

## UNANTICIPATED RECEIPT OF FUNDS (I.E. GRANTS) BGT AMENDMENT REQUEST

*Please type in the green boxes.*

Name of the Person submitting the request: Jim Abernathy  
 Telephone Extension: 3-3278

**REVENUE: Unanticipated Revenue or Grant Proceeds (Accounts & Amount to be increased)**

	<u>FUND</u> <u>XXXX</u>	<u>CENTER</u> <u>XXXXXXX</u>	<u>ACCOUNT</u> <u>XXXXXXXX</u>	<u>PROGRAM</u> <u>XXXX</u>	<u>PROJECT</u> <u>XXXXXXXX</u>	<u>CURRENT</u> <u>BUDGET</u>	<u>REQUESTED</u> <u>INCREASE</u> <small>(Rounded Up to \$10)</small>
Account 1	0001	100200	3376001	6005		410,000	201,920
Account 2							
Account 3							
Account 4							
Account 5							
Account 6							
Account 7							
Account 8							
Account 9							
Account 10							
<b>Total</b>						410,000	201,920

**EXPENDITURE: Appropriation (Accounts & Amount to be increased)**

	<u>FUND</u> <u>XXXX</u>	<u>CENTER</u> <u>XXXXXXX</u>	<u>ACCOUNT</u> <u>XXXXXXXX</u>	<u>PROGRAM</u> <u>XXXX</u>	<u>PROJECT</u> <u>XXXXXXXX</u>	<u>CURRENT</u> <u>BUDGET</u>	<u>REQUESTED</u> <u>INCREASE</u> <small>(Rounded Up to \$10)</small>
Account 1	0001	601150	5120001	6005		77,270	155,940
Account 2	0001	601150	5520001	6005		15,000	45,980
Account 3							
Account 4							
Account 5							
Account 6							
Account 7							
Account 8							
Account 9							
Account 10							
<b>Total</b>						92,270	201,920

**Budget Amendment Questions:**

*Please provide a concise answer to each of the following questions. If any questions are not applicable, enter N/A.*

**1. What is this the title and purpose of the unanticipated funds or grant proceeds? Provide a summary explanation of the unanticipated funds or grant and the scope of work for which funding will be provided.**

Juvenile Welfare Board of Pinellas County - Behavioral Evaluation Early  
 Child Court Collaboration The  
 Sixth Judicial Circuit of Florida received additional funding from JWB for their Behavioral Evaluation program. The additional funding will be used to fund a Community Resource Advocate (1 FTE), Administrative Assistant (0.5 FTE), and a Early Childhood Coordinator (1 FTE). The Early childhood Coordinator is fund for part of FY18 and will be fully funded in FY19.

**2. Have funds from this source been received before? If yes, indicate when they were last received.**

**Yes. FY18**

**3. Is this amendment related to a previous Board action? If so, please indicate the type of action approved and the date approved.**

**Original grant was included in the FY18 Adopted Budget**

4. Is the program/activity for which the unanticipated funds or grant award already appropriated within the Adopted Budget?

Yes

**PLEASE NOTE: IF AMENDMENT IS GRANT RELATED COMPLETE ALL THE FOLLOWING QUESTIONS. IF AMENDMENT IS NOT GRANT RELATED, PROCEED TO ITEM #12.**

5. Who awarded the grant? Indicate if this is a federal, state or local agency. Include CFDA or CSFA number, if appropriate.

Juvenile Welfare Board

6. Is the grant a reimbursement grant?

Yes

7. What is the total time period of the grant? Include start and end dates.

1-Oct-2017 - 30-Sep-2018

8. What is the total amount of the grant? Will all funds be received in the current fiscal year? If the grant period extends beyond the current fiscal year, indicate the amount anticipated to be received within the current fiscal year and in future years by fiscal year.

\$519,652 and \$83,627 in anticipated to be received in FY18 (by grant)

9. Are matching funds or in-kind services required? If so, provide details and indicate whether or not matching funds are budgeted.

No

10. Does the grant require additional personnel? If so, provide details of the position type, full or part-time and salary amounts; or use of volunteers.

Yes. One Community Resource Advocate \$48,000 + benefits (1.0 FTE), one Administrative Assistant \$16,046 + benefits (0.5 FTE), and one Early Childhood Coordinator \$58,000 + benefits (1.0 FTE)

11. Forward a copy of the approved grant documentation and letter of grant award to OMB. (Indicate date forwarded or faxed to OMB).

17-Jan-18

12. If this request is submitted by anyone other than the Department Director, please confirm this amendment has been (Type name of Director and date approved)

# BCC Revenue Report by Program and Project - FY18

06-FEB-2018 07:06:26

Pinellas County  
FEB-18USD

Fund=0001 (General Fund)

	Period Activity	Budget	Actual	Over/Under Budget
100200 3111100 Ad Val Tax 1010 0000000	0.00	-368,887,350.00	-326,301,730.42	-42,585,619.58
100200 3111200 Ad Val Tax-MSTU 1010 0000000	0.00	-35,145,320.00	-31,272,739.05	-3,872,580.95
100200 3112100 Ad Val Tax-Delinquent 1010 0000000	0.00	-760,000.00	-278,886.69	-481,113.31
100200 3112200 Ad Val Tax-MSTU-Delinquent 1010 0000000	0.00	-80,000.00	-15,758.09	-64,241.91
100200 3112300 Ad Val Tax-Redemptions 1010 0000000	0.00	-380,000.00	0.00	-380,000.00
100200 3112400 Ad Val Tax-MSTU-Redemptns 1010 0000000	0.00	-35,000.00	0.00	-35,000.00
100200 3150001 Communications Svcs Tax 1010 0000000	0.00	-8,660,760.00	-2,281,092.46	-6,379,667.54
100200 3290001 Tree Removal Permits-MSTU 1262 0000000	-186.00	-416,100.00	-143,000.00	-273,100.00
100200 3290001 Tree Removal Permits-MSTU 2206 0000000	0.00	-900.00	-425.00	-475.00
100200 3290002 Water&Navigation Permits 9850 0000000	-7,530.00	-560,500.00	-196,170.00	-364,330.00
100200 3290003 Highway-Permits 1262 0000000	0.00	0.00	-532.00	532.00
100200 3290004 County Retained State Vesse 2206 0000000	0.00	-294,500.00	-115,327.65	-179,172.35
100200 3290004 County Retained State Vesse 2206 001472A	0.00	0.00	-375.48	375.48
100200 3290005 Pro Mangrove Trim Reg Fee 2206 0000000	0.00	-950.00	-400.00	-550.00
100200 3290009 Pain Management Permitting 1711 0000000	0.00	-37,050.00	-23,000.00	-14,050.00
100200 3290010 Foreclosed Property Registr 1261 0000000	0.00	-180,500.00	-84,100.00	-96,400.00
100200 3290201 Comm-Pnls Citizens Univ 1291 0000000	0.00	-1,160.00	0.00	-1,160.00
100200 3290203 Comm-Tape Duplications 1291 0000000	0.00	-40.00	0.00	-40.00
100200 3312001 Fed Grant-Public Safety 1123 90002X1	0.00	0.00	-141,432.79	141,432.79
100200 3312001 Fed Grant-Public Safety 1501 0000000	0.00	-178,170.00	0.00	-178,170.00
100200 3312001 Fed Grant-Public Safety 1501 003058A	0.00	0.00	-14,400.00	14,400.00
100200 3312001 Fed Grant-Public Safety 1501 003496A	0.00	0.00	-123,474.06	123,474.06
100200 3312001 Fed Grant-Public Safety 1712 0000000	0.00	-528,650.00	0.00	-528,650.00
100200 3312001 Fed Grant-Public Safety 1712 002362A	0.00	-159,840.00	0.00	-159,840.00
100200 3312001 Fed Grant-Public Safety 1712 002363A	0.00	-183,350.00	0.00	-183,350.00
100200 3312001 Fed Grant-Public Safety 1712 002814A	0.00	-44,460.00	-2,894.58	-41,565.42
100200 3312001 Fed Grant-Public Safety 1712 002814B	0.00	-324,530.00	-36,188.50	-288,341.50
100200 3312001 Fed Grant-Public Safety 1712 003114A	0.00	-92,570.00	-6,717.36	-85,852.64
100200 3312001 Fed Grant-Public Safety 1712 003129A	0.00	-149,890.00	-30,435.44	-119,454.56
100200 3312001 Fed Grant-Public Safety 1712 003143A	0.00	-325,010.00	-9,861.26	-315,148.74
100200 3312001 Fed Grant-Public Safety 6006 002362A	0.00	0.00	-6,261.96	6,261.96
100200 3312001 Fed Grant-Public Safety 6006 002814A	0.00	0.00	-4,076.71	4,076.71
100200 3312001 Fed Grant-Public Safety 6008 0000000	0.00	-32,000.00	0.00	-32,000.00
100200 3312001 Fed Grant-Public Safety 6010 003129A	0.00	0.00	-11,669.29	11,669.29
100200 3312001 Fed Grant-Public Safety 6082 0000000	0.00	-300,110.00	0.00	-300,110.00
100200 3312001 Fed Grant-Public Safety 6082 003331A	0.00	0.00	-4,803.07	4,803.07
100200 3312001 Fed Grant-Public Safety 9890 0000000	-27,531.34	-1,750,000.00	-48,582.64	-1,701,417.36

100200 3312001 Fed Grant-Public Safety 9890 002788A	0.00	0.00	-1,448.68	1,448.68
100200 3312001 Fed Grant-Public Safety 9890 003153A	0.00	0.00	-8,501.60	8,501.60
100200 3312001 Fed Grant-Public Safety 9890 003299A	0.00	0.00	-8,435.75	8,435.75
100200 3313901 Fed Grant-Other Physical En 1398 000285A	0.00	-188,000.00	-32,400.81	-155,599.19
100200 3313901 Fed Grant-Other Physical En 1398 002358A	0.00	-250,000.00	-79,982.57	-170,017.43
100200 3313901 Fed Grant-Other Physical En 1398 002578A	0.00	-90,000.00	-11,715.95	-78,284.05
100200 3313901 Fed Grant-Other Physical En 1398 002648A	0.00	-155,000.00	-20,781.76	-134,218.24
100200 3313902 Fed Grant-Restore Act 1780 0000000	0.00	-200,000.00	0.00	-200,000.00
100200 3315001 Fed Grant-Economic Environm 1486 0000000	0.00	-153,360.00	0.00	-153,360.00
100200 3315001 Fed Grant-Economic Environm 1486 003237A	0.00	0.00	-11,695.42	11,695.42
100200 3316201 Fed Grant-HS-Public Assista 1569 002876A	0.00	-1,046,620.00	0.00	-1,046,620.00
100200 3316201 Fed Grant-HS-Public Assista 1569 002876B	0.00	-325,000.00	0.00	-325,000.00
100200 3316201 Fed Grant-HS-Public Assista 1569 003125A	0.00	-800,000.00	0.00	-800,000.00
100200 3316201 Fed Grant-HS-Public Assista 1569 003283B	0.00	0.00	-166,820.93	166,820.93
100200 3316901 Fed Grant-HS-Other 1569 002751A	0.00	-580,000.00	0.00	-580,000.00
100200 3316901 Fed Grant-HS-Other 7102 000300A	0.00	-150,000.00	0.00	-150,000.00
100200 3342001 State Grant-Public Safety 1501 0000000	0.00	-120,000.00	0.00	-120,000.00
100200 3342001 State Grant-Public Safety 1501 003670A	0.00	0.00	-78,405.21	78,405.21
100200 3342001 State Grant-Public Safety 1712 002677B	0.00	-659,550.00	0.00	-659,550.00
100200 3342001 State Grant-Public Safety 1712 002677C	0.00	0.00	-11,198.83	11,198.83
100200 3342001 State Grant-Public Safety 1712 003294A	0.00	0.00	-130,972.62	130,972.62
100200 3342001 State Grant-Public Safety 6082 003200A	0.00	-300,000.00	0.00	-300,000.00
100200 3342001 State Grant-Public Safety 6082 003225A	0.00	0.00	-117,887.58	117,887.58
100200 3342001 State Grant-Public Safety 9890 003500A	0.00	0.00	-9,603.84	9,603.84
100200 3343901 State Grant-Other Physical 1398 002649A	0.00	-70,000.00	0.00	-70,000.00
100200 3343901 State Grant-Other Physical 1398 003495A	0.00	0.00	-9,899.34	9,899.34
100200 3343901 State Grant-Other Physical 2206 0000000	0.00	-77,870.00	0.00	-77,870.00
100200 3346101 State Grant-HS-Health/Hospi 1569 003722A	0.00	0.00	-23,160.96	23,160.96
100200 3351201 Revenue Sharing Trust 1010 0000000	0.00	-18,864,630.00	-4,513,987.14	-14,350,642.86
100200 3351301 Insurance Agents-Licenses 1010 0000000	0.00	-267,210.00	-36,299.52	-230,910.48
100200 3351401 Mobile Home Licenses 1010 0000000	-698.75	-73,500.00	-47,804.83	-25,695.17
100200 3351501 Alcoholic Beverage License 1010 0000000	0.00	-470,110.00	0.00	-470,110.00
100200 3351601 Racing Tax 1010 0000000	-55,812.50	-223,250.00	-111,625.00	-111,625.00
100200 3351701 Card Room Tax Revenue 1010 0000000	0.00	-114,910.00	0.00	-114,910.00
100200 3351801 Loc 1/2ct Sales Tx-Ctywde 1010 0000000	0.00	-42,410,000.00	-6,944,535.90	-35,465,464.10
100200 3351802 Loc 1/2ct Sales Tx-Mstu 1010 0000000	0.00	-4,000,000.00	-686,822.23	-3,313,177.77
100200 3376001 Local Govt Unit Grant-HS 6005 0000000	0.00	-410,000.00	-97,564.01	-312,435.99
100200 3389100 Cnty Opt Vessel Reg Fee-Pat 9890 0000000	0.00	-623,200.00	-197,368.25	-425,831.75
100200 3411601 Rec Leg Doc-Ct RI Tch-BCC 6001 0000000	0.00	-1,292,560.00	0.00	-1,292,560.00
100200 3411601 Rec Leg Doc-Ct RI Tch-BCC 6013 0000000	0.00	-1,539,190.00	-419,786.50	-1,119,403.50
100200 3412711 Int Sv-Support Svcs - TT 1891 0000000	-110,994.16	-1,331,930.00	-554,970.80	-776,959.20
100200 3412714 Int Sv-Support Svcs - SurfW 1891 0000000	-20,227.48	-242,730.00	-101,137.40	-141,592.60
100200 3412721 Int Sv-Support Svcs - SW 1891 0000000	-4,789.98	-57,480.00	-23,949.90	-33,530.10
100200 3412731 Int Sv-Support Svcs - Wtr 1891 0000000	-29,995.82	-359,950.00	-149,979.10	-209,970.90
100200 3412751 Int Sv-Support Svcs - Sew 1891 0000000	-43,691.65	-524,300.00	-218,458.25	-305,841.75
100200 3415101 Cnty Off Fees-Tax Coll 9880 0000000	0.00	-9,095,230.00	0.00	-9,095,230.00
100200 3415102 Cnty Off Fees-TC-MSTU 9880 0000000	0.00	-227,980.00	0.00	-227,980.00
100200 3418301 Cnty Off Fees- Lic&Prm 1010 0000000	-300.00	-20,000.00	-8,515.00	-11,485.00
100200 3419001 TIF-MSTU Admin Fee 1010 0000000	0.00	0.00	-72.00	72.00
100200 3419003 Zoning Fees-MSTU 1262 0000000	-1,753.00	-551,090.00	-206,037.26	-345,052.74
100200 3419003 Zoning Fees-MSTU 1780 0000000	0.00	-74,760.00	-8,605.00	-66,155.00

