

THE OUNCE OF PREVENTION FUND OF FLORIDA

SUBCONTRACT AMENDMENT

AMENDMENT #0011 FY2023-2024

THIS AMENDMENT is entered into between the Ounce of Prevention Fund of Florida, hereinafter referred to as “OPFF”, and Polk County, a political subdivision of the State of Florida (HF Polk), hereinafter referred to as the “Provider”, for the provision of Healthy Families Florida, hereinafter referred to as “HFF”, is amended as outlined below:

Amendment #0001, effective 9/1/2020, changes in: Final Invoice due date; and revised deliverables table.

Amendment #0002, effective 7/1/2021, to extend the FY 2020-2021 contract and funding for 30 days (or until the FY 2020-2022 contract is executed) and all areas of the contract related to the funding. This extended amendment will operate under the FY 2020-2021 budget without penalties until the FY 2020-2022 contract is executed.

Amendment #0003, effective the latter of June 30, 2021, this renews and amends the above referenced contract as follows:

1. The contract is renewed through June 30, 2022.
2. Contract number will change from #20-21-05 to #20-22-05.
3. Changes to contract language, staffing patterns, deliverables table, attachments and associated funding changes as listed below.
4. All provisions in the contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

Amendment #004, effective 2/1/2022, changes to: staffing patterns, reduction of HFF Grant due to staff vacancies; attachments and associated funding changes as listed below.

Amendment #0005, effective 7/1/2022, to extend the FY 2021-2022 contract and funding for 30 days (or until the FY 2022-2023 contract is executed) and all areas of the contract related to the funding. This extended amendment will operate under the FY 2021-2022 budget without penalties until the FY 2022-2023 contract is executed.

Amendment #0006, effective the latter of June 30, 2022, this renews and amends the above referenced contract as follows:

1. The contract is renewed through June 30, 2025.
2. Contract number will change from #20-22-05 to #20-25-05.
3. Changes to contract language, staffing patterns, deliverables table, attachments and associated funding changes as listed below.
4. All provisions in the contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

Amendment #0007, effective 10/1/2022 changes include: numbers to serve decreased; Contract language as noted below; revised deliverables table; revised Attachment 15; revised Attachment 24 - Protocol for Purchase of Property and Attachment 38 – Monthly Number Served Report incorporated.

Amendment #0008, effective 4/1/2023 changes include: reduction of HFF Grant due to staff vacancies; funding movement among approved categories, revised budget with associated funding changes.

Amendment #0009, effective 7/1/2022 the 2020-2025 contract and funding for 30 days (or until the FY 2023-2024 contract is executed) and all areas of the contract related to the funding. This extended amendment will operate under the FY 2022-2023 budget without penalties until the FY 2023-2024 contract is executed

Amendment #0010, effective the latter of June 30, 2023, this renews and amends the above referenced contract as follows:

1. Changes to contract language, staffing patterns, deliverables table, attachments and associated funding changes as listed below.
2. All provisions in the contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

Amendment #0011, effective 9/1/2023, changes include: HFF Grant increase; contract language, staffing titles, attachments and associated funding changes as listed below.

Subcontract Section 1. **ENGAGEMENT, TERM AND SUBCONTRACT DOCUMENT**, is hereby deleted and the following is inserted in lieu thereof:

1. ENGAGEMENT, TERM AND SUBCONTRACT DOCUMENT

1.1 Purpose and Subcontract Amount

The OPFF is engaging the Provider for the purpose of providing HFF services in accordance with the terms and conditions specified in this Subcontract including all attachments and exhibits, which constitute the Subcontract document as further described in Section 2. Payable as provided in Section 3 hereof, with an annual amount not to exceed **\$1,592,552.55**, as allocated below:

- Ounce of Prevention Base Grant amount **\$1,309,000**,
- Ounce of Prevention One-time non-recurring amount of **\$146,000**,
- Ounce of Prevention Staff Salary one-time non-recurring increase of **\$137,552.55**

All funding is subject to the availability of funds. This grant amount will cover will 2023-2024 Fiscal Year as further described in Section 3 hereof, payable as provided in Section 3.1. Fiscal Year grant amount will be contingent upon the Florida Legislature approved budgets. Any costs or services paid for under any other Subcontract or from any other source are not eligible for payment under this Subcontract.

1.1.1 Cash and In-Kind Contributions

1.1.1.1. The Provider shall provide and maintain a minimum of **\$327,250**, which represents a twenty-five percent (25%) contribution towards the OPFF/ HFF grant funds for the HFF program. The 25% required contribution will apply to Fiscal Year 2023-2024. The Provider’s cash and in-kind contribution for the Fiscal Year 2023-2024 subcontract period is **\$539,668.99** which represents **41.2%** percent (%) of the OPFF/HFF grant funds.

1.1.1.2. If the Provider is unable to meet the minimum requirement of the cash and/or in-kind contribution, the Provider must submit a letter with this Subcontract justifying why the site is unable to meet the minimum requirement. Organizations providing cash or in-kind contributions must submit a letter on their organization’s letterhead signed by an authorized official of the organization with the contract or amendment.

