

THE OUNCE OF PREVENTION FUND OF FLORIDA

SUBCONTRACT AMENDMENT

AMENDMENT #0008 FY2022-2023

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.

Attachment 3c – Request to Revise Budget with Amendment is hereby deleted in its entirety and replaced with a revised **Attachment 3c** - Budget and Revenue Summary for funding movement among approved categories FY 22-23.

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 4 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, 2023

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: _____

Date: 4/26/2023

Funding Period: 07/01/22-06/30/23
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					REVISED BUDGET				
							(*) INCREASES (+) DECREASES									
		Total Cost of Program	HFF Grant	Cash Contrib.	In-kind Contrib.	Other	Total Cost of Program	HFF Grant	Cash Contrib.	In-kind Contrib.	Other	Total Cost of Program	HFF Grant	Cash Contrib.	In-kind Contrib.	Other
Direct Expenses	A. Salaries and Wages															
	1. Program Manager (1FTE)	\$86,115.84	\$73,198.46	\$12,917.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,115.84	\$73,198.46	\$12,917.38	\$0.00	\$0.00
	2. Supervisor (4 FTEs)	\$177,622.08	\$134,095.44	\$0.00	\$0.00	\$43,536.64	\$414.24	\$0.00	\$0.00	\$0.00	\$414.24	\$178,036.32	\$134,095.44	\$0.00	\$0.00	\$43,950.88
	3. Supervisor (1 FTE)	\$43,536.64	\$0.00	\$0.00	\$0.00	\$43,536.64	\$414.24	\$0.00	\$0.00	\$0.00	\$414.24	\$43,122.40	\$0.00	\$0.00	\$0.00	\$43,122.40
	4. FESS (4 FTE)	\$128,487.04	\$81,910.49	\$14,454.79	\$0.00	\$32,121.76	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$123,487.04	\$76,910.49	\$14,454.79	\$0.00	\$32,121.76
	5. FESS (16 FTEs)	\$478,560.16	\$293,833.56	\$97,944.52	\$0.00	\$86,782.08	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$398,560.16	\$213,833.56	\$87,944.52	\$0.00	\$86,782.08
	6. FESS (17 FTEs)	\$227,983.68	\$116,041.73	\$20,477.95	\$0.00	\$91,464.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$190,983.68	\$79,041.73	\$20,477.95	\$0.00	\$91,464.00
	7. FESS (13 FTEs)	\$106,469.12	\$46,838.84	\$27,508.52	\$0.00	\$32,121.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,469.12	\$46,838.84	\$27,508.52	\$0.00	\$32,121.76
	8. Secretary (3 FTEs)	\$91,464.00	\$59,451.60	\$32,012.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$91,464.00	\$59,451.60	\$32,012.40	\$0.00	\$0.00
	9. Secretary II (1 FTE)	\$22,121.76	\$24,091.32	\$6,030.44	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$27,121.76	\$39,091.32	\$8,030.44	\$0.00	\$0.00
	10. Clinical Manager/Supervisor	\$59,779.68	\$0.00	\$0.00	\$0.00	\$59,779.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,779.68	\$0.00	\$0.00	\$0.00	\$59,779.68
	11. Clinician (1 FTE)	\$48,385.60	\$0.00	\$0.00	\$0.00	\$48,385.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,385.60	\$0.00	\$0.00	\$0.00	\$48,385.60
12. APM (Program Supervisor (2 FTE)	\$99,778.40	\$99,778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99,778.40	\$99,778.40	\$0.00	\$0.00	\$0.00	
Subtotal Salaries and Wages		\$1,590,304.00	\$929,229.84	\$213,346.00	\$0.00	\$437,728.16	(\$127,000.00)	(\$127,000.00)	\$0.00	\$0.00	\$0.00	\$1,463,304.00	\$802,229.84	\$213,346.00	\$0.00	\$437,728.16
B. Payroll Taxes and Benefits		\$765,738.18	\$427,877.78	\$104,878.77	\$0.00	\$232,981.63	(\$51,682.61)	(\$48,682.61)	\$0.00	\$0.00	(\$3,000.00)	\$714,055.57	\$379,195.17	\$104,878.77	\$0.00	\$229,981.63
C. Program Consultants and Contractual																
