

**ATTACHMENT 10**  
**Contract Form**

**COMMUNITY BASED AGENCY CONTRACT**

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and (LEGAL NAME OF ENTITY), a (TYPE OF ENTITY) authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is \_\_\_\_\_.

**WHEREAS**, the AGENCY is a not-for-profit agency providing services to residents of Palm Beach County; and

**WHEREAS**, the AGENCY has agreed to assure access to funded services for the COUNTY departments, divisions and/or programs; and to assure that individuals referred from the COUNTY departments, divisions and/or programs will receive services on a timely basis.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

**ARTICLE 1 - SERVICES**

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the attached **Exhibit A** (Scope of Work). The AGENCY also agrees to provide deliverables, including reports, as specified in Article 2. No changes in the Scope of Work or services are to be conducted without the written approval of the Palm Beach County Youth Services Department (DEPARTMENT). The AGENCY receiving funds must be an agency with offices in Palm Beach County and the AGENCY'S services, with these contracted funds, are limited to meeting the needs of Palm Beach County residents.

No part of the funding is intended to benefit any specific individual or recipient. All funding is intended for the overall benefit of all recipients of the services provided by the programs being funded herein.

The COUNTY'S representative/liaison during the performance of this Contract shall be Geeta Loach-Jacobson, Director of Outreach & Community Programming (telephone no. 561-242-5702).

The AGENCY'S representative/liaison during the performance of this Contract shall be \_\_\_\_\_, (telephone no. \_\_\_\_\_).

**ARTICLE 2 - SCHEDULE**

A. The AGENCY shall commence services on \_\_\_\_\_, and complete all services by \_\_\_\_\_.

- B. Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Article 13.
- C. This Contract may be extended for two (2) one (1) year terms, at the COUNTY'S sole discretion. If the COUNTY wishes to extend this Contract, the DEPARTMENT shall request that the AGENCY submit a proposed Scope of Work and Service Units for the next fiscal year (October 1 – September 30) that would be due by May 1<sup>st</sup> of the then current fiscal year. Annual contract extensions will be subject to a review of contract adherence, program performance, and implementation fidelity. Upon recommendation of the DEPARTMENT and availability of funding, an appropriate amendment extending this Contract may be submitted by the DEPARTMENT to the AGENCY and the Board of County Commissioners for their consideration.

### **ARTICLE 3 - PAYMENTS TO THE AGENCY**

- A. The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_). The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in the attached **Exhibit B** (Units of Service) for services rendered toward the completion of the attached Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.
- B. The program and unit cost definitions for this Contract year are set forth in the attached **Exhibit B**. All requests for payments of this Contract shall include an original cover memo on the AGENCY'S letterhead signed by the Chief Executive Officer, or Designee, which cover memo, in a format acceptable to COUNTY, shall include, but not be limited to, the following language, marked appropriately and if applicable, justification provided.

“All expenses included in this claim [ ] were [ ] were not incurred in accordance with the provisions of the Agreement/Contract; and total administrative expenses did not exceed fifteen percent (15%).” [If not, please provide justification]
- C. The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than October 15<sup>th</sup> of each fiscal year. Any amounts not requested by October 15<sup>th</sup>, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.
- D. Payment of invoices shall be contingent on timely receipt of all required reports. Invoices received from the AGENCY pursuant to this Contract will be submitted through the Services and Activities Management Information System (SAMIS) website, no later than the 15<sup>th</sup> of each month, separately for each corresponding program, as well as being shown as a separate expense for any evidence-based/promising programming expenditure, reviewed and approved by the COUNTY'S representative, to verify that services have been rendered in conformity with this Contract. Approved invoices will then be sent to the

Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval. Any payment due by the COUNTY under the terms of this Contract shall be withheld until all reports from the AGENCY and necessary adjustments have been approved by the COUNTY. In the event that the AGENCY has drawn down all possible funds prior to the end of the fiscal year and does not comply with all reporting requirements, the COUNTY will take this into consideration during the next funding year.

- E. COUNTY funding can be used to match grants from non-COUNTY sources; however, the AGENCY cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

#### **ARTICLE 4 - AVAILABILITY OF FUNDS**

The COUNTY'S performance and obligation to pay under this Contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

#### **ARTICLE 5 - TRUTH-IN-NEGOTIATION CERTIFICATE**

Signature of this Contract by the AGENCY shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the AGENCY'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article within three (3) years following final payment.

#### **ARTICLE 6 – AMENDMENTS TO FUNDING LEVELS**

This Contract may be amended to decrease and/or increase funds for the delivery of services depending upon the utilization and rate of expenditure of funds.

The AGENCY shall be subject to decrease of funds if funds are not utilized at the anticipated rate of expenditures. The anticipated rate of expenditures is determined by dividing the Contract service amount by the months in the Contract, unless another method for determining anticipated rate of expenditures is provided for in this Contract. A 10% increase over the monthly expenditure rate must be pre-approved by the COUNTY. The anticipated rate of expenditure will be determined on a per service basis. The formula for reduction of funds shall be as follows:

- At one quarter of the service period the AGENCY shall have provided at a minimum twenty percent (20%) of their anticipated services. If the minimum has not been reached, funding may be reduced by ten percent (10%) of the unspent funds allocated for that service period.