Subcontract Section 1.2 – **Official Representatives and Payee**, is hereby deleted and the following is inserted in lieu thereof:

1.2 Official Representatives and Payee

Per section 402.7305(1)(a), Florida Statutes (F.S.), the Contract Specialist is the primary point of contact through which all contracting information flows between the OPFF and the Provider. Upon change of representatives (names, addresses, telephone numbers or e-mail addresses) by either party, notice shall be provided in writing to the other party prior to the change.

a. Lead Agency Organization Name	Polk County, a political subdivision of the State of Florida
b. The lead agency representative name, organization name, mailing address and contact information of the official representative (the lead agency person who is to be contacted regarding the contract):	Lead Agency Representative’s Name: Marcia Andresen
	Address: HS06, P. O. Box 9005
	City/State/Zip Code: Bartow, FL 33813
	Phone Number & Ext: 863-534-5303
	Cell Number: 863-581-0395
	Fax Number: 863-519-3709
	E-mail: marciaandresen@polk-county.net
c. The lead agency representative name, organization name, mailing address and contact information of the official representative (the person who is approved to sign Subcontracts and amendments):	Lead Agency Signee Name: George Lindsey III, Chairman
	Address: BC01, P. O. Box 9005
	City/State/Zip Code: Bartow, FL 33813
	Phone Number & Ext: 863-534-6050
	Cell Number:
	Fax Number:
	E-mail: georgelindsey@polk-county.net
d. The name of contact person, address, telephone, and email address where the Provider’s financial and administrative records are maintained:	Fiscal Contact’s Name: Judy Tewksbury
	Address: HS06, P. O. Box 9005
	City/State/Zip Code: Bartow, FL 33813
	Phone Number & Ext: 863-534-5569
	Cell Number:
	Fax Number: 863-519-3709
	E-mail: judytewksbury@polk-county.net
e. The name of the Payee Organization (who we write the check to):	Payee Organization Name: Polk County a political subdivision of the State of Florida
	Address: HS06, P. O. Box 9005
	City/State/Zip Code: Bartow, FL 33813
	Phone Number & Ext: 863-534-5569
	Fax Number: 863-519-3709
f. The name, address, telephone number, fax number and e-mail of the representative responsible for administration of the HFF Polk program (this should be the Program Manager), under this Subcontract:	Program Manager’s Name: Shaneal Allen
	Address: HS10, P. O. Box 9005
	City/State/Zip Code: Bartow, FL 33813
	Phone Number & Ext: 863-534-5315
	Cell Number:
	Fax Number: 863-534-7042
	E-mail: shanealallen@polk-county.net
g. The name, address, telephone number, fax number and e-mail of the POLK backup representative (add position title) responsible for	Back-Up Contact’s Name: Tiara Dasher
	Address: HS10, P. O. Box 9005
	City/State/Zip Code: Bartow, FL 33813
	Phone Number & Ext: 863-534-5258

administration of the HF program under this Subcontract:	Cell Number:
	Fax Number: 863-534-7042
	E-mail: Tiaradasher@polk-county.net
h. The contact information of the Training Contact is the same as the Program Manager	
i. The name, address, telephone number, fax number and e-mail address of the Contract Specialist for this Subcontract are:	Suzie Godfrey, HFF Subcontract Specialist
	Healthy Families Florida
	111 North Gadsden Street, Suite 100
	Tallahassee, Florida 32301-1507
	Phone: 850-488-1752 x 104
	Fax:(850-488-5562
	Deliverables: Hffdeliverables@ounce.org
E-mail: sgodfrey@ounce.org	

Subcontract Exhibit A Section 4. – General Terms and Conditions Governing Performance, is hereby deleted and the following is inserted in lieu thereof:

EXHIBIT A SECTION 4: GENERAL TERMS AND CONDITIONS GOVERNING PERFORMANCE

A-4.1.1 Program or Service Specific Terms

- A-4.1.1 Accelerated Services:** HFF services offered to families who score 12 or less on the HFFAT in which they may move to Level 2 in less than six months once level change criteria have been met and may also complete services at an accelerated pace.
- A-4.1.2 Advisory Committee:** A group that advises/governs the activities of planning, implementation and/or assessment of program services. The group includes individuals who represent public and private agencies or organizations with knowledge of programmatic and administrative issues related to the provision of prevention services for families and their children and may also include child advocates and parent leaders.
- A-4.1.3 Amendment:** A document by which changes are made to an executed Subcontract. Changes requiring an amendment include, but are not limited to, adjustments in cost, services, time period and method of payment. Unless otherwise provided in the Subcontract, an amendment must be executed by both parties.
- A-4.1.4 Business Associate:** “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean PROVIDER.
- A-4.1.5 Case Staffing:** A meeting coordinated by the Provider with the Department of Children and Families (DCF), Community-Based Care staff, law enforcement agency and other service providers working with a family in the event a participant is referred to the Florida Abuse Hotline for an allegation of child maltreatment and the child protective investigation has a child maltreatment finding.
- A-4.1.6 Child Maltreatment:** Any willful act or threatened act that results in any physical, mental or sexual injury or harm that causes or is likely to cause the child’s physical, mental or emotional health to be significantly impaired. Child maltreatment includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute maltreatment when it does not result in harm to the child. Types of child maltreatment include physical, emotional, or sexual abuse, neglect or abandonment.
- A-4.1.7 Circle of Parents:** A mutual support and self-help program for parents that provides regular group meetings in a friendly, supportive environment led by parents and other caregivers.
- A-4.1.8 Connect:** Brand name for Coordinated Intake and Referral managed by Healthy Start Coalitions
- A-4.1.9 Coordinated Intake and Referral (CI&R):** A system that connects pregnant women, interconception women and families of children under the age of three to services to offset risk factors that may lead to poor pregnancy outcomes and/or poor developmental outcomes.

