



ANNUAL BOARD MEETING
September 20 2017; 10:30 a.m.
Renaissance Resort World Golf Village

TENTATIVE AGENDA

****Action Item***

I. Call to Order/Roll Call

II. Public Comment

III. Review of Delegation of Authority Items

IV. Approval of June 21, 2017 Board Meeting Minutes*

V. Staff and Committee Reports

A. CEO Report

1. Review of ELCNF 2017 Board Self Evaluation Compiled Results- **HANDOUT**

B. 4th Quarter Program Update

C. 4th Quarter Early Literacy Report

D. Executive Administrative Committee

Draft of August 9, 2017 Exec/Admin Meeting Minutes- Informational

Consent Agenda:

1. Ratify Approval of Financials as of June 30, 2017*

2. Ratify Approval of ELC North Florida Budget Revision #5

3. Ratify Approval of ECS 2017/18 Contract Amendment #0001-17*

4. Ratify Approval of North Florida 17-18 OAMI Grant Agreement*

5. Ratify Approval of 2017-18 COOP*

VI. New/Unfinished Business

A. Summary of D Bell Annual Evaluation- **HANDOUT**

B. Approval of Revisions to the Coalitions Personnel Policies and Procedures Manual*

C. Approval of Revisions to the Coalitions Accounting and Financial Procedures and Policies*

D. Approval of Revisions to the Coalitions Procurement of Commodities and / or Contractual Services Policies and Procedures Manual*

E. Approval of B. Graham/R. Williams/T. Little/J. Stanton, to attend the 2017 National Summit on Education reform* (Nov.29-Dec. 1, Nashville, TN)

F. Approval of IT/Cloud Services with WWIT / Compass MSP*

G. Approval of Disposal of Inventory*

H. Review of Board Membership

I. Election of Officers* **HANDOUT To be emailed for nominations prior to meeting**

J. Standing Committee Discussion and Sign-Up **HANDOUT to be emailed for sign up prior to meeting**

K. Code of Ethics **HANDOUT**

L. Conflict of Interest **HANDOUT**

VII. Board Absenteeism Log – INFORMATIONAL

VIII. Board Comment

IX. Next Meetings

- Wednesday, November 1, 2017, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 6, 2017, 2:00 p.m. – Board Meeting Renaissance World Golf Village and Convention Center Caddy Shack Restaurant

X. Adjournment*

I. Call to Order/Roll Call

II. Public Comment

III. Review of Delegation of Authority Items

**IV. Approval of June 24, 2017
Board Meeting Minutes***

***ACTION ITEM**

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Legends 1 Meeting room

June 21, 2017

10:30 a.m.

ATTENDANCE

Members Present:

Renee Williams, *Treasurer*
Mike Siragusa
Brian Graham, *Vice Chair*
Mala Ramoutar
Joy Stanton
Adam Deputy
Teresa Matheny, ECS
Ron Coleman
Brian McElhone
Amy Lane
Theresa Little
Kristi Simpkins
Jeb Smith

Members Absent:

Angelia Hough, EXCUSED
Myrna Allen, EXCUSED
Vina Delcomyn, EXCUSED
Nancy Pearson, EXCUSED
Cynthia Kent, EXCUSED

Staff Present:

Dawn Bell, Chief Executive Officer
Kim Brumfield, Office Manager
Tajaro Dixon, Grants and Operations Manager
Joan Whitson, Early Literacy Coordinator

Others Present:

Ginny Leveto-Dozier, Volunteer

CALL TO ORDER / ROLL CALL

R. Williams, Board Treasurer called the meeting to order at 10:36 am. Roll was taken by K. Brumfield; quorum was met, with 12 of the 19 board members in attendance.

PUBLIC COMMENT

No public comment

REVIEW OF DELEGATION OF AUTHORITY ITEMS

THESE ITEMS WILL BE IN THE NEXT BOARD PACKET FOR THE SEPTEMBER MEETING

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents are made available at each regular board meeting for board review. Delegation items were passed around with no discussion or questions on the items reviewed.

Board Meeting June 21, 2017

APPROVAL OF MARCH 22, 2017 BOARD MEETING MINUTES*

- 1.** R. Coleman motioned to approve the March 22, 2017 Board Meeting Minutes, as presented. T. Little seconded the motion. No discussion-motion passed unanimously.

STAFF AND COMMITTEE REPORTS

3RD QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

Coalition Activities:

- The annual CEO Succession Plan "Handoff Report" (Summary of all Coalition Accounts /Operations) was updated by staff in January.
- Coalition staff have completed the annual refresher Data Security training in January and the review of Information Technology policies in March.
- This year's record archiving (hard copy and digital) is on track and will be completed on time.
- The 2017/2018 Sub-recipient Contract Monitoring Schedule and Narrative Plan was completed (and is part of the School Readiness Plan Amendment #10 – included in the board packet today for approval).
- New travel regulations have come out from OEL/DOE that are effective July 1, 2017. The Coalition and ECS are still awaiting the official guidance before processing policy revisions for board approval.

Programmatic:

ECS (Episcopal Children's Services) On-Site Monitoring:

- The 2016/2017 Third Quarter Monitoring was performed April 24 – May 5, 2017. This monitoring included all OEL required "eligibility" criteria, SR Plan Compliance: Unified Waiting List, Child Care Provider Monitoring (and SR Provider Contract Requirements), and the Fiscal Non-Direct Costs review. This review is currently in the Draft report stage. The Final report summary will be given on the next quarterly program report.
- The 2016/2017 Fourth Quarter Monitoring is scheduled for July 24 – August 4, 2017. This monitoring will include all OEL required "eligibility" criteria, SR Plan Compliance: Quality Performance Report, the Fiscal Non-Direct Costs review, and the Year-end Fiscal Overview. An update on this monitoring will be given on the next quarterly program report.

ALL full reports are available upon request.

CEO REPORT

D. Bell took this time to honor our board members transitioning off, Mary Ann Holonchock and Mike Siragusa.

3RD QUARTER EARLY LITERACY REPORT

J. Whitson reported on the following items:

Highlights:

Early Educators Conference: Saturday, January 21, Sullivan Hall, Fleming Island. The conference featured a day with the “Ooey Goey Lady” aka Lisa Murphy. Lisa is a popular International speaker who has become best known for her ability to link hands-on activities to educational standards creating play-based early childhood environments. 300 were in attendance. CEU’s and in-service hours are provided. Kaplan Early Learning Co. was the sponsor of the 2016 Pre-school teacher of the year award.

Toddler Sensory Day: March 8th. The Kiwanis Club of St. Augustine sponsored this event at the Southeast Branch Library in St. Augustine. The ELC provided activities and arranged for the Cat in the Hat to make a special visit.

Early Literacy Outreach Activities:

Florida Simultaneous Reading Event January 25, 2017: Providers read the same book on the same day. This year’s book for infants and toddlers was “From Head to Toe” by Eric Carle and “I Don’t Want to be a Frog” by Dev Petty. The ELC of North Florida gave out FREE copies of each of book along with activity extension packets to all centers/schools represented at the early educators conference.

Ferst Foundation Book Program: In March the Ferst Foundation book program was expanded to Baker and Bradford Counties. Now Nassau, Bradford and Baker school readiness children ages 0-4 1/2 can receive a FREE book once a month in the mail if they sign up for the program. Currently there are a total of 178 children signed up for the program. The Ferst Foundation bills the ELC monthly \$3.00 a month for each child for a total of \$36.00 a year per child.

Putnam United Way Book Bags: A \$5,000 grant was given to Episcopal Children’s Services to purchase books and distribute to pre-school children in Putnam County. In February ECS and ELC staff and volunteers assembled and delivered close to 700 bags to 21 different centers/schools and 11 Family Child Care Homes.

Dr. Seuss Week: During the first week of March in celebration of Dr. Seuss’s birthday eight Dr. Seuss book themed literacy programs were put on in Clay, Putnam and St. Johns Counties. Story time with special guest the “Cat in the Hat” along with activities all relating to different Dr. Seuss books. At the end each child receives a Dr. Seuss book to take home and each classroom receives a

large variety set of Dr. Seuss books for their classroom. The centers who received programs were chosen from a drawing at the early educator's conference.

Reading with Ronald: In participation of Children's Week at the state capital Episcopal Children's Services scheduled six Reading with Ronald story time field trips in a different center in each of our six counties. Ronald McDonald was the special guest and at the end of each program the ELC provided a FREE book for each child attending. 775 children attended these events.

Ginny L. Dozier, Reading Pal Volunteer and R.S.V.P. Volunteer of the year presented how she volunteers in the schools with the children.

NEW / UNFINISHED BUSINESS

APPROVAL OF THE 2016/17 REALIGNMENT /QUALITY DOLLARS*

To be in compliance of completing the 2016-2017 budget year within the 1.5% margin, shifting of budget categories may be necessary. We request to move any unused Administrative Dollars to any OCA item as needed

2. R. Williams motioned the Approval of the 2016-17 Budget Realignment / Admin Dollars. R. Coleman seconded the motion. No discussion-motion passed unanimously.

At this point 11:05 am, Vice Chair, Brian Graham joined the meeting, making quorum 13 of 19 members.

APPROVAL OF FINANCIALS AS OF APRIL 30, 2017*

The following reports were included in the packet for review as of April 30, 2017:

- Finance Manager Report – Narrative
- Finance Profit & Loss
- Budget vs. Actual
- Balance Sheet

P. Larkin highlighted the following from the Finance Manager Report:

April 2017 Financial Information

Financial Statements

The 3rd quarter monitoring of ECS was been completed and the final report has been accepted. Moss, Krusick & Assoc. have begun their field work beginning the week of June 5th. April 2017 Financial Statements have been used for this report as these are the most recently reconciled reports.

School Readiness Grant Requirements and other significant data:

Administrative Costs must be below 5% of the grant expenditure

- Costs are currently 4.22 %

Direct costs for child care services (slots) must above 78% of the grant expenditure

- Expenditures are currently 78.91%

- Average children served per month through April 2017 is 3,581.

Total Grant Expenditure on Direct Services (slots, without advance) - \$ 9,629,334.

Total Grant Expenditure for Administration & Indirect Services - \$ 1,201,542.

Percentage of Grant year: 83 %

Percentage of Grant expended for the year: 77.85 %

Voluntary Pre-K Grant Requirements and other significant data:

Administrative Monitoring and Eligibility Costs must be below 4% of the grant expenditure

- Costs are currently 3.29 %

Total Grant Expenditure on Direct Services - \$ 11,244,700.

Total Grant Expenditure on Administration & Indirect Services- \$ 369,392

Percentage of Grant year: 83 %

Percentage of Grant expended for the year (without advance): 91.65 %

Average Children Served per Month through April 2017 is 4,789.

Summary

SR – School Readiness

- The coalition is .78 % below the maximum threshold for administrative services.
- The coalition is .91 % above the minimum threshold for direct services.

VPK – Coalition Pre-K:

- The coalition is .71 % below the maximum threshold for administrative services.

- 3.** R. Coleman motioned the Approval of financials as of April 30, 2017. R. Williams seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF ECS 2017-18 ECS CONTRACT*

As the Coalition has been satisfied with Episcopal Children’s services (ECS) delivery of services in contract year 2016/2017 (and all applicable prior years), the Coalition will continue contracting with ECS for 2017/2018.

2017/2018 would be ECS’s second year of a possible three year term from the RFP (Request for Proposals) awarded by the ELC Board of Directors March 16, 2016.

T. Matheny Recused herself from voting

- 4.** M. Siragusa motioned the Approval of ECS 2017-18 Primary Service Provider Contract. K. Simpkins seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL*

Revisions:

HR303 – Holidays, added Good Friday (the Friday preceding Easter Sunday March/April).

HR402 – Timekeeping/Personnel Activity Reports (PAR's), added signed, scanned PAR's may be e-mailed to the Office Manager if an employee is not physically located at the administrative office when they are due. Also added the reference 668.004 Florida Statutes "*electronic signatures*", which gives the authority to do this.

HR610 – Employee Termination, added "Severance Benefits" section selected from an AELC (Association of Early Learning Coalitions) Survey - for long term employees - should there ever be a workforce reduction. Severance payments would be based on available funding. Also added section titles.

- 5.** T. Little motioned Approval of the revisions to the personnel policies and procedures manual. A. Deputy seconded the motion. No Discussion- motion passed unanimously.

APPROVAL OF SCHOOL READINESS PLAN AMENDMENT #10*

Revisions:

The following items were updated due to needed updates, regulations, and changes in processes:

III. Quality Activities and Services:

A. Child Care Resources and Referral (CCR&R) and School-Aged Care

B. Infant and Toddler Early Learning Programs

Attachment II D PSP Combined Eligibility Policies 052617* (*also updated due to Portal*)

The following items are OEL-required annual updates:

- II. Implementation. A. Minimum Children to be Served by Care Level
- III. Quality Activities and Services, D. Quality Performance Report sections (b) and (c)
- Attachment II F ELC Sliding Fee Scale for Parent Co-Payment Form eff 070117
- Attachment V A ELC 1718 ECS Monitoring Plan narrative 041717
- Attachment V A ELC 1718 Monitoring Schedule 040717

The following items were updated due to processes being more automated now with the OEL Family Portal:

- Attachment II B PSP SRAD19 SPE Family Portal App Pol-Proc 052517

Attachment II D PSP Combined Eligibility Policies 052617* *(also updated due to updates, regulations, and changes in processes)*

6. R. Coleman motioned Approval of the SR Plan Amendment #10. R. Williams seconded the motion. No Discussion- motion passed unanimously

APPROVAL OF THE REVISIONS TO THE EARLY LEARNING COALITION OF NORTH FLORIDA'S ANTI-FRAUD PLAN FOR 2017-18*

The OEL deadline for all annual revisions is June 30.

Revisions:

1. Add the fiscal year of the Plan
2. Changed job title from "Special Projects/Fraud Prevention Specialist" to "Project Compliance Specialist"
3. Changed job title from "Training Manager" to "Training Director"
4. Updated contact information for the Project Compliance Specialist

7. T. Little motioned approval of the revisions to the ELCNF Anti-Fraud Plan for 2017/18. J. Stanton seconded the motion. No discussion- motion passed unanimously

APPROVAL OF 2017-18 WEB MARKETING CONSULTING CONTRACT*

Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 200 hours/\$12,000 annually

8. R. Williams motioned Approval of the 2017/2018 Web Marketing Consulting Contract. J. Stanton seconded the motion. No Discussion- motion passed unanimously

APPROVAL OF DISPOSAL OF INVENTORY*

Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory.

Staff is asking permission to use this item for scrap parts after it has been wiped clean. The computer is no longer in working condition, but can be used for parts.

- CNBB 304 /8 ECS1808 – Computer- Latitude E6520
Serial # 1T8B5Q1

T. Matheny abstained from voting as this item was housed at the ECS office.

9. R. Coleman motioned Approval of Disposal of Inventory. M. Siragusa seconded the motion. No Discussion- motion passed unanimously

APPROVAL OF 2017/18 MEETING SCHEDULE*

10. R. Coleman motioned approval of the 2017/18 meeting schedule as presented. R. Williams seconded the motion. No discussion- motion passed unanimously

APPROVAL OF MEMBER APPOINTED BY BOARD OF COUNTY COMMISSIONERS OR THE GOVERNING BOARD OF A MUNICIPALITY; JEB SMITH*

Jeb Smith has been appointed to fill the vacancy created by the resignation of Representative James K. Johns, for a term beginning June 21, 2017, and ending June 2021.

Jeb Smith's ELCNF term would extend from June 2017 – June 2021.

11. T. Little motioned approval of member appointed by the board of county commissioners or the governing board of a municipality; Jeb Smith. R. Coleman seconded the motion. No discussion- motion passed unanimously

APPROVAL OF MEMBER APPOINTED BY HEAD START; BRIAN MCELHONE*

Brian McElhone is the Director of Early Childhood Services and District Assessment Development for St. Johns County School District. Brian has served as a school district director for the past five years. Prior to district administration he was the Principal at South Woods Elementary School for six years, the assistant principal at Osceola Elementary School for five years and a teacher for six years. During his tenure he was the teacher of the year finalist and the assistant principal of the year for St. Johns County School District.

Brian's ELCNF term would extend from July 2017 – June 2021.

- 12.** R. Coleman motioned approval of member appointed by Head start; Brian McElhone. K. Simpkins seconded the motion. No discussion- motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP

K. Brumfield reviewed the members who have term dates coming up. Our total board membership is at 19 members.

BOARD SELF EVALUATION- HANDOUT

K. Brumfield handed out the annual Board of Directors Self-Evaluation Form. This helps the staff, and Board assure that we are fulfilling each and every board members expectations and helps us to continue in our strive to be a model Coalition and a non-profit that community partners enjoy serving as board members.

K. Brumfield requested that all assessments be completed and returned to her by July7, 2017.

APPROVAL OF THE ECS 2016/17 CONTRACT AMENDMENT #0004-16* - HANDOUT

Revisions:

- Added language that the Contractor agrees to the terms and conditions of any automatic OEL grant award or grant agreement extensions, for the purposes of “maximizing carry forward funds and/or minimizing reversions” without affecting the start date of the next award period.

(OEL extended the School Readiness Notice of Award to July 31, 2017 this year. This year’s grant agreement’s effective dates were already written to extend to July 31, 2017.)

Updated the School Readiness budgeted amounts per the June 7, 2017 Notice of Award (NOA). This NOA de-obligated \$325,000 from the School Readiness budget.

