

**FIRST AMENDMENT TO AN AMERICAN RESCUE PLAN LOCAL FISCAL
RECOVERY FUNDING AGREEMENT BETWEEN POLK COUNTY AND POLK
COUNTY SCHOOL READINESS COALITION, INC.**

THIS FIRST AMENDMENT ("Amendment") to an American Rescue Plan Local Fiscal Recovery Funding Agreement is entered into as of February 20, 2024 the ("Amendment Effective Date") by and between Polk County (the "County"), a political subdivision of the State of Florida, and Polk County School Readiness Coalition, Inc. ("Recipient"), a Florida not for profit corporation;

WHEREAS, the County and Recipient entered an American Rescue Plan Local Fiscal Recovery Funding Agreement (the "Agreement") dated March 15, 2022, and

WHEREAS, to update and clarify the Recipient's use of the Recipient Funds, the parties have agreed to a revised Agreement Scope of Use;

NOW, THEREFORE, in consideration of the mutual covenants stated in this Amendment and other valuable consideration, the parties hereby agree as follows:

1. The recitals stated above are true, correct, and the bases for this Amendment.
2. Unless otherwise defined herein, the terms used in this Amendment are defined in the Agreement.
3. As of the Amendment Effective Date, Agreement Exhibit "A" Scope of Use is amended and restated in its entirety by the Amended and Restated Scope of Use attached to and made a part of this Amendment as Exhibit "A."
4. The Agreement as revised by this Amendment continues in force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the Amendment Effective Date.

Polk County School Readiness Coalition, INC.,
a Florida not for profit corporation

By: Marc Hutek

Name: MARC HUTEK

Title: CEO

ATTEST: Cheryl Kelly

By: Cheryl Kelly

Name: Cheryl Kelly

Title: Deputy Director

POLK COUNTY, a political
subdivision of the State of Florida

By: _____

W.C. Braswell, Chair
Board of County Commissioners

ATTEST:

Stacy M. Butterfield, Clerk of the Board

By: _____
Deputy Clerk

Date Signed by County: _____

Reviewed as to form and legal sufficiency:

County Attorney's Office

EXHIBIT "A"
SCOPE OF USE

Party we are entering the agreement with:

Early Learning Coalition of Polk County

Purpose of the program awarded the funding:

The Coalition will be purchasing program supplies including, health and safety items, educational items, early literacy support material and training supplies.

Community to be served:

The Coalition provide much needed support to children enrolled Coalition funded childcare services and their families as well as childcare providers.

Amount of the agreement:

\$75,000

Performance Measures for the program:

1. Provide a list of clients who will be supplied with materials including health and safety items.
2. Provide a list of the educational items and the support for the children and families
3. List of all early literacy support materials, educational supplies, medical supplies and training supplies
4. Provide copies of 3 months of utility bills which must include: October, November and December and continue to provide these bills throughout the entire process.

Federal required documentation to validate reimbursement

1. Quote packages if applicable
2. Invoices
3. Proof of payment
 - a. Check and bank statement
 - b. Money order
 - c. Cash receipt
 - d. Electronic receipt
 - e. Bank statement
4. Payroll records (required to show time and wage)
 - a. Timecards (include name and date)
 - b. Proof of payment to employee

Project timeframes:

January 2022-December 2022 to track progress at quarterly intervals beginning at the mark of the first event.

Quarterly deadlines to be reported to the Budget Office as follows or until the funding has been completely disbursed at which time additional dates will be given:

- April 5, 2022 covering the period January 2022-March 2022
- July 5, 2022 for the period April 2022-June 2022
- October 5, 2022 for the period July 2022-September 2022
- January 5, 2023 for the period October 2022-December 2022

Disbursement of funding:

Reimbursement process, receipts should be bundled in \$5,000 packages, attaching all receipts to this document. A form will be provided for this process.

In the event all funding is not utilized:

The organization will need to submit another proposal/application. In the new proposal, the awardee must detail why the supplemental items will be needed. The new proposal/application is not a guaranteed approval by the Board.

Administrative Fees

Not to exceed 10% of total award

Polk County - American Rescue Plan Budget

2021-2022

Available Funding -- \$75,000

Proposed

1 TOTAL REVENUE

\$75,000.00

2 Client Support Materials

\$25,000.00

3 Early Literacy Support Materials

\$26,000.00

4 Educational and Program Supplies

\$5,000.00

5 Medical Supplies

\$13,625.00

6 Training Supplies

\$1,500.00

7 Administrative Expenses

\$3,875.00

8 TOTAL EXPENSES

\$75,000.00