- At one half of the service period the AGENCY shall have provided at a minimum forty percent (40%) of their anticipated services. If the minimum has not been reached, funding may be reduced by fifty percent (50%) of the unspent funds allocated for that service period.
- At three quarters of the service period the AGENCY shall have provided at a minimum seventy-five percent (75%) of their anticipated services. If the minimum has not been reached, funding may be reduced by one hundred percent (100%) of the unspent funds allocated for that service period.

In the event that funds become available due to other agencies' budgets being decreased, a currently funded agency may apply for those funds. The AGENCY may become eligible for an increase in funding if they have spent their funds at the anticipated rate and can present a proposal for the utilization of additional funds by delivering additional units of service.

Any increase or decrease of funding for any of the AGENCY'S contracted programs of up to 10% may be approved by the DEPARTMENT'S Director. Any increase or decrease of funding over 10% must be approved by the Board of County Commissioners.

## **ARTICLE 7 - INSURANCE**

The AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. The AGENCY shall agree to provide the COUNTY with at least ten (10) days' prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as the COUNTY'S review or acceptance of insurance maintained by the AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the AGENCY under this Contract.

- A. **Commercial General Liability** - AGENCY shall maintain, on a primary basis, Commercial General Liability insurance at a limit of not less than \$500,000 each occurrence. Policy shall not contain any endorsement(s) limiting or excluding coverage for Contractual Liability, or Cross Liability. Should policy limit or exclude coverage for Sexual Abuse/Molestation to less than \$250,000 per occurrence, a separate policy for such coverage shall be obtained so that a minimum of \$250,000 coverage per occurrence is provided.
- B. **Business Automobile Liability** – The AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event the AGENCY doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing the AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. The AGENCY shall provide this coverage on a primary basis.

- C. **Worker's Compensation Insurance & Employers Liability** – The AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Chapter 440, Florida Statutes. The AGENCY shall provide this coverage on a primary basis.
- D. **Professional Liability** – The AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds \$10,000, the COUNTY reserves the right, but not the obligation, to review and request a copy of the AGENCY'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, the AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Contract. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims-made" form. If coverage is provided on a "claims-made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, the AGENCY shall purchase a SERP with a minimum reporting period not less than three (3) years. The AGENCY shall provide this coverage on a primary basis.
- E. **Additional Insured** – The AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." The AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.
- F. **Waiver of Subrogation** – The AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then the AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should the AGENCY enter into such an agreement on a pre-loss basis.
- G. **Certificates of Insurance** - Prior to execution of this Contract, the AGENCY shall provide initial evidence to the COUNTY'S representative, at the address below, a signed Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect.

Palm Beach County Youth Services Department  
Attn: Tammy K. Fields, Director  
50 S. Military Trail, Suite 203  
West Palm Beach, FL 33415

During the term of this Contract, and prior to each subsequent renewal thereof, the AGENCY shall provide evidence to Insurance Tracking Services, Inc. (ITS) at [pbcc@instracking.com](mailto:pbcc@instracking.com) or fax (562) 435-2999, which is Palm Beach County's insurance management system, prior to the expiration date of each and every insurance required herein. Said Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation ten (10) days for non-payment of premium) or non-renewal of coverage.

Certificates shall include a project description, and shall include the following as the Certificate Holder:

Palm Beach County  
c/o Insurance Tracking Services, Inc. (ITS)  
P.O. Box 20270  
Long Beach, CA 90801

- H. **Umbrella or Excess Liability** - If necessary, the AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- I. **Right to Review** – The COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. The COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

## **ARTICLE 8 - INDEMNIFICATION**

The AGENCY shall protect, defend, reimburse, indemnify and hold the COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of the AGENCY. The AGENCY also shall not use funds made available pursuant to this Contract for the purpose of initiating or pursuing litigation against the COUNTY.

## **ARTICLE 9 - SUCCESSORS AND ASSIGNS**

The COUNTY and the AGENCY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the AGENCY shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the AGENCY.

## **ARTICLE 10 – WARRANTIES AND LICENSING REQUIREMENTS**

The AGENCY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY'S representative upon request.

The AGENCY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. The AGENCY is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

The AGENCY further represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

The AGENCY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest. Further, the members must also serve the AGENCY without compensation, and the composition of the governing body must reasonably reflect Palm Beach County and/or clients' demographics.

The AGENCY shall comply with all legal criminal history record check regulations required for the population they serve. The AGENCY will have and comply with policy that requires them to conduct a Level 1 or Level 2 Criminal Background Check as appropriate on applicants and volunteers being considered for positions within their control and within their Contract responsibilities that will provide services or will be around children, the elderly and other vulnerable adult populations, prior to start date. The AGENCY may hire employees prior to obtaining the Level 2 Background check results; however, the employees are only permitted to attend training and orientation during this period while they are waiting for their background check results. They are not allowed to have any contact with the clients during this period. Live Scan Screening proof must be provided that shows the scan was completed prior to an employee's start date. All criminal background checks shall be done at the expense of the AGENCY.

## **ARTICLE 11 – NON-DISCRIMINATION**

The AGENCY warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information.

## **ARTICLE 12 - REMEDIES**

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or the AGENCY.