T. Matheny recused herself from voting on this item

- 13.** R. Williams motioned Approval of the ECS 2016/17 Contract Amendment #0004-16. R. Coleman seconded the motion. No discussion- motion passed unanimously

APPROVAL OF THE ELCNF BANK ACCOUNT SIGNERS* - HANDOUT

To add additional signers to our main Ameris banking account.

Current signers are as follows:

1. Dawn E. Bell, Executive Director
2. Nancy R Pearson, Board Chair
3. Adam L. Deputy, Board Member
4. Michael A. Siragusa, Board Member
5. Vina Cora Delcomyn, Board Member
6. Cranford Ronald Coleman Jr., Board Member

The following Board Members have agreed to be additional bank signers with approval of the Board:

7. Brian McElhone, Board Member

- 14.** T. Little motioned Approval of the ELCNF Bank Account Signers. J. Stanton seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF RENEWAL OF GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND ELCNF* -HANDOUT

Approval of Grant Agreement for FY 2017-18.

- 15.** T. Little motioned the Approval of Grant Agreement between OEL and ELCNF. R. Williams seconded the motion. No discussion – motion passed unanimously.

BOARD ABSENTEEISM LOG: INFORMATIONAL

No Comments.

BOARD COMMENTS

No comments.

NEXT MEETINGS:

The next scheduled meetings are as follows:

- Wednesday, August 2, 2017 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, September 20, 2017 10:30 a.m. – **ANNUAL** Board Meeting World Golf Village Convention Center

ADJOURNMENT*

- 16.** M. Siragusa motioned for adjournment at 11:38am. T. Little
Seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: 1. Board Self Evaluations; 2. ECS 16/17 Contract Amendment #0004-16; 3. ELCNF Bank Signers; 4. Renewal of Grant Agreement between OEL and ELCNF; 5. Revised Tentative Agenda

Minutes Submitted By: Kim Brumfield, Office Manager

DRAFT 06 21 2017

V. Staff and Committee Reports

A. CEO Report

1. Review of the ELCNF 2017 Board Self Evaluation Compiled Results

HANDOUT

Florida Early Learning Coalitions Board of Directors Self-Evaluation Form

Early Learning Coalition of: North Florida Compiled: June/July 2016

Name: Answers Compiled by K. Brumfield _____
Printed Signature

Position: Officer Mandated Member Provider Representative Private Sector Other

Date: August 3, 2016

RATING SCORES				
5 Outstanding	4 Exceeds Expectations	3 Meets Expectations	2 Needs Improvement	1 Below Expectations

OVERALL BOARD PERFORMANCE EVALUATION

<i>Individual Board Member Contributions</i>	<i>Appraisal Rating</i>					<i>Comments Required for Ratings 5 or 1</i>
	5	4	3	2	1	
<i>As an ELC Board Member, I...</i>						
1. Attended at least 80% of all Board meetings during the past year, including special called meetings.	1 1 1 1 1	111 111	11	1 1		C. Kent; Rating 2, I believe I only attended 50% due to job commitments T. Matheny; Rating 5, Attended 100% M. Ramoutar; Rating 5, Professionally ran meetings following guidelines. J. Stanton; Rating 5, 100% A. Lane: Rating 2, Work often conflicts, I'm unable to attend much of the time. M. Holanchock; Rating 5, no comment R. Coleman; Rating 5, Attendance at ELCNF board meetings is a high priority for me.
2. Carefully review all background materials prior to Board and committee meetings.	1 1 1 1	111 111 111	11			C. Kent; Rating 5, No comment T. Matheny; Rating 5, Yes, and create some items for board approval M. Ramoutar; Rating 5, Professionally ran meetings following guidelines. R. Coleman; Rating 5, All material is received in a timely maner, allowing for review.
3. Have developed a thorough understanding of the ELC by-laws and Board policies.	1 1 1	111 111 1	11 11 1			M. Ramoutar; Rating 5, Professionally ran meetings following guidelines. M. Holanchock; Rating 5, Very knowledgeable of board policies after 15+ years as a board member R. Coleman; Rating 5, Very knowledgeable of policies and by-laws.
4. Offer constructive suggestions, comments, and feedback during all Board discussions.	1 1	111 111	11 11			M. Ramoutar; Rating 5, Professionally ran meetings following guidelines. R. Coleman; Rating 5, Especially where/when relevant and applicable.
5. Respect the right of other Board members to disagree and to have sufficient time to express their thoughts.	1 1 1 1	111 111 11	11			C. Kent; Rating 5, No comment T. Matheny; Rating 5, yes, of course. Needed for healthy board. M. Ramoutar; Rating 5, Professionally ran meetings

	1					following guidelines. M. Holanchock; Rating 5, Always. R. Coleman; Rating 5, Mutual respect is a hallmark of our board.
6. Serve as an ambassador for the ELC during community events and contacts (e.g., opening of a child care center, meetings of community agencies), and maintain the highest standards for professional behavior when doing so.	1 1 1	111 111	11 1	1 1	1 1	C. Kent; Rating 1, I haven't been able to attend any V. Delcomyn; Rating 2, no comment T. Matheny; Rating 5, I attend several events including speaking to city, town and county commissioners to raise match. M. Ramoutar; Rating 5, Professionally ran meetings following guidelines. M. Holanchock; Rating 4, Yes, but spread between the advantages of Head Start vs. advantages of School Readiness and VPK. You could say I am an advocate of all early childhood programs rather than just ELC programs. T. Little; No Rating, too new to participate but looking forward to. R. Coleman; Rating 5, Always open for opportunities to represent ELC in our communities.
As an ELC Board Member, I...	5	4	3	2	1	
7. Help to recruit new private sector members as needed.	1 1 1	111 111 1	1 1 1	1 1 1	1 1 1	C. Kent; Rating 1, If asked. V. Delcomyn; Rating 2, no comment A. Lane; Rating 2, No Opportunity T. Little; Rating 2, no comment R. Coleman; Rating 5, Yes, as needed.
TOTAL INDIVIDUAL CONTRIBUTIONS:	2 3	50	2 3	6	2	
ELC Board Operational Responsibilities	Appraisal Rating					
Our ELC Board...	5	4	3	2	1	
8. Provides input into the development and revision of ELC policies as needed, and approves those policies.	1 1 1 1	111 111 111	11			C. Kent; Rating 5, EXCELLENT! T. Matheny; Rating 5, Board approves all policies asks questions as needed. M. Ramoutar; Rating 5, Great Job! R. Coleman; Rating 5, Yes, as a part of our overall development and revisions process.
9. Assures the long-term progress of the Coalition by carefully monitoring program reports at each Board meeting.	1 1 1 1 1	111 111 1	11 1			C. Kent; Rating 5, EXCELLENT! M. Ramoutar; Rating 5, Great Job! R. Williams; Rating 5, Very thorough, reviews are conducted at each meeting. M. Holanchock; Rating 5, no comment R. Coleman; Rating 5, Always attention to reports especially recent updates.
10. Assures the financial integrity of the organization by exercising responsible stewardship through the careful scrutiny of fiscal reports at each Board meeting.	1 1 1 1 1 1	111 111	11 1			C. Kent; Rating 5, EXCELLENT! T. Matheny; Rating 5, Board pre-reviews statements and asks questions. M. Ramoutar; Rating 5, Great Job! R. Williams; Rating 5, Transparency in review and self-explanation of financial status. M. Holanchock; Rating 5, I always scrutinize the

						financials more than any other part of our quarterly packets. R. Coleman; Rating 5, Careful and deliberate scrutiny of fiscal reports is of utmost importance.
11. Uses the talents of Board members and interested citizens through committees, which meet regularly and provide information and recommendations to the Board on key issues.	1 1 1 1	111 111 11	11 11 1			C. Kent; Rating 5, EXCELLENT! M. Ramoutar; Rating 5, Great Job! M. Holanchock; Rating 5, I rely on committee recommendations because I know they are always in the best interest of serving our children and their families . R. Coleman; Rating 5, Our board often utilizes members and citizens in collaborative efforts.
12. Is provided sufficient notice of all Board and Committee meetings.	1 1 1 1 1	111 111 11	1			C. Kent; Rating 5, EXCELLENT! T. Matheny; Rating 5, Meetings are publicly noticed. Dates set year in advance. M. Ramoutar; Rating 5, Great Job! R. Williams; Rating 5, Provides schedule & follow up with changes as applicable. M. Holanchock; Rating 5, Kim does an excellent job of sending out reminders. R. Coleman; Rating 5, Yes, without fail.
13. Is provided briefing and other materials prior to the Board meeting, with sufficient time for members to review and be prepared for the meeting.	1 1 1 1 1	111 111 11	1			C. Kent; Rating 5, EXCELLENT! T. Matheny; Rating 5, Yes, well in advance, at least 2 weeks. M. Ramoutar; Rating 5, Great Job! R. Williams; Rating 5, Board members all provided w/ information well in advance. M. Holanchock; Rating 5, Yes, Board packets are made public long before the meeting takes place . R. Coleman; Rating 5, Yes, always.
14. Has had a quorum at all Board meetings during the past year.	1 1 1 1	111 111 11	11 1			C. Kent; Rating 5, EXCELLENT! M. Ramoutar; Rating 5, Great Job! M. Holanchock; Rating 5, Kim is extremely diligent about making sure that there is quorum at all meetings. R. Coleman; Rating 5, Yes.
Our ELC Board...	5	4	3	2	1	
15. Has positive and informational interactions with the ELC CEO and staff.	1 1 1 1	111 111 111 11				C. Kent; Rating 5, EXCELLENT! M. Ramoutar; Rating 5, Outstanding coordination of different agencies represented at board meetings. M. Holanchock; Rating 5, Most definitely. Dawn and staff could not be more informative or available. R. Coleman; Rating 5, At all times.
16. Has evaluated the CEO during the past year, through a collaborative process that involves Board members and the CEO.	1 1 1 1 1	111 111 111				C. Kent; Rating 5, EXCELLENT! V. Delcomyn; rating 5, Great Job M. Ramoutar; Rating 5, Outstanding coordination of different agencies represented at board meetings. M. Holanchock; Rating 5, Yes, I have always enjoyed being part of that process. T. Little; No Rating, too new to have been in process R. Coleman; Rating 5, Annual eval is an ongoing process at our ELC.
17. Has evaluated our Board's performance during the past year, and has	1 1	111 111	11			C. Kent; Rating 5, EXCELLENT! M. Ramoutar; Rating 5, Outstanding coordination of

used the results to strengthen Board operations.	1	111				different agencies represented at board meetings. T. Little; No Rating, too new to have been in process R. Coleman; Rating 5, Yes, board performance evaluated each year.
18. Has developed and uses a Code of Conduct that reflects our collective values, and describes our conduct both during Board/Committee meetings, as well as in the community when members are representing the Board.	1 1 1 1	111 111 111	1			C. Kent; Rating 5, EXCELLENT! M. Ramoutar; Rating 5, Outstanding coordination of different agencies represented at board meetings. M. Holanchock; Rating 5, Yes, our board is extremely professional and are all committed to doing what is best for the children and families. T. Little; No Rating, too new to have been in process R. Coleman; Rating 5, Well designed code of conduct available for all board members.
TOTAL BOARD OPERATIONAL RESPONSIBILITIES:						
ELC Board General Responsibilities	Appraisal Rating					
Our ELC Board...	5	4	3	2	1	
19. Ensures that the ELC adheres to all applicable federal, state, and local laws, and is accountable to the public and to the State of Florida for all organizational actions, and assures that business is conducted in the spirit of transparency, as required by Florida's Sunshine Laws.	1 1 1 1 1 1	111 111	1 1			C. Kent; Rating 5, EXCELLENT! V. Delcomyn; Rating 5, I feel the board does a great job to make sure all board members know the laws and abide by them. M. Ramoutar; Rating 5, Keep up the outstanding work. R. Williams; Rating 5, Laws are followed continuously. M. Siragusa; Rating 5, With lots of help from staff! M. Holanchock; Rating 5 It is a great comfort to know that Dawn and her staff cover every detail and meet every deadline. R. Coleman; Rating 5, Without fail.
20. Ensures that services are procured through an open, fair, and robust competitive process.	1 1 1 1 1	111 111 1	1 1 1			C. Kent; Rating 5, EXCELLENT! T. Matheny; Rating 5, Yes, board assists in procurement decisions. M. Ramoutar; Rating 5, Keep up the outstanding work. M. Holanchock; Rating 5, Absolutely, without question. R. Coleman; Rating 5, Yes!
21. Preserves and nurtures a number of external and internal relationships to ensure the accomplishment of the ELC's mission and outcomes.	1 1 1 1	111 111 1	1 1 1			C. Kent; Rating 5, EXCELLENT! M. Ramoutar; Rating 5, Keep up the outstanding work. M. Holanchock; Rating 5, Dawn always establishing new collaborative partnerships, in addition to maintaining and nurturing current partnerships. R. Coleman; Rating 5, Constantly seeking to build constructive and productive relationships.
22. Demonstrates accountability by establishing standards to measure both organizational and Board performance. It monitors its performance regularly to ensure compliance.	1 1 1 1 1	111 111 1	1 1 1			C. Kent; Rating 5, EXCELLENT! T. Matheny; Rating 5, Monitors financial data on monthly basis, monitors subrecipient on regular basis. M. Ramoutar; Rating 5, Keep up the outstanding work.

V. Staff and Committee Reports

B. 4th Quarter Program Update



2450 Old Moultrie Road, Suite 103
St. Augustine, FL 32086
904-342-2267
www.elcnorthflorida.org

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: September 5, 2017
Subject: 2017/2018 First Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- The ELC recently created its own Vendor Contracts Checklists (and other reference documents) while cross training on contract compliance May 19, 2017.
- Kim Brumfield and I created Travel Regulations training documents and held staff training June 20 for the new regulations taking effect July 1, 2017.
- With the ELC migrating to a cloud-based MIP program for OEL invoicing, cross-training will have to take place again (for monthly invoicing) once this software is fully in place. We will update you once that has been scheduled.
- As the ELC will be 'skipped' this year for the OEL fiscal monitoring (due to being designated a 'low risk auditee from prior year reviews), ELC staff have requested 'voluntary' desk reviews of the two newest procedures to ensure compliance. Those two areas are the travel regulations and MIP (fiscal) transactions.

Programmatic:

ECS (Episcopal Children's Services) On-Site Monitoring:

- The 2016/2017 Third Quarter Monitoring was performed April 24 – May 5, 2017. This monitoring included all OEL required "eligibility" criteria, SR Plan Compliance: Unified Waiting List, Child Care Provider Monitoring (and SR Provider Contract Requirements), and the Fiscal Non-Direct Costs review. From this monitoring there were eight compliance issues and one observation. Four of the issues were programmatic and routine in nature. Three of the issues related to the provider reimbursements. The last issue and the one observation were fiscally related. All corrective action items were completed and received by the final report.
- The 2016/2017 Fourth Quarter Monitoring was performed on-site July 24 – August 4, 2017. This monitoring will include all OEL required "eligibility" criteria, SR Plan Compliance: Quality Performance Report, the Fiscal Non-Direct Costs review, and the Year-end Fiscal Overview. The next round of on-site monitoring dates will be September 18 – 22 and will include the review of the 13th invoice (last fiscal year invoice). The final report is scheduled to be completed by September 28, 2017. A summary of the final report will be included in (this) next quarterly program board report.

ALL full reports are available upon request.



A United Way Agency Funded by the State of Florida



V. Staff and Committee Reports

C. 4th Quarter Early Literacy Report

Early Literacy Outreach Manager Report 4th Quarter 2016-2017

Highlights:

Toddler Sensory Day: May 8th - The ELC participated in a Toddler Sensory program sponsored by the Kiwanis Club of St. Augustine at the Hastings Branch Library. The kids were given free books and even experienced a visit from Dora the Explorer.

Early Literacy Outreach Programs:

Mother Goose Program: Outreach assistant Sandi Dunnavant **AKA "Mother Goose"** put on 9 rhyming themed story time programs in Clay and Baker County pre-school classrooms. This program highlights the importance of teaching nursery rhymes and models to teacher's easy and unique ways to teach them in their classrooms. Each teacher is given a resource kit that can implement this program into their everyday curriculum. 850 children received a FREE Nursery Rhyme book. Sandi is forming a Mother Goose society where she is training volunteers who also want to be Mother Goose with the purpose of increasing the number of these programs in the coming years.

New Outreach Programs: STEAM Focus (Now being offered to providers) these programs are being taught by ELC outreach staff and volunteers.

- 1. Meet the Masters Arts Program:** This program introduces children to the great Masters of the Arts such as musicians Beethoven and Mozart and artists like Van Gough, Rodin, Seurat, Matisse and Monet. The children get to wave scarves to the music of Beethoven and play rhythm sticks to the "March of the Toys" by Victor Hubert. One of the presenters dresses up as the artist George Seurat wearing a beard and hat and with a French accent gives facts about themselves then reads a book to the children. The children rotate to different activities all centered on a different artist and are able to participate in an art project like painting or sculpting that relates to that artist. Each child receives a FREE copy of the book "The Dot" and the teacher receives a large resource packet with art and music supplies and teachers manual to duplicate the program themselves.
- 2. Science/Space Program:** This program introduces the children to the world of space. The children are shown a model of the planets and get to see pictures of earth from space as well as look through a telescope. A space themed story time is presented then the kids experience at least three different activities such as making their own telescope, playing with galactic dough and painting a planets picture. The children will all receive a national geographic beginner's book about space and the teacher will receive a kit that includes a globe, space model, telescope and lesson plans to duplicate this program.