- A-4.1.10** CI&R Referral: A referral for services that comes to a HFF site through the CI&R system and is considered a positive screen
- A-4.1.11** Community-Based Care Lead Agency (CBC): A not-for-profit or government agency with which the Department Subcontracts for the delivery of foster care and related services.
- A-4.1.12** Community-Based Organization: A private or public agency that has the fiscal and administrative capacity to implement the Healthy Families Florida program and has experience in administering home visiting or other prevention programs.
- A-4.1.13** Covered Entity: “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean FAHSC.
- A-4.1.14** Child Protective Investigator (CPI): authorized agent in a professional position with the Department of Children and Families (Department) or a designated sheriff’s office with the authority and responsibility of investigating reports of child abuse, neglect or abandonment received by the Florida Abuse Hotline.
- A-4.1.15** Child Protection Services (CPS): Child welfare services including case management and judicial services following verified child maltreatment.
- A-4.1.16** Enhanced Services: Additional or supplementary services offered by the HFF site that go beyond traditional or accelerated HFF services. Examples include, but are not limited to, family specialist services, navigator services, and Circle of Parents Groups.
- A-4.1.17** Family Engagement Specialist (FES): A direct service staff member with responsibilities related to the engagement and enrollment of new families. The FES manages referrals, outreach to families referred, offers HFF services, conducts the HFFAT, connects families to other services in the community and maintains relationships with referral sources.
- A-4.1.18** Family Goal Plan: An individualized working document that identifies the primary participant’s family objectives and goals for home visiting services.
- A-4.1.19** Family Support Engagement Specialist (FSES): A direct services staff member who is a home visitor with responsibilities related to the engagement and enrollment of new families. The FSES manages referrals, outreach to families referred, conducts the HFFAT, offers HFF services, connects families to other services in the community and maintains relationships with referral sources. They are also responsible for building and maintaining an ongoing supportive relationship with families enrolled in home visiting services, initiating and maintaining regular long-term home visiting services, and providing referrals to other needed support services.
- A-4.1.20** Family Support Specialist (FSS): A direct service staff member who is a home visitor. The FSS is responsible for building and maintaining an ongoing supportive relationship with families enrolled in home visiting services, initiating and maintaining regular long-term home visiting services, and providing referrals to other needed support services.
- A-4.1.21** Florida Safe Families Network (FSFN): Formerly known as HS_n, this is the State of Florida's web based statewide-automated child welfare information system.
- A-4.1.22** Focus Child: A child whose birth resulted in the family being eligible for HFF services
- A-4.1.23** Full-Time Equivalent (FTE): A position or positions whose total time worked in a week equals 40 hours.
- A-4.1.24** Healthy Families America (HFA): A national initiative based at Prevent Child Abuse America that accredits Healthy Families programs and maintains the program standards that are based on a set of core critical program elements that are designed to ensure the quality of all Healthy Families statewide systems and independent affiliate programs by offering technical assistance, managing the accreditation process and sponsoring relevant research.
- A-4.1.25** Healthy Families Florida (HFF): A nationally accredited community-based, voluntary home visitation program that is proven to prevent child abuse and neglect and other poor childhood outcomes by promoting positive parent-child relationships and child health and development. Home visiting services begin prenatally or soon after the birth of the baby and can last up to five years depending on the unique needs of the family. Families are also linked to a medical provider

and other family support services they need during their participation in HFF. HFF is based on a set of research-based critical program elements and standards of the HFA model.

- A-4.1.26** Healthy Families Florida Assessment Tool (HFFAT): A validated risk assessment tool developed by HFF that considers the individual's history, strengths and current level of challenges that may place the newborn at high risk for poor childhood outcomes, including child maltreatment.
- A-4.1.27** Health Insurance Portability and Accountability Act (HIPAA): The Health Insurance Portability and Accountability Act of 1996, as amended.
- A-4.1.28** Healthy Families Parenting Inventory (HFPI): A valid and reliable outcome measure that was designed to examine change in nine parenting domains: Social Support, Problem-Solving, Depression, Personal Care, Mobilizing Resources, Role Satisfaction, Parent/Child Interaction, Home Environment and Parenting Efficacy.
- A-4.1.29** Healthy Start Prenatal Screening Instrument (Universal Screening Tool/Prenatal Risk Screen): An instrument developed jointly by HFF and the Florida Department of Health. It is voluntarily offered to all pregnant women seeking prenatal care in Florida and is designed to identify women who present with risk factors indicating a need for further assessment for Healthy Start or HFF.
- A-4.1.30** HIPAA Regulations: 45 Code of Federal Regulations, Parts 160, 162 and 164.
- A-4.1.31** HIPAA Rules: Shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- A-4.1.32** Hope Florida: Guides Floridians on an individualized path to prosperity, economic self-sufficiency, and hope by focusing on community collaboration between the private sector, faith based community, nonprofits, and government entities to break down traditional community silos, in an effort to maximize resources and uncover opportunities (Hope Navigation Program).
- A-4.1.33** Infant Risk Screen: A brief questionnaire administered shortly after the birth of a baby that helps the birthing facility to identify infants who are at increased risk of post-neonatal or infant mortality during the first year of life or at risk for adverse health and developmental outcomes.
- A-4.1.34** Limited English Proficient (LEP): LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.
- A-4.1.35** Mental Health Counselor: A licensed mental health counselor or clinical social worker who provides in-home counseling to participants who are experiencing mental health, substance abuse and/or domestic violence challenges.
- A-4.1.36** Mental Health Enhancement: A dual-model approach to expanding and enhancing Healthy Families services. The purpose of the enhancement is to improve access to treatment for participants experiencing substance abuse, mental health and domestic violence challenges. The model includes development of a Mental Health Counselor Program and a Behavioral Healthcare Navigator Program.
- A-4.1.37** Navigator: Assesses the participants' needs, develops a referral plan, coordinates referrals and conducts follow-up to ensure participants experiencing mental health, substance abuse and/or domestic violence challenges receive services from community providers.
- A-4.1.38** Other Child: Child other than the focus child living in the home of the HFF participant for whom the participant is the caregiver.
- A-4.1.39** Protected Health Information: Individually identifiable information created or received that relates to the past, present or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present or future payment for the provision of healthcare to an individual. See Title 45, CFR, Part 160.103.
- A-4.1.40** Prenatal Risk Screen: An instrument developed jointly by HFF and the Florida Department of Health. It is voluntarily offered to all pregnant women seeking prenatal care in Florida and is designed to identify women who present with risk factors indicating a need for further assessment for Healthy Start or HFF.