## **ARTICLE 13 – AGENCY’S PROGRAMMATIC REQUIREMENTS**

The AGENCY agrees to specific programmatic requirements, including but not limited to, the following:

- A. The AGENCY shall maintain separate financial records for Community Based Agency (CBA) Contract funds and account for all receipts and expenditures including direct and indirect cost allocations in accordance with Generally Accepted Accounting Principles (GAAP), by individual service categories, by administration and program costs. CBA’s cost allocations are to be completed and posted by service category, delineating program and administrative costs, to the general ledger on a monthly basis. The backup documentation, copies of paid receipts, copies of checks, invoices, or any other applicable documents acceptable to the DEPARTMENT will be requested as desk and/or on-site monitoring on a periodic basis. The administrative cost is to be maintained separately for each individual service category and be available as in the detailed general ledger. These costs must support the unit rate and number of units billed.
- B. The AGENCY shall promptly reimburse the COUNTY for any funds that are misused, misspent or unspent, or are for any reason deemed to have been spent on ineligible expenses.
- C. The AGENCY shall maintain records in accordance with Public Records Law, Chapter 119, Florida Statutes.

- D. The AGENCY shall not disseminate any private or confidential data collected, maintained, or used during the course of the Contract period except as authorized by statute, during the Contract period or thereafter.
- E. The AGENCY shall allow the COUNTY through the DEPARTMENT to both fiscally and programmatically monitor the AGENCY to assure that its fiscal and programmatic goals and conduct as outlined in the attached Scope of Work, and the attached Units of Service are adhered to. All contracted programs/services will be reviewed at least yearly. Outcome reports will be reviewed on a quarterly basis. The DEPARTMENT staff may utilize and review other funder's licensing or accreditation monitoring results. A copy of all grant audits and monitoring reports by other funding entities are required to be provided to the COUNTY. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the Contract. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.
- F. Reporting requirements.
1. The AGENCY shall submit reports to identify outcomes and demographic information so that the DEPARTMENT staff is able to determine performance of services being provided.
  2. Reports shall be provided at the following intervals and in the report formats as identified in **Exhibit A**.
    - i. Monthly reports shall be due no later than the 15<sup>th</sup> of the month and shall include the applicable data for the preceding month.
      1. The first monthly compliance report will be due no later than November 15<sup>th</sup>.
    - ii. Quarterly reports shall be due no later than the 15<sup>th</sup> of the month and shall include the applicable data for the preceding quarter.
      1. Quarterly reports shall be due in January, April, July and October.
      2. The first reports are due no later than January 15<sup>th</sup>.
    - iii. Final/annual reports shall be due no later than the 15<sup>th</sup> of the month and shall include the applicable data for the preceding year.
      1. The final/annual report is due no later than October 15<sup>th</sup>.
      2. The AGENCY agrees to submit final outcomes by the stated time-frame in order to be in contract compliance so that the DEPARTMENT staff is able to determine the AGENCY'S progress in attaining its goals as outlined in the attached Scope of Work.
    - iv. Failure to provide any of the above report information in a timely fashion in a format acceptable to the COUNTY, may be grounds for financial reimbursements to be held by the COUNTY staff, or may be considered in future funding decisions.

G. Mandatory meetings.

The AGENCY shall have a representative attend mandatory meetings as may be set by the COUNTY.

H. The AGENCY shall participate in further evaluation, conducted by the DEPARTMENT, or on behalf of the DEPARTMENT. In addition to monitoring, this may include assessment to investigate program effectiveness. Accordingly, the AGENCY shall:

1. Collect individual participant pre and post-implementation data, if applicable.
2. Submit enrollment, attendance, and any necessary data and reports to the DEPARTMENT program monitor and/or evaluator, or to other data collector working on behalf of the DEPARTMENT.
3. Administer client satisfaction surveys provided by the COUNTY.
4. Review the accuracy of their program information listed on the *Birth to 22: United for Brighter Futures* directory and ensure information is maintained current.

I. AGENCY agrees that their allowable administrative costs will not exceed fifteen percent (15%) of the contracted amount.

#### **ARTICLE 14 - ACCESS AND AUDITS**

The AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Sections 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed COUNTY contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with Contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Sections 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

The AGENCY shall have all audits completed by an Independent Certified Public Accountant (IPA) who shall either be a Certified Public Accountant or a Public Accountant licensed under Chapter 473, Florida Statutes. The IPA shall state that the audit complied with the applicable account principles:

A. The annual financial audit report shall include all management letters and the AGENCY'S response to all findings, including corrective actions to be taken.

- B. The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue by sponsoring agency and contract/agreement/grant number.
- C. Two bound originals of the audit are due thirty (30) days after receipt of the financial audit report by the Independent Certified Public Accountant or a Public Accountant licensed under Chapter 473, Florida Statutes, or nine (9) months after the close of the fiscal year. The complete financial audit report, including all items specified herein, shall be sent directly to:

Palm Beach County Youth Services Department  
Attn: Geeta Loach-Jacobson, Director of Outreach & Community Programming  
50 S. Military Trail, Suite 203  
West Palm Beach, FL 33415

The AGENCY shall establish policies and procedures and provide a statement, stating that the accounting system or systems established by the AGENCY, has appropriate internal controls, checking the accuracy and reliability of accounting data, and promoting operating efficiency.