100200 3419003 Zoning Fees-MSTU	1782 0000000		0.00	0.00	-1,700.00	1,700.00
100200 3419005 Chg For Svcs-Comm	1291 0000000		0.00	-8,680.00	0.00	-8,680.00
100200 3419021 Vacate-Right Of Way	1901 0000000		0.00	0.00	-3,550.00	3,550.00
100200 3419991 Otr-Charges For Svcs-GG	1010 0000000		0.00	-20,000.00	-3,350.00	-16,650.00
100200 3421001 Sheriff-Civil Income	9890 0000000		0.00	-404,410.00	-102,759.97	-301,650.03
100200 3421002 Sheriff-Civil Income-MSTU	9890 0000000		0.00	-44,930.00	-18,134.11	-26,795.89
100200 3421004 Shrf Svc-Largo	9890 0000000		0.00	-18,630.00	-3,063.23	-15,566.77
100200 3421005 Shrf Svc-Housing Auth	9890 0000000		0.00	-75,190.00	-18,795.00	-56,395.00
100200 3421006 Shrf Svc-Pinellas Prk	9890 0000000		0.00	-184,490.00	-41,200.46	-143,289.54
100200 3421007 Shrf Svc-Dunedin	9890 0000000		0.00	-3,871,030.00	-1,226,062.96	-2,644,967.04
100200 3421008 Shrf Svc-Clearwater	9890 0000000		0.00	-463,280.00	-89,264.57	-374,015.43
100200 3421009 Shrf Svc-So Pasadena	9890 0000000		0.00	-786,260.00	-196,563.00	-589,697.00
100200 3421010 Shrf Svc-US Marshalls	9890 0000000		0.00	-9,314,800.00	-2,523,606.41	-6,791,193.59
100200 3421011 Shrf Svc-Belleair Blfs	9890 0000000		0.00	-494,300.00	-168,291.51	-326,008.49
100200 3421012 Shrf Svc-Madeira Bch	9890 0000000		0.00	-1,238,370.00	-412,788.00	-825,582.00
100200 3421013 Shrf Svc-Airport	9890 0000000		0.00	-1,247,840.00	-103,988.87	-1,143,851.13
100200 3421014 Shrf Svc-Redington Bch	9890 0000000		0.00	-247,190.00	-85,393.67	-161,796.33
100200 3421015 Shrf Svc-N Redngtn Bch	9890 0000000		0.00	-247,190.00	-62,845.68	-184,344.32
100200 3421017 Shrf Svc-Gulfport	9890 0000000		0.00	-120,090.00	-83,954.47	-36,135.53
100200 3421018 Shrf Svc-Ind Rcks Bch	9890 0000000		0.00	-1,002,130.00	-334,040.00	-668,090.00
100200 3421019 Shrf Svc-Kenneth City	9890 0000000		0.00	-28,860.00	-21,643.85	-7,216.15
100200 3421020 Shrf Svc-St Pete Bch	9890 0000000		0.00	-2,202,820.00	-767,960.00	-1,434,860.00
100200 3421021 Shrf Svc-Belleair Bch	9890 0000000		0.00	-494,060.00	-153,764.00	-340,296.00
100200 3421022 Shrf Svc-Twn Belleair	9890 0000000		0.00	-23,740.00	-16,718.00	-7,022.00
100200 3421023 Shrf Svc-Oldsmar	9890 0000000		0.00	-1,662,790.00	-554,260.76	-1,108,529.24
100200 3421024 Shrf Svc-Ind Shrs-CAD	9890 0000000		0.00	-16,820.00	-12,282.42	-4,537.58
100200 3421025 Shrf Svc-Sfty Harbor	9890 0000000		0.00	-1,312,150.00	-430,750.60	-881,399.40
100200 3421026 Shrf Svc-Seminole	9890 0000000		0.00	-1,681,700.00	-560,565.44	-1,121,134.56
100200 3421027 Shrf Svc-Pnls Jv Asmt	9890 0000000		0.00	-180,000.00	-12,012.00	-167,988.00
100200 3421029 Shrf Svc-Substnce Fee	9890 0000000		0.00	-429,140.00	-87,424.98	-341,715.02
100200 3421032 Shrf Svc-School Board	9890 0000000		0.00	-809,780.00	-819.50	-808,960.50
100200 3421034 Shrf Svc-Brooker Creek Pr	9890 0000000		0.00	-68,620.00	0.00	-68,620.00
100200 3421036 Shf Svc-Misc Contracts	9890 0000000		0.00	-65,600.00	0.00	-65,600.00
100200 3421037 Title IV-D Child Support -	9890 0000000		0.00	-53,950.00	-15,661.80	-38,288.20
100200 3421041 Shrf Svc-Misdemeanor Probat	9890 0000000		0.00	-1,352,850.00	-291,678.87	-1,061,171.13
100200 3421042 Shrf Svc-Treasure Island	9890 0000000		0.00	-53,320.00	-53,704.02	384.02
100200 3421045 Sheriff Services - Tarpon S	9890 0000000		0.00	-29,780.00	-32,811.54	3,031.54
100200 3424002 Emerg Mgt Plan Rev Fee	1501 0000000	-733.20		-18,050.00	-8,127.60	-9,922.40
100200 3429010 ME-Crema,Disct,Buarls@Sea	1712 0000000	-21,840.00		-345,000.00	-154,800.00	-190,200.00
100200 3429991 Other Charges&Fees-PS	6082 0000000	-1,123.71		-379,440.00	-22,364.45	-357,075.55
100200 3433125 Water-Chiller-Usage Charges	1903 0000000		0.00	-73,140.00	-20,203.80	-52,936.20
100200 3433126 Water-Chiller-Capital Recov	1903 0000000		0.00	-19,200.00	-4,995.39	-14,204.61
100200 3433127 Water-Chiller-Capacity Char	1903 0000000		0.00	-25,830.00	-6,458.40	-19,371.60
100200 3433128 Water-Chiller-Demand Charge	1903 0000000		0.00	-24,230.00	-6,444.90	-17,785.10
100200 3433129 Water-Chiller-Operations &	1903 0000000		0.00	-1,230.00	-306.36	-923.64
100200 3437001 Water&Soil Test	1004 0000000		0.00	-190.00	0.00	-190.00
100200 3437002 Orange Co Lab Analysis	1398 0000000		0.00	-19,000.00	-3,480.00	-15,520.00
100200 3437004 Air Qual Compl Fee-Inspe	1398 0000000	-2,900.00		-114,000.00	-24,500.00	-89,500.00
100200 3439001 Asbestos Inspec&Notify Fee	1398 0000000	-1,560.00		-152,000.00	-61,950.00	-90,050.00
100200 3439002 Rsch Fee-Code Enf Viol&Ln	1261 0000000		0.00	-289,990.00	-126,000.00	-163,990.00
100200 3439003 Lot Clearing-MSTU	1261 0000000	-780.00		-38,000.00	-13,214.00	-24,786.00

100200 3439023 Weedon IsInd Kayak Rental 1386 0000000	0.00	-61,750.00	-5,894.11	-55,855.89
100200 3459001 Bus Dev Center-Class Fees 1486 0000000	-40.00	-42,750.00	-860.00	-41,890.00
100200 3463001 Fl Medicaid-Mobile Med Un 1569 0000000	0.00	-1,900.00	-393.61	-1,506.39
100200 3464001 Animal Cntrl&Shelter Fees 1241 0000000	-1,075.00	-228,000.00	-81,699.26	-146,300.74
100200 3464001 Animal Cntrl&Shelter Fees 1242 0000000	-300.00	-19,000.00	-6,620.00	-12,380.00
100200 3464015 Animal Cntrl-Rabies License 1241 0000000	-2,192.00	-2,500,000.00	-1,070,154.17	-1,429,845.83
100200 3472200 Camping Fees-Ft Desoto 1386 0000000	-5,328.22	-2,109,000.00	-607,968.02	-1,501,031.98
100200 3472202 Shelter Fees 1386 0000000	0.00	-275,500.00	-43,844.61	-231,655.39
100200 3472203 Boat Ramp Parking Fees 1386 0000000	-217.77	-525,300.00	-101,152.38	-424,147.62
100200 3472204 Special Events Fees-Parks 1386 0000000	0.00	-71,250.00	-15,982.26	-55,267.74
100200 3472205 Belle Harbour Mrn-Slp/Stg 1386 0000000	0.00	-33,250.00	-5,391.01	-27,858.99
100200 3472206 Suthrld By Marina-Slp/Stg 1386 0000000	-45.71	-33,250.00	-9,670.71	-23,579.29
100200 3472213 Beach Access Parking 1386 0000000	0.00	-119,700.00	-32,891.07	-86,808.93
100200 3472214 Ft Desoto Entry Fee 1386 0000000	-1,447.70	-1,330,000.00	-236,583.90	-1,093,416.10
100200 3472216 Regnl Park&Preserve Pkg Fee 1386 0000000	0.00	-380,000.00	-56,503.06	-323,496.94
100200 3472223 Sand Key Parking Fees 1386 0000000	-504.67	-465,500.00	-73,221.76	-392,278.24
100200 3472224 Beach Parking Annual Passes 1386 0000000	-359.81	-152,000.00	-43,896.02	-108,103.98
100200 3472991 Other Svc Chg-Park&Rec 1386 0000000	0.00	-71,250.00	-48,000.00	-23,250.00
100200 3473001 Fla Yards & Nbhds/Co Ext 1004 0000000	0.00	-1,420.00	-40.00	-1,380.00
100200 3473002 Comm Horticltr Fee/Co Ext 1004 0000000	0.00	-11,400.00	-3,732.00	-7,668.00
100200 3473003 Urban Horticltr Fee/Co Ext 1004 0000000	0.00	0.00	-20.00	20.00
100200 3473004 FCS Prog Fees/Co Ext 1004 0000000	0.00	-1,800.00	0.00	-1,800.00
100200 3473007 Sustnably Prg Fees/Co Ex 1004 0000000	0.00	0.00	-180.00	180.00
100200 3474001 County Extensn-Events Rev 1004 0000000	0.00	-4,510.00	-2,266.35	-2,243.65
100200 3485270 TR CT/C&C-SV CG-W/H ADJUD 9850 0000000	0.00	0.00	-14.00	14.00
100200 3489210 Ct Cst-\$65-Ct Onnovation 6006 0000000	0.00	-238,830.00	-56,298.85	-182,531.15
100200 3489220 Ct Cst-\$65-Legal Aid 1712 0000000	0.00	-238,920.00	-56,312.76	-182,607.24
100200 3489230 Ct Cst-\$65-Law Library 6012 0000000	0.00	-238,730.00	-56,297.67	-182,432.33
100200 3489240 Ct Cst-\$65-Juve Alt Pgrm 6003 0000000	0.00	-238,540.00	-56,248.55	-182,291.45
100200 3489331 Animal Control Surcharge 9850 0000000	0.00	-1,140.00	-430.00	-710.00
100200 3489901 Ct Rel-No Rem-CJET-VB 9850 0000000	0.00	-47,210.00	0.00	-47,210.00
100200 3489901 Ct Rel-No Rem-CJET-VB 9890 0000000	0.00	0.00	-9,813.71	9,813.71
100200 3489902 Ct Rel-No Rem-CJET-Ord 9850 0000000	0.00	-1,420.00	0.00	-1,420.00
100200 3489902 Ct Rel-No Rem-CJET-Ord 9890 0000000	0.00	-1,420.00	-411.34	-1,008.66
100200 3489903 Ct Rel-No Rem-CJET-Crm 9850 0000000	0.00	-5,600.00	0.00	-5,600.00
100200 3489903 Ct Rel-No Rem-CJET-Crm 9890 0000000	0.00	-5,600.00	-1,151.31	-4,448.69
100200 3489904 Ct Rel-No Rem-CJET-Mis 9850 0000000	0.00	-1,610.00	0.00	-1,610.00
100200 3489904 Ct Rel-No Rem-CJET-Mis 9890 0000000	0.00	-1,610.00	-280.00	-1,330.00
100200 3489905 Ct Rel-No Rem-Cr Tr SC 1010 0000000	0.00	-120,080.00	-25,850.80	-94,229.20
100200 3489906 Ct Rel-No Rem-Tr In SC 1010 0000000	0.00	-2,059,120.00	-478,603.03	-1,580,516.97
100200 3489907 Ct Rel-No Rem-CJET-Fel 9850 0000000	0.00	-320.00	0.00	-320.00
100200 3489907 Ct Rel-No Rem-CJET-Fel 9890 0000000	0.00	-570.00	-120.08	-449.92
100200 3489908 Ct Rel-No Rem-Cr-Cr Pv 9850 0000000	0.00	-95,090.00	-21,990.63	-73,099.37
100200 3489909 Ct Rel-No Rem-Ct-Cr Pv 9850 0000000	0.00	-84,450.00	-18,196.66	-66,253.34
100200 3489910 Ct Rel-No Rem-TC-Cr Pv 9850 0000000	0.00	-143,450.00	-32,659.64	-110,790.36
100200 3489916 Ct Rel-No Rem-Inv Ord 9890 0000000	0.00	-10.00	-25.00	15.00
100200 3489917 Ct Rel-No Rem-Inv Misd 9850 0000000	0.00	-49,780.00	-12,181.36	-37,598.64
100200 3489918 Ct Rel-No Rem-Inv Fely 9890 0000000	0.00	-108,110.00	-18,467.12	-89,642.88
100200 3489919 Ct Rel-No Rem-Inv Ct 9890 0000000	0.00	-116,660.00	-23,356.39	-93,303.61
100200 3489920 Ct Rel-No Rem-Trns Bnd 9890 0000000	0.00	0.00	-8,523.18	8,523.18
100200 3489921 Ct Rel-No Rem-DNA Fee 9850 0000000	0.00	-3,990.00	-827.46	-3,162.54

100200 3489922 Ct Rel-No Rem-Ord Viol FF 9850 0000000	0.00	-8,450.00	-2,417.00	-6,033.00
100200 3489923 Ct Rel-No Rem-Teen Ct 6004 0000000	0.00	-268,370.00	0.00	-268,370.00
100200 3493010 Law Lib-Vndg Mach Copies 6012 0000000	0.00	-2,090.00	-434.46	-1,655.54
100200 3493020 Law Lib-Copies 6012 0000000	0.00	-850.00	-170.18	-679.82
100200 3511051 J/F-Ord Viol-County 9850 0000000	0.00	0.00	-1,555.35	1,555.35
100200 3511802 J/F-Co Crm-Dom Viol 9850 0000000	0.00	-29,070.00	-7,458.53	-21,611.47
100200 3511803 J/F-Co Crm-Project Hope 1010 0000000	0.00	-4,750.00	-1,287.75	-3,462.25
100200 3512101 J/F-Cr Ct Crm-Domes Viol 9850 0000000	0.00	-19,950.00	-5,021.21	-14,928.79
100200 3515109 J/F-Tr Ct-Drv Ed Sfty Tf 1104 0000000	0.00	-134,040.00	-37,958.43	-96,081.57
100200 3516101 J/F-Jv Ct-Domestic Violen 9850 0000000	0.00	-380.00	0.00	-380.00
100200 3540001 Art VIII Code Enf Sp Mgst 1261 0000000	-1,884.41	-619,990.00	-162,094.86	-457,895.14
100200 3540100 Parking Fines-Park Dept 1386 0000000	0.00	-16,150.00	-2,995.00	-13,155.00
100200 3582022 \$ Seized-Investigatns-Lcl 9890 0000000	0.00	-500,000.00	0.00	-500,000.00
100200 3592100 Lien Payments-Demolition 1261 0000000	0.00	-1,040.00	0.00	-1,040.00
100200 3611010 Interest-Sheriff 9890 0000000	0.00	0.00	-3,930.40	3,930.40
100200 3611011 Interest-Sheriff-MSTU 9890 0000000	0.00	0.00	-693.60	693.60
100200 3611020 Interest-Tax Collector 9880 0000000	0.00	0.00	-327.39	327.39
100200 3611210 Interest-Cash Pools 1010 0000000	0.00	0.00	-30,959.48	30,959.48
100200 3611211 Interest-Cash Pools-MSTU 1010 0000000	0.00	0.00	-6,600.28	6,600.28
100200 3611700 Interest - LGIP & Public Fu 1010 0000000	0.00	-2,315,000.00	-74,445.69	-2,240,554.31
100200 3611701 Interest - LGIP & Public Fu 1010 0000000	0.00	0.00	-6,942.62	6,942.62
100200 3611800 Interest-Securities 1010 0000000	0.00	0.00	-215,188.54	215,188.54
100200 3611801 Interest-Securities-MSTU 1010 0000000	0.00	0.00	-20,134.56	20,134.56
100200 3611991 Other Interest Earnings 1010 0000000	-610.95	0.00	-39,559.83	39,559.83
100200 3613001 Net Inc/Dec In Fair Value 1010 0000000	0.00	0.00	-835.52	835.52
100200 3621001 Rent-Building-Gen Svcs 1386 0000000	0.00	-14,250.00	-1,241.68	-13,008.32
100200 3621001 Rent-Building-Gen Svcs 1902 0000000	-32,823.83	-334,510.00	-166,862.33	-167,647.67
100200 3621004 Rent-Space-Vending Mach 1010 0000000	0.00	-7,600.00	-10,087.91	2,487.91
100200 3621007 Rent-Ft Desoto Concession 1386 0000000	0.00	-237,500.00	-31,619.13	-205,880.87
100200 3623000 Rent-Land 1010 0000000	0.00	-10,470.00	-10,478.00	8.00
100200 3623001 Rent-Land-General Service 1902 0000000	0.00	-25,760.00	-12,259.41	-13,500.59
100200 3623002 Rent-Land-Parks Departmnt 1386 0000000	0.00	-90,250.00	-16,410.11	-73,839.89
100200 3623400 Rent-Land Parking Lot 1386 0000000	0.00	-308,750.00	-293,844.37	-14,905.63
100200 3623400 Rent-Land Parking Lot 1902 0000000	-300.00	-30,590.00	-7,480.69	-23,109.31
100200 3624102 Rent-Tower Space Licenses 1824 0000000	0.00	-183,360.00	-80,145.78	-103,214.22
100200 3624102 Rent-Tower Space Licenses 1902 0000000	-640.68	-90.00	-3,203.40	3,113.40
100200 3624103 Rent-Ft Ds/Eg Key Ferry Cnt 1386 0000000	0.00	-22,560.00	-5,929.97	-16,630.03
100200 3624106 Rent-Ftdsto Dck-Tpa Plts 1386 0000000	0.00	-28,880.00	-8,881.50	-19,998.50
100200 3624108 Rent-CEL Park House 1386 0000000	0.00	-54,150.00	-17,697.77	-36,452.23
100200 3644100 Sale- Surplus Equipment 1010 0000000	0.00	-29,800.00	-941.83	-28,858.17
100200 3644102 Sale-Surp Eq Flt Replcmt 9890 0000000	0.00	-39,230.00	-10,034.81	-29,195.19
100200 3644200 Ins Proceeds-Furn/Fxtr/Eq 1010 0000000	0.00	-12,170.00	-2,208.93	-9,961.07
100200 3650002 Sale-Surplus Eq Under Cap 1010 0000000	0.00	-40,000.00	-7,722.88	-32,277.12
100200 3650003 Sale-Scrap 1010 0000000	0.00	-4,990.00	-3,470.98	-1,519.02
100200 3669991 Contributions-Other 1010 0000000	0.00	-49,990.00	0.00	-49,990.00
100200 3670002 Adult Use License 1711 0000000	0.00	-26,390.00	-8,840.00	-17,550.00
100200 3670003 Bingo Licensing Fees 1711 0000000	0.00	-36,530.00	-17,630.00	-18,900.00
100200 3699302 Inter-Filing Fees-VAB 1010 0000000	0.00	-20,000.00	-1,935.00	-18,065.00
100200 3699305 Inter-Reimb-External-Other 1486 003237B	0.00	0.00	-5,102.11	5,102.11
100200 3699309 Inter-Appl Fee/Industry Dev 1485 0000000	0.00	-1,900.00	-2,000.00	100.00
100200 3699310 Inter-Application Fee-Other 1485 0000000	0.00	-8,550.00	0.00	-8,550.00