- A-4.1.41 Primary Participant: A mother, father or relative caregiver who is responsible for the target child and any non-target child living in the home.
- A-4.1.42 Program Manager: A professional who is responsible for the day-to-day operations, establishing collaborative partnerships, coordinating training and providing overall supervision of staff.
- A-4.1.43 Safety Plan: A plan created to control present or impending danger using the latest intrusive means appropriate to protect a child when a parent, caregiver, or legal custodian is unavailable, unwilling, or able to do so.
- A-4.1.44 Single Point of Contact (SPOC): Ensures effective communication with deaf or hard-of-hearing customers or companions
- A-4.1.45 State Fiscal Year (FY): A continuous twelve (12) calendar month period of time beginning on July 1 of each calendar year and ending on June 30 of each calendar year.
- A-4.1.46 Supervisor: A professional who is responsible for the ongoing supervision of a family support specialist or family engagement specialist.
- A-4.1.47 Targeted Geographic Service Delivery Area: A HFF service area within a county, multiple counties or a county that has a high incidence of child maltreatment or other risk factors identified by the Provider which may include population demographics, substance abuse, teen pregnancy or poverty.
- A-4.1.48 Target Population: All pregnant families and families with newborns who are at risk for adverse health and developmental outcomes, including but not limited to child maltreatment, who live in the service area of a HFF site.
- A-4.1.49 Traditional Services: HFF services offered to families who score 13 or more on the HFFAT or are receiving active CPS case management services. Traditional services follow all current HFA standards including minimum of six months on level one.
- A-4.1.50 Unable to Locate Referral (UTL): A referral from CI&R in which the family has not been contacted and an initial intake has not been completed. HFF sites are to conduct outreach and a record referral screen for services if the family is contacted. UTL is not considered a positive screen.
- A-4.1.51 Verified: When a preponderance of the credible evidence results in a determination that the specific injury, harm or threatened harm was the result of abuse or neglect, this finding is used.

Subcontract Exhibit B Section B-5. – **Client Eligibility**, is hereby deleted and the following is inserted in lieu thereof:

B-3 Client Eligibility.

B-5.1. Eligible primary participants are:

- B-5.1.1.** Clients who sign a Participant Agreement & Rights Form that includes an informed consent statement that the program is voluntary.
- B-5.1.2.** Clients who score “at risk” on initial risk screen or are referred by the Department, the Department of Juvenile Justice (DJJ), a Community Based Care Agency (CBC), Sheriff CPI or Early Childhood Court (ECC)
- B-5.1.3.** Expectant parents and parents or caregivers of newborns experiencing stressful life situations.
- B-5.1.4.** Clients who are at-risk families with children up to three (3) months of age at the time of the initial screen or referral.
- B-5.1.5.** Clients who live in a targeted geographic service delivery area.
- B-5.1.6.** Clients who have an open child protective investigation with pending findings of an allegation of child maltreatment.
- B-5.1.7.** Clients who are referred from the Florida Abuse Hotline
- B-5.1.8.** Clients who are actively receiving case management/child welfare services.
- B-5.1.9.** Clients who are actively engaged in Early Childhood Court services.

B-5.1.10. Pursuant to ss. 414.158(2)(a) and (b), F.S., eligible clients funded with Temporary Assistance to Needy Families shall meet the following criteria:

B-5.1.10.1. The family includes a pregnant woman or a parent with one of more minor children or a relative caregiver with one or more minor children; and

B-5.1.10.2. A voluntary assessment using the HFF assessment tool that indicates the family may benefit from services.

B-5.1.11. Pursuant to ss.414.095(2)(a), eligible clients funded with Temporary Assistance to Needy Families shall be a United States Citizen, or qualified non-citizen, as defined in ss.414.095(3), F.S.

B-5.1.12. Clients who receive Hope Florida Navigation services.

Subcontract Exhibit C Section **C-1.1.1. - Referrals for HFF Services** is hereby deleted and the following is inserted in lieu thereof:

C-1.1.1 Referrals for HFF Services - Initiate services prenatally and at the birth of the baby (according to HFF policies and procedures). Families living in the targeted areas identified in Exhibit B, Section 3 will be voluntarily screened for potential eligibility. All families with a positive screen for HFF or a referral from specific partners (Department of Children and Families, Community Based Care agencies, Sheriff Child Protective Investigators, Early Childhood Court or Department of Juvenile Justice) shall be offered the opportunity to participate in voluntary services.