#### **ARTICLE 15 - CONFLICT OF INTEREST**

The AGENCY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The AGENCY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The AGENCY shall promptly notify the COUNTY'S representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the AGENCY'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the AGENCY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the AGENCY. The COUNTY agrees to notify the AGENCY of its opinion by certified mail within thirty (30) days of receipt of notification by the AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the AGENCY, the COUNTY shall so state in the notification and the AGENCY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the AGENCY under the terms of this Contract.

#### **ARTICLE 16 – DRUG-FREE WORKPLACE**

The AGENCY shall implement and maintain a drug-free workplace program of at least the following items:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the AGENCY'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the services that are under Contract a copy of the statement specified in this Article, Paragraph A.
- D. In the statement specified in this Article, Paragraph A, notify the employees that, as a condition of working on the Contract services, the employee will abide by the terms of the statement and will notify the AGENCY of any conviction of, or plea of guilty nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or so pleads.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

#### **ARTICLE 17 - AMERICANS WITH DISABILITIES (ADA)**

The AGENCY shall meet all the requirements of the Americans with Disabilities Act (ADA), which shall include, but not be limited to, posting a notice informing service recipients and employees that they can file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), Miami Tower, 100 SE 2<sup>nd</sup> Street, Suite 1500, Miami, FL 33131.

#### **ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP**

The AGENCY is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the AGENCY'S sole direction, supervision, and control. The AGENCY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the AGENCY'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

#### **ARTICLE 19 - CONTINGENT FEES**

The AGENCY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the AGENCY to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the AGENCY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

#### **ARTICLE 20 - SUBCONTRACTING**

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract.

Notwithstanding anything contained herein, the AGENCY shall be required to submit each subcontractor's information to the COUNTY, and the COUNTY will provide written acceptance/non-approval to the AGENCY.

#### **ARTICLE 21 - PUBLIC ENTITY CRIMES**

As provided in Sections 287.132-133, Florida Statutes, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by Section 287.133(3)(a), Florida Statutes.

#### **ARTICLE 22 - EXCUSABLE DELAYS**

The AGENCY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the AGENCY'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the AGENCY'S failure to perform was without it or its subcontractors fault or negligence, the contract schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

### **ARTICLE 23 - ARREARS**

The AGENCY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

### **ARTICLE 24 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The AGENCY shall deliver to the COUNTY'S representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract. These documents shall include data for monitoring and evaluation as applicable. Client files and records will remain the property of the AGENCY. To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the AGENCY and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

### **ARTICLE 25 - TERMINATION**

This Contract may be terminated by the AGENCY upon sixty (60) days' prior written notice to the COUNTY'S representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the AGENCY. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the AGENCY. Unless the AGENCY is in breach of this Contract, the AGENCY shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY, the AGENCY shall:

- A. Stop work on the date and to the extent specified.

- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY. Transfer pertinent client records and refer clients receiving services to another agency funded by the COUNTY, as approved by the COUNTY, in order to ensure continuity of care.
- D. Continue and complete all parts of the work that have not been terminated.
- E. Submit an invoice for final payment on the terminated portion of the Contract within thirty (30) days of the termination date.

#### **ARTICLE 26 - SEVERABILITY**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

#### **ARTICLE 27 - MODIFICATIONS OF WORK**

The COUNTY reserves the right to make changes in the Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the AGENCY of the COUNTY'S notification of a contemplated change, the AGENCY shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the AGENCY'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs, in writing, the AGENCY shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a contract amendment and the AGENCY shall not commence work on any such change until such written amendment is signed by the AGENCY and approved and executed on behalf of Palm Beach County.

#### **ARTICLE 28 - NOTICE**

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Palm Beach County Youth Services Department  
Attn: Tammy K. Fields, Director  
50 S. Military Trail, Suite 203  
West Palm Beach, FL 33415

With copy to:

Palm Beach County Attorney's Office  
301 North Olive Ave.  
West Palm Beach, FL 33401

If sent to the AGENCY, notices shall be addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **ARTICLE 29 - STANDARDS OF CONDUCT FOR EMPLOYEES**

The AGENCY must establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Therefore, each institution receiving financial support must have written policy guidelines on conflict of interest and the avoidance thereof. These guidelines should reflect State and local laws and must cover financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. These rules must also indicate the conditions under which outside activities, relationships, or financial interest are proper or improper, and provide for notification of these kinds of activities, relationships, or financial interests to a responsible and objective institution official. For the requirements of code of conduct applicable to procurement under grants, see the procurement standards prescribed by 45 CFR Part 74, Subpart P and 45 CFR Part 92.36.

The rules of conduct must contain a provision for prompt notification of violations to a responsible and objective grantee official and must specify the type of administrative action that may be taken against an individual for violations. Administrative actions, which would be in addition to any legal penalty(ies), may include oral admonishment, written reprimand, reassignment, demotion, suspension, or separation. Suspension or separation of a key official *must* be reported promptly to the COUNTY.

A copy of the rules of conduct must be given to each officer, employee, board member, and consultant of the recipient organization who is working on the grant supported project or activity and the rules must be enforced to the extent permissible under State and local law or to the extent to which the grantee determines it has legal and practical enforcement capacity.

The rules need not be formally submitted to and approved by the COUNTY; however, they must be made available for a review upon request, for example, during a site visit.