100200 3699311 Inter-Sales Tax Commissions 1010 0000000	0.00	-2,150.00	-459.11	-1,690.89
100200 3699313 Inter-Reimb EEOC 7101 0000000	0.00	-57,000.00	0.00	-57,000.00
100200 3699318 Inter-Indigent Burial 1585 0000000	0.00	-7,600.00	0.00	-7,600.00
100200 3699319 Inter-Litigation 1565 0000000	-254.57	-11,400.00	-10,662.88	-737.12
100200 3699321 Inter-Reimb-Court Ordered C 1010 0000000	0.00	-900.00	0.00	-900.00
100200 3699324 Inter-Reimb-Other Govt Agen 1010 0000000	0.00	-96,900.00	0.00	-96,900.00
100200 3699324 Inter-Reimb-Other Govt Agen 2201 0000000	0.00	0.00	-424,145.60	424,145.60
100200 3699333 Inter-Eurest Dining Svc 1902 0000000	0.00	-6,650.00	0.00	-6,650.00
100200 3699335 Inter-Bd CIs Fee/Ind Dev 1485 0000000	0.00	-16,620.00	0.00	-16,620.00
100200 3699341 Intra-Rmb-Other Fund (Agenc 1010 0000000	0.00	-217,490.00	0.00	-217,490.00
100200 3699342 Intra-Rmb-Cost Allocation-G 1010 0000000	-1,414,179.68	-17,031,560.00	-7,091,368.44	-9,940,191.56
100200 3699350 Refund Of Prior Yrs Exp 1010 0000000	0.00	-25,090.00	-7,430.67	-17,659.33
100200 3699358 Code Enf Re-Inspection Fee 1261 0000000	0.00	-180.00	0.00	-180.00
100200 3699359 Code Enf Fine Reduction App 1261 0000000	-600.00	0.00	-5,100.00	5,100.00
100200 3699360 Code Enf - Noise Monitorin 1261 0000000	0.00	-180.00	0.00	-180.00
100200 3699362 Reimbursement - USF - State 1486 0000000	0.00	-66,600.00	0.00	-66,600.00
100200 3699391 Inter-Other Revenues-Sherif 9890 0000000	-100.00	-937,270.00	-35,083.89	-902,186.11
100200 3699395 Inter-Reimb Cty Atty-Clk Ct 1201 0000000	0.00	0.00	-2,399.54	2,399.54
100200 3699396 SSA Incentives-Sheriff 9890 0000000	0.00	-152,000.00	-35,600.00	-116,400.00
100200 3699397 Inter-Crywolf-Alarm Ordinan 9890 0000000	0.00	-63,170.00	-23,160.00	-40,010.00
100200 3699398 Inter-Medical Charges-Sheri 9890 0000000	0.00	-78,850.00	-17,281.62	-61,568.38
100200 3699990 Overage & Shortage 1010 0000000	0.00	0.00	23.98	-23.98
100200 3699990 Overage & Shortage 1501 0000000	140.00	0.00	140.00	-140.00
100200 3699991 Other Miscellaneous Revenue 1001 0000000	0.00	0.00	-441.99	441.99
100200 3699991 Other Miscellaneous Revenue 1010 0000000	-110.00	-193,750.00	-21,883.33	-171,866.67
100200 3699991 Other Miscellaneous Revenue 1241 0000000	0.00	-470.00	0.00	-470.00
100200 3699991 Other Miscellaneous Revenue 1386 0000000	0.00	0.00	-1,410.81	1,410.81
100200 3699991 Other Miscellaneous Revenue 1486 0000000	0.00	-19,000.00	0.00	-19,000.00
100200 3699991 Other Miscellaneous Revenue 1711 0000000	0.00	0.00	-250.00	250.00
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<b>Total Revenue</b>	<b>-1,795,322.59</b>	<b>-575,966,230.00</b>	<b>-397,497,596.04</b>	<b>-178,468,633.96</b>
	=====	=====	=====	=====



# Budget Expenditure and Encumbrance (Bgt Ctrl) FY18 - Fund 0001

Pinellas County

06-FEB-2018 02:42:32

FEB-18

Fund=0001 (General Fund), Center=R60115 (Juvenile Behavioral Eval..)

	Period Activity (Expenditures)	Budget	Year To Date Expenditures	Encumbrances	Over-Under Budget	%
Personal Services	0.00	438,670.00	130,463.55	0.00	308,206.45	30
Operating Expenses	0.00	16,300.00	297.24	58.09	15,944.67	2
<b>Total Personal, Operating, Capital, Grants&amp;Aids</b>	0.00	454,970.00	130,760.79	58.09	324,151.12	29
<b>Total Expenditures and Other Uses</b>	0.00	454,970.00	130,760.79	58.09	324,151.12	29

# Budget, Expenditure & Encumbrance by Program FY18 -Fund 0001

05-FEB-2018  
19:30:16

Pinellas County  
FEB-18

Fund=0001 (General Fund), Center=601150 (Juvenile Behavioral Eval), Program=6005 (Juvenile Behavioral Evaluation)

	Period Activity (Expenditures)	Budget	Year To Date Expenditures	Encumbrances	Over-Under Budget	%
<b>Personal Services:</b>						
5110001 Executive Salaries.	0.00	212,050.00	63,295.00	0.00	148,755.00	30
5120001 Regular Salaries & Wages	0.00	77,270.00	24,183.80	0.00	53,086.20	31
5210001 FICA Taxes	0.00	22,140.00	6,175.80	0.00	15,964.20	28
5220001 Retirement Contributions	0.00	23,180.00	6,928.33	0.00	16,251.67	30
5230001 Hlth,Life,Dntl,Std,Ltd	0.00	104,030.00	29,880.62	0.00	74,149.38	29
<b>Total Personal Services</b>	0.00	438,670.00	130,463.55	0.00	308,206.45	30
<b>Operating Expenses:</b>						
5400001 Travel and Per Diem	0.00	250.00	0.00	0.00	250.00	0
5410001 Communication Services	0.00	200.00	0.00	0.00	200.00	0
5460001 Repair&Maintenance Svcs	0.00	200.00	0.00	0.00	200.00	0
5470001 Printing and Binding Exp	0.00	100.00	22.69	0.00	77.31	23
5510001 Office Supplies Exp	0.00	400.00	274.55	58.09	67.36	83
5520001 Operating Supplies Exp	0.00	15,000.00	0.00	0.00	15,000.00	0
5540001 Bks,Pub,Subscrp&Membrshps	0.00	150.00	0.00	0.00	150.00	0
<b>Total Operating Expenses</b>	0.00	16,300.00	297.24	58.09	15,944.67	2
<b>Total Expenditures</b>	0.00	454,970.00	130,760.79	58.09	324,151.12	29
<b>Total Expenditures and Other Uses</b>	0.00	454,970.00	130,760.79	58.09	324,151.12	29

**BOARD MEMBERS**

Brian J. Aungst, Jr., Chair  
Gubernatorial Appointee

Susan Rolston, Vice Chair  
Gubernatorial Appointee

The Honorable Rick Butler,  
Secretary  
Gubernatorial Appointee

The Honorable Bob Dillinger  
Public Defender

Dr. Michael A. Grego, EdD  
Pinellas County Schools  
Superintendent

The Honorable Bernie McCabe  
State Attorney

Michael G. Mikurak  
Gubernatorial Appointee

Division Chief Jim Millican  
Gubernatorial Appointee

The Honorable Patrice Moore  
Sixth Judicial Circuit Court

The Honorable Karen Seel  
Pinellas County Commissioner

Dr. James Sewell, PhD  
Gubernatorial Appointee

Dr. Marcie A. Biddleman, DM  
Chief Executive Officer

October 30, 2017

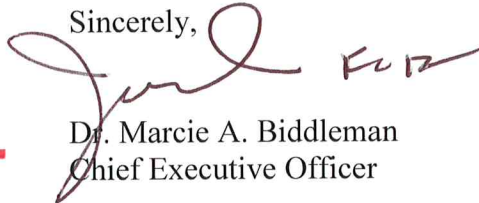
Gay Inskip, Trial Court Administrator  
Sixth Judicial Circuit Court  
501 First Avenue North, Ste. 645  
St. Petersburg, FL 33701

I am writing today to inform you the Juvenile Welfare Board has approved and it is our intent to award funds for the Early Childhood Coordinator position and corresponding expenses in the amount of \$83,625 for FY 18. The annualized funding amount in FY 19 will be \$94,033.

The funding will support the Early Childhood Court which is a specialized court program seeking to safely reunify infants with their parents. The Coordinator will create family-centered linkages between court personnel and relevant community providers at both an individual and systems level. Participant expenses are included in the funding amount.

We value our partnership with the Sixth Judicial Circuit staff and look forward to positive outcomes for children as a result of this funding award.

Sincerely,



Dr. Marcie A. Biddleman  
Chief Executive Officer

Juvenile Welfare Board  
of Pinellas County

14155 58th St. N., Ste. 100  
Clearwater, FL 33760  
P: 727.453.5600  
F: 727.453.5610  
JWBPinellas.org  
@JWBPinellas



## Form 4A

<b>JWB Program Budget Worksheet Instructions</b>
<b>General Information</b>
There are three budget worksheet tabs that must be completed in EXCEL.
Each application will contain Form 4B: Operating Budget, Form 4C: Salary & Fringe Budget, and Form 4D: Other Program Funding.
The budget worksheets are protected to only allow data entry in the required cells.
Please enter the Organization name, fiscal year, and Program Name in the appropriate cell on each worksheet.
The cells that have a red triangle in the upper right corner contain explanations for the column cells they reference. To read the comments please move your mouse over the cell.
<b>Form 4B</b>
The total program expenses should be entered into the "Form 4B" worksheet tab.
For each applicable GL subcategory, a "Total JWB Budget" amount <b>and</b> a "Total Program Budget" amount must be filled out. GL subcategories with JWB funding <b>only</b> will have the same formula and amount in each cell (Total Program and Total JWB). For GL subcategories with other program funding, the "Total Program Budget" will be greater than the "Total JWB Budget" amount. These totals should correspond to the "Program Narrative" description and amounts. (SALARY AND FRINGE amounts are tied to the totals in the "Salary-Fringe" tab as noted in the cell comments)
Please use the "Program Narrative" cells in the "Form 4B" tab to enter a detailed description including amounts for each GL Subcategory (Some GL Subcategories may be "0")
An example of an acceptable program narrative for Utilities is: Utilities expenses are estimated at \$350/month x 12 months for electricity; \$30/month x 12 months for waste services; \$100/month x 12 months for water. Estimates based on prior year actuals. Total Utilities = $((350 \times 12) + (30 \times 12) + (100 \times 12)) = \$5,760$ . JWB portion of utilities is 50% total cost = $\$5,750 \times 50\% = \$2,875$ .
<b>Form 4C</b>
Salary and fringe amounts for each position should be entered into the "Form 4C" worksheet tab. Enter all JWB funded and non-JWB funded positions and amounts. The total JWB and total program salary and benefit amounts from this worksheet will automatically populate the "Form 4B" worksheet. (Each column has a comment with explanations/examples, if needed)
<b>Form 4D</b>
All other program funding must be entered into the "Form 4D" worksheet tab. Enter the funder name/type, amount and a narrative. The total of other program funding from this tab will automatically be added to the total JWB Allocation in the "Form 4B" worksheet and in the "Total Budget Summary" at the bottom of "Form 4D" in order to calculate any budget variances.
At the bottom of "Form 4D", please enter the "Total JWB Allocation Requested" for the specified program.
<b>Final Steps</b>
All budgets, JWB and Total Program, must be balanced showing no variance.
When complete, print entire workbook and submit with the Request For Application along with an electronic copy on a CD ROM or USB Drive in Microsoft Excel format.