C-1.1.1.1. Referrals from CI&R constitute a positive screen and may be from a Prenatal Risk Screen, Infant Screen or other source.

C-1.1.1.2. Referrals from the Department, CBCs, Department of Juvenile Justice and Early Childhood Court are considered positive screens and do not require use of the HFF Record Screen/Referral Form.

C-1.1.1.3. In counties where Sheriffs are local law enforcement child protective investigators, referrals from Sheriffs are considered positive screens and do not require use of the HFF Record Screen/Referral Form.

C-1.1.1.4. The HFF Record Screen/Referral Form will be used prenatally or postnatally for referrals from other agencies, self-referrals and in hospitals where an infant risk screen is not used. The Partner Referral Form will be used by specific partnering agencies (Department of Children and Families, Community Based Care agencies, Sheriff Child Protective Investigators, Early Childhood Court or Department of Juvenile Justice) to refer families to the program and bypass the scoring requirement.

C-1.1.1.5. The Department agrees to promote referrals to HFF by Hope Florida Navigators and the Hope Florida Line so that high-risk families are offered intensive coaching and support through the evidence based HFF program. These referrals are considered positive screens and do not require use of the HFF Record Screen/Referral Form.

Subcontract Exhibit C Section **C-2.1.1. - Staff Composition Table**, is hereby deleted and the following is inserted in lieu thereof:

C-2.1.1. Staff Composition Table

The staff composition funded by HFF dollars and contributions is identified in the following table.

Non-HFF Core Positions	Total # of FTEs	# of FTEs Funded by HFF Dollars	# of FTEs Funded by Cash Contributions	# of FTEs Funded by Other Funding
Secretary I	3	2.25	0.75	0
Secretary II	1	0.75	0.25	0
Clinician	1	0	0	1
Clinical Manger	1	0	0	1
SUBTOTAL FTE	6	3	1	2

HFF Core Positions	Total # of FTEs	# of FTEs Funded by HFF Dollars	# of FTEs Funded by Cash Contributions	# of FTEs Funded by Other Funding
Program Manager	1	0.75	0.25	0
Asst. Program Manager	2	2	0	0
Supervisors	5	3	0	2
FES	4	2.25	0.75	1
FSES I	16	9.75	3.25	3
FSES II	7	3	1	3
FSES III	3	1.5	0.5	1
SUBTOTAL FTE	38	22.25	5.75	10
TOTAL FTE	44	25.25	6.75	12

Attachment 3a - Budget and Revenue Summary is hereby deleted in its entirety and replaced with **Attachment 3c** - Request to Revise Budget with Amendment to reflect FY 2023-2024 revisions.

Attachment 8 – Single-Point-of-Contact (SPOC) is hereby deleted in its entirety and replaced with a revised **Attachment 8 - Single-Point-of-Contact (SPOC)** to reflect FY 2023-2024 revisions.

Attachment 9 - Organizational Chart is hereby deleted in its entirety and replaced with a revised **Attachment 9 - Organizational Chart** to reflect FY 2023-2024 revisions.

All provisions in the contract and any attachments thereto in conflict with this amendment are changed to conform with this amendment. All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract. This amendment and all its attachments are made a part of the contract.

In witness thereof, the parties hereto have caused this **13** page Subcontract to be executed by their undersigned officials as duly authorized.

Polk County, a political subdivision of the State of Florida.:

Signed by: _____

Name: _____

Title: _____

Date: _____

Provider Fiscal Year Ending Date: September 30, 2024

FEIN #: 59-6000809

Healthy Families Florida

Signed by: _____

Name: Rebekkah Sheetz

Title: Executive Director

Date: _____

Ounce of Prevention Fund of Florida

Signed by: _____

Name: Jennifer Ohlsen

Title: President/CEO

Date: _____

Ounce of Prevention Fund of Florida
 Healthy Families Florida
 Request to Revise Budget

3c-BUD REV (Amendment)

Funding Period: 7/1/2023 - 6/30/2024 Date: 10/18/2023
 Lead Entity: Polk County, a political subdivision of the State of Florida
 Project Name: HF Polk
 Contract#: 20-25-05