Three and Four Year Old Book Bag Program: This quarter six centers in Putnam, Clay and St. Johns county were visited with a book bag distribution program featuring special guest Pete the Cat or Clifford. 245 book bags filled with 8-10 books were distributed.

Baby Bags: 100 bag bags filled with 5 board books were distributed by Episcopal Children's services at their client services locations in Putnam, St. Johns and Clay County to children ages 0-2. Nassau, Bradford and Baker office locations participate in the Ferst Foundation book program instead.

V. Staff and Committee Reports

D. Executive Administrative Committee

**Draft of August 9, 2017 Exec/Admin Meeting
Minutes- INFORMATIONAL**

Early Learning Coalition of North Florida, Inc.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
August 9, 2017
10:30a.m.

ATTENDANCE

Committee Members Present:

Nancy Pearson, Board Chair
Renee Williams, Treasurer
Joy Stanton Secretary
Brian McElhone
Myrna Allen
Vina Delcomyn

Committee Members Absent:

Brian Graham, EXCUSED

Others Present:

Coalition Staff Present:

Dawn Bell, Chief Executive Officer
Kim Brumfield, Office Manager
Tajaro Dixon, Grants and Operations Manager
Patty Larkin, Finance Manager

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:34 a.m. by N. Pearson and roll was called; quorum was present with 7 of 8 committee members in attendance.

PUBLIC COMMENT

No Comments.

REVIEW OF CREDIT CARD STATEMENTS

Employee Credit card statements were presented to the committee for the review of the months of April, May and June (Amex and Visa cards issued to D. Bell, K. Brumfield) We not only keep documented backup but we are also monitored on these cc statements. There were no comments or questions.

APPROVAL OF FEBRUARY 1, 2017 EXEC ADMIN MEETING MINUTES *

1. V. Delcomyn motioned to approve the February 1, 2017 Exec Admin Meeting Minutes, as presented. J. Stanton seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF FINANCIALS AS OF JUNE 30, 2017*

The following reports were included in the packet for review of Financials ending June 30, 2017:

- Finance Manager Report
- Balance Sheet
- Profit & Loss Budget vs. Actual
- Profit & Loss YTD Comparison

2. R. Williams motioned to approve the Financials as of June 30, 2017. J. Stanton seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF ELCNF BUDGET REVISION #5*

The Coalition received a new VPK Notice of Award dated July 14, 2017. This award increased funding by \$83,000 due to a re-obligation of funds to cover fiscal year 2016-2017 anticipated expenditures.

3. R. Williams motioned to approve the ELCNF Budget Revision #5. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF ECS 2017-18 CONTRACT AMENDMENT #0001-17*

Revisions:

- A. Item #1 was added to the 2016/2017 contract with contract amendment #4 due to an extended award to July 31, 2017. However, the 2017/2018 contract did not include this language. This item is to add the same language to this year's contract and will remain in the contract for all renewal years.

- B. Items #2, 3, and 7 were to update the School Readiness budgeted amounts per the July 1, 2017 Notice of Award.
- C. Items #3 and 7 were to update the Performance Funding Project budgeted amounts per the July 1, 2017 Notice of Award. And, to delete language regarding the University of Florida/Lastinger Center for Learning (Early Learning Florida) contracts, as they were not funded for 2017/2018.
- D. Items #4, 5, 6, and 8 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2017 Notices of Awards.

- 4. R. Williams motioned to approve the ECS 2017/18 Contract Amendment #0001-17. J. Stanton seconded the motion. No discussion – motion passed unanimously. T. Matheny abstained from the vote.

APPROVAL OF THE NORTH FLORIDA 16/17 OAMI GRANT AGREEMENT*

RETRO ACTIVE Board Approval of VPK OAMI Grant Agreement for FY 2017-18, effective July 1, 2017.

If this is not done, the following would occur:

- The Coalition would not receive the required grant funding to perform outreach and awareness of the VPK programs nor the monitoring initiative for VPK.

- 5. V. Delcomyn motioned to approve the North Florida 16/17 OAMI Grant Agreement. J. Stanton seconded the motion. No discussion – motion passed unanimously. T. Matheny abstained from voting.

REVIEW AND APPROVAL OF THE COOP*

The COOP (Continuity Of Operation Plan) establishes policy and guidance to ensure the continued execution of the mission-essential functions continue should an emergency threaten or incapacitates operations and require the relocation of selected personnel and functions of the Coalition and/or its subcontractor(s).

The COOP is to be revised if needed and submitted to OEL by October 1st of every year. The revisions made to this year's COOP are:

- Changes in names, titles and contact information.

6. R. Williams motioned to approve the 17/18 COOP. V. Delcomyn seconded the motion. No discussion- motion passed unanimously with modification noted.

APPROVAL OF CONTRACT WITH WORLDWIDE IT*
THIS ITEM WAS PULLED FROM THE AGENDA.

K. Brumfield explained that WWIT is now Compass MSP, and due to the company change that just took place on August 8th with new tax id we are redoing the contract to reflect the new company information. This will be part of the September board meeting for approval. No vote was taken

REVIEW OF BOARD MEMBERSHIP
INFORMATIONAL

COMMITTEE ABSENTEEISM LOG
Informational; no comments.

COMMITTEE COMMENT
No comments

NEXT MEETING
September 20, 2017 10:30 a.m. –ANNUAL Board Meeting at World Golf Renaissance Resort Convention Center
November 1, 2017 10:30 a.m. – Executive Administrative Committee Meeting, Conference Call

ADJOURNMENT*

7. R. Williams motioned to approve adjournment. M. Allen seconded the motion. 10:55 am No discussion- motion passed unanimously.

Minutes submitted by, Kim Brumfield, Office Manager

DRAFT 08/09/2017

V. Staff and Committee Reports

D. Executive Administrative Committee

Consent Agenda:

1. Ratify Approval of Financials as of June 30, 2017*
2. Ratify Approval of ELC North Florida Budget Revision #5*
3. Ratify Approval of ECS 2017/18 Contract Amendment #0001-17
4. Ratify Approval of North Florida 16-17 OAMI Grant Agreement*
5. Ratify Approval of 2016-17 COOP*

***ACTION ITEM**

FINANCE MANAGERS REPORT

Fiscal Year 2016-2017

June 2017 Financial Information

Financial Statements

The 4th quarter monitoring of ECS began the week of July 24th through August 4th. Moss, Krusick & Assoc. began their field work the week of June 5th and will return the week of September 25th. June unaudited 2017 Financial Statements have been used for this report as these are the most recently reconciled reports. We have been notified by OEL that we will not be monitored this upcoming year, they will monitoring again during the first part of 2019. Just a reminder that we still have the 13th invoice to submit to the state by September 22nd.

School Readiness Grant Requirements and other significant data:

Administrative Costs must be below 5% of the grant expenditure

- Costs are currently 4.34 %

Direct costs for child care services (slots) must above 78% of the grant expenditure

- Expenditures are currently 79.21%
- Average children served per month through June 2017 is 3,650.

Total Grant Expenditure on Direct Services (slots, without advance) - \$ 12,006,232.

Total Grant Expenditure for Administration & Indirect Services - \$ 1,506,557

Percentage of Grant year: 100 %

Percentage of Grant expended for the year: 98.76 %

Voluntary Pre-K Grant Requirements and other significant data:

Administrative Monitoring and Eligibility Costs must be below 4% of the grant expenditure

- Costs are currently 3.62 %

Total Grant Expenditure on Direct Services - \$ 12,746,975.

Total Grant Expenditure on Administration & Indirect Services-\$ 461,935

Percentage of Grant year: 100 %

Percentage of Grant expended for the year (without advance): 99.35 %

Average Children Served per Month through June 2017 is 4,563.

Summary

SR – School Readiness

- The coalition is .66 % below the maximum threshold for administrative services.
- The coalition is 1.21 % above the minimum threshold for direct services.

VPK – Coalition Pre-K:

- The coalition is .38 % below the maximum threshold for administrative services.

Early Learning Coalition of North Florida
Balance Sheet
As of June 30, 2017

7:59 PM
07/24/2017
Accrual Basis
Jun 30, 17

ASSETS

Current Assets

Checking/Savings

1000 - Cash - Ameris	36,365.98
1026 - Money Market	31,607.42

Total Checking/Savings 67,973.40

Accounts Receivable

11000 - Accounts Receivable	1,944.31
-----------------------------	----------

Total Accounts Receivable 1,944.31

Other Current Assets

1050 - Petty Cash	200.00
1120 - Other Receivables	
1125 - Other Receivables 12-13	0.43
1126 - Other Receivables 13-14	-4,904.44
1127 - 1127 Other Receivables 14-15	66,084.00
1128 - Other Receivables 15-16	-65,999.00
1129 - Other Receivables 16-17	1,689,103.08

Total 1120 - Other Receivables 1,684,284.07

1190 - Prepaid Expense 4,560.41

Total Other Current Assets 1,689,044.48

Total Current Assets 1,758,962.19

Fixed Assets

1300 - Equipment	8,548.66
1599 - Accumulated Depreciation	-8,549.29

Total Fixed Assets -0.63

TOTAL ASSETS 1,758,961.56

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable	30,782.15
-------------------------	-----------

Total Accounts Payable 30,782.15

Other Current Liabilities

2010 - A/P-Other	
2016 A/P Other - 2014-2015	0.12
2014 - A/P Other - 2012-2013	1,280.50
2015 - A/P Other - 2013-2014	41,974.69
2016 - A/P Other - 2015-2016	-273,811.02
2017 - A/P Other - 2016-2017	1,947,080.02

Total 2010 - A/P-Other 1,716,524.31

2040 - Interest Due to State -2,692.30

2050 - Other Payables to State -0.03

	<u>Jun 30, 17</u>
2055 · A/P - Accrued Salaries	2,484.72
2056 · Accrued Vacation/Sick Leave	15,929.55
2100 · Payroll Liabilities	
2101 · SS/MC Liability	767.18
21011 · SUTA Liabilities	-496.46
2102 · W/H Liability	-611.72
2103 · 401K Liability	-1,836.46
2104 · Health Insurance Liability	8,088.01
2106 · Dental Insurance Liability	-3,125.64
2107 · Vision Insurance Liability	998.98
21081 · Allstate Insurance Deduction	
21081-1 · Allstate - Accident	75.10
21081-2 · Allstate - Critical Care	187.00
Total 21081 · Allstate Insurance Deduction	<u>262.10</u>
2109 · United Way Deduction	60.00
Total 2100 · Payroll Liabilities	<u>4,105.99</u>
2140 · Due to CCR - SR	21,647.73
Total Other Current Liabilities	<u>1,757,999.97</u>
Total Current Liabilities	<u>1,788,782.12</u>
Total Liabilities	1,788,782.12
Equity	
3000 · Opening Bal Equity	163,615.79
3900 · Retained Earnings	1,103,122.51
Net Income	<u>-1,296,558.86</u>
Total Equity	<u>-29,820.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,758,961.56</u></u>

Early Learning Coalition of North Florida
Profit & Loss
 July 2016 through June 2017

7:54 PM

07/24/2017

Accrual Basis

Jul '16 - Jun 17

Ordinary Income/Expense

Income

4000 - Contracts Grants Financial Asst	
4010 - Local Matching Revenues	
4015 - Local Match - St Johns Co BCC	128,100.91
4016 - Local Match - United Way of SJC	25,000.00
Total 4010 - Local Matching Revenues	153,100.91
4050 - Gifts, Donations and Pledges	5,010.66
4120 - School Readiness	
4121 - School Readiness Revenue	13,589,174.20
Total 4120 - School Readiness	13,589,174.20
4130 - Voluntary Pre-Kindergarten	
4131 - VPK Revenue	13,191,718.71
4133 - VPK Outreach & Awareness	32,131.70
Total 4130 - Voluntary Pre-Kindergarten	13,223,850.41
4140 - Performance Funding	169,181.70
Total 4000 - Contracts Grants Financial Asst	27,140,317.88
4100 - Investment Earnings	
4101 - Investment Earnings	594.77
Total 4100 - Investment Earnings	594.77
4141 - ELFL - University of Florida	29,300.00
4210 - Early Learning Conference Fees	9,054.16

Total Income

27,179,266.81

Gross Profit

27,179,266.81

Expense

5000 - ER Provided Salaries/Benefits	
5001 - Salaries, Benefits and Staffing	
5130 - Employee Benefits	
5135 - Health Insurance - HSA Accts	20,149.80
Total 5130 - Employee Benefits	20,149.80
5001 - Salaries, Benefits and Staffing - Other	358,918.20
Total 5001 - Salaries, Benefits and Staffing	379,068.00
5005 - Payroll Taxes	27,193.74
5007 - Benefits-Reemployment	48.39
5010 - Health Insurance	49,459.07
5020 - Retirement	15,350.56
5030 - Life, disability, other benefit	4,321.62
5999 - Allocation of Shared Costs	0.00
Total 5000 - ER Provided Salaries/Benefits	475,441.38
5100 - Staff Development	
5101 - Staff Development	14,510.93
5105 - Tuition Reimbursement	476.00

	<u>Jul '16 - Jun 17</u>
Total 5100 - Staff Development	14,986.93
6000 - Professional Services	
6001 - Accounting	1,500.00
6002 - Auditng	11,300.00
6005 - Information Technology	528.95
6025 - Printing & Reproduction	1,394.00
6030 - Repairs and Maintenance	200.00
6035 - Other	5,210.84
Total 6000 - Professional Services	<u>20,133.79</u>
6500 - Direct Services - Child Care	
6501 - Direct Services - Child Care	
8122 - 97COO - CCDF Eligible	0.00
Total 6501 - Direct Services - Child Care	<u>0.00</u>
6502 - 97POO - Working Poor	7,479,892.61
6503 - 97ROO - At Risk of Abuse	2,782,944.20
6504 - 97GOO - Working TANF	21,956.08
6505 - 97GNW - Non-Working TANF	847,830.54
6506 - 97GSD - Gold Seal Rate Differ	585,523.52
6507 - 97PPO - Purchasing Pool	20,525.41
6508 - 97RSP - TANF Resp	0.00
6509 - 97GTA - TANF Applicants	0.00
6511 - 97CSD -Economically Disadvanta	114,604.68
6512 - 97CSO - Priority #2, 5, 8 & 9	24,422.00
6513 - 97CSQ - Child Only Priority	127,107.84
Total 6500 - Direct Services - Child Care	<u>12,004,806.88</u>
7000 - Occupancy	
7001 - Office Sites - Occupancy	35,593.01
Total 7000 - Occupancy	<u>35,593.01</u>
7050 - Postage, Freight and Delivery	
7051 - Postage, Freight and Delivery	1,297.44
Total 7050 - Postage, Freight and Delivery	<u>1,297.44</u>
7100 - Rentals	
7101 - Rentals - Office Equipment	3,435.64
Total 7100 - Rentals	<u>3,435.64</u>
7150 - Supplies	
7151 - Office Supplies & Expense Items	7,546.20
Total 7150 - Supplies	<u>7,546.20</u>
7200 - Communications	
7201 - Communications	11,470.73
Total 7200 - Communications	<u>11,470.73</u>
7250 - Insurance	
7251 - D & O	2,464.07
7260 - General Liability	3,741.54
7265 - Workers Compensation	1,163.68
Total 7250 - Insurance	<u>7,369.29</u>

	<u>Jul '16 - Jun 17</u>
7300 - Tangible Personal Property	
7301 - Equipment >\$1,000	5,328.91
7302 - Equipment <\$1,000	3,390.00
Total 7300 - Tangible Personal Property	<u>8,718.91</u>
7400 - Quality	
7401 - Quality & Classroom Supplies	18,390.10
7405 - Training Materials, Space	12,642.27
7410 - Consumer Education-Outreach Mat	42,434.83
7415 - Grants to Providers	500.00
Total 7400 - Quality	<u>73,967.20</u>
7500 - Travel	
7501 - Travel - In State	1,932.30
7505 - Travel - Out of State	683.77
7510 - Travel - Local	8,700.73
Total 7500 - Travel	<u>11,316.80</u>
7600 - Other Expenses	
7601 - Bank Fees	576.14
7610 - Web Service	15,288.13
7615 - Other employee expenditures	341.00
7620 - Dues and Subscriptions	10,990.24
7635 - Misc/Other Current Charges	2,550.89
Total 7600 - Other Expenses	<u>29,746.40</u>
8000 - Pass Through Payments	
8100 - School Readiness	
8110 - Non-Direct	
8111 - 97BBA - Administration	328,317.63
81111 - 97FIR- Administration	7,268.35
8112 - 97BBD - Non-Direct Services	232,586.57
8113 - 97BDE - Eligibility Determ	622,393.96
8114 - 97QOO - Quality Services	528,375.99
81141 - 97QAS - SR Assessment	71,765.66
81142 - 97QTA - Provider Assistance	84.20
81143 - 97QPD - Prof Development	5,170.00
81144 - 97QCS - Child Screening	24,360.01
81145 - 97QST -Early Learning Standards	207.80
81146 - 97QPT - Parental Training	860.20
81148 - 97QCR - Early Learning	0.00
81149 - 97QVP - Quality Improvement	33.02
8115 - 97ICS - SR Child Screening	20,042.27
81151 - 97 IAS - Assessment - Inf/Todd	87,988.30
81152 - 97ICR - Curriculum Inf/Toddler	149.95
8116 - 97QI4 - Resource & Referral	231,780.13
8117 - 97QIN - Inclusion	123,883.18
8118 - 97INT - Infants & Toddlers	131,530.87
8119 - 97SYS - Child Care Info Systems	0.00