### **ARTICLE 30 - FEDERAL AND STATE TAX**

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The AGENCY shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the AGENCY authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The AGENCY shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract.

### **ARTICLE 31 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The AGENCY agrees that the Scope of Work has been developed from the AGENCY'S service proposal and that the COUNTY expects performance by the AGENCY in accordance with such application. In the event of a conflict between the proposal and this Contract, this Contract shall control.

The COUNTY and the AGENCY agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 27 - Modifications of Work.

### **ARTICLE 32 - PUBLIC RECORDS**

Notwithstanding anything contained herein, as provided under Section 119.0701, Florida Statutes, if the AGENCY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) Florida Statutes, the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The AGENCY is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.
- B. Upon request from the County's Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AGENCY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract, if the AGENCY does not transfer the records to the public agency.

- D. Upon completion of this Contract the AGENCY shall transfer, at no cost to the COUNTY, all public records in possession of the AGENCY unless notified by COUNTY'S representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the AGENCY transfers all public records to the COUNTY upon completion of this Contract, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of this Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to COUNTY, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the AGENCY to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. The AGENCY acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

**IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT [RECORDSREQUEST@PBCGOV.ORG](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680.**

{Remainder of page left blank intentionally}

**IN WITNESS WHEREOF**, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and the AGENCY has hereunto set its hand the day and year above written.

**ATTEST:**

**COUNTY:**

**SHARON R. BOCK  
CLERK AND COMPTROLLER**

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Melissa McKinlay, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS  
AND CONDITIONS

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Tammy K. Fields, Director

**WITNESS:**

**AGENCY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

(corp. seal)

## EXHIBIT A

### Scope of Work FY 2019

**Agency Name:** XYZ Agency, Inc.  
**Program Name:** Leadership & Academic Program (LAP)  
**Target Population:** Middle and high school youth ages 12-18.

**Geographic area(s) served:**  
Lake Worth (33460) and Belle Glade (33430)

**Commission District(s):**  
Districts 6 and 7

#### **Overview:**

XYZ Agency, Inc. has over 20 years of experience in loving, equipping, and empowering youth ages 5-13 residing in low-income areas of Palm Beach County, including Lake Worth and Belle Glade through the development of programs and activities that build trusting and loving relationships with youth.

#### **Observed Need/Risk Factor(s) that will be addressed:**

Youth not performing to their highest potential academically.

#### **Services:**

The Leadership & Academic Program operates 2.75 hours a day, 5 days a week serving youth grades K-8. LAP is a multi-approach after school program that features a structured educational component with tutoring, academic enrichment and computer-based reading software, a behavior/emotional social component with life skills lessons in character development, guest speakers and field trips, a physical component with sports, team building games, and healthy snacks.

Participating youth will receive:

- One-on-one tutoring, academic enrichment, computer-based reading instruction, life skills lessons, recreation time, snacks, field trips, arts (including such things as dance, drama, drawing, crafts, violin, and drum lessons) and techniques to work on behavior management.
- Enrichment activities that tie in with school-based learning, reading and English improvement through Reading Plus online education software. The Reading Plus system allows XYZ Agency, Inc. to track the progress of each child and identify the specific areas which need improvement.

- Behavior improvement support using tools developed to be utilized in the discipline system. These tools will allow LAP to track the frequency and type of poor behavior choices, create a plan to improve these areas in each child, and track changes using a progressive zone discipline system whereas green is a disciplinary warner; yellow comes with a consequence and red is a suspension.
- Life skills component designed to help students improve their decision-making ability. Whether that decision is not to join a gang, or engage in risky behaviors, or which college to attend, LAP will encourage them to think about the reasons behind the choices they make. The life skills revolve around monthly themes such as games, arts and crafts, etc., that tie in directly with the theme. Recently, due to an increase in the rise of childhood obesity and early onset of chronic disease, XYZ Agency, Inc. has begun to implement more physical activity into LAP.

The AGENCY will:

- Record referral source for each youth;
- Assess the needs of each youth and develop an individual action plan;
- Collect Lexile scores in Insight assessment and See Reader per trimester;
- Record progress notes with time notes for each contact made with youth;
- Track the frequency and type of poor behavior choices, create a plan to improve these areas in each child, and track changes.

**Outcomes:**

- # and % of program participants served, showing improvement in reading;
- # and % of program participants served, reading 50 points below grade level, that will achieve grade level;
- # and % of program participants served that will demonstrate a decrease in the number of red zones offenses.

**Reports Submission:**

The AGENCY shall provide monthly, quarterly and annual data for all program participants funded in this contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A, Form 1
- Quarterly Report format (Dashboard), Exhibit A, Form 2
- Logic Model, Exhibit A, Form 3
- Final/Annual Report format, Exhibit A, Form 4

**Number of Clients Served:**

30 participants.

**EXHIBIT A, FORM 1**

Monthly Reports Format

*The AGENCY will submit monthly reports, in the attached format, or other approved format, provided by the COUNTY.*



**MONTHLY COMPLIANCE REPORT  
FY2018 COMMUNITY BASED AGENCIES CONTRACT**

Agency Name: XYZ Agency, Inc.	Fiscal Year: FY2018	Month: February
Services	Current Status	Explanation
Recorded referral source for each youth.	On Track	Please provide a brief explanation if service delivery is delayed.
Assessed the needs of each youth and develop an individual action plan.	Task Complete	Please provide a brief explanation if service delivery is delayed.
Collected Lexile scores from Insight assessment and See Reader per trimester.	Delayed	Awaiting information from school representative.
Recorded progress notes with timeframes for each contact made with youth.	On Track	Click or tap here to enter text.
Tracked the frequency and type of poor behavior choice, create a plan to improve these areas in each child, and track changes.	On Track	Click or tap here to enter text.
	Choose an item.	Click or tap here to enter text.
	Choose an item.	