FOR HFF/HFF USE ONLY:
 APPROVAL _____

Categories and Line Items	CURRENT BUDGET					BUDGET CHANGES (+) INCREASES / (-) DECREASES					REVISED BUDGET				
	Total Cost of Program	HFF Grant Amount	Cash Contribution	In-kind Contribution	Other	Total Cost of Program	HFF Grant Amount	Cash Contribution	In-kind Contribution	Other	Total Cost of Program	HFF Grant Amount	Cash Contribution	In-kind Contribution	Other
Direct Expenses															
A. Salaries and Wages															
1. Program Manager (1 FTE)	\$101,018.01	\$75,094.11	\$25,923.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101,018.01	\$75,094.11	\$25,923.90	\$0.00	\$0.00
2. Supervisor (4 FTEs)	\$199,296.46	\$148,363.48	\$0.00	\$0.00	\$50,932.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199,296.46	\$148,363.48	\$0.00	\$0.00	\$50,932.98
3. Supervisor (1 FTE)	\$47,635.09	\$0.00	\$0.00	\$0.00	\$47,635.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,635.09	\$0.00	\$0.00	\$0.00	\$47,635.09
4. FES's (4 FTE) (5 FTE corrected to 4 FTE w/Amend 1)	\$155,972.48	\$87,672.31	\$29,224.13	\$0.00	\$39,076.04	\$3,941.60	\$3,941.60	\$0.00	\$0.00	\$0.00	\$159,914.08	\$91,613.91	\$29,224.13	\$0.00	\$39,076.04
5. FSES's I (16 FTEs) (Titles changed from FSS I w/Amend 1)	\$562,516.21	\$346,873.22	\$115,624.42	\$0.00	\$100,018.57	\$36,526.88	\$36,526.88	\$0.00	\$0.00	\$0.00	\$599,043.09	\$383,400.10	\$115,624.42	\$0.00	\$100,018.57
6. FSES's II (7 FTEs) (Titles changed from FSS II w/Amend 1)	\$247,599.45	\$107,412.08	\$35,804.02	\$0.00	\$104,383.35	\$15,539.68	\$15,539.68	\$0.00	\$0.00	\$0.00	\$263,139.13	\$122,951.76	\$35,804.02	\$0.00	\$104,383.35
7. FSES's III (3 FTEs) (Titles changed from FSS III w/Amend 1)	\$124,516.33	\$64,037.41	\$21,345.80	\$0.00	\$39,133.12	\$12,679.68	\$12,679.68	\$0.00	\$0.00	\$0.00	\$137,196.01	\$76,717.09	\$21,345.80	\$0.00	\$39,133.12
8. Secretary I (3 FTEs)	\$104,882.61	\$78,661.96	\$26,220.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,882.61	\$78,661.96	\$26,220.65	\$0.00	\$0.00
9. Secretary II (1 FTE)	\$37,213.21	\$27,909.91	\$9,303.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,213.21	\$27,909.91	\$9,303.30	\$0.00	\$0.00
10. Clinical Manager/Supervisor (.1 FTE)	\$66,228.55	\$0.00	\$0.00	\$0.00	\$66,228.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,228.55	\$0.00	\$0.00	\$0.00	\$66,228.55
11. Clinician (1 FTE)	\$61,165.51	\$0.00	\$0.00	\$0.00	\$61,165.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,165.51	\$0.00	\$0.00	\$0.00	\$61,165.51
12. APM (Program Supervisor (2 FTE)	\$112,147.65	\$112,147.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$112,147.65	\$112,147.65	\$0.00	\$0.00	\$0.00
Subtotal Salaries and Wages	\$1,820,192.36	\$1,048,842.13	\$262,777.02	\$0.00	\$508,573.21	\$68,687.84	\$68,687.84	\$0.00	\$0.00	\$0.00	\$1,888,880.20	\$1,117,529.97	\$262,777.02	\$0.00	\$508,573.21
B. Payroll Taxes and Benefits	\$797,047.32	\$328,673.32	\$233,048.08	\$0.00	\$235,325.92	\$13,435.34	\$13,435.34	\$0.00	\$0.00	\$0.00	\$810,482.66	\$342,108.66	\$233,048.08	\$0.00	\$235,325.92
C. Program Consultants and Contractual															
1. Background/Fingerprinting/ Screening	\$1,344.00	\$837.00	\$0.00	\$0.00	\$507.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,344.00	\$837.00	\$0.00	\$0.00	\$507.00
2. Pre-Employment Screening	\$10,134.00	\$0.00	\$0.00	\$0.00	\$10,134.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,134.00	\$0.00	\$0.00	\$0.00	\$10,134.00
3. Information Technology related charges	\$124,852.00	\$0.00	\$0.00	\$0.00	\$124,852.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124,852.00	\$0.00	\$0.00	\$0.00	\$124,852.00
Subtotal Program Consultants & Contractual	\$136,330.00	\$837.00	\$0.00	\$0.00	\$135,493.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$136,330.00	\$837.00	\$0.00	\$0.00	\$135,493.00
D. Other Consultants and Contractual															
1. Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Deaf and Hard of Hearing Services / Interpreting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Other Consultants and Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E. Participant Educational Materials															
1. Safety Items	\$4,000.30	\$1,313.67	\$1,686.63	\$0.00	\$1,000.00	\$10,686.33	\$10,686.33	\$0.00	\$0.00	\$0.00	\$14,686.63	\$12,000.00	\$1,686.63	\$0.00	\$1,000.00
2. Parent Education Materials	\$2,250.00	\$1,750.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	\$1,750.00	\$0.00	\$0.00	\$500.00
3. Children's Books and Developmental Toy	\$2,750.00	\$2,250.00	\$0.00	\$0.00	\$500.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$12,750.00	\$12,250.00	\$0.00	\$0.00	\$500.00
Subtotal Participant Educational Materials	\$9,000.30	\$5,313.67	\$1,686.63	\$0.00	\$2,000.00	\$20,686.33	\$20,686.33	\$0.00	\$0.00	\$0.00	\$29,686.63	\$26,000.00	\$1,686.63	\$0.00	\$2,000.00
F. Consumable Program Supplies	\$6,081.50	\$5,581.50	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,081.50	\$5,581.50	\$0.00	\$0.00	\$500.00
G. Assistance to Participants															
1. Education/Testing/Job Training Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Participant Incentives	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00
4. Emergency Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Other	\$8,293.38	\$6,293.38	\$0.00	\$0.00	\$2,000.00	\$15,519.04	\$15,519.04	\$0.00	\$0.00	\$0.00	\$23,812.42	\$21,812.42	\$0.00	\$0.00	\$2,000.00
Subtotal Assistance to Participants	\$9,493.38	\$7,493.38	\$0.00	\$0.00	\$2,000.00	\$15,519.04	\$15,519.04	\$0.00	\$0.00	\$0.00	\$25,012.42	\$23,012.42	\$0.00	\$0.00	\$2,000.00
H. Office Expenses															
1. Telephone	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
2. Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Postage and Shipping	\$2,500.00	\$1,500.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$1,500.00	\$0.00	\$0.00	\$1,000.00
4. Supplies	\$14,800.00	\$4,800.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,800.00	\$4,800.00	\$0.00	\$0.00	\$10,000.00
5. Copying	\$1,750.00	\$750.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00	\$750.00	\$0.00	\$0.00	\$1,000.00
Subtotal Office Expenses	\$49,050.00	\$7,050.00	\$0.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,050.00	\$7,050.00	\$0.00	\$0.00	\$42,000.00
I. Operating Capital Outlay															
1. Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Computers & Software	\$1,224.00	\$0.00	\$0.00	\$0.00	\$1,224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,224.00	\$0.00	\$0.00	\$0.00	\$1,224.00
3. Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Operating Capital Outlay	\$1,224.00	\$0.00	\$0.00	\$0.00	\$1,224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,224.00	\$0.00	\$0.00	\$0.00	\$1,224.00
J. Lease/Rent															
1. Equipment	\$18,665.00	\$0.00	\$0.00	\$0.00	\$18,665.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,665.00	\$0.00	\$0.00	\$0.00	\$18,665.00
2. Transportation	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
3. Building	\$1,152.00	\$0.00	\$0.00	\$0.00	\$1,152.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,152.00	\$0.00	\$0.00	\$0.00	\$1,152.00
Subtotal Lease/Rent	\$21,817.00	\$0.00	\$0.00	\$0.00	\$21,817.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,817.00	\$0.00	\$0.00	\$0.00	\$21,817.00
K. Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Ounce of Prevention Fund of Florida
 Healthy Families Florida
 Request to Revise Budget