**Form 4B**

**Agency Name: Sixth Judicial Circuit**

**Fiscal Year: FY 2017-18**

**Program: Early Child Court Collaboration**

**Current & Proposed Operating Budget**

Category	GL Subcategory	Total Program Budget	Total JWB Budget	Program Narrative
<b>Salaries</b>	Salaries	\$ 58,000	\$ 48,333	The Circuit will hire a full-time ECC Community Coordinator at \$58,000 annually.
<b>Benefits</b>	FICA	\$ 4,437	\$ 3,698	
	Retirement	\$ 4,588	\$ 4,588	
	Group Insurance	\$ 20,828	\$ 20,828	
	Workers Comp	\$ -	\$ -	
	Unemployment Comp	\$ -	\$ -	
	<b>Subtotal Benefits</b>	\$ 29,853	\$ 29,114	
<b>Total Salary and Benefits</b>		\$ 87,853	\$ 77,447	
<b>Professional Services</b>	Professional Services			
	Audit/Accounting			
	Court/Legal Services			
	Other Services			
	Investigations			
	<b>Subtotal Professional Services</b>	\$ -	\$ -	
<b>Rent Expense</b>	Rental & Leases			
	<b>Subtotal Rent Expense</b>	\$ -	\$ -	
<b>Repairs/Maintenance</b>	Repairs & Maintenance			
	<b>Subtotal Repairs/Maintenance</b>	\$ -	\$ -	
<b>Utilities</b>	Communications			
	Utilities			
	<b>Subtotal Utilities</b>	\$ -	\$ -	
<b>Operating Expenses</b>	Freight & Postage			
	Printing & Binding			
	Advertising			
	Office Supplies	\$ 100	\$ 100	General office supplies for one employee.
	Operating Supplies			
	<b>Subtotal Operating Expenses</b>	\$ 100	\$ 100	
<b>Participant Expenses</b>	Participant Transportation			
	Participant Expense	\$ 2,500	\$ 2,500	Family Incentives/needs items
	Participant Food & Nutrition			

Category	GL Subcategory	Total Program Budget	Total JWB Budget	Program Narrative
	Participant Books			
	Participant Educ. Materials			
	<b>Subtotal Participant Expenses</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	
<b>Educational</b>	Books, Subscriptions, Dues & Memberships			
	Training	\$ 2,980	\$ 2,980	ECC Coordination to members start USF's Infant-Family 5, Health Graduate Certificate Program at a cost of \$5,960. Onetime cost of which half budgeted first year. If already have these credentials, training funds will be used for early childhood development workshops and conferences to maintain expertise.
	<b>Subtotal Educational</b>	<b>\$ 2,980</b>	<b>\$ 2,980</b>	
<b>Travel/Conference</b>	Travel & Per Diem	\$ 600	\$ 600	Community Coordinator local travel at \$.50/mile * 100 miles/month.
	Conference			
	<b>Subtotal Travel/Conference</b>	<b>\$ 600</b>	<b>\$ 600</b>	
<b>Promotional</b>	Promotional			
	<b>Subtotal Promotional</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Administrative Cost</b>	Administrative Cost			
	<b>Subtotal Administrative Cost</b>	<b>\$ -</b>	<b>\$ -</b>	
Depreciation	Depreciation Expense			
	<b>Subtotal Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Insurance</b>	Insurance Expense			
	<b>Subtotal Insurance</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Miscellaneous</b>	Bank Service			
	Other/Misc.			
	<b>Subtotal Miscellaneous</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Capital</b>	Machinery & Equipment - Capital			
	<b>Subtotal Capital</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Unit of Costs</b>	Residential Per Diem Units			
	Day Program Per Diem Units			
	Parent Education Units			
	Case Management Units			
	Unit Costs (New System Units)			
	Health Assessment/Screening Units			
	Out of School Time (OST)			
	Support Group Units			
	After Care Units			
	Home Visitation			
	Consultation			
	Information and Referral			
	Case Consultation/Clinical Supervision			

Category	GL Subcategory	Total Program Budget	Total JWB Budget	Program Narrative
	<b>Subtotal Unit of Costs</b>	\$ -	\$ -	
	<b>Total Operating Expenses</b>	\$ 6,180	\$ 6,180	
	<b>Total Program Expenses</b>	\$ 94,033	\$ 83,627	Agency unable to begin program until January. Reduces salary/FICA two months.
	<b>Total Program Revenue</b>	\$ 94,033	\$ 94,033	
	<i>Variance</i>	\$ (0)	\$ (10,406)	









BOARD MEMBERS

Brian J. Aungst, Jr., Chair  
Gubernatorial Appointee

Susan Rolston, Vice Chair  
Gubernatorial Appointee

The Honorable Rick Butler,  
Secretary  
Gubernatorial Appointee

The Honorable Bob Dillinger  
Public Defender

Dr. Michael A. Grego, EdD  
Pinellas County Schools  
Superintendent

The Honorable Bernie McCabe  
State Attorney

Michael G. Mikurak  
Gubernatorial Appointee

District Chief Jim Millican  
Gubernatorial Appointee

The Honorable Patrice Moore  
Sixth Judicial Circuit Court

The Honorable Karen Seel  
Pinellas County Commissioner

Dr. James Sewell, PhD  
Gubernatorial Appointee

Dr. Marcie A. Biddleman, DM  
Chief Executive Officer

Juvenile Welfare Board  
of Pinellas County

14155 58th St. N., Ste. 100  
Clearwater, FL 33760  
P: 727.453.5600  
F: 727.453.5610  
JWBPinellas.org  
@JWBPinellas

December 4<sup>th</sup>, 2017

Sixth Judicial Court of Florida  
Gay Inskeep, E.D.  
501 1<sup>st</sup> Avenue North, Ste. 100  
St Petersburg, FL 33701.

Subject: FY18 Amendment #1 to JWB Agreement

Dear Gay Inskeep:

The purpose of this letter is to amend the FY18 Agreement between the Sixth Judicial Circuit Court of Florida and the Juvenile Welfare Board of Pinellas County (JWB). The Agreement is amended to increase the JWB funding by \$85,660 in addition to the current funding of \$433,992. This increase brings the total FY18 JWB funding to \$519,652. The increased allocation shall be utilized to support services rendered according to the proposal submitted to JWB during the portfolio review period and approved by the board on October 19<sup>th</sup>, 2017.

This is amendment #1 to the Agreement and is effective October 1<sup>st</sup>, 2017.

All other terms and conditions of the agreement shall remain the same. If you have any questions or concerns relating to this amendment, please contact me at (727) 453 5645. If these changes meet your approval, please sign on the signature line below and return to me.

Sincerely,  
*Paul Webb*

Paul Webb  
Senior Program Consultant

Dr. Marcie A. Biddleman  
Chief Executive Officer  
JWB

Gay Inskeep, E.D.  
Sixth Judicial Circuit Court of  
Florida.



# Juvenile Welfare Board

Investing in children. Strengthening our community.

## BOARD MEMBERS

Brian J. Aungst, Jr., Chair  
Gubernatorial Appointee

Susan Rolston, Vice Chair  
Gubernatorial Appointee

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F: 727.453.5610  
JWBPinellas.org  
@JWBPinellas

February, 20<sup>th</sup> 2018

Sixth Judicial Court of Florida  
Gay Inskip, E.D.  
501 1<sup>st</sup> Avenue North, Ste. 100  
St Petersburg, FL 33701.

Subject: FY18 Amendment #2 to JWB Agreement

Dear Gay Inskip:

The purpose of this letter is to amend the FY18 Agreement between the Sixth Judicial Circuit Court of Florida and the Juvenile Welfare Board of Pinellas County (JWB). The Agreement is amended to increase the JWB funding by \$16,046 in addition to the current funding of \$519,652. This increase brings the total FY18 JWB funding to \$535,698. The increased allocation shall be utilized to support services rendered according to the proposal submitted to JWB during the portfolio review period and approved by the board on October 19<sup>th</sup>, 2017.

This is amendment #2 to the Agreement and is effective October 1<sup>st</sup>, 2017.

All other terms and conditions of the agreement shall remain the same. If you have any questions or concerns relating to this amendment, please contact me at (727) 453 5645. If these changes meet your approval, please sign on the signature line below and return to me.

Sincerely,

Paul Webb  
Senior Program Consultant

Dr. Marcie A. Biddleman  
Chief Executive Officer 2/28/18  
JWB

Gay Inskip, E.D.  
Sixth Judicial Circuit Court of  
Florida.

**AGREEMENT**  
**Between**  
**THE JUVENILE WELFARE BOARD**  
**and**  
**Sixth Judicial Circuit of Florida (OPROV57)**  
**Early Childhood Court**

**I.PURPOSE**

The Juvenile Welfare Board of Pinellas County, hereinafter referred to as "JWB", and Sixth Judicial Circuit of Florida (OPROV57), hereinafter referred to as "Provider", enter into this mutual Agreement, including all attachments referred to herein, for the period commencing February 1<sup>st</sup>, 2018 and extending through September 30, 2018. This Agreement does not take effect and JWB has no responsibility for any of its obligations hereunder until this Agreement is executed by all parties to this Agreement.

**II. STAFF**

Provider agrees to employ staff, at its own expense, to execute services provided in accordance with this Agreement. Such individuals shall not be considered employees of JWB, and are subject to the supervision, personnel practices and policies of the Provider. Unless otherwise approved by JWB, all staff shall meet qualifications as stated in the approved job descriptions on file at JWB and any approved revisions which are submitted for FY 18 funding.

**III.SERVICES**

Provider agrees to deliver services as stated in the currently approved program methodology on file at JWB and to accomplish performance measures stated in Attachment 2, as determined by JWB, according to service areas stated in Attachment 3, and pursuant to the General Conditions stated in Section VIII and Special Conditions listed in Attachment 1. A program methodology update, or certification that no updates are needed, is due for submission thirty (30) days after the effective date of this Agreement (see Attachment 5 for an outline of all document submittals). The Provider shall cooperate with JWB on the process for approval of program methodology updates by no later than June 4<sup>th</sup>, 2018. Any proposed changes in service delivery after June 4<sup>th</sup> 2018 must be approved in writing by JWB and program methodologies shall subsequently be updated within 30 days of that approval.

**IV. FUNDS**

The program budget for both JWB and other funds (if any) for accomplishing the above stated services must be approved in the JWB data system or other designated format before payment will commence. JWB agrees to reimburse up to \$92,263 for Early Childhood Court for services rendered pursuant to this Agreement.

## **V. METHOD OF PAYMENT**

1. JWB issues reimbursements in accordance with the schedule listed on Attachment 4 (or on the preceding working day in case of a holiday). The Provider shall elect to submit a request for payment either every other week or once a month. Reimbursements shall be made on pace throughout the fiscal year in order to allow for a consistent and orderly delivery of services. Reimbursement requests shall be submitted timely and only for amounts actually incurred that should properly be reimbursed per this Agreement within reasonably needed amounts based on the budget and other funding sources. Request for payment must be accompanied by the appropriate documentation as prescribed by JWB.
2. Requests for advance funds may be made, consistent with JWB policy.

## **VI. TERMINATION**

1. It is the intent of JWB to ensure a consistent and orderly delivery of services. It is the further intent of JWB to terminate Agreements in those situations where such action is essential to the protection of its interests and the interests of children and families served by JWB, as determined solely by JWB.
2. In the event funds to finance this Agreement become unavailable, JWB may terminate the Agreement upon no less than twenty-four (24) hours' notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
3. JWB shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management, to provide thirty (30) days' notice for termination due to lack of funds. JWB shall be the final authority as to the availability of funds and extension of notice beyond the minimum time herein stated.
4. In addition to the rights as set forth in paragraph VI. 2 above, this Agreement may be terminated by JWB for any reason whatsoever upon twenty-four (24) hours written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
5. Provider shall only be compensated for services performed prior to the termination date. Provider may only terminate this Agreement upon thirty (30) days written notice to JWB delivered in person, by facsimile or by US mail, return receipt requested.
6. The above provisions shall not limit JWB's right to remedies at law or to damages.

## **VII. COMMENCEMENT OF PAYMENT**

Unless specifically authorized by JWB, payment shall not be made for services rendered prior to the effective date of this Agreement.

## **VIII. GENERAL CONDITIONS**

### **1. Agreement Revisions**

This Agreement and its attachments constitute the contractual relationship between the Provider and JWB. If there is any discrepancy between program-related documents, this agreement preempts all other documents. No amendment to this Agreement or its attachments may be made without the prior written approval of JWB and Provider, except as may be provided in General Condition #4.

## **2. Fiscal Responsibility**

- a. Provider agrees to maintain books, records and documents in accordance with generally accepted accounting principles and practices which accurately and appropriately reflect all expenditures of funds listed in the approved budget on file at JWB.
- b. Provider agrees that all financial records and supporting documentation shall be subject at all times to inspection, review, or audit by JWB personnel or its duly authorized agent.
- c. Provider agrees to maintain and file with JWB in a timely fashion reports related to services provided under this Agreement.
- d. Provider agrees to retain all financial records, supporting documentation, 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, all records shall be retained until resolution of audit findings.
- e. Payments during Disaster Recovery: JWB agrees to support funded programs that are unable to provide normal services for a period of at least sixty (60) days after a disaster has been declared, provided the program agrees to comply with requests of JWB and Recover Pinellas. This period may be extended at the discretion of the Board upon recommendation of the Chief Executive Officer. Provider must file an insurance and FEMA claim and shall reimburse JWB for any amounts received from FEMA and insurance that have previously been funded by JWB. The Provider must submit to JWB a copy of the Provider's Continuity of Operations Plan within thirty (30) days of the effective date of this Agreement.
- f. The Provider agrees to provide prior to their budget submission or subsequent amendment, Board meeting minutes that show explanation and approval of a compensation plan, if JWB funds are to be utilized to pay merit increases, cost of living adjustments, bonuses, incentives or retention payments of any kind, or if annualized salary or benefit changes may impact future budgets. JWB shall not reimburse more than two weeks of accrued leave for terminating employees. JWB shall not reimburse expenses not previously approved by JWB.

## **3. Audit and Management Letter**

The Provider agrees to submit to JWB an independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s) immediately upon receipt by the Provider's board, but within a period not to exceed one hundred and eighty (180) calendar days of the close of the Provider's fiscal year. The audit must be performed by a firm licensed to perform audits in the State of Florida and conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accountants.

The Provider's auditor shall not provide any non-audit service to an issuer contemporaneously with the audit, including:

- (1) bookkeeping or other services related to the accounting records or financial statements of the audit client;
- (2) financial information systems design and implementation;
- (3) appraisal or valuation services, fairness opinions, or contribution-in-kind reports;
- (4) actuarial services;
- (5) internal audit outsourcing services;
- (6) management functions or human resources;
- (7) broker or dealer, investment adviser, or investment banking services;
- (8) legal services and expert services unrelated to the audit.

The Provider is required to engage an audit firm that follows Government /Non-Profit Audit Standards when conducting the financial audit and that shows evidence of a peer review report completed every three years. The audit will separately identify JWB revenues, fees and donations, and expenditures by program.

#### **4. Other Financial Support**

- a. Provider shall report within ninety (90) calendar days any major changes in non-JWB revenue which would impact targeted service levels in JWB funded programs during the fiscal year.
- b. JWB funds shall not be used for expenditures also funded by other sources. JWB funds shall not be used to supplant other sources of revenue.
- c. Generally, JWB encourages use of its funds as financial match for securing funds from other sources. However, in such instances, Provider is required to obtain prior written approval to submit an application with JWB committed funds.
- d. Revenues earned in a JWB funded program must remain in that program as a condition of funding.

#### **5. Program Monitoring**

Provider agrees to submit monitoring, site visit, accreditation and licensing reports supplied by funding, accreditation and licensing entities, as applicable, to JWB upon Provider receipt. Provider agrees to submit progress reports and other information in such format and at such times as may be prescribed by JWB (including JWB Databases, JWB Secure Portals and Provider specific data collection systems), and to cooperate in monitoring activities (including, but not limited to, access to sites, staff, fiscal and participant records, logs, participant rights and responsibilities policies, participant handbooks, grievance and complaint procedures and the provision of related participant and participant rights information). Provider shall maintain and have available for audit inspection participant records for five years post termination of services. Provider agrees to cooperate with Monitoring JWB Funded Program policy and procedures.

Provider agrees to provide JWB representatives access, without presence of the Provider supervisor, to staff or program participants during any monitoring with or without advance notice. Programs charging a fee for services supported by JWB funding must forward a copy of the fee schedule to JWB. Lead agencies are responsible for monitoring subcontracts funded by JWB unless otherwise specified in a Special Condition of this Agreement.

Program staff shall adhere to JWB's Data Quality Manual and Financial Guidelines for Funded Programs, and all staff who have any responsibility (supervisory or direct) for data entry shall be trained within thirty (30) calendar days of hire. The Provider is responsible for maintaining written policies and procedures for providing data to JWB in a timely manner. The Provider is responsible for reviewing JWB Database and JWB Secure Portal User Access to ensure that all users are active employees with access to appropriate data systems and modules. The Provider shall notify support@mosaic-network.com for GEMS support and help@jwbpinellas.org for JWB Secure Portal support. Provider shall notify the JWB Program Consultant and complete the designated form immediately upon involuntary termination and within five (5) business days upon voluntary separation or whenever a Provider staff person's access must be inactivated due to the reasons outlined in JWB's Data Quality Manual. The Provider is responsible for implementing appropriate procedures into their data policies to protect data and prevent accidental or malicious disclosure of participant information. The Provider is responsible for maintaining fiscal workflow approval prior to creation of a program budget.

#### **6. Board Members, Training, and Financial Review**

Within thirty (30) calendar days of approval or a change of Board composition, Provider shall submit to JWB an updated list of Board Members to include the e-mail and physical address, phone number and place of employment of the Board Chair.



Submission of Provider policies and procedures regarding Board review of Provider finances shall be required within thirty (30) calendar days of this Agreement and upon revision and approval by the Provider's Board.

Training of new board members by an external trainer is required prior to issuance of a funding contract or by August 1st of the current fiscal year, whichever occurs first. Training must consist of the following topics: non-profit governance, fiduciary risks, and liabilities. Documentation of this training shall include an outline of topics covered, the Board members in attendance and who provided the training. Providers that are governmental entities, higher education institutions, and hospitals are exempt from this policy.