	<u>Jul '16 - Jun 17</u>
Total 8110 · Non-Direct	2,416,798.09
8135 · ELFL - University of Florida	29,300.00
Total 8100 · School Readiness	2,446,098.09
8200 · Voluntary Pre-K	
8210 · Non-Direct	
8211 · VPADM - VPK Admin	225,549.01
8212 · VPENR - Enrollment	143,270.21
8213 · VPMON	29,550.66
8214 · VPSYS - Statewide Info Systems	0.00
Total 8210 · Non-Direct	398,369.88
8220 · Direct	
8221 · VPPRP - Prepay	-175,695.00
8222 · VPPRS - VPK Slots	12,723,854.97
8224 · VPKSD - School Dist Minimum	22,952.28
Total 8220 · Direct	12,571,112.25
8230 · VPK Other Grants	
8232 · VPLTR-VPK O & A	
8232.01 · Baker County	1,927.90
8232.02 · Bradford County	1,285.27
8232.03 · Clay County	10,282.15
8232.04 · Nassau County	3,855.81
8232.05 · Putnam County	3,534.49
8232.06 · St. Johns County	11,246.08
Total 8232 · VPLTR-VPK O & A	32,131.70
Total 8230 · VPK Other Grants	32,131.70
Total 8200 · Voluntary Pre-K	13,001,613.83
8300 · Local Match Expense	153,101.45
Total 8000 · Pass Through Payments	15,600,813.37
8400 · Performance Funding	
8410 · Performance Funding Pass Through	
8121 · 97PFC-PFP Class Observations	6,300.00
8123 · 97PMC-MMCI Training	1,798.07
8124 · 97PAV-Advance	0.00
8125 · 97PFA-Project Management	81,996.94
8126 · PFPCL - PFP Bonus	0.00
8127 · PFPFR - ELPFPP Tier 1	7,861.25
8128 · PFPHN - Tier 1 in high needs	70,548.20
8131 · 97PFT - Technical Assistance	677.24
Total 8410 · Performance Funding Pass Through	169,181.70
Total 8400 · Performance Funding	169,181.70
Total Expense	28,475,825.67
Net Ordinary Income	-1,296,558.86
Net Income	-1,296,558.86

Early Learning Coalition of North Florida
Profit & Loss Budget vs. Actual
 July 2016 through June 2017

7:57 PM
 07/24/2017
 Accrual Basis

	Jul '16 - Jun 17	Budget
Ordinary Income/Expense		
Income		
4000 - Contracts Grants Financial Asst		
4010 - Local Matching Revenues		
4015 - Local Match - St Johns Co BCC	128,100.91	134,400.00
4016 - Local Match - United Way of SJC	25,000.00	25,000.00
Total 4010 - Local Matching Revenues	153,100.91	159,400.00
4050 - Gifts, Donations and Pledges	5,010.66	
4120 - School Readiness		
4121 - School Readiness Revenue	13,589,174.20	15,537,200.00
Total 4120 - School Readiness	13,589,174.20	15,537,200.00
4130 - Voluntary Pre-Kindergarten		
4131 - VPK Revenue	13,191,718.71	13,212,839.00
4133 - VPK Outreach & Awareness	32,131.70	32,284.00
Total 4130 - Voluntary Pre-Kindergarten	13,223,850.41	13,245,123.00
4140 - Performance Funding	169,181.70	
Total 4000 - Contracts Grants Financial Asst	27,140,317.88	28,941,723.00
4100 - Investment Earnings		
4101 - Investment Earnings	594.77	
Total 4100 - Investment Earnings	594.77	
4141 - ELFL - University of Florida	29,300.00	
4210 - Early Learning Conference Fees	9,054.16	
Total Income	27,179,266.81	28,941,723.00
Gross Profit	27,179,266.81	28,941,723.00
Expense		
5000 - ER Provided Salaries/Benefits		
5001 - Salaries, Benefits and Staffing		
5130 - Employee Benefits		
5135 - Health Insurance - HSA Accts	20,149.80	20,100.00
Total 5130 - Employee Benefits	20,149.80	20,100.00
5001 - Salaries, Benefits and Staffing - Other	358,918.20	353,500.00
Total 5001 - Salaries, Benefits and Staffing	379,068.00	373,600.00
5005 - Payroll Taxes	27,193.74	28,700.00
5007 - Benefits-Reemployment	48.39	100.00
5010 - Health Insurance	49,459.07	66,000.00
5020 - Retirement	15,350.56	18,000.00
5030 - Life, disability, other benefit	4,321.62	1,500.00
Total 5000 - ER Provided Salaries/Benefits	475,441.38	487,900.00
5100 - Staff Development		
5101 - Staff Development	14,510.93	9,200.00
5105 - Tuition Reimbursement	476.00	1,200.00

	Jul '16 - Jun 17	Budget
Total 5100 - Staff Development	14,986.93	10,400.00
6000 - Professional Services		
6001 - Accounting	1,500.00	3,500.00
6002 - Auditng	11,300.00	18,000.00
6005 - Information Technology	528.95	
6010 - Legal	0.00	200.00
6025 - Printing & Reproduction	1,394.00	2,000.00
6030 - Repairs and Maintenance	200.00	750.00
6035 - Other	5,210.84	
Total 6000 - Professional Services	20,133.79	24,450.00
6500 - Direct Services - Child Care		
6502 - 97POO - Working Poor	7,479,892.61	
6503 - 97ROO - At Risk of Abuse	2,782,944.20	
6504 - 97GOO - Working TANF	21,956.08	
6505 - 97GNW - Non-Working TANF	847,830.54	
6506 - 97GSD - Gold Seal Rate Differ	585,523.52	
6507 - 97PPO - Purchasing Pool	20,525.41	
6511 - 97CSD -Economically Disadvanta	114,604.68	
6512 - 97CSO - Priority #2, 5, 8 & 9	24,422.00	
6513 - 97CSQ - Child Only Priority	127,107.84	
Total 6500 - Direct Services - Child Care	12,004,806.88	
7000 - Occupancy		
7001 - Office Sites - Occupancy	35,593.01	39,000.00
Total 7000 - Occupancy	35,593.01	39,000.00
7050 - Postage, Freight and Delivery		
7051 - Postage, Freight and Delivery	1,297.44	1,500.00
Total 7050 - Postage, Freight and Delivery	1,297.44	1,500.00
7100 - Rentals		
7101 - Rentals - Office Equipment	3,435.64	4,500.00
Total 7100 - Rentals	3,435.64	4,500.00
7150 - Supplies		
7151 - Office Supplies & Expense Items	7,546.20	7,500.00
Total 7150 - Supplies	7,546.20	7,500.00
7200 - Communications		
7201 - Communications	11,470.73	12,000.00
Total 7200 - Communications	11,470.73	12,000.00
7250 - Insurance		
7251 - D & O	2,464.07	2,750.00
7260 - General Liability	3,741.54	3,500.00
7265 - Workers Compensation	1,163.68	1,200.00
Total 7250 - Insurance	7,369.29	7,450.00
7300 - Tangible Personal Property		
7301 - Equipment >\$1,000	5,328.91	3,000.00
7302 - Equipment <\$1,000	3,390.00	2,500.00

	Jul '16 - Jun 17	Budget
Total 7300 - Tangible Personal Property	8,718.91	5,500.00
7400 - Quality		
7401 - Quality & Classroom Supplies	18,390.10	55,000.00
7405 - Training Materials, Space	12,642.27	
7410 - Consumer Education-Outreach Mat	42,434.83	
7415 - Grants to Providers	500.00	
Total 7400 - Quality	73,967.20	55,000.00
7500 - Travel		
7501 - Travel - In State	1,932.30	2,000.00
7505 - Travel - Out of State	683.77	6,500.00
7510 - Travel - Local	8,700.73	12,000.00
Total 7500 - Travel	11,316.80	20,500.00
7600 - Other Expenses		
7601 - Bank Fees	576.14	1,000.00
7605 - Application Software/Licenses	0.00	1,500.00
7610 - Web Service	15,288.13	25,000.00
7615 - Other employee expenditures	341.00	4,750.00
7620 - Dues and Subscriptions	10,990.24	12,000.00
7625 - Taxes, Licenses and Fees	0.00	500.00
7635 - Misc/Other Current Charges	2,550.89	7,500.00
Total 7600 - Other Expenses	29,746.40	52,250.00
8000 - Pass Through Payments		
8100 - School Readiness		
8110 - Non-Direct		
8111 - 97BBA - Administration	328,317.63	
81111 - 97FIR- Administration	7,268.35	
8112 - 97BBD - Non-Direct Services	232,586.57	
8113 - 97BDE - Eligibility Determ	622,393.96	
8114 - 97QOO - Quality Services	528,375.99	
81141 - 97QAS - SR Assessment	71,765.66	
81142 - 97QTA - Provider Assistance	84.20	
81143 - 97QPD - Prof Development	5,170.00	
81144 - 97QCS - Child Screening	24,360.01	
81145 - 97QST -Early Learning Standards	207.80	
81146 - 97QPT - Parental Training	860.20	
81149 - 97QVP - Quality Improvement	33.02	
8115 - 97ICS - SR Child Screening	20,042.27	
81151 - 97 IAS - Assessment - Inf/Todd	87,988.30	
81152 - 97ICR - Curriculum Inf/Toddler	149.95	
8116 - 97QI4 - Resource & Referral	231,780.13	
8117 - 97QIN - Inclusion	123,883.18	
8118 - 97INT - Infants & Toddlers	131,530.87	
Total 8110 - Non-Direct	2,416,798.09	
8135 - ELFL - University of Florida	29,300.00	

	<u>Jul '16 - Jun 17</u>	<u>Budget</u>
8100 · School Readiness - Other	0.00	14,855,250.00
Total 8100 · School Readiness	2,446,098.09	14,855,250.00
8200 · Voluntary Pre-K		
8210 · Non-Direct		
8211 · VPADM - VPK Admin	225,549.01	
8212 · VPENR - Enrollment	143,270.21	
8213 · VPMON	29,550.66	
Total 8210 · Non-Direct	398,369.88	
8220 · Direct		
8221 · VPPRP - Prepay	-175,695.00	
8222 · VPPRS - VPK Slots	12,723,854.97	
8224 · VPKSD - School Dist Minimum	22,952.28	
Total 8220 · Direct	12,571,112.25	
8230 · VPK Other Grants		
8232 · VPLTR-VPK O & A		
8232.01 · Baker County	1,927.90	
8232.02 · Bradford County	1,285.27	
8232.03 · Clay County	10,282.15	
8232.04 · Nassau County	3,855.81	
8232.05 · Putnam County	3,534.49	
8232.06 · St. Johns County	11,246.08	
8232 · VPLTR-VPK O & A - Other	0.00	32,284.00
Total 8232 · VPLTR-VPK O & A	32,131.70	32,284.00
Total 8230 · VPK Other Grants	32,131.70	32,284.00
8200 · Voluntary Pre-K - Other	0.00	13,166,839.00
Total 8200 · Voluntary Pre-K	13,001,613.83	13,199,123.00
8300 · Local Match Expense	153,101.45	159,400.00
Total 8000 · Pass Through Payments	15,600,813.37	28,213,773.00
8400 · Performance Funding		
8410 · Performance Funding Pass Through		
8121 · 97PFC-PFP Class Observations	6,300.00	
8123 · 97PMC-MMCI Training	1,798.07	
8125 · 97PFA-Project Management	81,996.94	
8127 · PFPPR - ELPFP Tier 1	7,861.25	
8128 · PFPHN - Tier 1 in high needs	70,548.20	
8131 · 97PFT - Technical Assistance	677.24	
Total 8410 · Performance Funding Pass Through	169,181.70	
Total 8400 · Performance Funding	169,181.70	
Total Expense	28,475,825.67	28,941,723.00
Net Ordinary Income	-1,296,558.86	0.00
Net Income	-1,296,558.86	0.00

ACTION ITEM SUMMARY

DESCRIPTION	ELCNF 2016-2017 Budget Revision #5
Reason for Recommended Action	<p>The Coalition received a new VPK Notice of Award dated July 14, 2017. This award increased funding by \$83,000 due to a re-obligation of funds to cover fiscal year 2016-2017 anticipated expenditures.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition budget would not match the 2016-2017 VPK fund allocations from the State, and would therefore not be accurate as to the funds available to spend for the fiscal year 2016-2017. • The Coalition will be at risk of potential questioned costs due to noncompliance with state statutes.
How the Action will be accomplished	Presented to the Board on September 20, 2017 for approval.

ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children’s Services 2017/2018 Contract Amendment #0001-17:
Reason for Recommended Action	<p><u>Revisions:</u></p> <ul style="list-style-type: none"> A. Item #1 was added to the 2016/2017 contract with contract amendment #4 due to an extended award to July 31, 2017. However, the 2017/2018 contract did not include this language. This item is to add the same language to this year’s contract and will remain in the contract for all renewal years. B. Items #2, 3, and 7 were to update the School Readiness budgeted amounts per the July 1, 2017 Notice of Award. C. Items #3 and 7 were to update the Performance Funding Project budgeted amounts per the July 1, 2017 Notice of Award. And, to delete language regarding the University of Florida/Lastinger Center for Learning (Early Learning Florida) contracts, as they were not funded for 2017/2018. D. Items #4, 5, 6, and 8 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2017 Notices of Awards. <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> E. ECS’s contract would not have the necessary language to ensure access to the funds of any OEL “extended” grant awards. F. ECS’s contract would not have the correct budgeted amounts for the School Readiness program. G. ECS’s contract would not have the correct budgeted amount for the Performance Funding Project contract, and would contain language regarding Early Learning Florida contracts that are not funded this year. H. ECS’s contract would not have the correct budgeted amounts for the VPK program.
How the Action will be accomplished	Approval of ECS 2017/2018 amendment #0001-17, and party signatures.

**Amendment 0001-17 to Primary Services Contract
Episcopal Children’s Services**

THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida, Inc. hereinafter referred to as the Coalition, and Episcopal Children’s Services, hereinafter referred to as the Contractor, amends the 2017-18 primary services contract as follows:

Item #	Page #	Headings and Text
1	1	<p>I. GENERAL PROVISIONS A. Scope of Contract (Third paragraph)</p>
		<p>The Contractor has been determined as a sub-recipient. As such, The CONTRACTOR understands and agrees to adhere to all applicable terms and conditions defined in the most current annual GRANT AGREEMENT between Florida’s Office of Early Learning and the Early Learning Coalition of North Florida. This includes any renewals or extensions approved by both OEL and the Coalition’s Board of Directors. Upon execution of a mutual agreement between OEL and the Coalition, Episcopal Children’s Services (as the Coalition’s sub-recipient) is in agreement with the terms and conditions of said contract. <u>This would also include any automatic OEL grant award or grant agreement extensions beyond the fiscal year for the purposes of maximizing carry forward funds and/or minimizing reversions, but would not affect the start date of the next fiscal year’s award period.</u> Additionally, the Contractor agrees to comply with all applicable Coalition policies and procedures, and to comply with any newly enacted statutes or rules that supersede the provision of this agreement.</p>
2	8-9	<p>C. <u>RESOURCE MANAGEMENT</u> (SR)</p>
		<p>Pursuant to the Request for Proposal and the Contractor’s signed response, and the fact that this contract is upon a cost-reimbursement method of payment, the CONTRACTOR shall be fiscally responsible pursuant to the following:</p> <p>1. BUDGET SURPLUS/DEFICIT: The Contractor shall serve no fewer than 3,800 children with the slot dollars provided under this contract, unless the available School Readiness grant funding would not financially provide for all 3,800 slots. Regardless of the total amount of funding for slots, the Coalition (through its Sub-Contractors) will ensure that no less than 78% of School Readiness grant funds will be used for slot funding (excluding CCEP which is subject to a minimum expenditure of 81% on direct services). The slot funding will be expended within 1.5% under and 0% over the contracted budget amount, with the understanding that the goal is to use 0.75% under. The CONTRACTOR further agrees that reimbursements under this contract shall be up to, and are capped at the total budgeted amount of funding for direct childcare slot funding which is \$12,244,762 \$12,337,135 to include all childcare cost centers, Gold Seal payments (if applicable), and CCEP (if applicable) and “Contracted Slots” (if applicable). This funding is inclusive of the annual OEL School</p>

		<p>Readiness Grant Award that does not include local match funds, and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Gold Seal payments are subject to adjustments due to budget constraints. Additionally, the Contractor shall be responsible for actively soliciting and obtaining match funds in the amount of up to an amount equal to 6% for the Economically Disadvantaged (BG 8) funding category for children in School Readiness Programs to be used only for slots, except when a match waiver is available and the contractor has shown a good faith effort to raise the 6% Economically Disadvantaged match.</p>
3	19	VII. Method of Payment (SR)
		<p>This is a cost-reimbursement contract. The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms of this contract for a total dollar amount up to and not to exceed \$14,855,250 \$14,997,291. This funding is inclusive of the annual OEL School Readiness Grant Award which does not include local match funds or CCEP, and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Up to and no more than \$354,481 \$358,142 (97BBA) may be allocated to administrative expenditures. Local match will be reimbursed based on funding from match raised from local grants up to the amount earned or the amount of the local grants, whichever is less.</p> <p>In addition, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL's Performance Funding Project Contract/OEL Grant Agreement with the Coalition (OEL NOA #PP437 #PP438) for a total dollar amount up to and not to exceed \$241,107 \$234,216. This funding is exclusive of the annual OEL School Readiness Grant Award funding. Contractor reimbursements will be based on all provisions as set forth in the OEL Performance Funding Project Contract/OEL Grant Agreement.</p> <p>AND, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL's Pay for Performance Contract [in cooperation with The University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning ("University")] with the Coalition for a total dollar amount up to and not to exceed \$58,275.</p>
4	28	THE COALITION AGREES: (VPK)
		<p>A. Contract Dates This contract shall begin on July 1, 2017 or the date, on which both parties have signed the contract, whichever is earlier, and shall end on June 30, 2018. The Coalition shall not be obligated to pay for costs incurred related to this contract prior to its beginning date or after it's ending date.</p>