3c-BUD REV (Amendment)

Categories and Line Items	CURRENT BUDGET					BUDGET CHANGES					REVISED BUDGET				
	Total Cost of Program	HFF Grant Amount	Cash Contribution	In-kind Contribution	Other	(+/-) INCREASES / (-) DECREASES					Total Cost of Program	HFF Grant Amount	Cash Contribution	In-kind Contribution	Other
						Total Cost of Program	HFF Grant Amount	Cash Contribution	In-kind Contribution	Other					
L. Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M. Staff Travel															
1. Home Visiting Travel Costs	\$46,192.00	\$25,632.00	\$0.00	\$0.00	\$20,560.00	\$19,224.00	\$19,224.00	\$0.00	\$0.00	\$0.00	\$65,416.00	\$44,856.00	\$0.00	\$0.00	\$20,560.00
2. Training Travel Costs	\$18,404.00	\$10,710.00	\$0.00	\$0.00	\$7,694.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,404.00	\$10,710.00	\$0.00	\$0.00	\$7,694.00
3. Conference (Other) Travel Costs	\$7,708.00	\$0.00	\$0.00	\$0.00	\$7,708.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,708.00	\$0.00	\$0.00	\$0.00	\$7,708.00
Subtotal Staff Travel	\$72,304.00	\$36,342.00	\$0.00	\$0.00	\$35,962.00	\$19,224.00	\$19,224.00	\$0.00	\$0.00	\$0.00	\$91,528.00	\$55,566.00	\$0.00	\$0.00	\$35,962.00
N. Conference Registration Fees and Staff Training Registration Fees															
1. Conference Registration Fees	\$6,300.00	\$5,300.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,300.00	\$5,300.00	\$0.00	\$0.00	\$1,000.00
2. Staff Training Registration Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Registration Fees	\$6,300.00	\$5,300.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,300.00	\$5,300.00	\$0.00	\$0.00	\$1,000.00
O. Membership Fees and Subscriptions															
1. HFA Affiliation Fee	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00
2. Membership Fees	\$1,200.00	\$900.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$900.00	\$0.00	\$0.00	\$700.00
3. Subscription Fees	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Subtotal Membership Fees and Subscriptions	\$8,300.00	\$7,900.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,300.00	\$7,900.00	\$0.00	\$0.00	\$800.00
P. Advertising	\$1,495.00	\$0.00	\$0.00	\$0.00	\$1,495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,495.00	\$0.00	\$0.00	\$0.00	\$1,495.00
Q. Outside Printing and Artwork	\$189.00	\$0.00	\$0.00	\$0.00	\$189.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$189.00	\$0.00	\$0.00	\$0.00	\$189.00
R. Other Allowable Costs															
1. Vehicle Maintenance	\$2,067.00	\$2,067.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,067.00	\$2,067.00	\$0.00	\$0.00	\$0.00
Subtotal Other Allowable Cost	\$2,067.00	\$2,067.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,067.00	\$2,067.00	\$0.00	\$0.00	\$0.00
DIRECT EXPENSES TOTAL	\$2,940,890.86	\$1,455,000.00	\$497,511.73	\$0.00	\$988,379.13	\$137,552.55	\$137,552.55	\$0.00	\$0.00	\$0.00	\$3,078,443.41	\$1,692,552.55	\$497,511.73	\$0.00	\$988,379.13
Administrative Expenses															
Allocated Management and General Overhead, not to exceed 10% of HFF grant amount	\$42,157.26	\$0.00	\$42,157.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,157.26	\$0.00	\$42,157.26	\$0.00	\$0.00
GRAND TOTAL (Direct and Administrative Expenses)	\$2,983,048.12	\$1,455,000.00	\$539,668.99	\$0.00	\$988,379.13	\$137,552.55	\$137,552.55	\$0.00	\$0.00	\$0.00	\$3,120,600.67	\$1,692,552.55	\$539,668.99	\$0.00	\$988,379.13

SINGLE-POINT-OF-CONTACT INFORMATION

Attachment 8

Instructions: Please provide the Single-Point-of-Contact information for the lead entity, project and, if applicable, one for each subcontractor.