**Please list any program specific challenges your agency experienced during this reporting period.**

Program is awaiting Lexile scores from the school district representative and have resulted in a delay in providing the information needed for this report. Case manager has contacted the representative and will have the information available within the next week to present to Youth Services Department.

**Please list any program specific accomplishments your agency experienced during this reporting period.**

Case manager has assessed all 30 participants within the program and completed an individual action plan to address presented needs in relationship to the Leadership and Academic Program offered by XYZ Agency, Inc.

Sunshine N. Rainbow

Report approved and submitted by:

Sunshine N. Rainbow

\_\_\_\_\_  
**Title of signatory**

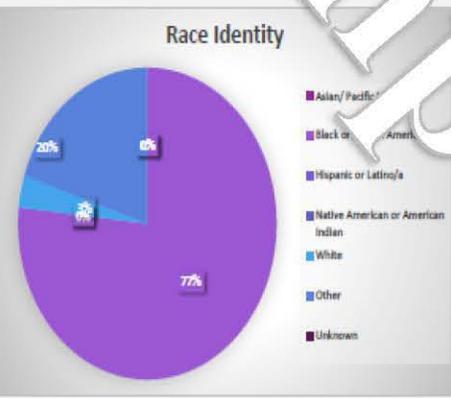
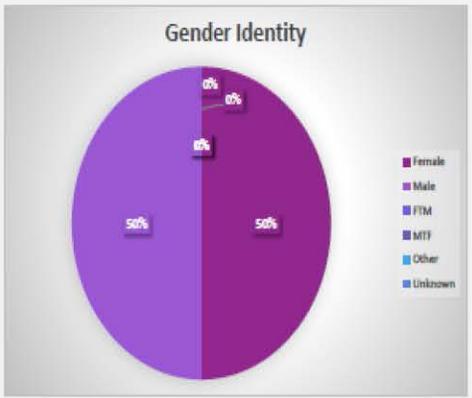
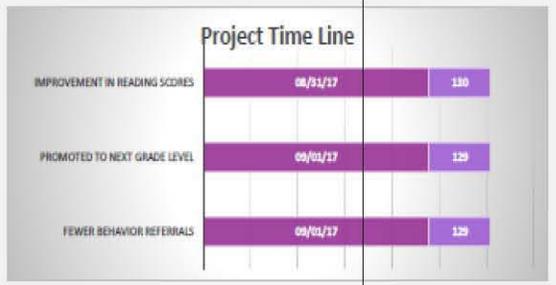
3/15/2018

**EXHIBIT A, FORM 2**

Quarterly Reports Format

*The AGENCY will submit quarterly reports, in the format provided  
by the COUNTY, similar to the attached sample.*

Project Dashboard - XYZ Agency, Inc.  
 Program Name: Leadership & Academic Program



### Statistical Significance

Outcomes	p-value	Status
READING SCORES	0.007	▲
READING AT GRADE LEVEL	#REF!	#REF!
BEHAVIOR REFERRALS	#DIV/0!	#DIV/0!

**PROJECT DATA**

Project Name	Start Date	End Date	Duration	Target Outcome	Actual Outcome	Target	Actual	Not Achieved
Improvement in Reading Scores	08/31/17	01/08/18	130	60%	67%	30	20	10
Promoted to Next Grade Level	09/01/17	01/08/18	129	60%	0%	30	0	30
Fewer Behavior Referrals	09/01/17	01/08/18	129	60%	80%	30	24	6
						90	44	46

Gender	
Female	15
Male	15
FTM	0
MTF	0
Other	0
Unknown	0

Race	
Asian/ Pacific Islander	0
Black or African American	23
Hispanic or Latino/a	0
Native American or American Indian	0
White	1
Other	6
Unknown	0

