriminate against an employee solely upon the employee's voluntary enrollment in a rehabilitation program if the employee has not previously tested positive for drug or alcohol abuse.

5.10.6 All documentation related to the Drug Free Workplace program will be retained for a period of five (5) years from the date of the initial test.

5.11 Staff Notification on Drug Free Workplace and Drug Testing

5.11.1 All employees will be notified that the Organization has a Drug Free Workplace procedure upon hire and whenever the Drug Free Workplace procedure is revised. Form 182-HR Notification of Drug Testing must be signed by all employees to acknowledge this required notification then filed in his/her personnel record.

5.11.2 Form 182-HR Notification of Drug Testing POSTER must be displayed in all administrative offices and at any location where persons applying for employment. A complete copy of the Drug Free Workplace Procedure must be made available to employees upon request through any administrative office, the Human Resources at National Headquarters and can be accessed at the Organization's Resource Center.

Flowchart, Records and Forms

Form 182-HR Attachment Notification of Drug Testing POSTER

Form 182-HR Notification of Drug Testing

Procedure History

Originally Adopted: 15 Dec 1998

Effective Date: 5 Dec 1998

Responsible entity: Human Resources Department

Revisions and Reviews:

Date	Purpose	Synopsis of Revision
14 DEC 2021	Revision F	Section 5.6.4.1 Update to current requirements and prohibitions on random selection for drug testing
4 MAR 2019	Revision E	Deleted exclusion of companies 81 and 96. Addition of Section 5.11 on staff notification on Drug Free Workplace.
27 SEP 2018	Revision D	Transfer procedure from Risk Management to Human Resources, changed procedure number from 6502 to 2210. Added Section 5.9 employee responsible to report criminal drug statute conviction for a violation occurring in the workplace and Organization will notify the granting agency of any notification of such conviction.
17 Dec 2015	Revision C	Added circumstances of testing following Reportable Incidents with revision of procedure to current practices. Clarify responsible employees to implement procedure.
01 Jan 2009	Revision B	Required testing: random
10 Jan 2007	Revision A	Required testing: post-accident

Key words/terms: Drug free workplace, drug testing, drugs in the workplace

First Aid/CPR Policy *

SUNRISE GROUP

PROCEDURE

7101-HQ-B

PROFESSIONAL DEVELOPMENT AND TRAINING PROGRAMS

POLICY SECTION: 7000 PROFESSIONAL DEVELOPMENT

POLICY SUBSECTION: 7100 PROFESSIONAL DEVELOPMENT AND TRAINING

POLICY STATEMENT

Sunrise Community, Inc. and other organizations supported by the Sunrise Group of Companies, the "Organization," shall ensure employees receive pre-service, orientation, in-service, and staff development training as designated by the Organization, including training required by law and/or regulation. Training shall be provided within specified time frames and appropriately documented.

Summary:

Staff receive appropriate training and know how to perform the job.

Procedure

1.0 Purpose

This procedure establishes the scope and general content of staff training and development programs that are offered and delivered by the Organization in fulfilling its mission within time frames designated by law and/or regulations.

2.0 Scope

This procedure applies to all organizations supported by the Sunrise Group of Companies unless a more rigorous state-specific procedure is instituted.

3.0 Definitions

3.1 New Employee training – training provided to each new employee to familiarize them with the Organization, its manner of doing business, and other important procedures.

3.2 Pre-service training – training to specifically address organizational procedures and job requirements, particularly as they apply to safety and emergency conditions within time frames designated by law and/or regulations.

3.3 In-service training – training provided to employees to maintain and/or improve skills, knowledge and abilities to perform current job duties.

3.4 Staff development training – training provided to employees to enhance and strengthen skills, increase knowledge and abilities to perform current job duties and build capacities for advancement within the organization.

4.0 References and Responsibilities

4.1 The Director of Professional Development is responsible, in concurrence with the Regional Administrators, Executive Directors, Directors of Operations, or NHQ Department Head to identify and determine the comprehensive training curriculum for employees at all levels. Training will include federal and state regulations and licensing as well as organizational requirements.

4.2 Executive Directors, Directors of Operations or NHQ Department Head are responsible for ensuring that training/ certification and re-training/re-certification as required by regulations/licensing provisions is provided within required timelines.

4.3 Executive Directors, Directors of Operations, or NHQ Department Head in coordination with Director of Professional Development will designate staff responsible for the implementation of training programs as required by this procedure.