## **7. Nondiscrimination**

Providers receiving funding from JWB shall not discriminate against an employee, volunteer, or participant of the Provider on the basis of race, color, gender, religion, national origin, citizenship, disability, marital status, age, veteran status, sexual orientation or any other legally protected category except that programs may target services for specific participant groups as defined in the application. Additionally, Providers receiving funds shall demonstrate the standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, and ethnic backgrounds.

## **8. Publicizing of JWB Support - Endorsements**

Requests for endorsements that require a commitment of JWB resources shall be submitted to the JWB Board for its consideration. However, endorsements, which do not require JWB resources may be given to those Providers that support the focus and priorities of the JWB Board, at the discretion of the JWB Chief Executive Officer. JWB's logo must be present on the following Provider materials as an acknowledgement of support:

- Annual Report
- Program Brochures
- Program stationery

JWB's logo may not be used on any other publications requiring JWB resources without JWB approval. However, if a publication does not require a monetary commitment or indicate sponsorship, use of the JWB logo may be authorized at the sole discretion of the JWB Chief Executive Officer.

## **9. Publications**

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

## **10. Assignments and Subcontracts**

Provider shall not assign the responsibility of this Agreement to another party nor subcontract for any of the work contemplated under this Agreement, unless so specified in the approved budget on file at JWB, without prior written approval of JWB. No such approval by JWB of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation by JWB in addition to the total dollar amount stated in this Agreement. All such assignments or subcontracts shall be subject as applicable to the General Conditions of this Agreement and to any conditions of approval that JWB shall deem necessary.

Subcontracts shall be submitted to JWB within thirty (30) calendar days of the effective date of this Agreement and upon revision, amendment and execution thereafter.

## **11. Confidential Information**

Provider must follow all laws regarding confidentiality of information including, but not limited to, HIPAA. Provider shall not use or disclose any information which specifically identifies a recipient of services under this Agreement, and shall adopt appropriate procedures for employees' handling of confidential data with the following exceptions: a) such information may be revealed as may be necessary to conform to Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this agreement; b) such information may be revealed as may be necessary pursuant to applicable federal, state, or local law and related regulations; and c) such information may be revealed with the written consent (authorization) of the recipient, or the recipient's responsible parent or guardian, where authorized by law. Provider is responsible to adopt appropriate policies, notifications, authorizations, and other relevant information that allows for the sharing of confidential information with JWB.

Providers shall adhere to JWB's written statement of purpose for collection of confidential data in compliance with Section 119.071(5), Florida Statutes. Provider must distribute a copy of this statement to recipients of JWB-funded programs and services and obtain the signature of the recipient or recipient's responsible parent or guardian. A copy of this signed statement must be maintained in case files for each participant for whom confidential data is collected. Once executed, this signed statement does not require subsequent renewal.

The Provider shall also maintain in participant files a completed copy of a JWB-approved form for authorizing client consent to release information for each participant receiving services. As allowed by law and Provider policy, the Provider shall add JWB to consent forms including HIPAA consent forms to facilitate data sharing and implement the Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this agreement and advise JWB within two (2) business days if a participant has withdrawn consent to share data and note this withdrawal of consent in the case file. In no event should participant identifying information ever be emailed or faxed to JWB.

In the event of an improper disclosure of participant information by Provider, Provider shall inform JWB of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. In accordance with JWB Breach Procedures, Provider shall cooperate fully with JWB and take all necessary steps to correct and remedy any damage caused by the Provider's improper disclosure and to prevent future improper disclosure. Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure of any confidential information as defined by law including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remedying the disclosure. Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119. This provision shall survive the termination of this Agreement.

Likewise, in the event of an improper disclosure of Provider's participant information by JWB, JWB shall inform Provider of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. In accordance with JWB Breach Procedures, JWB shall cooperate fully with Provider and take all necessary steps to correct and remedy any damage caused by JWB's improper disclosure and to prevent future improper disclosure. JWB shall defend, indemnify and hold harmless Provider from any

and all damages caused by JWB's improper disclosure and any and all costs associated with remedying the disclosure subject to the doctrine of sovereign immunity and limitations set forth in F.S. 768.28.

## **12. Public Records**

JWB is a public entity subject to Florida's Public Records Law, which includes provisions relating to records retention, production and confidentiality. For purposes of this section, Provider is also referred to as Contractor.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Juvenile Welfare Board of Pinellas County**  
**14155 58th St. No., Ste. 100**  
**Clearwater, FL 33760**  
**(727) 453-5600**  
[communications@jwbpinellas.org](mailto:communications@jwbpinellas.org)

Contractors acting on behalf of JWB must comply with 119.0701 and must:

- a. Keep and maintain public records required by JWB to perform the service.
- b. Upon request from JWB's custodian of public records, provide JWB 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 F.S. 119 or as otherwise provided by law.
- 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 the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to JWB all public records in possession of Contractor or keep and maintain public records required by JWB to perform the service. If the Contractor transfers all public records to JWB upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to JWB, upon request from JWB's custodian of public records, in a format that is compatible with the information technology systems of JWB.

In addition, Contractors should be aware that social security numbers are confidential and exempt from disclosure (119.071(5)) and personal identifying information of a child or the parent or guardian of the child held by JWB or service provider under contract with JWB is exempt from disclosure (125.901(11)). There are many other exemptions in the law that Provider should be cognizant exist. However, for all Providers, any and all contracts between JWB and Provider, program methodology, budgets, requests for reimbursements, emails, other written correspondence and any other documents exchanged between the Provider and JWB are generally public records and will be disclosed in the sole discretion of JWB and must be retained in accordance with Florida's record retention policy. Providers should not provide any documents to JWB containing Trade Secrets, as defined by F.S. 812.08, or exempt or confidential and exempt information to JWB without specifically marking such document. By submitting any documents or information whatsoever to JWB, Provider agrees that

JWB may use and disclose all information and documents submitted for any purpose JWB sees fit and that it is within JWB's sole discretion to determine if any information submitted is exempt from disclosure.

Any Provider who receives a Public Records request for records pertaining to JWB or services funded by JWB, must advise JWB within two (2) business days of the records request and JWB and Provider will work together to respond to any such request. This provision shall survive termination of this Agreement

### **13. Return of Funds**

Provider agrees to return to JWB any overpayment due to costs not incurred or costs disallowed pursuant to the terms of this Agreement and such funds shall be considered JWB funds and shall be refunded to JWB in accordance with its instructions. Should Provider fail to return said funds, Provider shall be responsible for all costs and fees of collection incurred by JWB - including, but not limited to attorney fees and court costs including any pre-suit collections fees and costs. This provision survives termination of this Agreement and return of funds for overpayment or disallowance will be required even if the overpayment or disallowance is discovered after this Agreement is terminated.

### **14. Special Situations and Incidents**

Provider agrees to inform JWB within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Participant incidents are required to be reported for situations that occur only while under the Provider's care and includes anything that may reflect negatively or critically upon JWB.

Certain personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline (1-800-96-ABUSE). All concerns regarding suspected abuse, neglect, or abandonment of a child or vulnerable adult by the Provider shall first be reported to the Florida Abuse Hotline and then reported to JWB. Incident reporting does not preclude mandated reporting requirements.

Critical Incidents are defined as follows:

Abduction - An incident in which an individual who does not have care and custody of a child has taken the child. Concerns of child abductions shall immediately be reported to the appropriate law enforcement personnel.

Abuse or Neglect - Reasonable cause to suspect that a child has been harmed or is believed to be threatened with harm from a person responsible for the care of the child.

Breach of Information-Sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so.

Employee Arrest - Employee conduct or activity that results in potential liability to the Provider or JWB; death or harm to a participant; or results in a law violation, including falsification of official records. If an arrest is made for a potentially disqualifying offense under Level 2 background screening requirements, or if the arrest occurred while in the performance of an employee's official duties, the incident should be reported immediately.

Investigation or Lawsuit-Any formal investigation or legal action brought against Provider which relates to the services funded by JWB or which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement.

Media Coverage or Public Inquiry - Media coverage or public reaction that may have an impact on the Provider or JWB's ability to protect and serve its participants, or other significant effect on the Provider or JWB.

Participant Death - The death of any participant receiving JWB services, regardless if the death occurred while under Provider's care.

Participant Illness - An illness of a participant receiving services determined by a licensed health care professional to be life-threatening or the result of apparent abuse or neglect.

Participant Injury - A medical condition of a participant determined by a licensed health care professional to be life-threatening or the result of apparent abuse or neglect.

Sexual Battery - An allegation of sexual battery involving a participant or employee as evidenced by medical evidence or law enforcement involvement. Sexual battery includes participant on participant incidents, employee on participant, and participant on employee.

Suicide Attempt - An act which clearly reflects the physical attempt by an active participant to cause his or her own death, which results in bodily injury requiring medical treatment by a licensed health care professional.

In addition, the Provider shall notify JWB immediately upon knowledge of any action or incident involving Provider staff or volunteers that could potentially jeopardize the terms of this Agreement which includes misconduct, malfeasance during working hours, or any conduct that results in the arrest of a staff member or volunteer after hours.

Within one (1) business day, the Provider must submit electronically a completed Incident Report to [IRreviewteam@jwbpinellas.org](mailto:IRreviewteam@jwbpinellas.org) with full details and disposition of the incident, excluding identifying information such as name, date of birth, and address. In the event of a participant death please contact by phone the JWB Chief Operating Officer within three (3) hours of knowledge of the incident.

All e-mail communications made or received by JWB members or staff are considered public records and are retained and, upon request, made available to the public and media in accordance with Chapter 119, Florida Statutes.

Provider must adhere to the reporting requirements hereunder after the termination of this Agreement if Provider becomes aware of a Critical Incident after the termination of the Agreement if the Critical Incident occurred during the term of the Agreement and/or relates to the services funded by JWB.

### **15. Provider Staff Membership on Board**

Provider agrees that Provider staff shall not serve as voting members of the Provider's governing board.

### **16. Waiver**

JWB reserves the right to waive requirements of this Agreement and General Conditions where warranted by special circumstances. Any waiver shall be in writing and signed by JWB.

## **17. Provider & Program Data Maintained In 2-1-1 Database**

Provider agrees to maintain accurate and up-to-date Provider and program data in the 2-1-1 Tampa Bay Cares database. The Provider will review and update (as necessary) this data at least once annually. The Provider will list data for newly funded program(s) within thirty (30) calendar days of the date that JWB funds the program. This requirement applies to all programs accepting 2-1-1 referrals.

## **18. Provider Staff Background Checks**

All program staff and Provider staff (including employees, independent contractors and staff of subcontractors), volunteers and those who may have access to youth participants supported through JWB funding are required to undergo and pass a national Level 2 background check that complies with the standards set forth in F.S. 435. Those individuals must have no disqualifying offenses listed in Florida Statute 435.04, for which they have not received an exemption in accordance with Florida law. All staff and volunteers must continue to qualify to pass a Level 2 screening at all times and must notify their employer if at any time they no longer qualify to pass a Level 2 screening. Proof of Level 2 background clearance, including current executed affidavits/attestations of good moral character, must be maintained at all times in the appropriate files and the screening repeated every five (5) years or more often in accordance with law or as requested by JWB. This requirement applies to employees regardless of the funder supporting the position and all volunteers who may have access to youth. Volunteers or subcontractors who assist on an intermittent basis for less than ten (10) hours per month do not have to be screened if a person who meets the screening requirement of this section is always present and has the volunteer or subcontractor within his or her line of sight. The Provider is required to clearly document which volunteers meet the criteria for a Level 2 background screening and affidavits of good moral character, and which are exempt according to the terms of this Agreement. The Provider's policy and practice for background screening must provide for adequate protection and must comply with all applicable laws and implementing regulations including, but not limited to F.S. 435. Should a Provider not be statutorily authorized to receive a national Level 2 background check in accordance with F.S. 435, the Provider must still comply with the standards set forth in F.S. 435 through VECHS background screening. The Florida Department of Children and Families provides an exemption process under this statute. JWB does not provide an exemption or waiver process.

## **19. Attendance**

Provider is required to keep attendance records. If Attachment 2 requires a program to track participant attendance, attendance may be tracked in the JWB Database or other approved data system.

## **20. Link to JWB's Websites**

Provider website shall include links to the JWB website ([www.jwbpinellas.org](http://www.jwbpinellas.org)) and include the JWB logo.

## **21. Drug-Free Workplace**

The Provider shall have and enforce a Drug and Alcohol Free Workplace Policy. This policy shall be submitted to JWB within thirty (30) calendar days of the execution of this Agreement.

## **22. Public Entity Crimes**

Per Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or

services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with a public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list.

### **23. JWB Policies and Procedures**

Provider agrees to follow all JWB policies and procedures which can be located on the JWB website at [www.jwbpinellas.org](http://www.jwbpinellas.org) and which are incorporated into this Agreement in their entirety. Said policies include, but are not limited to, all Board policies, funding policies, Financial Guidelines for Funded Programs, JWB Breach Procedures, research policies, security policies, JWB Data Quality Manual and policies that may be promulgated by JWB within its sole discretion from time to time. JWB reserves the right to change these policies from time to time within its sole discretion. JWB will provide a minimum of thirty (30) calendar days' notice to the Provider and it is the responsibility of the Provider to be in compliance with all policies and procedures at all times.

Provider is encouraged to provide certification of current accreditation by a recognized national accrediting body appropriate to the programming funded by JWB.

Regardless of accreditation, the Provider must meet the highest professional standards established through its specific field.

### **24. Insurance, Public Liability, Bodily Injury, and Property Damage**

The Provider will procure, pay for, and maintain, throughout the period of this Agreement, on behalf of the Provider and JWB, the following MINIMUM limits of insurance coverage with responsible companies, eligible to do business in the State of Florida, which maintain a rating of A-IX or higher with AM Best.

#### **Commercial General Liability**

Each occurrence	\$1,000,000
Personal Injury	\$1,000,000
General Aggregate	\$1,000,000
Property Damage	\$1,000,000
Products & Completed Operations	\$1,000,000

#### **Professional Liability**

Each occurrence	\$1,000,000
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**Sexual Abuse and Molestation:**

Each occurrence \$1,000,000

**Automobile (to include owned, hired and non-owned autos):**

Bodily Injury and Property damage \$500,000

**Directors and Officers Liability  
with Employment Practices Liability Insurance:** \$1,000,000

**Workers Compensation** \$500,000

Recommended, but not presently required coverage:

**CyberLiability** \$1,000,000

JWB must be listed as an additional insured for the operations of the Provider on all coverage except Directors and Officers Liability, Workers Compensation and CyberLiability. The Provider shall submit to JWB a certificate of insurance which describes the insurance maintained by the Provider throughout the term of this Agreement. Provider will give JWB written notice within three (3) business days of it becoming aware that any of its insurance coverage will be cancelled, decreased or changed in any way.

**25. Indemnification**

Provider shall defend, indemnify, and hold harmless JWB, its agents, and employees from and against any and all liabilities, claims, judgments, or actions including court costs and attorney's fees that may hereafter at any time be made or brought by any person or entity on account of any claim including but not limited to, personal injury, property damage, loss of monies, civil rights violation, or discrimination allegedly caused in whole or part by any act or omission, including but not limited to, breach of contract, negligent act, wrongful act, intentional act, omission, and any acts of fraud or defalcation, of the Provider, its agents, employees, or subcontractors, arising out of or relating to its performance of this Agreement or for Provider's improper disclosure of confidential and/or exempt information, or failure to comply with F.S. 119 or any other applicable law, rule or regulation. In no event will the Provider be liable for or have any obligation to defend JWB against such liability, claims, judgments, or actions, including costs and attorney's fees, arising out of the sole negligent acts of JWB. This provision survives termination of the Agreement.



## **26. Certification that Provider is legally able to contract with JWB**

In compliance with F.S. 287.135, for contracts of \$1 million or more, a Provider is ineligible to and may not enter into a contract with JWB if the Provider is (a) on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 or is engaged in a boycott of Israel; (b) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to s. 215.473; or, (c) is engaged in business operations in Cuba or Syria. By entering into this Agreement, you are certifying that you are eligible to contract with JWB and are not participating in a boycott of Israel, are not on the Scrutinized Companies with Activities in Sudan List, are not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that you do not have business operations in Cuba or Syria. In addition, this Agreement may be terminated if Provider (1) has found to have submitted a false certification, (2) Has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, (3) Has been placed on the Scrutinized Companies with Activities In Sudan List or the Scrutinized Companies with Activities in The Iran Petroleum Energy Sector List; or (4) Has been engaged in business operations in Cuba or Syria.