		<p>B. Contract Amount & Availability of Funding</p> <p>This is a cost-reimbursement contract. The Coalition shall pay the provider for the delivery of service provided in accordance with the terms of this contract for a total dollar amount up to and not to exceed \$13,212,836 \$13,630,680 (less the Coalition's administrative costs portion) which shall be paid by the Coalition for the provision of services as set forth by this contract. Of this amount, no more than 3.6% of the slot total (or 90% of the 4% administrative fees allowed) may be allocated to administrative expenditures earned, and subject to the availability of funds. In addition, this contract amount for Voluntary Pre-kindergarten services shall be further increased by an amount not to exceed \$32,284 \$28,773 for outreach and awareness, provider monitoring services, and previous fiscal year absence data entry – if required, supported by a supplemental Voluntary Pre-kindergarten Outreach and Awareness and Monitoring Initiative grant obtained by the Coalition for these purposes. The Coalition's obligation to pay under this Contract is contingent upon annual appropriation by the State of Florida Legislature. The Coalition shall be the final authority as to the availability of funds for this Contract, and as to what constitutes an "annual appropriation" of funds to complete this project. If such funds are not appropriated or available for the contract purpose, such event will not constitute a default on the Coalition. The Coalition agrees to notify the Provider in writing at the earliest possible time if funds are not appropriated or available.</p>
5	35	V. Method of Payment, A. Payments (VPK)
		<p>1. This is a cost-reimbursement contract, based on actual child enrollments. The Coalition shall pay the Contractor for the delivery of services provided in accordance with the terms of this Contract for a total dollar amount up to and not to exceed \$13,212,836 \$13,630,680 (less the Coalition's administrative costs portion). Of this amount, no more than 3.6% of the slot total (or 90% of the 4% administrative fees allowed) may be allocated to administrative expenditures earned, and subject to the availability of funds. All remaining dollars will be utilized for VPK slots. All expenses including supplies, equipment, training materials, and travel costs incurred in connection with this contract are to be included in the contract price of each deliverable and will not be otherwise compensated. The Contractor shall submit reimbursement request invoices in accordance with the requirements of sections 215.42 and 215.422, F.S., and F.A.C. rule 69I-40.002 (1). When submitting reimbursement request invoices, the Contractor shall adhere to F.A.C. rule 69I-40.103 (restriction of expenditures), sections 110.1245(3) and (4) and 110.503, F.S. (awards and volunteer recognition), and section 216.345, F.S. (membership dues and licensing fees).</p>
6	35-36	B. Funding By Category (VPK)
		<p>The Coalition agrees to pay for contracted services in an amount up to and not to exceed \$13,212,836 \$13,630,680 (less the Coalition's administrative costs portion) subject to the availability of funds and provision of limitation of 3.6% of administrative costs earned. The Coalition agrees to reimburse for VPK services, including administrative, enrollment, monitoring, and VPK slots.</p>

		In addition, the Coalition agrees to pay for contracted services by an amount not to exceed \$32,284 \$28,773 for outreach and awareness, provider monitoring services, and previous fiscal year absence data entry, supported by the supplemental Voluntary Pre-kindergarten Outreach and Awareness and Monitoring Initiative grant.
7	64-65	Attachment 9 School Readiness Budget
		(Attached, Pages 5-6, replaces original contract attachment and is incorporated as part of this amendment)
8	66	Attachment 10 Voluntary Prekindergarten Budget
		(Attached, Page 7, replaces original contract attachment and is incorporated as part of this amendment)
		END OF AMENDMENTS

ATTACHMENT 9
SCHOOL READINESS BUDGET

State of Florida Notice of Award No. SR438	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF	G1602FLTANF (29.04%) G1702FLTANF (27.83%)
93.575 / CCDF Discretionary	G1602FLCCDF (39.39%) G1702FLCCDF (40.63%)
93.596 / CCDF Mandatory	G1602FLCCDF (31.47%) G1702FLCCDF (31.45%)
93.667 / SSBG	G1601FLSOSR (0.09%) G1701FLSOSR (0.08%)
Grand Total 100%	

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	TOTALS (NOA Amounts)
General Administration	97BBA, 97FIR, 97LCA	\$354,481 <u>\$358,142</u>	\$421,283 <u>\$425,000</u>	\$775,764 <u>\$783,142</u>
Non-direct Services	97BBD	246,790 <u>250,205</u>	0	246,790 <u>250,205</u>
Systems	97SYS	0	0	0
Eligibility Determination	97BDE	669,351 <u>666,835</u>	0	669,351 <u>666,835</u>
Quality	97Q00, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	741,383 <u>770,043</u>	260,667 <u>260,669</u>	1,002,050 <u>1,030,712</u>
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	233,411 <u>263,803</u>	0	233,411 <u>263,803</u>
Inclusion	97QIN	117,308 <u>116,481</u>	0	117,308 <u>116,481</u>
Resource & Referral	97Q14	247,764 <u>234,647</u>	0	247,764 <u>234,647</u>
Total Non-Slots	(Non-Direct)	\$2,610,488 <u>\$2,660,156</u>	\$681,950 <u>\$685,669</u>	\$3,292,438 <u>\$3,345,825</u>
Gold Seal Payments	97GSD	520,000	0	520,000
Slots, to include: *CCEP funding of \$21,960 <u>\$20,118</u> and *Contracted Slots funding of \$269,886		11,724,193 <u>11,817,135</u>	0	11,724,193 <u>11,817,135</u>
Total Slots	(Direct Services)	<u>\$12,244,762</u> <u>\$12,337,135</u>	\$0	<u>\$12,244,762</u> <u>\$12,337,135</u>
Grand Total		<u>\$14,855,250</u> <u>\$14,997,291</u>	<u>\$681,950</u> <u>\$685,669</u>	<u>\$15,537,200</u> <u>\$15,682,960</u>

Supplemental Contracts

(Exclusive of OEL School Readiness Grant Award Funding)

<p>Performance Funding Project (OEL NOA #PP437 #PP438) (CFDA# 93.575 CCDF, Federal Award No. G1602FLCCDF G1702FLCCDF – 100% funding) (DUNS #130220796)</p> <p>Total (total dollar amount up to and not to exceed)</p>	<p>\$241,107</p> <p>\$234,216</p>
<p>Pay for Performance (through the University of Florida)</p> <p>Contract 1</p> <p>Contract 2</p> <p>Total (total dollar amount up to and not to exceed)</p>	<p>\$27,650</p> <p>30,625</p> <p>\$58,275</p>

**ATTACHMENT 10
VOLUNTARY PREKINDERGARTEN BUDGET**

**Episcopal Children's Services and
The Early Learning Coalition of North Florida
2017/2018 VPK Budget**

State of Florida Notice of Award No.SV438/CFSA#48.108 (100%)		
Description	OCA	Amount
VPK Administration	VPADM	\$164,652 \$242,406
VPK Enrollment	VPENR	187,520 199,591
VPK Monitoring	VPMON	105,195 29,834
Total ECS Administrative Costs (up to 3.6% of slots earned)		\$457,367 \$471,831
<i>Coalition Administrative Costs</i> (up to 0.4% of slots earned)		\$50,819 \$52,426
Total Non-Slots (ECS + Coalition) (4% of slots earned)		\$508,186 \$524,257
Direct Services - Slots		12,704,650 13,106,423
Grand Total		\$13,212,836 \$13,630,680

**Supplemental VPK Outreach and Awareness and Monitoring
Initiative Grant (VPK OAMNI)**

NOTICE OF AWARD NUMBER OA438 / CFSA#48.108 (100%)	
Total (for VPK outreach/awareness, and monitoring)	\$32,284 \$28,773

THIS AMENDMENT shall begin on August 9, 2017, or the date, on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to 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 is hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this 8 page amendment to be executed by their officials thereunto duly authorized.

**EARLY LEARNING COALITION OF
NORTH FLORIDA**

**EPISCOPAL CHILDREN'S SERVICES,
INC.**

NAME _____

NAME _____

TITLE _____

TITLE _____

SIGNED _____

SIGNED _____

DATE _____

DATE _____

ACTION ITEM SUMMARY

DESCRIPTION	RETRO ACTIVE Board Approval of the Voluntary Prekindergarten (VPK) Outreach and Awareness and Monitoring Initiative Grant Agreement Between the Office of Early Learning (OEL) and the Early Learning Coalition of North Florida.
Reason for Recommended Action	<p>RETRO ACTIVE Board Approval of VPK OAMI Grant Agreement for FY 2017-18, effective July 1, 2017.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would not receive the required grant funding to perform outreach and awareness of the VPK programs nor the monitoring initiative for VPK.
How the Action will be accomplished	RETRO ACTIVE Board Approval effective July 1, 2017.

**STATE OF FLORIDA
OFFICE OF EARLY LEARNING
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM
OUTREACH/AWARENESS AND MONITORING INITIATIVE GRANT AGREEMENT**

THIS agreement (the agreement) is between the state of Florida, Department of Education, Office of Early Learning, (OEL, the Office) and the Early Learning Coalition of North Florida (ELC) each individually a “Party” and collectively the “Parties”.

WHEREAS, the State of Florida has charged OEL with overseeing and administering the state’s Voluntary Prekindergarten Education Program (VPK, VPK Program); and

WHEREAS, the ELC is a statutorily-created entity given the responsibility of the local administration of the VPK Program; and

WHEREAS, the ELC agrees to develop local public awareness of the VPK Program and monitor VPK providers to ensure they are properly administering the VPK Program; and

WHEREAS, the Office of Early Learning desires to enter into an agreement with each one of the ELC individually to support VPK outreach, awareness and monitoring initiative (OAMI) services at the local level;

NOW THEREFORE, in consideration of the premises set forth herein, OEL and the ELC agree as follows:

A. Subrecipient Determination

The Office has reviewed the criteria pursuant to 2 CFR §200.330, *Subrecipient and contractor determinations*, and determined the ELC is a subrecipient for purposes of this agreement. The ELC acknowledges it is subject to the Florida Single Audit Act, s. 215.97, Florida Statutes (F.S.), as appropriate and shall be subject to monitoring and audit conditions and requirements as set forth in Exhibits III, IV and V.

B. Agreement documents

The agreement consists of the following documents:

1. Exhibit I – Special Conditions
2. Exhibit II – Scope of Work
3. Exhibit III – Voluntary Prekindergarten Provider Monitoring Tool
4. Exhibit IV – Minimum Annual Sample Size
5. Exhibit V – Audit Requirements
6. Exhibit VI – Certifications and Assurances

C. Compliance with applicable laws and regulations

1. The ELC shall comply with the following applicable federal laws and regulations, including any revision to those laws and regulations made after the execution of this Grant Agreement (notification will be provided in writing to the ELC), in the course of performing services under this Grant Agreement:

- 45 CFR part 82 – Drug-Free Workplace Act Common Rule.
- 45 CFR part 93 – Byrd Anti-Lobbying Amendment Common Rule.
- 2 CFR Part 376 – Nonprocurement Debarment and Suspension.
- American Competitiveness and Corporate Accountability Act of 2002, aka the Sarbanes-Oxley Act (SOX):
 - Sections 802 and 1102, Prohibited from destroying documents while official proceedings are underway.
 - Section 1107, Protection for whistleblowers (employees and other individuals).

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2. The ELC shall comply with the following applicable State laws and regulations, including any revision to those laws and regulations made after the execution of this Grant Agreement (notification will be provided in writing to the ELC), in the course of performing services under this Grant Agreement:
- Chapter 1002, part V, F.S. – VPK.
 - Chapter 6M-8, F.A.C. - Voluntary Prekindergarten Education Program Rules.
 - Rule 6A-1.09433, F.A.C. – Voluntary Prekindergarten Pre- and Post-Assessments.
 - Rule 6A-6.03033, F.A.C. – Specialized Instructional Services (SIS) for Voluntary Prekindergarten Children (VPK) with Disabilities.
 - Chapter 6M-9, F.A.C. - Early Learning Coalitions Rules.
 - Chapter 69I-5, F.A.C. – Schedule of Expenditures of State Financial Assistance.
 - Rule 61H1-20.0093, F.A.C., Chapter 10.650 – Florida Single Audit Act Audits Non-profit and For-profit Organizations.
 - Chapter 112, F.S., Public Officers and Employees:
 - Section 112.061, F.S. – public officers, employees and authorized persons’ per diem and travel expenses.
 - Section 112.313, F.S. – Standards of conduct for public officers, employees or agencies and local government attorneys.
 - Section 112.3135, F.S. – Restriction on employment of relatives.
 - Section 112.3143(1)(b), F.S. – Voting conflicts.
3. **Procurements**
- Section 215.971, F.S. – Agreements funded with federal or state assistance.
 - Section 287.057, F.S. – Procurement of commodity or contractual services.
 - Section 287.058, F.S. – Contract document.
4. **Other state laws and regulations**
- Section 20.052, F.S. – Advisory bodies, commissions, boards.
 - Section 119.01, F.S. – General state policy on public records.
 - Section 119.07, F.S. – Public Records.
 - Section 119.0701, F.S. – Contracts; Public Records
 - Section 215.97, F.S. – Florida Single Audit Act.
 - Section 11.062, F.S. – Use of state funds for lobbying prohibited; penalty.
 - Section 17.04, F.S. – To audit and adjust accounts of officers and those indebted to the state.
 - Section 39.201, F.S. – Proceedings related to children.
 - Section 39.604, F.S. – Rilya Wilson Act attendance and reporting responsibilities.
 - Section 215.42, F.S. – Purchases from appropriations, proof of delivery.
 - Section 215.422, F.S. – Payments, warrants and invoices; processing time limits; and dispute resolution.
 - Section 216.181, F.S. – Approved budgets for operations and fixed capital outlay.
 - Section 216.301, F.S. – Appropriations; undisbursed balances.
 - Section 216.345, F.S. – Professional or other organization membership dues; payment.
 - Section 216.347, F.S. – Disbursement of grants and aids appropriations for lobbying prohibited.

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- Section 252.365, F.S. – Emergency coordination officers; disaster-preparedness plans.
- Chapter 274, F.S. – Tangible Personal Property.
- Section 286.25, F.S. – Publication or statement of state sponsorship.
- Section 287.017, F.S. – Purchasing categories, threshold amounts.
- Section 287.0943, F.S. – Certification of minority business enterprises.
- Section 287.133, F.S. – Public entity crime; denial or revocation of the right to transact business with public entities.
- Section 287.134, F.S. – Discrimination; denial or revocation of the right to transact business with public entities.
- Section 287.135, F.S. – Prohibition against contracting with scrutinized companies.
- Section 402.281, F.S. – Gold Seal Quality Care program.
- Section(s) 402.301- 402.319, F.S. – Child Care facilities provisions.
- Section 411.223, F.S. – Handicap or High-Risk Condition Prevention and Early Childhood Assistance.
- Section 414.39, F.S. – Fraud.
- Section 414.411, F.S. – Public Assistance Fraud.
- Section 415.1034, F.S. – Mandatory reporting of abuse, neglect, or exploitation of vulnerable adults; mandatory reports of death.
- Chapter 427, F.S. – Special Transportation and Communication Services.
- Section 435.03, F.S. – Level 1 screening standards.
- Section 435.04, F.S. – Level 2 screening standards.
- Section 445.032, F.S. – Workforce Services Transitional child care.
- Section 943.0542, F.S. – Access to criminal history information provided by the department to qualified entities.
- Florida Department of Financial Services (FDFS) Travel Manual – http://www.myfloridacfo.com/Division/SFM/DOMSEC/documents/State_Travel_Manual_2011-01-15.pdf.
- [Florida Department of Education \(FDOE\) Travel Policy Manual](#)
- FDFS Contract and Grant User Guide.
- [Florida Reference Guide to State Expenditures](#).

D. Effective date

The agreement shall be effective on July 1, 2017 or the date on which the last party has signed the agreement, whichever is later.

E. Ending date

The agreement shall end on June 30, 2018 unless the agreement is terminated it earlier, extended or renewed as provided herein. All award notifications reflect the beginning and ending dates of the award period. All conditions stated in the grant award, exhibits and attachments are considered binding on the ELC.

F. Funding

Chapter 2017-70, Laws of Florida, Specific Appropriations 82 provides funds from General Revenue for the program services described in this agreement.

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G. No state obligation before starting date or after ending date

The OEL shall not be obligated to pay for costs incurred related to the agreement prior to its effective date or after its ending date.

H. Extension

Subject to agreement by the Parties, extension of the agreement for services shall be in writing for a period not to exceed six months and shall be subject to the same terms and conditions set forth in the initial agreement. There shall be only one extension of the agreement unless the failure to meet the criteria set forth in the agreement for completion of the agreement is due to events beyond the control of the ELC.