Sample

## DEMOGRAPHICS - XYZ Agency, Inc.

Program Name: Leadership & Academic Program

Youth							Household				
School ID #	Gender	Age	Race	Education Level	Disability	Current Education Status	Family Type	Family Size	Employment	Family Income	Zip Code
	Female	11	Other	K to 5	No	Full-Time	Single Parent Female HH	5	Other	<\$19,999	33407
	Female	9	Other	K to 5	No	Full-Time	Other	3	Other	<\$19,999	33407
	Female	8	Black or African American	K to 5	No	Full-Time	Two Parent HH	4	Other	<\$19,999	33407
	Male	8	Other	K to 5	No	Full-Time	Two Parent HH	6	Other	\$50-59,999	33435
	Male	12	Black or African American	6 to 8	No	Full-Time	Two Parent HH	8	Other	\$30-39,999	33407
	Female	9	Other	K to 5	No	Full-Time	Single Parent Female HH	3	Other	<\$19,999	33407
	Male	9	Black or African American	K to 5	No	Full-Time	Two Parent HH	5	Other	>\$60,000	33418
	Female	10	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	3	Other	\$20-29,999	33401
	Female	8	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	3	Other	\$30-39,999	33407
	Male	9	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	2	Other	<\$19,999	33404
	Male	14	Black or African American	6 to 8	No	Full-Time	Single Parent Female HH	5	Other	\$20-29,999	33407
	Female	10	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	3	Other	<\$19,999	33407
	Female	10	Black or African American	K to 5	No	Full-Time	Two Parent HH	5	Other	\$20-29,999	33401
	Male	9	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	4	Other	\$40-49,999	33407
	Male	7	Black or African American	K to 5	No	Full-Time	Two Parent HH	4	Other	\$30-39,999	33404
	Female	8	White	K to 5	No	Full-Time	Single Parent Female HH	3	Other	<\$19,999	33407
	Male	8	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	5	Other	<\$19,999	33407
	Male	13	Other	6 to 8	No	Full-Time	Single Parent Female HH	3	Other	\$20-29,999	33407
	Female	8	Black or African American	K to 5	No	Full-Time	Other	4	Other	<\$19,999	33407
	Male	9	Black or African American	K to 5	No	Full-Time	Two Parent HH	6	Other	\$40-49,999	33409
	Female	9	Black or African American	K to 5	No	Full-Time	Two Parent HH	5	Other	\$20-29,999	33404
	Female	6	Black or African American	K to 5	No	Full-Time	Two Parent HH	5	Other	\$50-59,999	33404
	Female	12	Black or African American	6 to 8	No	Full-Time	Two Parent HH	5	Other	\$50-59,999	33404
	Male	11	Black or African American	K to 5	No	Full-Time	Two Parent HH	4	Other	\$30-39,999	33407
	Male	5	Other	K to 5	No	Full-Time	Two Parent HH	5	Other	\$50-59,999	33414
	Male	7	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	5	Other	\$20-29,999	33401
	Female	8	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	5	Other	\$30-39,999	33407
	Female	8	Black or African American	K to 5	No	Full-Time	Single Parent Female HH	3	Other	\$30-39,999	33401
	Male	8	Black or African American	K to 5	No	Full-Time	Single Parent Male HH	4	Other	\$20-29,999	33401
	Male	9	Black or African American	K to 5	No	Full-Time	Two Parent HH	6	Other	\$20-29,999	33404
<b>Statistics</b>											
N	30										
Mean	9.0667										
Std Dev	1.964										
S.E.	0.3586										
Female	15	Asian/Pacific Islander	0								
Male	15	Black or African American	23								
FTM	0	Hispanic or Latino/a	0								
MTF	0	Native American or American Indian	0								
Other	0	White	1								
Unknown	0	Other	6								
		Unknown	0								

## OUTCOMES - XYZ Agency, Inc.

Program Name: Leadership & Academic Program

Youth Scores							
Student ID #	Online Reading Baseline Score	Secondary Online Reading Score	Reading Improvement	Next Grade Level	Previous Behavior Referrals	Current Behavior Referrals	Behavior Improvement
	(A) 230-420	(B) 400-640	1			1	1
	(A) 230-420	(A) 230-420	0			0	0
	(A) 230-420	(A) 230-420	0			7	1
	(A) 230-420	(C) 620-790	1			10	1
	(A) 230-420	(C) 620-790	1			17	1
	(A) 230-420	(B) 400-640	1			0	0
	(A) 230-420	(A) 230-420	0			0	0
	(D) 770-870	(E) 850-980	1			9	1
	(A) 230-420	(A) 230-420	0			1	1
	(A) 230-420	(C) 620-790	1			13	1
	(A) 230-420	(A) 230-420	0			26	1
	(A) 230-420	(A) 230-420	0			24	1
	(A) 230-420	(B) 400-640	1			9	1
	(A) 230-420	(B) 400-640	1			1	1
	682	824	1			4	1
	(A) 230-420	(A) 230-420				14	1
	(A) 230-420	(B) 400-640	1			1	1
	(B) 400-640	(C) 620-790	1			2	1
	(A) 230-420	(B) 400-640				0	0
	(B) 400-640	(D) 770-870	1			1	1
	(A) 230-420	(B) 400-640	1			8	1
	651	683				0	0
	(A) 230-420	(B) 400-640				1	1
	(A) 230-420	(A) 230-420	0			13	1
	487	669	1			5	1
	463	734	1			6	1
	(A) 230-420	(A) 230-420	0			2	1
	(A) 230-420	(A) 230-420	0			8	1
	566	781	1			0	0
	(B) 400-640	(D) 770-870	1			8	1
Statistics							
N	5	5			0		45
Passed			20	0			24
Mean	569.8	738.2			#DIV/0!		0.533333333
Std Dev	96.77138007	65.28169728			#DIV/0!		0.504524979
S.E.	43.27747682	29.19486256			#DIV/0!		0.075210143
Paired T Test		0.006859651					#DIV/0!

**EXHIBIT A, FORM 3**

Logic Model

XYZ Agency, Inc.