**IX. SIGNATURES**

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Chief Executive Officer: Juvenile Welfare Board  
of Pinellas County

Dr. Marcie A. Biddleman

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Please Print or Type name

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Date

---

Trial Court Administrator  
Sixth Judicial Circuit Court

Gay Inskeep

---

Please Print or Type Name

---

Date

# Attachment 1

## Special Conditions of the Agreement

**The following condition(s) applies to the following program(s):**

--- Early Childhood Court

Provider shall adhere to the Memorandum of Understanding between SJCC and JWB. Provider staff will maintain documentation that other sources of support are not available and/or not sufficient to meet the family's needs. Family Services Initiative resources shall be utilized as a funding of last resort unless specified otherwise in the Family Services Initiative Manual. FSI Wrap-around services/goods shall be clearly linked to a sustainable reunification plan and transition pathway from Dependency Court and Child Welfare involvement.

**The following condition(s) applies to the following Agency(OPROV57):**

--- Sixth Judicial Circuit of Florida

General Condition #20 - Link to JWB's Website is waived.

General Condition #3 - Audit and Management Letter are waived.

General Condition #25 - Indemnification is replaced with "The Provider agrees to be fully responsible for all claims arising out of its own acts of negligence or its respective employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages proximately caused thereby; provided, however, that the Provider's liability is subject to the monetary limitations and defenses imposed by section 768.28, F.S. Nothing herein is intended to serve as a waiver of sovereign immunity by the Provider, nor shall anything herein be construed as consent by the Provider to be sued by any third party for any cause or matter arising out of or related to this Agreement except to the extent provided by 768.28, F.S."

General Condition #24 - Insurance, Public Liability, Bodily Injury, and Property Damage are waived.

General Condition #2F - Compensation Plan is waived.

General Condition #11 - Confidential Information- paragraph 4, the sentence that states, "Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure of any confidential information as defined by law including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remedying the disclosure." is stricken and replaced with the following: "Provider shall defend, indemnify, and hold harmless JWB from any and all damages caused by the provider's improper disclosure of any information including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remedying the disclosure subject to the doctrine of sovereign immunity and limitations set forth in F.S. 768.28."

General Condition # 8- Publicizing of JWB Support- Endorsements is waived.

General Condition #12-Public Records is waived.

General Condition #11-The sentence which reads: "Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119" is stricken and replaced with the following: "Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119 subject to the doctrine of sovereign immunity and limitations set forth in F.S. 768.28".

General Condition #6 - Board Members, Training, and Financial Review are waived.

**Attachment 2**  
**Sixth Judicial Circuit of Florida (OPROV57)**  
**Early Childhood Court (PROG583)**  
**Performance Measurements & Service Levels**  
**FY 2017-2018**

**Participant Level Performance Measurements**

All Participants will be measured through the Performance Measurement reporting module in GEMS within the contract period. Measured is defined as each participant having all the appropriate administration points required during the fiscal year based on the language of each Performance Measurement.

Targets Information for PROG583

<u>Target(Measurable): Coordination of Services</u>	
<b>TargetDefinitionId</b>	TRGT1542
<b>ShortTargetTitle</b>	Coordination of Services
<b>TargetText</b>	Children and parents will have their physical and mental health needs addressed through timely coordination of appropriate services as measured by documented service referrals.
<b>TargetType</b>	
<b>ProjectedValue</b>	
<b>ProjectedStartDate</b>	10/01/2017
<b>ProjectedEndDate</b>	09/30/2018
<b>Notes</b>	Community Coordinator will serve as a liaison to address and report barriers to service delivery. Data collected during FY18 will be baseline.

<u>Target(Measurable): Education and Outreach</u>	
<b>TargetDefinitionId</b>	TRGT1543
<b>ShortTargetTitle</b>	Education and Outreach
<b>TargetText</b>	Community Coordinator will plan education and outreach efforts to generate awareness of community resources to leverage the most appropriate service to meet the needs of the family as measured by documented community resources shared throughout the program.
<b>TargetType</b>	
<b>ProjectedValue</b>	
<b>ProjectedStartDate</b>	10/01/2017
<b>ProjectedEndDate</b>	09/30/2018
<b>Notes</b>	Data collected during FY18 will be baseline.

<b>Target(Measurable): Engagement</b>	
<b>TargetDefinitionId</b>	TRGT1544
<b>ShortTargetTitle</b>	Engagement
<b>TargetText</b>	Community Coordinator will maintain weekly contact with parents and/or caregivers in efforts to support their continuing engagement in the program.
<b>TargetType</b>	
<b>ProjectedValue</b>	
<b>ProjectedStartDate</b>	10/01/2017
<b>ProjectedEndDate</b>	09/30/2018
<b>Notes</b>	Actual and attempted contact with parents and/or caregivers will be documented in participant file by Community Coordinator. Data collected during FY18 will be baseline.

<b>Target(Measurable): Satisfaction Survey</b>	
<b>TargetDefinitionId</b>	TRGT1545
<b>ShortTargetTitle</b>	Satisfaction Survey
<b>TargetText</b>	Program participants will complete a Satisfaction Survey to inform service delivery.
<b>TargetType</b>	
<b>ProjectedValue</b>	
<b>ProjectedStartDate</b>	10/01/2017
<b>ProjectedEndDate</b>	09/30/2018
<b>Notes</b>	JWB and program staff will develop survey questions collectively and identify an appropriate timeline for survey administration. Data collected during FY18 will be baseline.


## Attachment 3

### Geographical Service Area

Provider agrees whenever possible to maintain service sites which are accessible by public transportation and convenient to the target participant group. Provider will advise JWB of any changes made in service sites.

The geographical service area for this agreement is as follows:

Program Name	Participants are eligible Countywide	Participants are eligible who reside in the following zip codes or the following geographical areas (list all zip codes of the target area or describe the geographical area)
Early Childhood Court	X	

Attachment 4		
FY 2017-2018 Accounts Payable Schedule		
Pay#	Submission Due Date	Reimbursement Date
1	09/29/17	10/06/17
2	10/13/17	10/20/17
3	10/27/17	11/03/17
4	11/10/17	11/17/17
5	11/24/17	12/01/17
6	12/08/17	12/15/17
7	12/22/17	12/29/17
8	01/05/18	01/12/18
9	01/19/18	01/26/18
10	02/02/18	02/09/18
11	02/16/18	02/23/18
12	03/02/18	03/09/18
13	03/16/18	03/23/18
14	03/30/18	04/06/18
15	04/13/18	04/20/18
16	04/27/18	05/04/18
17	05/11/18	05/18/18
18	05/25/18	06/01/18
19	06/08/18	06/15/18
20	06/22/18	06/29/18
21	07/06/18	07/13/18
22	07/20/18	07/27/18
23	08/03/18	08/10/18
24	08/17/18	08/24/18
25	08/31/18	09/07/18
26	09/14/18	09/21/18
27	09/28/18	10/04/18 (September business)
28	10/12/18	10/18/18(September business)
29	10/26/18	11/01/18(September business)



## Attachment 5

### Document Submittal Chart

Provider Document	Time Frame	Submit To
Program methodology update or certification that no updates are needed.	Within thirty (30) days of effective date of Agreement	Agency Specific JWB Secure Portal Site
Approved program methodology	June 4 <sup>th</sup> , 2018	Agency Specific JWB Secure Portal Site
COOP	Within thirty (30) days of effective date of Agreement	Agency Specific JWB Secure Portal Site
Board Approved Merit Compensation Plan (Board minutes showing approval)-Waived	If applicable, then prior to budget submission or subsequent amendment	Agency Specific JWB Secure Portal Site
Most Recent Audit-Waived	Immediately upon receipt by the Provider's Board or not to exceed 180 days of the close of the Provider's fiscal year	Agency Specific JWB Secure Portal Site
Monitoring, Site Visit, Accreditation and Licensing Reports	Upon receipt	Agency Specific JWB Secure Portal Site
User Access	Notify the JWB Program Consultant and complete the designated form immediately upon involuntary termination and within five (5) business days upon voluntary separation or whenever a Provider staff person's access must be inactivated due to the reasons outlined in JWB's Data Quality Manual.	JWB Program Consultants
Board Member List-Waived	Within thirty (30) calendar days of approval or a change of Board composition	Agency Specific JWB Secure Portal Site
Policy and procedure regarding Board review of Provider finances-Waived	Within thirty (30) calendar days of effective date of Agreement and upon revision and approval by the Provider's board	Agency Specific JWB Secure Portal Site
Board Training (Outline of topics, members in attendance and who provided training)-Waived	For new board members, prior to issuance of subsequent year's contract or August 1 <sup>st</sup> of current fiscal year, whichever occurs first	Agency Specific JWB Secure Portal Site
Subcontracts	Within thirty (30) calendar days of the effective date of this Agreement and upon revision, amendment and execution thereafter.	Agency Specific JWB Secure Portal Site
Incident Reports	Within one (1) business day of occurrence	IRreviewteam@jwbpinellas.org
Drug-Free Workplace policy	Within thirty (30) calendar days of effective date of Agreement and upon revision and approval by the Provider's board	Agency Specific JWB Secure Portal Site
Liability Insurance Documentation-Waived	Throughout the period of the Agreement.	Agency Specific JWB Secure Portal Site

**AGREEMENT**  
**Between**  
**THE JUVENILE WELFARE BOARD**  
**and**  
**Sixth Judicial Circuit of Florida (OPROV57)**  
**Behavioral Evaluation**

**I. PURPOSE**

The Juvenile Welfare Board of Pinellas County, hereinafter referred to as "JWB", and Sixth Judicial Circuit of Florida (OPROV57), hereinafter referred to as "Provider", enter into this mutual Agreement, including all attachments referred to herein, for the period commencing October 1, 2017 and extending through September 30, 2018. This Agreement does not take effect and JWB has no responsibility for any of its obligations hereunder until this Agreement is executed by all parties to this Agreement.

**II. STAFF**

Provider agrees to employ staff, at its own expense, to execute services provided in accordance with this Agreement. Such individuals shall not be considered employees of JWB, and are subject to the supervision, personnel practices and policies of the Provider. Unless otherwise approved by JWB, all staff shall meet qualifications as stated in the approved job descriptions on file at JWB and any approved revisions which are submitted for FY 18 funding.

**III. SERVICES**

Provider agrees to deliver services as stated in the currently approved program methodology on file at JWB and to accomplish performance measures stated in Attachment 2, as determined by JWB, according to service areas stated in Attachment 3, and pursuant to the General Conditions stated in Section VIII and Special Conditions listed in Attachment 1. A program methodology update, or certification that no updates are needed, is due for submission thirty (30) days after the effective date of this Agreement (see Attachment 5 for an outline of all document submittals). The Provider shall cooperate with JWB on the process for approval of program methodology updates by no later than January 5<sup>th</sup>, 2018. Any proposed changes in service delivery after January 5<sup>th</sup> must be approved in writing by JWB and program methodologies shall subsequently be updated within 30 days of that approval.

**IV. FUNDS**

The program budget for both JWB and other funds (if any) for accomplishing the above stated services must be approved in the JWB data system or other designated format before payment will commence. JWB agrees to reimburse up to \$433,992 for Behavioral Evaluation for services rendered pursuant to this Agreement.

## **V. METHOD OF PAYMENT**

1. JWB issues reimbursements in accordance with the schedule listed on Attachment 4 (or on the preceding working day in case of a holiday). The Provider shall elect to submit a request for payment either every other week or once a month. Reimbursements shall be made on pace throughout the fiscal year in order to allow for a consistent and orderly delivery of services. Reimbursement requests shall be submitted timely and only for amounts actually incurred that should properly be reimbursed per this Agreement within reasonably needed amounts based on the budget and other funding sources. Request for payment must be accompanied by the appropriate documentation as prescribed by JWB.
2. Requests for advance funds may be made, consistent with JWB policy.

## **VI. TERMINATION**

1. It is the intent of JWB to ensure a consistent and orderly delivery of services. It is the further intent of JWB to terminate Agreements in those situations where such action is essential to the protection of its interests and the interests of children and families served by JWB, as determined solely by JWB.
2. In the event funds to finance this Agreement become unavailable, JWB may terminate the Agreement upon no less than twenty-four (24) hours' notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
3. JWB shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management, to provide thirty (30) days' notice for termination due to lack of funds. JWB shall be the final authority as to the availability of funds and extension of notice beyond the minimum time herein stated.
4. In addition to the rights as set forth in paragraph VI. 2 above, this Agreement may be terminated by JWB for any reason whatsoever upon twenty-four (24) hours written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
5. Provider shall only be compensated for services performed prior to the termination date. Provider may only terminate this Agreement upon thirty (30) days written notice to JWB delivered in person, by facsimile or by US mail, return receipt requested.
6. The above provisions shall not limit JWB's right to remedies at law or to damages.

## **VII. COMMENCEMENT OF PAYMENT**

Unless specifically authorized by JWB, payment shall not be made for services rendered prior to the effective date of this Agreement.

## **VIII. GENERAL CONDITIONS**

### **1. Agreement Revisions**

This Agreement and its attachments constitute the contractual relationship between the Provider and JWB. If there is any discrepancy between program-related documents, this agreement preempts all other documents. No amendment to this Agreement or its attachments may be made without the prior written approval of JWB and Provider, except as may be provided in General Condition #4.

## **2. Fiscal Responsibility**

- a. Provider agrees to maintain books, records and documents in accordance with generally accepted accounting principles and practices which accurately and appropriately reflect all expenditures of funds listed in the approved budget on file at JWB.
- b. Provider agrees that all financial records and supporting documentation shall be subject at all times to inspection, review, or audit by JWB personnel or its duly authorized agent.
- c. Provider agrees to maintain and file with JWB in a timely fashion reports related to services provided under this Agreement.
- d. Provider agrees to retain all financial records, supporting documentation, 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, all records shall be retained until resolution of audit findings.
- e. Payments during Disaster Recovery: JWB agrees to support funded programs that are unable to provide normal services for a period of at least sixty (60) days after a disaster has been declared, provided the program agrees to comply with requests of JWB and Recover Pinellas. This period may be extended at the discretion of the Board upon recommendation of the Chief Executive Officer. Provider must file an insurance and FEMA claim and shall reimburse JWB for any amounts received from FEMA and insurance that have previously been funded by JWB. The Provider must submit to JWB a copy of the Provider's Continuity of Operations Plan within thirty (30) days of the effective date of this Agreement.
- f. The Provider agrees to provide prior to their budget submission or subsequent amendment, Board meeting minutes that show explanation and approval of a compensation plan, if JWB funds are to be utilized to pay merit increases, cost of living adjustments, bonuses, incentives or retention payments of any kind, or if annualized salary or benefit changes may impact future budgets. JWB shall not reimburse more than two weeks of accrued leave for terminating employees. JWB shall not reimburse expenses not previously approved by JWB.

## **3. Audit and Management Letter**

The Provider agrees to submit to JWB an independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s) immediately upon receipt by the Provider's board, but within a period not to exceed one hundred and eighty (180) calendar days of the close of the Provider's fiscal year. The audit must be performed by a firm licensed to perform audits in the State of Florida and conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accountants.

The Provider's auditor shall not provide any non-audit service to an issuer contemporaneously with the audit, including:

- (1) bookkeeping or other services related to the accounting records or financial statements of the audit client;
- (2) financial information systems design and implementation;
- (3) appraisal or valuation services, fairness opinions, or contribution-in-kind reports;
- (4) actuarial services;
- (5) internal audit outsourcing services;
- (6) management functions or human resources;
- (7) broker or dealer, investment adviser, or investment banking services;
- (8) legal services and expert services unrelated to the audit.

The Provider is required to engage an audit firm that follows Government /Non-Profit Audit Standards when conducting the financial audit and that shows evidence of a peer review report completed every three years. The audit will separately identify JWB revenues, fees and donations, and expenditures by program.

#### **4. Other Financial Support**

- a. Provider shall report within ninety (90) calendar days any major changes in non-JWB revenue which would impact targeted service levels in JWB funded programs during the fiscal year.
- b. JWB funds shall not be used for expenditures also funded by other sources. JWB funds shall not be used to supplant other sources of revenue.
- c. Generally, JWB encourages use of its funds as financial match for securing funds from other sources. However, in such instances, Provider is required to obtain prior written approval to submit an application with JWB committed funds.
- d. Revenues earned in a JWB funded program must remain in that program as a condition of funding.