4.4 Staff Development Coordinators and other designated personnel are responsible to

PROFESSIONAL DEVELOPMENT AND TRAINING PROGRAMS

maintain all certifications to provide training programs as required.

4.5 Staff Development Coordinators and other designated personnel are responsible to provide and/or coordinate training for all employees and to maintain documentation of training provided, retrievable by subject or by employee, as established by the organization.

4.6 Each immediate supervisor is responsible to ensure that required training is completed within prescribed timelines for all employees under their supervision.

4.7 Each employee is responsible to complete all required trainings, complete re-training and maintain current certifications for their assigned job duties within established timelines.

5.0 Procedure

5.1 General Guidelines

5.1.1 The Organization develops and implements a comprehensive professional development and training system including new employee, pre-service and in-service training components based upon all applicable laws and regulations. The training program is reviewed and revised as necessary to ensure it remains adequate and relevant.

5.1.2 Training will be documented by employee signatures and include length of training and/or competency documentation for each employee as required. Electronic acknowledgement will substitute for signatures as applicable.

5.2 Types of Training and Development: New Employee, Pre-Service and In-Service

5.2.1 New employee training will be provided to all employees per established guidelines to prepare them to perform their assigned duties competently. Employees must receive training in the following topics prior to providing direct services to persons supported:

- Rights of persons receiving services including confidentiality
- Abuse, Neglect and Exploitation and Incident Reporting
- OSHA Bloodborne Pathogens, Universal/Standard Precautions
- OSHA Exposure Control Plan and Infection Control Protocols
- ✱ • First Aid, CPR, procedures to be used for choking
- Compliance and Code of Conduct Program
- General Safety and Transportation Program
- All Hazards Emergency Preparation and Management Plans

5.2.2 New employees will be permitted to start work only after they complete training in accordance with federal, state and funding source requirements.

5.2.3 Pre-service training may include proper supports for persons with specific needs such as care for persons with seizures; utilization of adaptive equipment; techniques to support persons with physical, nutritional or behavioral needs as identified in the person's individualized plan; Medication Administration and/or monitoring of Medication Self-Administration programs. These trainings will occur prior to staff implementing or performing work functions. The time frame set for the completion of training complies with state and funding source requirements. New employees who have not completed pre-service training requirements will not work without other personnel on duty who have been trained and hold current certifications.

5.2.4 In-service training is provided to employees to maintain and/or improve skills, knowledge and abilities to perform current job duties and/or to comply with federal, state and funding source requirements.

PROFESSIONAL DEVELOPMENT AND TRAINING PROGRAMS

5.2.5 Employees may begin work after completing all federal and state-required training and before completing all topics of the Sunrise New Employee Orientation Program unless an exception is approved by the Executive Director/NHQ Department Head. This exception must be approved in advance by the Executive Director/NHQ Department Head by completion of Form 721-PDD Request to Begin Work Prior to Orientation Training and must include the signature of the approving Executive Director/NHQ Department Head. All training required by job duties must be completed within 90 days of hire.

5.3 Specialized Training

5.3.1 Direct support employees will be trained in areas required for correct implementation of individual plans.

5.3.2 Specialized training will be conducted by a qualified instructor and will be specific to the needs of an individual, including use of his/her equipment and/or devices.

5.4 Annual Re-training/Re-certification

Re-training/re-certification must be provided as required by regulations/licensing provisions within required timelines. Employees who do not complete re-training and/or maintain required certifications may be suspended from their current job duties until such re-training and recertifications have been completed. In addition, employees who do not complete re-training and/or maintain required certifications may receive corrective action up to and including termination.

5.4 Documentation of Training

5.4.1 All training will be documented in a manner that is retrievable by subject or by employee with employee signature and, if required, will include competency documentation for each employee.

Flowchart, Records and Forms

Form 721-PDD Request to Begin Work Prior To Orientation Training

Procedure History

Originally Adopted: 01 Apr 1997 Effective Date: 1 April 1997

Responsible entity: Director of Professional Development

Revisions and Reviews:

Date	Purpose	Synopsis of Revision
12 FEB 2021	Revision B	Update position titles, roles and responsibilities including section 4.7 employee responsibilities to complete training.
14 OCT 2016	Revision	Added requirement for First Aid, CPR, procedures to be used for choking for direct support employees in Section 5.2.1.
17 Dec 2015	Revision	Transferred procedure from Human Resources to Sunrise University. Update expectations for Staff Training Programs, deleted attached list of required training, designated responsibilities for ensuring requirements are met and maintenance of documentation. Clarified use of Form 921 for Sunrise New Employee Orientation Training.