Family  Agency  Community

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
<p><u>Instruction:</u> <b>Need/ Problem/ Situation</b></p> <p>Youth need to improve their reading scores.</p>	<p><u>Instruction:</u> <b># of Clients Served, Timeframe &amp; # of Units</b></p> <p>Middle School students will receive integrated academic support.</p>	<p><u>Instruction:</u> <b>Statement of Results Expected</b></p> <p>The lowest academically performing students will show improvement.</p>	<p><u>Instruction:</u> <b>% of Clients Expected to Achieve (# of Clients ÷ # Served)</b></p> <p>of 30 or 60% of program participants will show improvement in reading scores.</p>	<p><u>Instruction:</u> <b>% of Clients Achieved Outcome (# of Clients who achieved the outcome ÷ # Served)</b></p>	<p><u>Instruction:</u> <b>Evidence Collected</b></p> <p>The Reading Plus Insight computer based literacy program paired with the See Reader portion of the program is the measurement tool that will give us a baseline Lexile window as well as where a student is during the trimester testing.</p>	<p><u>Instruction:</u> <b>Collection Procedure &amp; Personnel Responsible</b></p> <p>GPAs, report cards, progress reports and credit summaries will be tracked. Using Reading Plus Insight will allow us to compare the September baseline data with trimester assessment scores collected in December and the final assessment in May.</p>	<p><u>Instruction:</u> <b>Time &amp; Frequency</b></p> <p>The LAP Administrator will input data and each Team Leader will maintain progress notes in each file folder. Students will use Reading Plus daily as a maintenance tool and their progress will be tabulated by trimester.</p>
<p>Low academically performing students reading 50 points below grade level need to achieve reading at grade level.</p>	<p>Low performing students will receive one-on-one tutoring and academic enrichment services.</p>	<p>Low academically performing students will read at grade level.</p>	<p>18 of 30 or 60% of program participants reading 50 points below grade level will achieve reading at grade level.</p>		<p>The Reading Plus Insight computer based literacy program paired with the See Reader portion of the program is the measurement tool that will give us a baseline Lexile window as well as where a student is during the trimester testing.</p>	<p>GPAs, report cards, progress reports and credit summaries will be tracked. Using Reading Plus Insight will allow us to compare the September baseline data with trimester assessment scores collected in December and the final assessment in May.</p>	<p>The LAP Administrator will input data and each Team Leader will maintain progress notes in each file folder. Students will use Reading Plus daily as a maintenance tool and their progress will be tabulated by trimester.</p>
<p>Low academically performing students often have higher incidences of negative behavior.</p>	<p>Students with behavioral issues will be identified and will receive one-on-one counseling and behavioral enrichment services.</p>	<p>Participating students will have fewer incidences of negative behavior.</p>	<p>18 of 30 or 60% of program participants will have fewer behavior referrals.</p>		<p>LAP will collect, review and track discipline data.</p>	<p>LAP staff will track the frequency and type of poor behavior choices, create a plan to improve these areas in each child, and track changes.</p>	<p>On-going with quarterly review.</p>
<p><b>Mission Statement</b></p>	<p>XYZ Agency, Inc. exists to love, equip and empower inner-city youth.</p>						

**EXHIBIT A, FORM 4**

Annual Report Format

*The AGENCY will submit an annual report, in the attached format, or other approved format, provided by the COUNTY.*



**ANNUAL REPORT  
FY2019 COMMUNITY BASED AGENCIES CONTRACT**

**EXECUTIVE SUMMARY**

**Agency Name:**

**Program Name:**

**Prepared by:** *Name and contact information of the person preparing this report*

**Methods:** *A short statement of the evaluation methodology*

**Outcomes:** *A short statement about the program's outcomes*

**Conclusion:** *A short statement that indicates if the program achieved its stated outcomes.*

**Recommendations:** *A short statement that include recommendations to address challenges and improve this program.*

Report approved and submitted by:  
Click or tap here to enter text.

**Title of signatory**

Click or tap to enter a date.

## ANNUAL REPORT

### Introduction:

*Provide a brief description about your agency and the funded program.*

### Scope of Work:

#### Services:

- 
- 
- 

### Demographics:

*Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.*

Gender:		Age:	
Female	# (%)	0-4	# (%)
Male	# (%)	5-10	# (%)
FTM	# (%)	11-13	# (%)
MTF	# (%)	14-18	# (%)
Other	# (%)	19-22	# (%)
Race:		Family Income:	
Asian/Pacific Islander	# (%)	<\$19,999	# (%)
Black or African American	# (%)	\$20-29,999	# (%)
Hispanic or Latino/a	# (%)	\$30-39,999	# (%)
Native American or	# (%)	\$40-49,999	# (%)

American Indian			
White	# (%)	\$50-59,999	# (%)
Other	# (%)	>\$60,000	# (%)

**Methodology**

*Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed, and explain the rationale for your process.*

**Outcomes:**

*Provide a narrative of your findings as supported by your data analysis. This section should also include a list of your outcomes. Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.*

- # and % ;
- # and % ;
- # and % .

**Conclusions:**

*Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.*

**EXHIBIT B**

**UNITS OF SERVICE RATE AND DEFINITION**  
**FY 2019**

*Will be based upon the information presented in the RFP*

<b>Program:</b>		
<b>Service Name and Definition of Unit of Service</b>	<b>Unit Cost</b>	<b>Total Cost of Service</b>
Community Based Agency  <b><u>Definition of Unit of Service:</u></b>	\$	\$
<b>TOTAL CONTRACT</b>		\$