#### **5. Program Monitoring**

Provider agrees to submit monitoring, site visit, accreditation and licensing reports supplied by funding, accreditation and licensing entities, as applicable, to JWB upon Provider receipt. Provider agrees to submit progress reports and other information in such format and at such times as may be prescribed by JWB (including JWB Databases, JWB Secure Portals and Provider specific data collection systems), and to cooperate in monitoring activities (including, but not limited to, access to sites, staff, fiscal and participant records, logs, participant rights and responsibilities policies, participant handbooks, grievance and complaint procedures and the provision of related participant and participant rights information). Provider shall maintain and have available for audit inspection participant records for five years post termination of services. Provider agrees to cooperate with Monitoring JWB Funded Program policy and procedures.

Provider agrees to provide JWB representatives access, without presence of the Provider supervisor, to staff or program participants during any monitoring with or without advance notice. Programs charging a fee for services supported by JWB funding must forward a copy of the fee schedule to JWB. Lead agencies are responsible for monitoring subcontracts funded by JWB unless otherwise specified in a Special Condition of this Agreement.

Program staff shall adhere to JWB's Data Quality Manual and Financial Guidelines for Funded Programs, and all staff who have any responsibility (supervisory or direct) for data entry shall be trained within thirty (30) calendar days of hire. The Provider is responsible for maintaining written policies and procedures for providing data to JWB in a timely manner. The Provider is responsible for reviewing JWB Database and JWB Secure Portal User Access to ensure that all users are active employees with access to appropriate data systems and modules. The Provider shall notify [support@mosaic-network.com](mailto:support@mosaic-network.com) for GEMS support and [help@jwbpinellas.org](mailto:help@jwbpinellas.org) for JWB Secure Portal support. Provider shall notify the JWB Program Consultant and complete the designated form immediately upon involuntary termination and within five (5) business days upon voluntary separation or whenever a Provider staff person's access must be inactivated due to the reasons outlined in JWB's Data Quality Manual. The Provider is responsible for implementing appropriate procedures into their data policies to protect data and prevent accidental or malicious disclosure of participant information. The Provider is responsible for maintaining fiscal workflow approval prior to creation of a program budget.

#### **6. Board Members, Training, and Financial Review**

Within thirty (30) calendar days of approval or a change of Board composition, Provider shall submit to JWB an updated list of Board Members to include the e-mail and physical address, phone number and place of employment of the Board Chair.

Submission of Provider policies and procedures regarding Board review of Provider finances shall be required within thirty (30) calendar days of this Agreement and upon revision and approval by the Provider's Board.

Training of new board members by an external trainer is required prior to issuance of a funding contract or by August 1st of the current fiscal year, whichever occurs first. Training must consist of the following topics: non-profit governance, fiduciary risks, and liabilities. Documentation of this training shall include an outline of topics covered, the Board members in attendance and who provided the training. Providers that are governmental entities, higher education institutions, and hospitals are exempt from this policy.

## **7. Nondiscrimination**

Providers receiving funding from JWB shall not discriminate against an employee, volunteer, or participant of the Provider on the basis of race, color, gender, religion, national origin, citizenship, disability, marital status, age, veteran status, sexual orientation or any other legally protected category except that programs may target services for specific participant groups as defined in the application. Additionally, Providers receiving funds shall demonstrate the standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, and ethnic backgrounds.

## **8. Publicizing of JWB Support - Endorsements**

Requests for endorsements that require a commitment of JWB resources shall be submitted to the JWB Board for its consideration. However, endorsements, which do not require JWB resources may be given to those Providers that support the focus and priorities of the JWB Board, at the discretion of the JWB Chief Executive Officer. JWB's logo must be present on the following Provider materials as an acknowledgement of support:

- Annual Report
- Program Brochures
- Program stationery

JWB's logo may not be used on any other publications requiring JWB resources without JWB approval. However, if a publication does not require a monetary commitment or indicate sponsorship, use of the JWB logo may be authorized at the sole discretion of the JWB Chief Executive Officer.

## **9. Publications**

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

## **10. Assignments and Subcontracts**

Provider shall not assign the responsibility of this Agreement to another party nor subcontract for any of the work contemplated under this Agreement, unless so specified in the approved budget on file at JWB, without prior written approval of JWB. No such approval by JWB of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation by JWB in addition to the total dollar amount stated in this Agreement. All such assignments or subcontracts shall be subject as applicable to the General Conditions of this Agreement and to any conditions of approval that JWB shall deem necessary.

Subcontracts shall be submitted to JWB within thirty (30) calendar days of the effective date of this Agreement and upon revision, amendment and execution thereafter.

## **11. Confidential Information**

Provider must follow all laws regarding confidentiality of information including, but not limited to, HIPAA. Provider shall not use or disclose any information which specifically identifies a recipient of services under this Agreement, and shall adopt appropriate procedures for employees' handling of confidential data with the following exceptions: a) such information may be revealed as may be necessary to conform to Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this agreement; b) such information may be revealed as may be necessary pursuant to applicable federal, state, or local law and related regulations; and c) such information may be revealed with the written consent (authorization) of the recipient, or the recipient's responsible parent or guardian, where authorized by law. Provider is responsible to adopt appropriate policies, notifications, authorizations, and other relevant information that allows for the sharing of confidential information with JWB.

Providers shall adhere to JWB's written statement of purpose for collection of confidential data in compliance with Section 119.071(5), Florida Statutes. Provider must distribute a copy of this statement to recipients of JWB-funded programs and services and obtain the signature of the recipient or recipient's responsible parent or guardian. A copy of this signed statement must be maintained in case files for each participant for whom confidential data is collected. Once executed, this signed statement does not require subsequent renewal.

The Provider shall also maintain in participant files a completed copy of a JWB-approved form for authorizing client consent to release information for each participant receiving services. As allowed by law and Provider policy, the Provider shall add JWB to consent forms including HIPAA consent forms to facilitate data sharing and implement the Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this agreement and advise JWB within two (2) business days if a participant has withdrawn consent to share data and note this withdrawal of consent in the case file. In no event should participant identifying information ever be emailed or faxed to JWB.

In the event of an improper disclosure of participant information by Provider, Provider shall inform JWB of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. In accordance with JWB Breach Procedures, Provider shall cooperate fully with JWB and take all necessary steps to correct and remedy any damage caused by the Provider's improper disclosure and to prevent future improper disclosure. Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure of any confidential information as defined by law including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remedying the disclosure. Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119. This provision shall survive the termination of this Agreement.

Likewise, in the event of an improper disclosure of Provider's participant information by JWB, JWB shall inform Provider of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. In accordance with JWB Breach Procedures, JWB shall cooperate fully with Provider and take all necessary steps to correct and remedy any damage caused by JWB's improper disclosure and to prevent future improper disclosure. JWB shall defend, indemnify and hold harmless Provider from any

and all damages caused by JWB's improper disclosure and any and all costs associated with remedying the disclosure subject to the doctrine of sovereign immunity and limitations set forth in F.S. 768.28.

## **12. Public Records**

JWB is a public entity subject to Florida's Public Records Law, which includes provisions relating to records retention, production and confidentiality. For purposes of this section, Provider is also referred to as Contractor.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Juvenile Welfare Board of Pinellas County**  
**14155 58th St. No., Ste. 100**  
**Clearwater, FL 33760**  
**(727) 453-5600**  
[communications@jwbpinellas.org](mailto:communications@jwbpinellas.org)

Contractors acting on behalf of JWB must comply with 119.0701 and must:

- a. Keep and maintain public records required by JWB to perform the service.
- b. Upon request from JWB's custodian of public records, provide JWB 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 F.S. 119 or as otherwise provided by law.
- 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 the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to JWB all public records in possession of Contractor or keep and maintain public records required by JWB to perform the service. If the Contractor transfers all public records to JWB upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to JWB, upon request from JWB's custodian of public records, in a format that is compatible with the information technology systems of JWB.

In addition, Contractors should be aware that social security numbers are confidential and exempt from disclosure (119.071(5)) and personal identifying information of a child or the parent or guardian of the child held by JWB or service provider under contract with JWB is exempt from disclosure (125.901(11)). There are many other exemptions in the law that Provider should be cognizant exist. However, for all Providers, any and all contracts between JWB and Provider, program methodology, budgets, requests for reimbursements, emails, other written correspondence and any other documents exchanged between the Provider and JWB are generally public records and will be disclosed in the sole discretion of JWB and must be retained in accordance with Florida's record retention policy. Providers should not provide any documents to JWB containing Trade Secrets, as defined by F.S. 812.08, or exempt or confidential and exempt information to JWB without specifically marking such document. By submitting any documents or information whatsoever to JWB, Provider agrees that



JWB may use and disclose all information and documents submitted for any purpose JWB sees fit and that it is within JWB's sole discretion to determine if any information submitted is exempt from disclosure.

Any Provider who receives a Public Records request for records pertaining to JWB or services funded by JWB, must advise JWB within two (2) business days of the records request and JWB and Provider will work together to respond to any such request. This provision shall survive termination of this Agreement

### **13. Return of Funds**

Provider agrees to return to JWB any overpayment due to costs not incurred or costs disallowed pursuant to the terms of this Agreement and such funds shall be considered JWB funds and shall be refunded to JWB in accordance with its instructions. Should Provider fail to return said funds, Provider shall be responsible for all costs and fees of collection incurred by JWB - including, but not limited to attorney fees and court costs including any pre-suit collections fees and costs. This provision survives termination of this Agreement and return of funds for overpayment or disallowance will be required even if the overpayment or disallowance is discovered after this Agreement is terminated.

### **14. Special Situations and Incidents**

Provider agrees to inform JWB within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Participant incidents are required to be reported for situations that occur only while under the Provider's care and includes anything that may reflect negatively or critically upon JWB.

Certain personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline (1-800-96-ABUSE). All concerns regarding suspected abuse, neglect, or abandonment of a child or vulnerable adult by the Provider shall first be reported to the Florida Abuse Hotline and then reported to JWB. Incident reporting does not preclude mandated reporting requirements.

Critical Incidents are defined as follows:

**Abduction** - An incident in which an individual who does not have care and custody of a child has taken the child. Concerns of child abductions shall immediately be reported to the appropriate law enforcement personnel.

**Abuse or Neglect** - Reasonable cause to suspect that a child has been harmed or is believed to be threatened with harm from a person responsible for the care of the child.

**Breach of Information-Sensitive, protected or confidential data** has potentially been viewed, stolen or used by an individual unauthorized to do so.

**Employee Arrest** - Employee conduct or activity that results in potential liability to the Provider or JWB; death or harm to a participant; or results in a law violation, including falsification of official records. If an arrest is made for a potentially disqualifying offense under Level 2 background screening requirements, or if the arrest occurred while in the performance of an employee's official duties, the incident should be reported immediately.

**Investigation or Lawsuit**-Any formal investigation or legal action brought against Provider which relates to the services funded by JWB or which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement.

Media Coverage or Public Inquiry - Media coverage or public reaction that may have an impact on the Provider or JWB's ability to protect and serve its participants, or other significant effect on the Provider or JWB.

Participant Death - The death of any participant receiving JWB services, regardless if the death occurred while under Provider's care.

Participant Illness - An illness of a participant receiving services determined by a licensed health care professional to be life-threatening or the result of apparent abuse or neglect.

Participant Injury - A medical condition of a participant determined by a licensed health care professional to be life-threatening or the result of apparent abuse or neglect.

Sexual Battery - An allegation of sexual battery involving a participant or employee as evidenced by medical evidence or law enforcement involvement. Sexual battery includes participant on participant incidents, employee on participant, and participant on employee.

Suicide Attempt - An act which clearly reflects the physical attempt by an active participant to cause his or her own death, which results in bodily injury requiring medical treatment by a licensed health care professional.

In addition, the Provider shall notify JWB immediately upon knowledge of any action or incident involving Provider staff or volunteers that could potentially jeopardize the terms of this Agreement which includes misconduct, malfeasance during working hours, or any conduct that results in the arrest of a staff member or volunteer after hours.

Within one (1) business day, the Provider must submit electronically a completed Incident Report to IRreviewteam@jwbpinellas.org with full details and disposition of the incident, excluding identifying information such as name, date of birth, and address. In the event of a participant death please contact by phone the JWB Chief Operating Officer within three (3) hours of knowledge of the incident.

All e-mail communications made or received by JWB members or staff are considered public records and are retained and, upon request, made available to the public and media in accordance with Chapter 119, Florida Statutes.

Provider must adhere to the reporting requirements hereunder after the termination of this Agreement if Provider becomes aware of a Critical Incident after the termination of the Agreement if the Critical Incident occurred during the term of the Agreement and/or relates to the services funded by JWB.

#### **15. Provider Staff Membership on Board**

Provider agrees that Provider staff shall not serve as voting members of the Provider's governing board.

#### **16. Waiver**

JWB reserves the right to waive requirements of this Agreement and General Conditions where warranted by special circumstances. Any waiver shall be in writing and signed by JWB.

## **17. Provider & Program Data Maintained In 2-1-1 Database**

Provider agrees to maintain accurate and up-to-date Provider and program data in the 2-1-1 Tampa Bay Cares database. The Provider will review and update (as necessary) this data at least once annually. The Provider will list data for newly funded program(s) within thirty (30) calendar days of the date that JWB funds the program. This requirement applies to all programs accepting 2-1-1 referrals.

## **18. Provider Staff Background Checks**

All program staff and Provider staff (including employees, independent contractors and staff of subcontractors), volunteers and those who may have access to youth participants supported through JWB funding are required to undergo and pass a national Level 2 background check that complies with the standards set forth in F.S. 435. Those individuals must have no disqualifying offenses listed in Florida Statute 435.04, for which they have not received an exemption in accordance with Florida law. All staff and volunteers must continue to qualify to pass a Level 2 screening at all times and must notify their employer if at any time they no longer qualify to pass a Level 2 screening. Proof of Level 2 background clearance, including current executed affidavits/attestations of good moral character, must be maintained at all times in the appropriate files and the screening repeated every five (5) years or more often in accordance with law or as requested by JWB. This requirement applies to employees regardless of the funder supporting the position and all volunteers who may have access to youth. Volunteers or subcontractors who assist on an intermittent basis for less than ten (10) hours per month do not have to be screened if a person who meets the screening requirement of this section is always present and has the volunteer or subcontractor within his or her line of sight. The Provider is required to clearly document which volunteers meet the criteria for a Level 2 background screening and affidavits of good moral character, and which are exempt according to the terms of this Agreement. The Provider's policy and practice for background screening must provide for adequate protection and must comply with all applicable laws and implementing regulations including, but not limited to F.S. 435. Should a Provider not be statutorily authorized to receive a national Level 2 background check in accordance with F.S. 435, the Provider must still comply with the standards set forth in F.S. 435 through VECHS background screening. The Florida Department of Children and Families provides an exemption process under this statute. JWB does not provide an exemption or waiver process.

## **19. Attendance**

Provider is required to keep attendance records. If Attachment 2 requires a program to track participant attendance, attendance may be tracked in the JWB Database or other approved data system.

## **20. Link to JWB's Websites**

Provider website shall include links to the JWB website ([www.jwbpinellas.org](http://www.jwbpinellas.org)) and include the JWB logo.

## **21. Drug-Free Workplace**

The Provider shall have and enforce a Drug and Alcohol Free Workplace Policy. This policy shall be submitted to JWB within thirty (30) calendar days of the execution of this Agreement.

## **22. Public Entity Crimes**

Per Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or

services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with a public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list.

**23. JWB Policies and Procedures**

Provider agrees to follow all JWB policies and procedures which can be located on the JWB website at [www.jwbpinellas.org](http://www.jwbpinellas.org) and which are incorporated into this Agreement in their entirety. Said policies include, but are not limited to, all Board policies, funding policies, Financial Guidelines for Funded Programs, JWB Breach Procedures, research policies, security policies, JWB Data Quality Manual and policies that may be promulgated by JWB within its sole discretion from time to time. JWB reserves the right to change these policies from time to time within its sole discretion. JWB will provide a minimum of thirty (30) calendar days' notice to the Provider and it is the responsibility of the Provider to be in compliance with all policies and procedures at all times.

Provider is encouraged to provide certification of current accreditation by a recognized national accrediting body appropriate to the programming funded by JWB.

Regardless of accreditation, the Provider must meet the highest professional standards established through its specific field.

**24. Insurance, Public Liability, Bodily Injury, and Property Damage**

The Provider will procure, pay for, and maintain, throughout the period of this Agreement, on behalf of the Provider and JWB, the following MINIMUM limits of insurance coverage with responsible companies, eligible to do business in the State of Florida, which maintain a rating of A-IX or higher with AM Best.