Key words/terms: New Employee, Orientation, pre-service, development, in-service

First Aid / CPR Policy *

SUNRISE GROUP

PROCEDURE

7101-HQ-B

PROFESSIONAL DEVELOPMENT AND TRAINING PROGRAMS

POLICY SECTION: 7000 PROFESSIONAL DEVELOPMENT

POLICY SUBSECTION: 7100 PROFESSIONAL DEVELOPMENT AND TRAINING

POLICY STATEMENT

Sunrise Community, Inc. and other organizations supported by the Sunrise Group of Companies, the "Organization," shall ensure employees receive pre-service, orientation, in-service, and staff development training as designated by the Organization, including training required by law and/or regulation. Training shall be provided within specified time frames and appropriately documented.

Summary:

Staff receive appropriate training and know how to perform the job.

Procedure

1.0 Purpose

This procedure establishes the scope and general content of staff training and development programs that are offered and delivered by the Organization in fulfilling its mission within time frames designated by law and/or regulations.

2.0 Scope

This procedure applies to all organizations supported by the Sunrise Group of Companies unless a more rigorous state-specific procedure is instituted.

3.0 Definitions

3.1 New Employee training – training provided to each new employee to familiarize them with the Organization, its manner of doing business, and other important procedures.

3.2 Pre-service training – training to specifically address organizational procedures and job requirements, particularly as they apply to safety and emergency conditions within time frames designated by law and/or regulations.

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12 FEB 2021

Page 1 of 3

MDC048

PROFESSIONAL DEVELOPMENT AND TRAINING PROGRAMS

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Key words/terms: New Employee, Orientation, pre-service, development, in-service



Sunrise Community, Inc.
22300 SW 102nd Avenue Miami, FL 33170
T 305 245 6150 F 305 245 5986
www.sunrisegroup.org

**IN CASE OF EMERGENCY,
WE CONTACT 911.**





Sunrise Community, Inc.
22300 SW 46th Avenue - Miami, FL 33170
T 305 245 6150 F 305 245 5986
www.sunriseco.in.org

**IN CASE OF EMERGENCY,
WE CONTACT 911.**





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/31/2024 5/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURER A: Florida Insurance Trust		
INSURER B: Star Insurance Company		18023
INSURER C: Manufacturers Alliance Insurance Company		36897
INSURER D:		
INSURER E:		
INSURER F:		


INSURED
1494068 Sunrise Community Inc
9040 Sunset Drive
Miami FL 33173-3432

COVERAGES CERTIFICATE NUMBER: 18555480 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded: 100,000 <input checked="" type="checkbox"/> Abuse/Molestation GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC OTHER:	Y	N	FTOL-33694-2023	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	FTAU-33694-2023 CSA0986702-02	6/1/2023 6/1/2023	6/1/2024 6/1/2024	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	FTIWC-33694-2023 0458091202300	6/1/2023 5/31/2023	6/1/2024 5/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Miami-Dade County, Risk Management Division is included as an Additional Insured as respects to General Liability if required by written contract per Coverage Part A Commercial General Liability Coverage Form

CERTIFICATE HOLDER	CANCELLATION See Attachment
18555480 Miami Dade County Risk Management Division 111 NW 1st Street Suite 2340 Miami FL 33128	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

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Named Insured Schedule:

The Phineas Corporation
Regional Properties, Inc.
Sunrise Community Foundation, Inc.
Sunrise Community Promotions, Inc.
Sunrise 2000, Inc.
Log Cabin Enterprises, Inc.
Sunrise Community of Alabama, Inc.
Sunrise Community of Virginia, Inc.
Sunrise Community, Inc.
Sunrise Community of Georgia, Inc.
Sunrise Community of Maryland, Inc.
Sunrise Community of Polk County, Inc.
Sunrise Community of Tennessee, Inc.
Sunrise Community Services, Inc.
Sunrise Northeast, Inc.
Sunrise Northeast Opportunities, Inc.
Sunrise Children's Services, Inc.
United Cerebral Palsy of Tampa Bay Foundation, Inc. Sunrise Community of Northeast Florida, Inc.
W.O.R.C. Haven, Inc.
Sunrise Community of Southwest Florida, Inc.
Sunrise Community of South Carolina, Inc.
Sunrise Community of Pennsylvania, Inc.