1. Background Screening		\$1,045.00	\$845.00	\$0.00	\$0.00	\$200.00	(\$228.36)	(\$228.36)	\$0.00	\$0.00	\$0.00	\$816.64	\$616.64	\$0.00	\$0.00	\$200.00
2. Pre-Employment Screening		\$6,599.00	\$0.00	\$0.00	\$0.00	\$6,599.00	\$228.36	\$228.36	\$0.00	\$0.00	\$0.00	\$6,827.36	\$228.36	\$0.00	\$0.00	\$6,599.00
3. IT Base Service Expense		\$110,074.00	\$0.00	\$0.00	\$0.00	\$110,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,074.00	\$0.00	\$0.00	\$0.00	\$110,074.00
Subtotal Program Consultants & Contractual		\$117,818.00	\$845.00	\$0.00	\$0.00	\$116,673.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,818.00	\$845.00	\$0.00	\$0.00	\$116,673.00
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. ADA 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		\$3,900.00	\$2,000.00	\$0.00	\$0.00	\$1,900.00	\$6,118.50	\$6,118.50	\$0.00	\$0.00	\$0.00	\$9,618.50	\$8,118.50	\$0.00	\$0.00	\$1,500.00
2. Educational 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 Toys		\$2,750.00	\$2,250.00	\$0.00	\$0.00	\$500.00	\$9,491.88	\$9,491.88	\$0.00	\$0.00	\$0.00	\$12,241.88	\$11,741.88	\$0.00	\$0.00	\$500.00
Subtotal Participant Educational Materials		\$8,900.00	\$6,000.00	\$0.00	\$0.00	\$2,900.00	\$15,610.38	\$15,610.38	\$0.00	\$0.00	\$0.00	\$24,110.38	\$21,610.38	\$0.00	\$0.00	\$2,500.00
F. Consumable Program Supplies		\$5,083.00	\$4,083.00	\$0.00	\$0.00	\$1,000.00	\$205.00	\$205.00	\$0.00	\$0.00	\$0.00	\$5,288.00	\$4,288.00	\$0.00	\$0.00	\$1,000.00
G. Assistance to Participants																
1. Participant Incentives - Bus Passes		\$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. 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
3. Client Supplies		\$9,751.00	\$7,650.00	\$0.00	\$0.00	\$2,101.00	\$12,217.23	\$12,217.23	\$0.00	\$0.00	\$0.00	\$21,968.23	\$19,867.23	\$0.00	\$0.00	\$2,101.00
Subtotal Assistance to Participants		\$10,951.00	\$8,850.00	\$0.00	\$0.00	\$2,101.00	\$12,217.23	\$12,217.23	\$0.00	\$0.00	\$0.00	\$23,168.23	\$21,067.23	\$0.00	\$0.00	\$2,101.00
H. Office Expenses																
1. Telephone		\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	(\$539.84)	\$0.00	\$0.00	\$0.00	(\$539.84)	\$29,460.16	\$0.00	\$0.00	\$0.00	\$29,460.16
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		\$2,600.00	\$1,100.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00	\$1,100.00	\$0.00	\$0.00	\$1,500.00
4. Supplies		\$16,023.54	\$4,689.33	\$0.00	\$0.00	\$11,334.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,023.54	\$4,689.33	\$0.00	\$0.00	\$11,334.21
5. Copying		\$2,900.00	\$2,000.00	\$0.00	\$0.00	\$900.00	\$539.84	\$0.00	\$0.00	\$0.00	\$539.84	\$3,039.84	\$2,000.00	\$0.00	\$0.00	\$1,039.84
Subtotal Office Expenses		\$51,123.54	\$7,799.33	\$0.00	\$0.00	\$43,324.21	(\$539.84)	\$0.00	\$0.00	\$0.00	(\$539.84)	\$51,123.54	\$7,799.33	\$0.00	\$0.00	\$43,324.21
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		\$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		\$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
J. Lease/Rent																
1. Equipment		\$21,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00
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. Building		\$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 Lease/Rent		\$21,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00
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
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