Contract #: HF-20-25-05

Project Name: Healthy Families Polk

Date Completed:

Name	Date SPOC training completed	Position/ Title	Agency	Street Address	Mailing Address	Telephone Number	E-Mail Address
Sameka Cox	10/18/2023	Program Secretary	Healthy Families Polk	2135 Marshall Edwards Drive, Bartow, FL 33830	2135 Marshall Edwards Drive, Bartow, FL 33830	863-534-5257	SamekaCox@polk-county.net

I attest that the above named staff has completed the SPOC training and the completion certificates are in their personnel file.

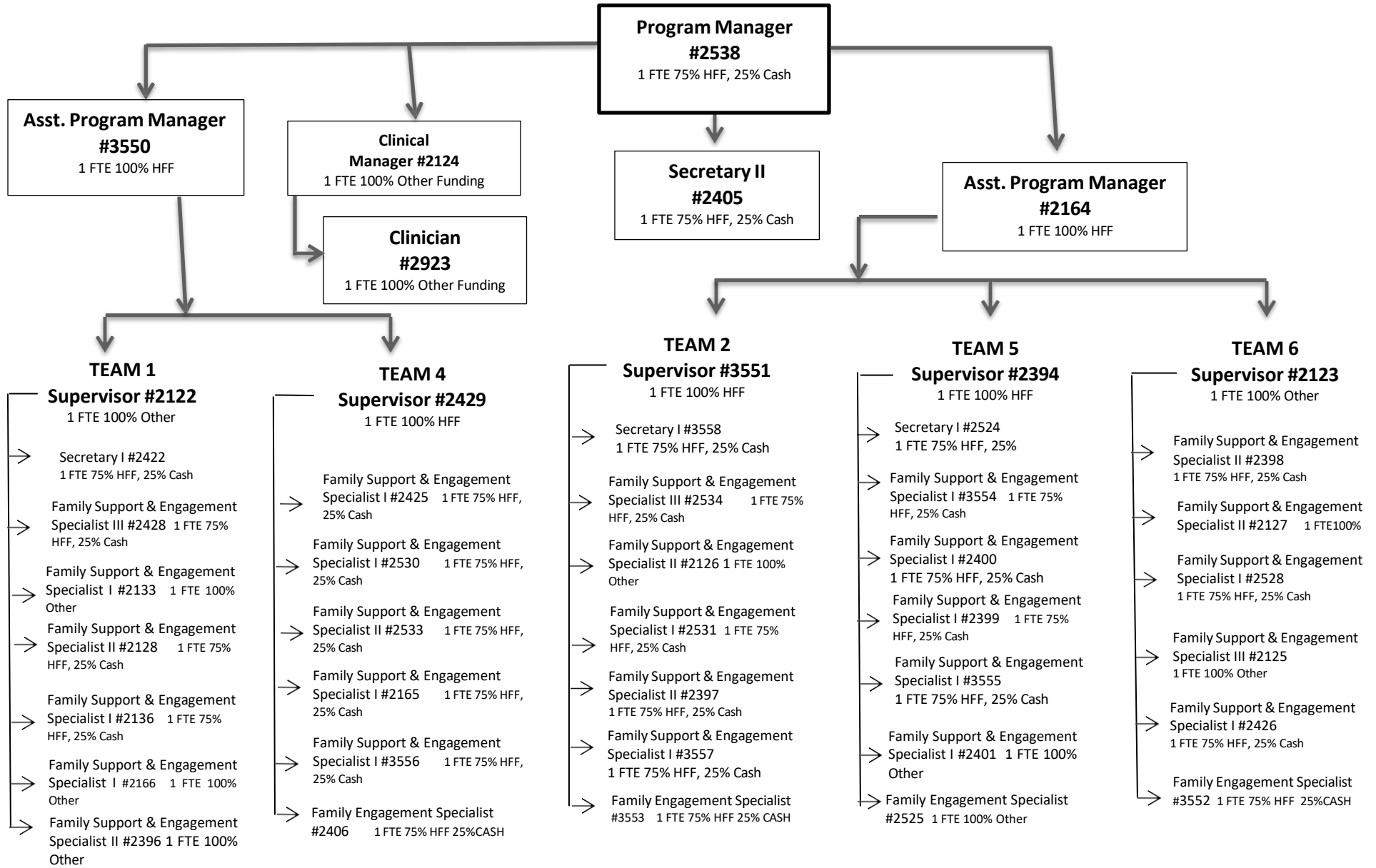
Program Manager: Shaneal Allen

Date: 10/18/2023

Healthy Families

Attachment 9

Fiscal Year 2023-2024



	FY 17/18	FY 18/19	FY 20/19	FY 20/21	FY 21/22	FY22/23	FY 23/24
Health & Human Services – Healthy Families FTE:	45.00	45.00	45.00	45.00	44.00	44.00	44.00