I. Renewal

Upon mutual agreement, OEL and the ELC may renew the agreement, in whole or in part, for a period that may not exceed three years or the term of the agreement, whichever period is longer. The renewal must be in writing and signed by both parties, and it is subject to availability of funds.

J. Grant Manager for the ELC and for OEL

ELC's Grant Manager	
Name:	Tajaro Dixon
Title:	Grants and Operations Manager
Address:	3841 Reid Street, Palatka, FL
ZIP code:	32177
Office phone:	(386) 328-6232
Email address:	tdixon@elcnorthflorida.org

OEL's Grant Manager	
Name:	Toshiba Griffin
Title:	Grant Manager
Address:	Office of Early Learning 250 Marriott Drive Tallahassee, Florida
ZIP code:	32399
Office phone:	(850) 717-8670
Email address:	toshiba.griffin@oel.myflorida.com

K. Change in grant managers

In the event that any party designates different grant managers after the execution of the agreement, notice of the foregoing information for the new grant manager will be transmitted by email or sent in writing to all of the parties and said notification will be attached to copies of the agreement.

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L. Execution

In consideration of the mutual covenants set forth above and in the exhibits hereto, the Parties have caused to be executed this agreement by their undersigned officials duly authorized.

ELC of North Florida

By:

Printed name: Dawn E. Bell

Title: C.E.O.

Date: June 28, 2017

FEIN: 59-3691819

Office of Early Learning

By:

Printed name: Rodney J. MacKinnon

Title: Executive Director

Date:

FEIN: 59-3474751

OEL

Approved as to form and legal sufficiency, subject only to full and proper execution by the parties.

By:

Printed signature: Maggi O'Sullivan Parker

Title: General Counsel

Date:

Grant Agreement Number

Outreach Awareness and Monitoring Initiative	OA438
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EXHIBIT I
SPECIAL CONDITIONS

A. Allowable costs

In accounting for and expending grant funds, a recipient and/or subrecipient may only charge expenditures to the grant award if they are:

- (a) in payment of obligations incurred during the approved grant period,
- (b) in conformance with the approved program services,
- (c) in compliance with all applicable statutes and regulatory provisions,
- (d) costs that are allocable to a particular cost objective,
- (e) spent only for reasonable and necessary costs of the program, and
- (f) not used for general expenses required to carry out other responsibilities of the ELC.

B. Assignments

OEL shall at all times retain the ability to assign or transfer its rights, duties or obligations under the agreement to another state of Florida governmental agency; in the event that this occurs, OEL shall give prior written notice to the ELC. The ELC agrees not to assign the responsibility for the agreement to another party without OEL's express written approval. The ELC agrees to notify OEL prior to changing its early learning programs service delivery provider, if applicable. In the event OEL or a state of Florida agency approves the ELC's transfer of obligations, the ELC retains responsibility for all agreement-related work and expenses. In addition, the agreement shall bind the ELC's successors, assigns and legal representatives to any legal entity that succeeds OEL's obligations. The ELC's agreements and contracts with subrecipients must contain this agreement's special conditions and audit requirements. The ELC's agreements with subrecipients shall only include applicable scope of work provisions of this agreement.

C. Background screening

"Qualified entity," as defined in s. 943.0542, F.S., means a business or organization, whether public, private, operated for profit, operated not-for-profit or voluntary, that provides care or care placement services, including a business or organization that licenses or certifies others to provide care or care placement services.

An ELC is a qualified entity and therefore shall register with the Florida Department of Law Enforcement (FDLE). The entity shall have all employees assigned to work on this agreement screened in a manner consistent with s. 943.0542, F.S.

1. The ELC shall have written policies that include the requirements detailed in this section (C.).
2. The ELC shall require any subrecipient, contractor, or subcontractor it retains that also meets the definition of qualified entity to likewise register and have all of the employees it assigns to work under the terms of this agreement screened in a manner consistent with s. 943.0542, F.S. The ELC shall ensure that background screening of subcontractors is complete prior to providing services under the contract.
3. The ELC shall obtain the following documentation for new employees prior to their first day of employment. For monitoring and audit purposes, the ELC shall maintain on file verification for all ELC personnel and any subrecipient or contractor's personnel, if applicable and unless excluded as described below, assigned to work on this agreement:
 - 3.1. Documentation the individual complies with the background screening standards set forth in s. 435.04, F.S.
 - 3.2. The highest level of education claimed, if the position requires.
 - 3.3. All applicable professional licenses claimed, if the position requires.
 - 3.4. Applicable employment history, if the position requires.

EXHIBIT I

- 3.5.** To be in compliance, employee background screenings must be from no earlier than five years before this agreement's effective date.
- 3.6.** The ELC shall update the background screening every five years on or before the anniversary date of the prior background screening check and thereafter if the individual continues performing under this agreement.
- 3.7.** The ELC shall repeat the background screening if there is a 90-day lapse in employment from working on this agreement. The ELC shall rescreen the person before assigning the person to this agreement.
- 3.8.** The ELC shall arrange for and pay all the costs for employee background screenings.
- 3.9.** The ELC shall require each employee it assigns to this agreement to notify the ELC within 10 calendar days of being arrested for any criminal offense.
- 3.10.** The ELC shall review the alleged offense, determine if the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from work on this agreement.
- 3.11.** The ELC shall not allow the employee to return to work on this agreement until cleared of all charges.
- 3.12.** ELC board members and volunteers who interact with children on an intermittent basis for less than 10 hours per month are not required to be background screened as long as a person who meets the background screening requirements of the agreement has the board member or volunteer in his or her line of sight during any interaction with children. Background screening costs for board members and volunteers are allowable ELC expenditures.
- 3.13.** The ELC shall require its subrecipient or contractor to:
 - 3.13.1.** Notify the ELC within 10 calendar days of an employee being arrested or removed from working on the contract for any criminal offense.
 - 3.13.2.** Review the alleged offense, determine if the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from work on the contract.
 - 3.13.3.** Not permit the employee to return to work on the contract until cleared of all charges.
- 4.** Any subrecipient, contractor or subcontractor who does not meet the definition of "Qualified Entity" but who has staff that will perform duties under contract with the ELC and are permitted access to a child care location while children are present, or will have access to confidential information about the children in care or their family shall comply with all of the above.
- 5.** Any contractor or subcontractor who does not meet the definition of "Qualified Entity" and who has staff that will perform duties under this agreement but will have absolutely no interaction with nor be present around a child in care nor will they have access to any confidential information about either a child in care or that child's family is not required to submit its employees to a background screening.
- 6.** Written policies may exclude reference to subrecipient, contractor or subcontractor if not applicable. However if an ELC contracts with a subrecipient, contractor or subcontractor during the term of this agreement then the policies should be updated to include reference.

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D. Breach of Security/Confidentiality

For purposes of this agreement, “Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with ELC operations; however, good faith attempts at access shall not be considered a security incident.

For purposes of this agreement, “Breach of Security” means unauthorized access of data containing personal information. Good faith access of personal information by an employee or agent of the ELC does not constitute a breach of security, provided that the information is not used for a purpose unrelated to the agreement or subject to further unauthorized use.

1. The ELC agrees to comply with s. 501.171, F.S. related to the security of confidential personal information and understands that the ELC for this purpose will be considered a third party agent as referenced in this statutory section.
2. The ELC shall immediately notify the Office’s Inspector General and Information Security Manager of any Security Incident or Breach of Security of which it becomes aware by its employees, subcontractors, agents or representatives. Notwithstanding requirements of s. 501.171(3), F.S., within 24 hours of the incident the ELC shall provide written notification to the Office’s Inspector General and Information Security Manager that identifies: (i) the nature of the unauthorized use or disclosure, (ii) the confidential information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what the ELC has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action the ELC has taken or shall take to prevent future similar unauthorized use or disclosure. The ELC shall provide any additional information, including a full written report, as reasonably requested by the Office.
3. If the Office, at its sole discretion, determines that the ELC has failed to comply with any confidentiality provision of this agreement, or determines that prompt and satisfactory corrective action has not occurred, the Office has the unilateral right to suspend the agreement until it is satisfied that corrective action has been taken or terminate the agreement. If this agreement is terminated, the ELC must immediately surrender to the Office all confidential information and copies thereof obtained under the agreement and any other information relevant to the agreement.
4. The ELC understands and agrees that all reasonable fees and costs necessary for the Office to remedy any breach of confidentiality due to the conduct of the ELC, including its employees, subcontractors, agents, affiliates, or any individual within the control of the ELC, shall be the responsibility of the ELC. The ELC shall cooperate in the defense and settlement of such claims. The obligations of this section shall survive the expiration or termination of this agreement.
5. The ELC understands and agrees to the confidentiality and security provisions of this agreement regarding the requirements to safeguard the confidentiality of the information which is the subject of the agreement, and which is considered a material condition of the agreement. In the event that requirements to safeguard the information, unauthorized disclosure of the information, or the confidentiality of the information are compromised in any way, the ELC will be subject to penalties as follows:
 - 5.1. Criminal Penalties: The ELC including its employees, agents, contractors, subcontractors, affiliates or any other individual that breaches the confidentiality requirements of this agreement are subject to any state or federal criminal sanctions provided by law, including, but not limited to penalties as provided for in s 119.10,

EXHIBIT I

F.S., the Florida Computer Crimes Act (s. 815.04, F.S.) or any other applicable state or federal laws or regulations.

- 5.2. Civil Remedies:** In addition to criminal sanctions, the ELC including its employees, agents, contractors, subcontractors, affiliates or any other individual who breaches the confidentiality requirements of this agreement or applicable laws are subject to any and all civil remedies available to the Office and the state of Florida.

E. Contingency statement

An annual legislative appropriation determines the state of Florida's payment obligation under the agreement.

F. Cooperation in investigations

The ELC shall fully cooperate with OEL and any other state or federal authorities on any fraud or other types of investigations. This includes, but is not limited to, producing any requested documents and providing witnesses to testify when requested.

G. E-Verify

1. The ELC shall use the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility for new hires. Failure to do so shall be cause for OEL to unilaterally cancel this agreement. Also, the ELC agrees to include in related subcontracts a requirement that subcontractors performing work or providing services pursuant to the contract utilize the E-Verify system to verify employment of all new employees hired by the subcontractor during the contract term.
2. The ELC agrees to provide the Office, within thirty days of the effective date of this agreement, documentation of enrollment in the E-Verify program in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the program. (This page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage.)
3. The ELC further agrees that it will require each subcontractor that performs work under this agreement to enroll and participate in the E-Verify program within ninety days of the effective date of the agreement or within ninety days of the effective date of the contract between the ELC and the subcontractor, whichever is later. The ELC shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating the enrollment in the E-Verify program and make such record(s) available to the Office upon request.
4. The ELC further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the Office.

H. Florida Abuse Hotline reporting

In compliance with s. 39.201, F.S., any employee of the ELC or its subcontractors shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE) if the employee knows or has reasonable cause to suspect any of the following circumstances:

That a child, is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare or that a child is in need of supervision and care has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care; or,

That a child is abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or

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That a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender.

I. Force majeure and notice of delay from force majeure

Neither OEL nor ELC shall be liable to the other for any delay or failure to perform under the agreement if such delay or failure is neither the fault nor the negligence of the OEL or ELC or their employees or agents. This holds true if the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods or other similar cause wholly beyond the party's control, or for any of the foregoing that affects subcontractors or suppliers if there is no available alternate supply source.

However, in the event of delay from the foregoing causes, the OEL or ELC shall take all reasonable measures to mitigate any and all resulting delays or disruptions in the OEL or ELC's performance obligation under the agreement. If the delay is excusable under this paragraph, the delay will not result in any additional charge or cost to either OEL or ELC under the agreement. In the case of any delay the ELC believes is excusable under this paragraph, the ELC shall notify OEL and describe the cause of the delay or potential delay in writing within 10 calendar days after the cause that creates or will create the delay.

The foregoing shall be the ELC's sole remedy or excuse regarding the delay. The ELC must provide notice in strict compliance with this section to receive the remedy. OEL, in its sole discretion, will determine if the delay is excusable under this section and will notify the ELC of OEL's decision in writing. The ELC shall not assert a claim for damages, other than for an extension of time, against OEL. The ELC is not entitled to an increase in the agreement price or payment of any kind from OEL for direct, indirect, consequential, impact or other costs, expenses or damages. These include, but are not limited to, costs of acceleration or inefficiency due to delay, disruption, interference or hindrance from any cause whatsoever.

If any of the causes this section describes suspended or delayed performance, in whole or in part, after the causes have ceased to exist, the ELC shall perform at no increased cost, unless OEL determines, in its sole discretion, that the delay will significantly impair the agreement's value to OEL or the state. In which case, OEL may do any or all of the following actions:

1. Accept the ELC's allocated performance or deliveries, provided that the ELC grants OEL preferential treatment for products or services subjected to allocation.
2. Purchase from other sources (without recourse to and by the ELC for the related costs and expenses) to replace all or part of the products or services the delay affects. The OEL may deduct the purchases from the agreement funds.
3. Terminate the agreement in whole or in part.

J. Governing law

State of Florida laws applicable to agreements and contracts implemented and wholly performed within the state shall construe and govern the agreement for all purposes. The judiciary system of the state of Florida shall determine all disputes, claims or any other matters. The venue of any and all actions pertaining to this agreement shall be in Leon County, Florida.

K. Indemnification

The ELC shall be liable for and indemnify, defend and hold OEL and all of its officers, directors, agents and employees harmless from all claims, suits, judgments or damages that arise from the ELC or any of its agents, subcontractors or employees' acts, actions, neglect or omissions during the early learning programs' performance or operations under the

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agreement or any subsequent modifications thereof. This includes attorney fees and costs. This indemnification holds whether liability is direct or indirect, and whether damage is to any person or tangible or intangible property.

L. Independent coalition status

In the ELC's performance of its duties and responsibilities under the agreement, it is mutually understood and agreed that the ELC is at all times acting and performing as an independent contractor and not as a division or subpart of OEL. Nothing in the agreement is intended to or shall be deemed to constitute a partnership or joint venture between the parties.

M. Insurance and risk mitigation

1. The ELC shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the agreement and any renewal(s) or extension(s) of it. By execution of the agreement, the ELC accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the ELC and the clients to be served under the agreement.
2. The ELC shall maintain errors and omissions insurance on its board members.
3. The ELC shall maintain fidelity bonding of its fiscal personnel.
4. The ELC shall maintain a disaster recovery plan within its continuity of operations plan (COOP) for unforeseen circumstances whether they are natural or man-made disasters.
5. The ELC will have and continuously maintain all other types of insurance as required by law.
6. In the event that any of the coverage described above is canceled by the insurer for any reason, the ELC shall immediately notify the Office of such cancellation and shall obtain replacement coverage acceptable to the Office and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage.
7. All insurance policies shall be with insurers qualified and doing business in Florida. The Office shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.
8. In accordance with 2 CFR §200.310, *Insurance Coverage*, the ELC shall provide equivalent insurance coverage for real property and equipment acquired or improved with grant funds as it does for real property and equipment acquired or improved with non-grant funds.

N. Intellectual property rights

1. All data OEL creates or the ELC receives from OEL, whether electronic or hardcopy, during the duration of this agreement is OEL's property. The ELC shall surrender it to OEL at no cost to OEL upon expiration, termination or cancellation of this agreement. The following terms and conditions apply to all grants recipients, unless explicitly waived:
 - 1.1. With respect to all products created by the ELC pursuant to this agreement, said materials will be the property of OEL.
 - 1.2. To the extent that any product constitutes a "work" within the meaning of U.S. copyright laws, 17 United States Code Service (U.S.C.) 101, et seq., it shall be a "work for hire." In the event that a court of competent jurisdiction determines that a product or material is not a work for hire as a matter of law, the ELC shall assign and convey to OEL all rights, title and interest in the product or material and require its employees and subcontractors to do the same.

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- 1.3.** The ELC agrees that its employees will not assert any ownership of the product produced pursuant to this agreement. The ELC shall be responsible for acquiring necessary releases or establishing appropriate contract provisions in its dealings with employees and subcontractors in order to secure OEL's rights.
 - 1.4.** Any claim by the ELC of ownership of pre-existing copyrights should be explicitly stated in the project documentation.
 - 1.5.** The ELC agrees that if it hires any third party to perform any work pursuant to this agreement, the work shall be on a "work for hire" basis and shall not in any way infringe upon OEL's ownership of the product.
 - 1.6.** The ELC agrees not to convey any rights in the product to a third party.
 - 1.7.** If the ELC hires a third party to perform any work that involves the use of pre-existing intellectual content owned by the third party, the third party shall expressly assert its ownership of the content and shall grant the ELC and OEL the non-exclusive license to use the product.
- 2.** A licensing agreement or other agreement regarding the use of intellectual property developed pursuant to this agreement may be developed between OEL and the ELC in order to further the use of the products in the educational community.
 - 3.** Pursuant to s. 286.021, F.S., if the discovery or invention arises or is developed in connection with the use of state funds, OEL will refer it to the Department of State to determine whether patent protection will be sought in the name of the state of Florida. Any and all patent rights accruing under or in connection with the performance of the agreement are hereby reserved to the state of Florida.
 - 4.** Pursuant to s. 286.021, F.S., and subject to claims of the United States Department of Health and Human Services (HHS, any and all copyrights accruing under or in connection with the ELC's execution of its duties under the agreement, funded by early learning program funds, are hereby reserved to the state of Florida.
 - 5.** Pursuant to s. 286.021, F.S., and subject to claims of the HHS, any and all copyrights accruing under or in connection with the ELC's execution of its duties under the agreement, funded by Early Learning Program funds, are hereby reserved to the state of Florida.
 - 6.** Pursuant to 45 CFR §75.322, the HHS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes the copyright in any work developed with federal funds through the agreement and any rights of copyright which the ELC or its sub grantees or contractors purchase with such federal funds.
 - 7.** Pursuant to federal and state laws, the ELC will not violate the copyrights of any third party during the performance of the scope of work for this grant award. The ELC further warrants that as to each deliverable produced pursuant to this award, ELC's production of the deliverable(s), and the Office's use of the deliverable(s), will not infringe on the copyrights of any third party. This provision applies to each work of authorship in which copyrights subsist pursuant to 17 U.S.C. Sections 102-105 and to each exclusive right established in 17 U.S.C. Section 106. In furtherance of this provision, the ELC additionally warrants the following:
 - 7.1.** As to each work of software or other "information technology," as defined in s. 287.012(15), F.S., in which copyrights subsist, the ELC has acquired the rights by conveyance or license to any third party software or other information technology, which was used to produce the deliverable(s).