Categories and Line Items	CURRENT BUDGET					BUDGET CHANGES (+) INCREASES / (-) DECREASES					REVISED BUDGET				
	Total Cost of Program	HFF Grant	Cash Contrib.	In-kind Contrib.	Other	Total Cost of Program	HFF Grant	Cash Contrib.	In-kind Contrib.	Other	Total Cost of Program	HFF Grant	Cash Contrib.	In-kind Contrib.	Other
M. Staff Travel															
1. Home Visiting Travel Costs	\$40,140.00	\$16,340.00	\$0.00	\$0.00	\$23,800.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$64,140.00	\$40,340.00	\$0.00	\$0.00	\$23,800.00
2. Training Travel Costs	\$13,175.29	\$9,175.29	\$0.00	\$0.00	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,600.00	\$18,275.29	\$10,675.29	\$0.00	\$0.00	\$7,600.00
3. Conference Travel Costs	\$1,868.00	\$768.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,968.00	\$768.00	\$0.00	\$0.00	\$1,200.00
Subtotal Staff Travel	\$55,283.29	\$25,283.29	\$0.00	\$0.00	\$30,000.00	\$25,100.00	\$25,100.00	\$0.00	\$0.00	\$2,600.00	\$84,383.29	\$51,783.29	\$0.00	\$0.00	\$32,600.00
N. Conference Registration Fees and Staff Training Registration Fees															
	\$6,300.00	\$5,300.00	\$0.00	\$0.00	\$1,000.00	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$0.00	\$7,450.00	\$6,450.00	\$0.00	\$0.00	\$1,000.00
O. Membership Fees and Subscriptions															
1. HEA 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	\$700.00	\$600.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$600.00	\$0.00	\$0.00	\$200.00
3. Subscription 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 Membership Fees and Subscriptions	\$7,700.00	\$7,500.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,700.00	\$7,500.00	\$0.00	\$0.00	\$200.00
P. Advertising															
	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Q. Outside Printing and Artwork															
	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
R. Other Allowable Costs (incl. furniture less than \$1,000)															
1. Vehicle Maintenance	\$2,561.00	\$2,561.00	\$0.00	\$0.00	\$0.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	\$2,671.00	\$2,561.00	\$0.00	\$0.00	\$110.00
2. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00	\$0.00	\$0.00	\$0.00	\$290.00	\$290.00	\$0.00	\$0.00	\$0.00	\$290.00
Subtotal Other Allowable Cost	\$2,561.00	\$2,561.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$2,961.00	\$2,561.00	\$0.00	\$0.00	\$400.00
DIRECT EXPENSES TOTAL	\$2,633,262.01	\$1,425,329.24	\$318,224.77	\$0.00	\$889,708.00	(\$120,000.00)	(\$120,000.00)	\$0.00	\$0.00	\$0.00	\$2,513,262.01	\$1,305,329.24	\$318,224.77	\$0.00	\$889,708.00
Administrative Expenses															
Allocated Management and General Overhead, not to exceed 10% of HFF grant amount	\$24,810.99	\$15,785.76	\$9,025.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,810.99	\$15,785.76	\$9,025.23	\$0.00	\$0.00
GRAND TOTAL (Direct and Administrative Expenses)	\$2,658,073.00	\$1,441,115.00	\$327,250.00	\$0.00	\$889,708.00	(\$120,000.00)	(\$120,000.00)	\$0.00	\$0.00	\$0.00	\$2,538,073.00	\$1,321,115.00	\$327,250.00	\$0.00	\$889,708.00