**Commercial General Liability**

Each occurrence	\$1,000,000
Personal Injury	\$1,000,000
General Aggregate	\$1,000,000
Property Damage	\$1,000,000
Products & Completed Operations	\$1,000,000

**Professional Liability**

Each occurrence	\$1,000,000
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**Sexual Abuse and Molestation:**

Each occurrence \$1,000,000

**Automobile (to include owned, hired and non-owned autos):**

Bodily Injury and Property damage \$500,000

**Directors and Officers Liability  
with Employment Practices Liability Insurance:** \$1,000,000

**Workers Compensation** \$500,000

Recommended, but not presently required coverage:

**CyberLiability** \$1,000,000

JWB must be listed as an additional insured for the operations of the Provider on all coverage except Directors and Officers Liability, Workers Compensation and CyberLiability. The Provider shall submit to JWB a certificate of insurance which describes the insurance maintained by the Provider throughout the term of this Agreement. Provider will give JWB written notice within three (3) business days of it becoming aware that any of its insurance coverage will be cancelled, decreased or changed in any way.

**25. Indemnification**

Provider shall defend, indemnify, and hold harmless JWB, its agents, and employees from and against any and all liabilities, claims, judgments, or actions including court costs and attorney's fees that may hereafter at any time be made or brought by any person or entity on account of any claim including but not limited to, personal injury, property damage, loss of monies, civil rights violation, or discrimination allegedly caused in whole or part by any act or omission, including but not limited to, breach of contract, negligent act, wrongful act, intentional act, omission, and any acts of fraud or defalcation, of the Provider, its agents, employees, or subcontractors, arising out of or relating to its performance of this Agreement or for Provider's improper disclosure of confidential and/or exempt information, or failure to comply with F.S. 119 or any other applicable law, rule or regulation. In no event will the Provider be liable for or have any obligation to defend JWB against such liability, claims, judgments, or actions, including costs and attorney's fees, arising out of the sole negligent acts of JWB. This provision survives termination of the Agreement.

**26. Certification that Provider is legally able to contract with JWB**

In compliance with F.S. 287.135, for contracts of \$1 million or more, a Provider is ineligible to and may not enter into a contract with JWB if the Provider is (a) on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 or is engaged in a boycott of Israel; (b) is on the Scrutinized Companies with

Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to s. 215.473; or, (c) is engaged in business operations in Cuba or Syria. By entering into this Agreement, you are certifying that you are eligible to contract with JWB and are not participating in a boycott of Israel, are not on the Scrutinized Companies with Activities in Sudan List, are not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that you do not have business operations in Cuba or Syria. In addition, this Agreement may be terminated if Provider (1) has found to have submitted a false certification, (2) Has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, (3) Has been placed on the Scrutinized Companies with Activities In Sudan List or the Scrutinized Companies with Activities in The Iran Petroleum Energy Sector List; or (4) Has been engaged in business operations in Cuba or Syria.

**IX. SIGNATURES**



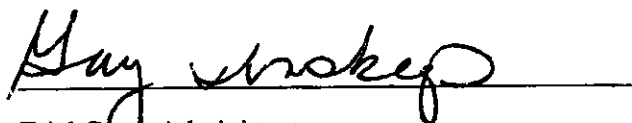
Chief Executive Officer: Juvenile Welfare Board  
of Pinellas County

Dr. Marcie A. Biddleman

\_\_\_\_\_  
Please Print or Type Name

\_\_\_\_\_  
Date

8/16/17



Trial Court Administrator  
Sixth Judicial Circuit Court

Gay Inskeep

\_\_\_\_\_  
Please Print or Type Name

\_\_\_\_\_  
Date

August 15, 2017

# Attachment 1

## Special Conditions of the Agreement

**The following condition(s) applies to the following program(s):**

--- Behavioral Evaluation

- 1) Exception to Data Quality Manual: The episode close date does not have to reflect the last date of face to face services, but instead the completion of the evaluation and its acceptance by the court.
- 2) No more than .25 FTE of the Field Investigator's time will be dedicated to the activities of the OJJDP grant. Field Investigator's time and participant information will be included in the JWB database for Behavioral Evaluation participants that also receive services under the OJJDP grant. Provider will cooperate with JWB to determine how to evaluate the activities of the Field Investigator towards the goals of the OJJDP grant.
- 3) General Condition #17 - Agency & Program Data Maintained in 211 is waived

**The following condition(s) applies to the following Agency (OPROV57):**

--- Sixth Judicial Circuit of Florida

- 1) General Condition #20 - Link to JWB's Website is waived.
- 2) General Condition #3 - Audit and Management Letter are waived.
- 3) General Condition #25 - Indemnification is replaced with "The Provider agrees to be fully responsible for all claims arising out of its own acts of negligence or its respective employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages proximately caused thereby; provided, however, that the Provider's liability is subject to the monetary limitations and defenses imposed by section 768.28, F.S. Nothing herein is intended to serve as a waiver of sovereign immunity by the Provider, nor shall anything herein be construed as consent by the Provider to be sued by any third party for any cause or matter arising out of or related to this Agreement except to the extent provided by 768.28, F.S."
- 4) General Condition #24 - Insurance, Public Liability, Bodily Injury, and Property Damage are waived.
- 5) General Condition #2F - Compensation Plan is waived.
- 6) General Condition #11 - Confidential Information- paragraph 4, the sentence that states, "Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure of any confidential information as defined by law including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remedying the disclosure." is stricken and replaced with the following: "Provider shall defend, indemnify, and hold harmless JWB from any and all damages caused by the provider's improper disclosure of any information including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remedying the disclosure subject to the doctrine of sovereign immunity and limitations set forth in F.S. 768.28."
- 7) General Condition # 8- Publicizing of JWB Support- Endorsements is waived.
- 8) General Condition #12-Public Records is waived.

9) General Condition #11-The sentence which reads: "Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119" is stricken and replaced with the following: "Provider shall defend, indemnify and hold harmless JWB from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119 subject to the doctrine of sovereign immunity and limitations set forth in F.S. 768.28".

10) General Condition #6 - Board Members, Training, and Financial Review are waived.



**Attachment 2**  
**Sixth Judicial Circuit of Florida (OPROV57)**  
**Behavioral Evaluation (OPROG123)**  
**Performance Measurements & Service Levels**  
**FY 2017-2018**

**Participant Level Performance Measurements**

All Participants will be measured through the Performance Measurement reporting module in GEMS within the contract period. Measured is defined as each participant having all the appropriate administration points required during the fiscal year based on the language of each Performance Measurement.

Targets Information for OPROG123

Target(Measurable): Court accepted behavioral evaluation treatment recommendation	
<b>TargetDefinitionId</b>	TRGT1115
<b>ShortTargetTitle</b>	Court accepted behavioral evaluation treatment recommendation
<b>TargetText</b>	Percent of children who received a behavioral evaluation will have their treatment recommendations followed by the court at the time of adjudication for the presenting offense as evidenced by a comparison of staff records with court records.
<b>TargetType</b>	Surveys and Tools Based Target
<b>ProjectedValue</b>	85
<b>ProjectedStartDate</b>	10/01/2017
<b>ProjectedEndDate</b>	09/30/2018
<b>Notes</b>	Cases will be reviewed and evaluated based on court records of adjudication during the current fiscal year. For cases where an outcome is available, program staff will enter data in to the JWB data collection system on a monthly basis.

Target(Measurable): Court accepted competency to proceed recommendation	
<b>TargetDefinitionId</b>	TRGT1117
<b>ShortTargetTitle</b>	Court accepted competency to proceed recommendation
<b>TargetText</b>	Percent of children who received a competency to proceed evaluation (determining the youth's competency to stand trial) will have the competency recommendation followed by the court at the time of the hearing for the presenting offense as evidenced by a comparison of staff records with court records.
<b>TargetType</b>	Surveys and Tools Based Target
<b>ProjectedValue</b>	85
<b>ProjectedStartDate</b>	10/01/2017
<b>ProjectedEndDate</b>	09/30/2018
<b>Notes</b>	Staff will enter data in to the JWB data collection system on a monthly basis.

**Target(Measurable): Court accepted restrictiveness level recommendation**

<b>TargetDefinitionId</b>	TRGT1116
<b>ShortTargetTitle</b>	Court accepted restrictiveness level recommendation
<b>TargetText</b>	Percent of children who received a behavioral evaluation will have their restrictiveness level (on the Department of Juvenile Justices Restrictiveness Level System) recommendation followed by the court at the time of adjudication for the presenting offense as evidenced by a comparison of staff records with court records.
<b>TargetType</b>	Surveys and Tools Based Target
<b>ProjectedValue</b>	80
<b>ProjectedStartDate</b>	10/01/2017
<b>ProjectedEndDate</b>	09/30/2018
<b>Notes</b>	Cases will be reviewed and evaluated based on court records of adjudication during the current fiscal year. For cases where an outcome is available, program staff will enter data in to the JWB data collection system on a monthly basis.

## Attachment 3

### Geographical Service Area

Provider agrees whenever possible to maintain service sites which are accessible by public transportation and convenient to the target participant group. Provider will advise JWB of any changes made in service sites.

The geographical service area for this agreement is as follows:

Program Name	Participants are eligible Countywide	Participants are eligible who reside in the following zip codes or the following geographical areas (list all zip codes of the target area or describe the geographical area)
Behavioral Evaluation	X	

FY 2017-2018  
Accounts Payable Schedule

Pay#	Submission Due Date	Reimbursement Date
1	09/29/17	10/06/17
2	10/13/17	10/20/17
3	10/27/17	11/03/17
4	11/10/17	11/17/17
5	11/24/17	12/01/17
6	12/08/17	12/15/17
7	12/22/17	12/29/17
8	01/05/18	01/12/18
9	01/19/18	01/26/18
10	02/02/18	02/09/18
11	02/16/18	02/23/18
12	03/02/18	03/09/18
13	03/16/18	03/23/18
14	03/30/18	04/06/18
15	04/13/18	04/20/18
16	04/27/18	05/04/18
17	05/11/18	05/18/18
18	05/25/18	06/01/18
19	06/08/18	06/15/18
20	06/22/18	06/29/18
21	07/06/18	07/13/18
22	07/20/18	07/27/18
23	08/03/18	08/10/18
24	08/17/18	08/24/18
25	08/31/18	09/07/18
26	09/14/18	09/21/18
27	09/28/18	10/04/18 (September business)
28	10/12/18	10/18/18(September business)
29	10/26/18	11/01/18(September business)

## Attachment 5

### Document Submittal Chart

Provider Document	Time Frame	Submit To
Program methodology update or certification that no updates are needed.	Within thirty (30) days of effective date of Agreement	Agency Specific JWB Secure Portal Site
Approved program methodology	January 5 <sup>th</sup> , 2018	Agency Specific JWB Secure Portal Site
COOP	Within thirty (30) days of effective date of Agreement	Agency Specific JWB Secure Portal Site
Board Approved Merit Compensation Plan (Board minutes showing approval)-Waived	If applicable, then prior to budget submission or subsequent amendment	Agency Specific JWB Secure Portal Site
Most Recent Audit-Waived	Immediately upon receipt by the Provider's Board or not to exceed 180 days of the close of the Provider's fiscal year	Agency Specific JWB Secure Portal Site
Monitoring, Site Visit, Accreditation and Licensing Reports	Upon receipt	Agency Specific JWB Secure Portal Site
User Access	Notify the JWB Program Consultant and complete the designated form immediately upon involuntary termination and within five (5) business days upon voluntary separation or whenever a Provider staff person's access must be inactivated due to the reasons outlined in JWB's Data Quality Manual.	JWB Program Consultants
Board Member List-Waived	Within thirty (30) calendar days of approval or a change of Board composition	Agency Specific JWB Secure Portal Site
Policy and procedure regarding Board review of Provider finances-Waived	Within thirty (30) calendar days of effective date of Agreement and upon revision and approval by the Provider's board	Agency Specific JWB Secure Portal Site
Board Training (Outline of topics, members in attendance and who provided training)-Waived	For new board members, prior to issuance of subsequent year's contract or August 1 <sup>st</sup> of current fiscal year, whichever occurs first	Agency Specific JWB Secure Portal Site
Subcontracts	Within thirty (30) calendar days of the effective date of this Agreement and upon revision, amendment and execution thereafter.	Agency Specific JWB Secure Portal Site
Incident Reports	Within one (1) business day of occurrence	IRreviewteam@jwbpinellas.org
Drug-Free Workplace policy	Within thirty (30) calendar days of effective date of Agreement and upon revision and approval by the Provider's board	Agency Specific JWB Secure Portal Site
Liability Insurance Documentation-Waived	Throughout the period of the Agreement.	Agency Specific JWB Secure Portal Site

**ANALYST & MANAGER CHECKLIST FOR PREPARATION OF AMENDMENTS AND RESOLUTIONS**

Begin by determining the overall purpose of the request and the type of action (amendment, resolution) required. Run the appropriate OPUS reports for the accounts to be modified. Then review the department's explanation for its logic and thoroughness. Some of the questions to be considered are:

- Is an action really required to allow expenditures within budgetary levels of control? (not relevant for Advisory Amendments)
- Are there better methods available to correct the situation?
- Is the proposed action consistent with your knowledge of County policies and the department's plans as presented to the BCC?
- Does the explanation adequately justify the proposed action?
- Does the department need to provide additional information to explain the request? If so, ask the department for the information, being as specific as possible.
- Does the request anticipate future potential needs? If not, should it be revised to provide for the additional changes?
- Are the accounts identified the appropriate ones for this action?
- Have all of the consequences of the requested action been considered and addressed?

Analyst
Yes
No
Yes
Yes
No
Yes
Yes
Yes

**Technical considerations:**

- The Amendment Request Form on the OMB intranet page must be completed and submitted (by the dept. or by OMB analyst).
- Double check spelling and grammar.
- Use complete sentences.
- Follow Granicus style guidelines for dates, etc for staff reports and resolutions.
- Follow OMB style guidelines for dates, etc for amendment spreadsheets.
- Double check fund and other names.
- Check amounts vs. the original request (if they have changed, make sure background information explains why).
- Double check fund, center, program, (project), and account numbers vs. the OPUS reports.
- All amounts modifying the budget should be rounded to the nearest \$10.
- Dollar amounts should be formatted with commas and no decimal places.
- Manually verify addition and subtraction to ensure that the formulas are working properly.
- Print the completed documents and visually inspect them for consistency in font type and size and for overall appearance.
- Include the language regarding consistency with estimates provided during budget development if applicable.

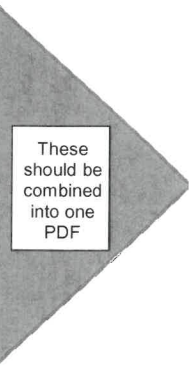
Analyst	Mgr
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
NA	

**SUPPORTING INFORMATION TO INCLUDE**

**For all requests:**

- The original budget Amendment Request Form submitted by the department.
- BE&E report(s) reflecting fund, center, program, and account. (Listed in PIN GL Inquiry as BCC B E&E {fund #} by Program) Use Adobe format.
- BE&E Budgetary Control Level report(s) for the relevant centers (Listed in PIN GL Inquiry as BCC B E&E Bgt Ctrl {fund #s}). Use Adobe format.
- Revenue report(s) reflecting fund, center, program, and account, and project if applicable. (Listed in PIN GL Inquiry as BCC Revenue by Prog/Proj) Use Adobe format.
- For actions following submittal of budget requests, Hyperion and/or OBIEE reports from budget development to support the statement regarding consistency with current year estimates. Analyst notes – additional narrative to help explain the proposed action in greater detail than the amendment/resolution description. This additional narrative will help orient the reviewers to the supporting information.
- Spreadsheets, reports, or other explanatory materials necessary to explain the recommended action.
- Prior Board resolutions/amendments if necessary to understand the recommended action.
- E-mails or other correspondence if applicable.
- All statements in the description should be verifiable through the analyst notes, reports, spreadsheets, or other supporting information.

Analyst	Mgr
✓	
✓	
✓	
✓	
NA	
✓	
✓	
NA	
NA	
✓	



**Additional Requirements For Resolutions:**

- Verify that the statutory reference(s) are correct for the action being recommended.
- For Public Hearings, make sure that the "Whereas" clause confirming the date of the advertisement is included on the Resolution form.
- For carry-forward resolutions, include both the prior year and current year reports; be sure to print the reports on the same day to ensure consistent information on encumbrances and other postings.

Analyst	Mgr
✓	
✓	
NA	

**Manager Review - Additional Considerations**

- Review the request from the point of view of an external stakeholder (Commissioner or member of the public).
- Are the reasons for the request clear and logical?
- Review the request for consistency with OMB practices.
- Is the request in the appropriate format (amendment vs. resolution)?
- Are the accounts appropriate for the requested action?

Mgr