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7.2. As to each image and sound recording incorporated into a deliverable, the ELC has acquired the necessary rights, releases, and waivers from the person whose image or sound included, or from the holder of the copyrights subsisting in the literary, musical, dramatic, pantomime, choreographic, pictorial, graphic sculptural, motion pictures, audiovisual work or sound recording from which the included image or sound recording was taken.

O. Membership dues, subscriptions and licensing fees

The ELC shall comply with the terms of s. 216.345, F.S., and 2 CFR §75.454, *Memberships, subscriptions, and professional activity costs*, when incurring costs related to paying membership dues, subscriptions and licensing fees.

Payment information, which must contain a statement that the records of memberships, subscriptions or licenses for which the ELC paid, maintained at the ELC shall be public records pursuant to s. 119.01(3), F.S. The organization paid must provide this statement. This public records requirement applies only to the portion of activities of the organization(s) that pertain to the public federal/state grant programs the ELC funded.

P. Notification of legal action

The ELC shall notify OEL of legal actions taken against it or potential actions such as lawsuits related to services provided through this agreement, that may impact the ELC's ability to deliver the contractual services or that may adversely impact OEL. The ELC shall notify OEL in writing within 24 continuous hours of becoming aware of such actions or from the day of the legal filing, whichever comes first.

Q. Office of Minority Business Enterprise Report

OEL is dedicated to supporting, tracking and increasing its small minority business enterprise spending with prime contractors and subcontractors as s. 287.0943, F.S., requires. The ELC shall submit the [Minority Sub Contractors Utilization Summary](#) report quarterly, regardless of whether the ELC has spent the funds with a small, minority-, women-, and service-disabled veteran business enterprise subcontractor for the quarter. The ELC shall submit the expenditures report to the SharePoint Coalition Zone site, Invoice folder, MBE Reports.

R. Order of precedence

If there is any conflict between the provisions in the agreement and state law (in which case, OEL may modify the agreement from time to time), resolution will occur in the following order of priority:

1. State law.
2. The agreement.

If a lower priority law contains a stricter requirement, the stricter requirement prevails.

S. Personnel costs – time distribution

The ELC shall base charges to funded projects for personnel costs, whether treated as direct or indirect costs, on payrolls documented in accordance with generally accepted practices from and approved by a responsible official(s) of the contractor/grantee. Such generally accepted practices must comply with the instructions provided in [OEL's Cost Allocation Guidance](#). When employees work on multiple activities or cost objectives (e.g., more than one federal grant program, a federal grant program and a non-federal grant program, an indirect cost activity and a direct cost activity, two or more indirect activities that are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

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1. Reflect an after-the-fact distribution of the actual activity of each employee.
2. Account for the total activity for which each employee is compensated.
3. Prepared at least monthly and must coincide with one or more pay periods.
4. Signed by the employee and/or supervisor that has first-hand knowledge of the employee's performed tasks.

T. Policy Compliance

The ELC shall comply with the following referenced OEL policies and with any subsequent revisions, which are hereby incorporated by reference:

1. [Program Guidance 101.02 – Records Confidentiality Policy.](#)
2. [Program Guidance 202.80 – Early Learning Coalition Annual Report.](#)
3. [Program Guidance 240.01 – Cash Management.](#)
4. [Program Guidance 240.03 – Collection of a Delinquent Account.](#)
5. [Program Guidance 240.05 – Prior Approval.](#)
6. [Program Guidance 240.06 – Reimbursement Requests.](#)
7. [Program Guidance 250.01 – Other Cost Accumulators \(OCAs\).](#)
8. [Program Guidance 300.01 – IT Security Manual.](#)

U. Prior approval requests

The ELC shall request and obtain prior written approval from OEL before purchasing select items of cost in compliance with OEL Program Guidance 240.05 – Prior Approval.

V. Procurement

The ELC must comply with federal and the procurement requirements of ss. 215.971, 287.057, and 287.058, F.S.

W. Prohibited entertainment costs

The ELC shall comply with State expenditure guidelines ([Florida Reference Guide to State Expenditures](#)) which prohibit entertainment costs.

X. Prohibited food and food-related costs

Except as otherwise provided by law, the ELC may not use state or local matching funds directly or indirectly to pay for meals, food or beverages for ELC board members, ELC employees or for subcontractor employees (s. 1002.83(12), F.S.).

Y. Prohibited lobbying costs

1. Pursuant to s. 216.347, F.S., no funds awarded under this agreement can be used for the purpose of lobbying the Legislature, the judicial branch, or a State agency. The provisions of this section are supplemental to the provisions of s. 11.062, F.S., and any other law prohibiting the use of state funds for lobbying purposes.
2. If the ELC has or will pay any funds other than federal appropriated funds to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employees of Congress, or employee of a member of Congress in connection with this agreement, the ELC shall complete and submit [Standard Form – LLL, Disclosure Form to Report Lobbying](#), according to its instructions.
3. The ELC shall require that the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) include this certification's language and that all subrecipients shall certify and disclose accordingly.
4. The certification at Exhibit VI is a material representation of fact upon which the parties placed reliance when they made or entered into this transaction. 31 USC 1352 requires submission of this certification as a prerequisite for making or entering into this

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transaction. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Z. Public entity crimes

1. Convicted vendor list

Sections 287.133(3)(a) and (b), F.S., state that a person or affiliate on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity to construct or repair a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not receive or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.

By signing the agreement, the ELC acknowledges that it and any subcontractors or subrecipients receiving early learning program funds through the ELC are operating in compliance with this section and the ELC and any subcontractors are not disclosed on the [Florida Department of Management Services website](#). The ELC understands and agrees that it must inform OEL immediately upon any change of circumstances regarding this status and will complete the required certification disclosures included in Exhibit VI.

Parties excluded from receiving federal contracts or financial and nonfinancial assistance and benefits may not receive federal or state funds. Prior to contract or agreement execution, the ELC shall also verify that no party to the agreement is on the Federal Excluded Parties List or the United States Department of Agriculture Food Program National Disqualified List. The ELC shall maintain verification documentation.

2. Discriminatory Vendor List

In accordance with s. 287.134(2)(a), F.S., an entity or affiliate placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 any public entity; and may not transact business with any public entity. See s. 287.134(3)(a), F.S.

By signing this agreement the ELC hereby assures, through the duly-appointed authorized representative, that neither it, nor any ELC person or affiliate, has been placed on the convicted vendor list or discriminatory vendor list which can be found on the [Florida Department of Management Services website](#). The ELC understands and agrees that it must inform OEL immediately upon any change of circumstances regarding this status and will complete the required certification disclosures included in Exhibit VI.

3. Scrutinized Companies Lists

A company that is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, F.S., or is engaged in business operations in Cuba or Syria, is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more. See s. 287.135(2), F.S.

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Any contract with the ELC for goods or services of \$1 million or more entered into or renewed on or after July 1, 2012, must contain a provision that allows for the termination of such contract at the option of the awarding body if the company is found to have submitted a false certification as provided under s. 287.135 (5), 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 been engaged in business operations in Cuba or Syria. s. 287.135(3)(b), F.S.

At the time a company submits a bid or proposal for a contract or before the company enters into or renews a contract with the ELC for goods or services of \$1 million or more, the company must certify that the company is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or that it does not have business operations in Cuba or Syria. s. 287.135(5), F.S.

If this award is in the amount of \$1 million or more, in accordance with the requirements of s. 287.135(5), F.S., the ELC, by signing this agreement, hereby certifies that the ELC and any actively-contracted company is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or that it does not have business operations in Cuba or Syria.

AA. Public Records Law Compliance, access and confidentiality

1. All ELC records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of the ELC to maintain records in a location that is accessible to the public.

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:

**Office of Early Learning
250 Marriott Drive
Tallahassee, Florida 32399
(850)717-8550**

PublicRecordsCustodian@oel.myflorida.com

2. In accordance with s. 1002.97, F.S., the individual records of children enrolled in SR programs provided under s. 1002 Part VI, F.S., held by the ELC or OEL, are confidential and exempt from the provisions of s. 119.07(1), F.S., and s. 24(a), Article I of the State Constitution.
3. In accordance with s. 1002.72, F.S., the personally identifiable records of children enrolled in the VPK program provided under s. 1002.53, F.S., and any personal information contained in those records, are confidential and exempt from s. 119.07(1), F.S., and s. 24(a), Article I of the State Constitution.
4. The ELC shall allow the parent the right to inspect and review the individual VPK program record of his/her child and provide the parent a copy of the record upon request.
5. The ELC shall allow access to VPK program records as specified in s. 1002.72 and s. 1002.97, F.S., respectively.

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6. The ELC shall provide the public with access to public records on the same terms and conditions that the Office would provide the records and at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.
7. Representatives of the Office, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability (“OPPAGA”), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of the ELC as they may relate to this agreement.
8. The ELC shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the Office under this agreement.
9. The Office shall have the right to audit the ELC’s records and practices related to use and disclosure of confidential information. The ELC agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by the ELC on behalf of, the Office available to the Office upon request.
10. The ELC shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

BB. Records retention

The ELC shall document activities related to VPK implementation, including administrative and reporting responsibilities. Documentation shall be sufficient for an audit trail. The ELC shall maintain written or electronic documentation of transaction files, policies, processes, controls and other detailed supporting records that the ELC submit per OEL instructions and makes available for review upon request.

1. The ELC shall have/establish a proper accounting system in accordance with generally accepted accounting standards.
2. The ELC shall account for expenditures incurred under the terms and conditions of this agreement separate from expenditures incurred under the terms and conditions of any other agreement. The ELC shall require the same of its subcontractors.
3. The ELC shall establish and maintain records related to eligibility, enrollment files, provider payments, ELC staff background screenings and other documents required for implementing early learning programs.
4. The ELC shall establish a five (5) year records retention requirement for attendance and sign-in/sign-out records for all SR and VPK services. The ELC may not alter or amend attendance records after December 31 of the subsequent fiscal year. The VPK student enrollment count may not be amended for a prior fiscal year after the date specified in s.1002.71(3)(c), F.S.
5. To comply with generally accepted accounting procedures and practices, the ELC shall establish and maintain books, records and documents, including electronic storage media and electronic records. Said procedures and practices shall be in a manner that sufficiently and properly reflects all revenues and funds.
6. The ELC shall maintain all accounts, records and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under the agreement for a minimum period of five (5) years from the submission date of the final reimbursement request for that grant year or until the resolution of any audit findings or any litigation related to the agreement, whichever occurs last.

EXHIBIT I

7. The ELC shall ensure that accounting records reflect the separation of all programs/activities the ELC administers or for which it receives funding. Records shall adequately identify with Other Cost Accumulators (OCA) the source and funding application for each program/activity. The ELC shall maintain a clear audit trail showing detail of expenditures related to the applicable program/activity.
8. Confidential data. The provisions of the Florida Public Records Act, Chapter 119, F.S., and other applicable state and federal laws will govern disclosure of any confidential information received by the State of Florida.
 - 8.1 The ELC acknowledges that each agency, organization or individual receiving confidential and exempt records in order to carry out official functions must protect the data. Those with access to confidential data must not permit persons other than those authorized to receive the records, to obtain children's or their parents'/guardians' personal identification.
 - 8.2 The ELC shall develop processes and procedures to secure the confidential data.
 - 8.3 The ELC, including its employees, subcontractors, agents, or any other individuals to whom the ELC exposes confidential information obtained under this agreement, shall not store, or allow to be stored, any confidential information on any portable storage media (e.g., laptops, thumb drives, hard drives, etc.) or peripheral device with the capacity to hold information without encryption software installed on the devices meeting the standards prescribed in the National Institute of Standards and Technology Special Publication 800-111 <http://csrc.nist.gov/publications/nistpubs/800-111/SP800-111.pdf>. Failure to strictly comply with this provision shall constitute a breach of this agreement's terms.
9. The ELC shall require that its subrecipients and subcontractors follow the same terms and conditions contained in this agreement. The ELC shall require its subrecipients and subcontractors to enter into and use appropriate nondisclosure agreements as necessary to maintain the data's confidentiality and security. The ELC shall also require individuals who have access to such data to complete an individual nondisclosure form that the ELC or its contractor shall maintain on file.
10. The ELC shall comply with the records retention requirements in Florida. The [General Records Schedule GS1-SL for State and Local Government Agencies](#) includes the following requirements related to grant files for recipients:
 - 10.1 This record series documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received.
 - 10.2 The length of retention for these records in Florida is five (5) years after the completion of the agreement provided applicable audits have been released. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. In no case will such records be disposed of before the five fiscal years minimum. Any of the records will be made available to the Office or its designees upon its request.

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CC. Related party contracts

The ELC shall follow statute and provide OEL contract documentation for any contracts with ELC employees, ELC governing board members or relatives of either group as s. 112.3143(1)(b), F.S., defines. ELCs must comply with requirements in state statute and OEL instructions (s. 1002.84(20), F.S.).

1. Any governing board member(s) benefitting from ELC contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
2. The impacted individual must complete the necessary conflict of interest disclosure forms.
3. The ELC shall present all such contracts to the ELC governing board for a vote. A valid approval requires two-thirds vote of the ELC board, a quorum must be established.
4. The ELC shall not enter into a contract in excess of \$25,000 with a member of the ELC board or relative of a board member without OEL's prior approval.
5. The ELC does not have to obtain OEL's prior approval for contracts below \$25,000.
 - 5.1. However, ELCs shall adequately disclose and properly report and track such contract activity.
 - 5.2. The ELC shall report such contracts to OEL within 30 days after receiving approval from the ELC governing board.

DD. Renegotiation or modification

Agreement provision modifications shall only be valid when they are in writing and all parties have duly signed and dated them.

EE. Severability

If a court of competent jurisdiction determines any term or provision of the agreement unenforceable, OEL will strike the term or provision. The remainder of the agreement will remain in full force and effect.

FF. Sponsorship/public announcements

1. The ELC agrees to comply with s. 286.25, F.S., and use the following statement in publicizing, advertising or describing the sponsorship of early learning projects the ELC fully or partially finances with state funds or funds from a state agency – “Sponsored by (name of organization) and the State of Florida, Office of Early Learning.” If the referenced sponsorship is in written material, the words “State of Florida, Office of Early Learning” shall appear in the same size letters or type as the ELC's name.
2. The ELC agrees to comply with Public Law (P.L.) 103-333, s. 508, when the ELC issues statements, press releases, requests for proposals, bid solicitations and other documents describing a project or program that federal money funds in whole or in part. The law requires the ELC and its subrecipients to clearly state the percentage of the total cost of the program or project that federal money will finance, the dollar amount of federal funds used for the project or program, and the percentage and dollar amount of the total cost of the project or program that non-governmental sources will finance.

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GG. Logo usage

1. ELCs shall only use OEL logos that have been approved by OEL. This section does not apply to ELC logos.
2. ELC shall update electronic OEL logos used locally in electronic materials to the current OEL-released logo within sixty (60) calendar days of release with the exception of the electronic OEL-related logos embedded in the OEL-approved system software. ELC shall notify OEL in writing of any circumstances resulting in a delay in updated logo implementation.

HH. State requirements

The ELC shall comply with applicable state laws, rules and regulations when expending funds it receives or earns under this agreement.

II. Termination of agreement

Federal and state standards for procurement and contracts administration require all contracts in excess of \$10,000 to discuss events that trigger termination, the manner by which termination shall be effected, and the basis for settlement. See 45 CFR §75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, OEL may terminate the agreement in writing with no less than 24 hours' notice. The ELC shall receive notice by certified mail with proof of delivery after being notified verbally by the OEL grant manager or in person with proof of delivery. OEL shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by OEL for cause, the ELC shall be liable for OEL's expenses for additional managerial and administrative services required to complete or obtain the services or items from another contractor. Additional details are described in Section 23 of PUR 1000 [DMS PUR 1000 link](#).
3. **Termination for convenience.** OEL, by written notice to the ELC, may terminate the agreement in whole or in part when OEL determines in its sole discretion that it is in the state's interest to do so. The ELC shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by the Office, the ELC shall:
 - 4.1. Stop work under the agreement on the date of and to the extent specified in the notice.
 - 4.2. Complete performance of the work not terminated by the Office.
 - 4.3. Take such action as may be necessary, or as the Office may specify, to protect and preserve any property related to the agreement which is in the possession of the ELC and in which the Office has or may acquire an interest.
 - 4.4. Transfer, assign, and make available to the Office all property and materials belonging to the Office, upon the effective date of termination of the agreement. No extra compensation will be paid to the ELC for its services in connection with such transfer or assignment.
 - 4.5. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

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JJ. Travel and per diem

Section 112.061, F.S., specifies in what manner the ELC may reimburse all travel-related costs ELC governing board members, employees, agents or subcontractors incur. The statute allows costs for preapproved, reasonable and necessary per diem allowances and travel expenses. The ELC shall reimburse such costs at the standard travel reimbursement rates that s. 112.061, F.S., establishes, using DFS-approved travel forms, and shall comply with all applicable federal and state requirements. The Office requires travel reimbursements be submitted within thirty (30) days of the travel event.

KK. Unallowable or prohibited expenditures

The [State of Florida Reference Guide for State Expenditures](#), which includes all grant funds, prohibits, unless expressly provided by law, expenditures from program funds for the following items:

1. Congratulatory telegrams.
2. Flowers or telegraphic condolences.
3. Entertaining visiting dignitaries.
4. Refreshments such as coffee and doughnuts.
5. Decorative items (e.g., globes, statues, potted plants, picture frames).
6. Greeting cards: Per s. 286.27, F.S., use of state funds for greeting cards is prohibited.

LL. Unauthorized Alien(s)

The ELC agrees it shall not employ unauthorized aliens. The Office shall consider the employment of unauthorized aliens a violation of Section 274A (e) of the Immigration and Nationality Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral cancellation of this award by the Office.

MM. Warrant of ability to perform

The ELC warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, litigation or investigation, or any other legal or financial condition that would in any way prohibit, restrain or diminish the ELC's ability to perform under the agreement. The ELC shall immediately notify OEL in writing if its ability to perform is compromised in any manner or if it becomes involved in any litigation during the term of the agreement.

NN. Whistleblower's Act

In accordance with s. 112.3187, F.S., the ELC shall not retaliate against an employee for reporting violations of law, rule or regulation that creates and presents a substantial and specific danger to the public's health, safety, or welfare. Furthermore, the ELC shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of any agency, public officer, or employee. The ELC shall inform its employees that they and other persons may file a complaint with the Office of Chief Inspector General, the Office's Inspector General, and the Florida Commission on Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353. Additional local ELC whistleblower policy and procedures also apply.

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EXHIBIT II
SCOPE OF WORK

A. General statement

1. Purpose and General Information

This agreement establishes terms and conditions for the Outreach, Awareness and Monitoring Initiative (OAMI) with which the ELC agrees to comply in exchange for state funds from OEL. OEL, at its sole discretion and upon written request by the ELC, will consider offering an extension for any listed tasks, timelines, or deliverables. Notification of any deliverable extension granted shall be provided in writing by the OEL grant manager to the ELC.

2. Funding and budget

OEL shall notify the ELC of its budget of allocated funding by way of Notice of Award (NOA). OEL shall provide a NOA, which will state the award period, to the ELC for the OAMI agreement. Noncompliance with the terms and conditions of this agreement and the NOA may result in the ELC losing grant funds or OEL suspending or terminating the agreement or disallowing costs. OEL has the authority to amend the ELC's OAMI NOA to reallocate funds.

3. Major goals

3.1. Maximize local public VPK awareness.

3.2. Monitor VPK Program providers to obtain reasonable assurance that VPK providers administer the VPK Program in compliance with laws, regulations and the provisions of contracts or grant agreements and that the providers achieve those performance goals.

B. Terms and definitions

1. Early learning coalition (ELC) – Part of a system of statutorily created local not-for-profit entities in Florida that implement early learning programs at the local level. These programs include, but are not limited to, the SR, Child Care Resource and Referral Program (CCR&R), Child Care Executive Partnership (CCEP) Program and the VPK Program.

2. Grant manager – OEL's employee responsible for enforcing the performance of agreement terms and conditions and the ELC's employee responsible for compliance with the agreement terms and conditions. The grant managers serve as the primary point of contact for this grant through which the agreement information flows between OEL and the ELC.

3. Office of Early Learning (OEL, the Office) – The OEL is the lead office for the federal CCDF Program and is the governmental entity providing oversight and administration for early learning programs in Florida consisting of, but not limited to, SR Program (CCDF), the CCR&R Program, the CCEP Program and the VPK Education Program .

4. Other cost accumulator (OCA) – Indicators for tracking state and federal fund expenditures.

5. Outreach, Awareness and Monitoring Initiative (OAMI) – Initiative to support public awareness of VPK and during-the-award monitoring of VPK providers to ensure proper VPK administration.

6. Voluntary Prekindergarten (VPK) Education Program – A free educational program that prepares age-eligible children for success in kindergarten and beyond. To be eligible, children must live in Florida and be 4-years-old on or before September 1 of the program year. Parents whose children are born from February 2 through September 1 of a calendar year may choose to enroll their child in VPK in either that year or the year their child turns five (5). The program helps children develop skills and knowledge consistent with the performance standards adopted for use in VPK. Children who are participating in the Gardiner Scholarship Program (formerly the Florida Personal Learning Scholarship Account (PLSA) program) are not eligible to participate in VPK. Eligible private child care centers, private schools, family day care homes, large family child care homes and public schools may offer VPK. VPK Specialized

EXHIBIT II

Instructional Services (SIS) is offered for children with individual educational plans (IEPs). Parents can choose from one of the following programs:

- 6.1. School-year program** – 540 instructional hours. Class sizes of 20 or fewer students. Instructors must hold a minimum of the Birth through Five Florida Child Care Professional Credential or equivalent. VPK instructors with less than an Associate's degree are also required to have specified standards and emergent literacy training.
- 6.2. Summer program** – 300 instructional hours. Class sizes of 12 or fewer students. Instructors must hold a bachelor's degree in a specified area and/or teacher certification.
- 6.3. SIS program** – Services offered must be consistent with the child's IEP developed by the local school district. Hours vary by instructional services provided and SIS provider cost. Children with an IEP may take part in either a school-year program, summer program, or VPK SIS program. Eligible children can participate in VPK SIS program during either the school year or the summer. SIS Instructors may be from a pre-approved category or separately approved through the process outlined in Rule 6A-6.03033, F.A.C.

- 7. VPK Roundup** – Advertised meeting(s) at various locations that local ELCs schedule to register children for VPK.

C. Manner of service provision

1. Outreach and awareness

The ELC may expend grant funds for outreach and awareness activities to promote the VPK Program at the local level. The following are allowable outreach and awareness activities as each grant OCA used for the allocation of those expenditures defines:

- 1.1. VPK local planning and implementation.
 - 1.1.1. Increased capacity needed for IT, initial provider and student registration, and planning activities.
 - 1.1.2. Activities to maximize public awareness of the VPK Program and initial registration, including:
 - 1.1.2.1 Electronic media campaigns, including television, radio spots and electronic billboards;
 - 1.1.2.2 Print media, including newspaper ads, magazines, flyers and billboards;
 - 1.1.2.3 VPK roundup activities; and/or
 - 1.1.2.4 Conference participation promoting VPK, including information booths and speaking engagements.
- 1.2. VPK local curricula and materials, including curricula and materials made available to a VPK provider.
- 1.3. VPK local training, including training for ELC staff, contractors and VPK providers.

2. Monitoring Initiative

- 2.1. The ELC may expend grant funds for VPK monitoring activities. ELC shall allocate salaries and benefits in accordance with Personnel Activity Reports (PARs) allocation and allocate shared activity based on percentage of direct staff hours per PARs. Activities shall include but are not limited to:
 - 2.1.1. Verifying compliance of providers;
 - 2.1.2. Certifying student enrollment and student attendance; and/or
 - 2.1.3. Reviewing/approving provider improvement plans and corrective action plans.

EXHIBIT II

- 2.2. VPK monitoring initiative funds are for accomplishing monitoring activities and ELCs shall expend the funds, in compliance with the OCA VPMNI, for allowable costs associated with monitoring VPK providers, including requirements in the VPK Provider Monitoring Tool.
- 2.3. The ELC shall submit a tracking log detailing the VPK Providers monitored with their reimbursement request. The tracking log shall include the total number of VPK providers to be monitored during the grant term; name, address and contact information of monitored providers; and a cumulative total of VPK providers monitored during the grant term.
- 2.4. The ELC shall develop a valid sample size for VPK monitoring. To create a valid sample size for monitoring, the ELC shall:
 - 2.4.1. Derive the monitoring sample size from the number of VPK providers under contract during the current VPK program year. If a school district designates the ELC to monitor its public school VPK providers, the public school VPK providers will be included in the total number of VPK providers from which the sample is derived. Once determined, the ELC should check the sample size look-up table (Exhibit IV) to determine the number of providers to review for the fiscal year.
 - 2.4.2. Determine the number of providers to include in the review sample.
- 2.5. The ELC shall conduct onsite monitoring of each selected VPK provider to verify compliance with applicable rules, laws and regulations. The ELC shall monitor providers based on the sample size developed in accordance with subsection C.2.4. The ELC may use the monitoring tool OEL developed or the ELC's own tool, but all elements in the ELC's tool must be in compliance with the OEL Monitoring Tool. Monitoring elements shall:
 - 2.5.1. Validate current provider licensure or accreditation.
 - 2.5.2. Validate director credentials and background screening.
 - 2.5.3. Validate class/instructors background screening and credentials.
 - 2.5.4. Verify provider has met instructor/child ratio.
 - 2.5.5. Validate improvement plan progress for providers on probation.
 - 2.5.6. Validate reported curriculum compliance.
 - 2.5.7. Validate class schedule/instructional hours.
 - 2.5.8. Verify completion of Child Certificate of Eligibility Form OEL-VPK 02 for all enrolled VPK children included in the sample.
 - 2.5.9. Verify evidence of VPK children's daily and monthly attendance.
 - 2.5.10. Verify evidence of implementation of the pre- and post-assessment.
 - 2.5.11. Verify evidence of applicable insurance coverages.
 - 2.5.12. Verify compliance with VPK Provider Contract record maintenance requirements.
- 2.6. If the ELC elects to deviate from the required sample size, the ELC shall submit a waiver request to OEL. The waiver shall include the explanation for deviation. OEL may request documentation supporting the explanation. OEL must approve the request in order for the ELC to deviate.

EXHIBIT II

- 2.7. The OEL monitoring tool is available on the OEL [SharePoint Coalition Zone in the Monitoring Guides Library](#). See [EXHIBIT III](#) – VPK PROVIDER MONITORING TOOL_2017-18.
- 2.8. If the provisions of subsections C2.1 through C2.7 are met, the Coalition may expense costs related to the establishment and maintenance of a statewide computerized child care information system used for the purpose of monitoring child care providers from the portion of funds allocated to the Monitoring Initiative.

D. Deliverables

Deliverable	Tasks and Activities	Due by
Payments are tied to the Coalition conducting VPK outreach and awareness activities and VPK provider monitoring in accordance with the requirements in the Scope of Work and in providing tasks and activities associated with at least one OCA described within OEL Program Guidance 250.01 – Other Cost Accumulators, during the invoice period.	<p>VPK provider monitoring in accordance with the agreement’s monitoring requirements and the ELC’s valid sample requirements in Exhibit IV. Evidence of completion includes a tracking log detailing the VPK Providers monitored with the ELCs reimbursement request, approved by the OEL grant manager. The tracking log shall include the total number of VPK providers to be monitored during the grant term; name, address and contact information of monitored providers; and a cumulative total of VPK providers monitored during the grant term.</p> <p>Outreach and Awareness activities in accordance with the requirements in Exhibit II, section C.1. Evidence of completion includes the ELC’s general ledger received with the invoice documenting allowable expenditures related to costs incurred during the quarter providing allowable outreach and awareness activities and approved by the OEL grant manager.</p>	Quarterly, or as needed.

E. Method of payment and reimbursement requirements

1. Reimbursement request requirements

- 1.1. OEL shall make payment to the ELCs according to s. 215.422, F.S., and Rule 69I-40.002(1), F.A.C., which govern time limits for payment of invoices. The expenditure of funds must be authorized by law and the expenditure must meet the intent and spirit of the law authorizing the payment.
- 1.2. The ELC may submit quarterly requests for VPK OAMI expenditure reimbursement no later than 25 calendar days following the last day of the last month of the previous quarter.
- 1.3. The ELC shall base the requests on actual allowable expenditures used to complete the required tasks. Reimbursement requests should also identify the services performed by including the number of providers monitored during the reporting period for costs associated with OCA VPMNI.
- 1.4. The ELC shall submit reimbursement requests to the OEL grant manager for approval in compliance with the most recent versions of OEL Program Guidance 240.06 – Reimbursement Requests.

EXHIBIT II

- 1.5. The ELC shall provide sufficient detail, as the OEL reimbursement request instructions describe, for OEL to comply with federal and state reporting requirements and pre-post audit requirements.
- 1.6. The ELC shall reconcile all expenditures submitted for reimbursement to the ELC's accounting system.
- 1.7. The ELC shall comply with OEL Program Guidance 240.01 – Cash Management and other instructions OEL establishes to institute local ELC cash management procedures, including the reimbursement request format and submission requirements.
- 1.8. Failure to follow reimbursement request requirements may result in the ELC not receiving reimbursement or receiving a delayed reimbursement.
- 1.9. On June 30 of each year, OEL will certify outstanding obligations by certified forward budget in compliance with s. 216.301, F.S. Refunds submitted after June 30 for the prior award year do not restore budget or provide certified forward budget. OEL shall pay reimbursement requests submitted after June 26 for the prior award year, for which no certified forward budget remains, from the current award. The certified forward budget reverts on September 30 each year and is not available after that date for paying reimbursement requests.

2. Final reimbursement request

- 2.1. The ELC shall submit a final reimbursement request for use of certified forward funds for a prior fiscal year no later than September 20 following the award period ending, unless otherwise authorized.
- 2.2. The ELC shall reconcile all expenditures submitted for reimbursement to the ELC's accounting system and shall maintain supporting documentation for all expenditures. The ELC shall make corrections as necessary.
- 2.3. The ELC shall maintain supporting documentation to include an audit trail linking all reimbursement transactions to the OEL Uniform Chart of Accounts and the ELC's general ledger and shall use the appropriate program and OCA to identify them.
- 2.4. OEL may monitor the agreement by validating reimbursements in relationship to provided services and reviewing the records and contracts related to those reimbursements.

3. Advance payment request

- 4.1 The ELC may request approval from OEL for release of advanced funds to the ELC based on the ELC's projected cash needs.
- 4.2 All requests, repayment and reconciling for funding advances shall be in accordance with OEL Program Guidance 240.01 – Cash Management Procedures.
- 4.3 The Executive Office of the Governor's budget authority issuance to OEL determines when OEL will approve an initial advance for the fiscal year.
- 4.4 Advances shall be reconciled with each invoice to the ELC's projected cash need.

4. Interest income

- 4.1. Unless OEL otherwise authorizes, the ELC shall invest the funds it receives under this agreement in secure, interest-bearing accounts.
- 4.2. The ELC shall comply with s. 216.181(16)(b), F.S., and 2 CFR §200.305(8), Payment, and earn interest on the invested funds.

EXHIBIT II

- 4.3. The ELC shall comply with OEL Program Guidance 240.01 – Cash Management and 2 CFR §200.305(9), Payment, and return interest income to OEL. All interest income earned on OAMI funds must be returned to OEL.

5. Budget

- 5.1. The ELC shall prepare a budget for the OAMI NOA in accordance with OEL Program Guidance 240.06 – Reimbursement Requests.
- 5.2. The ELC shall submit to the grant manager for review and approval the Budget Allocation by Other Cost Accumulators (OCA) form.
- 5.3. The initial Budget Allocation by OCA shall reconcile to the annual Budget Report.
- 5.4. The ELC's OEL-approved Budget Allocation by OCA may be amended as needed, subject to review and approval by the OEL grant manager.
- 5.5. If the ELC proposes a budget amendment that affects services delivered under the agreement terms, the ELC must submit a budget amendment request and receive OEL's approval before the ELC may implement the budget amendment or expend funds related to the amendment.
- 5.6. A Coalition may transfer funds from the four Outreach and Awareness OCAs to the OCA for the Monitoring Initiative (VPMNI). Alternatively, the Coalition may transfer funds allocated in the OCA VPMNI for the Monitoring Initiative portion of the award to any of the four Outreach/Awareness OCAs on the condition that the Coalition has completed its monitoring requirements in accordance with these terms and conditions and the VPMNI OCA definition.

6. Return of funds

- 6.1. Upon OEL's final determination of overpayments or disallowed costs under state law, regulation or rule, the ELC shall return to OEL any overpayments or disallowed costs within 40 calendar days of OEL issuing a written notice to the ELC or other timeframes that comply with OEL Program Guidance 240.01 – Cash Management Procedures.
- 6.2. In the event the ELC overpays a subrecipient or contractor or the subrecipient or contractor incurs a disallowed cost and the ELC cannot recover it, the subrecipient or contractor account becomes delinquent. After exercising due diligence, OEL Program Guidance 240.03 – Collection of Delinquent Accounts allows the ELC to request that OEL report a delinquent account to DFS. The ELC shall execute and deliver to OEL all documents necessary to report a delinquent account and secure repayment. The ELC requesting that OEL report a delinquent account to DFS shall make the request to OEL within 30 days from determining that the ELC cannot recover the delinquent account.

7. Financial consequences

- 7.1. The ELC agrees that if the requirements of this agreement are not timely and satisfactorily performed, the ELC shall be subject to one or more of the financial consequences listed herein. These financial consequences shall not be considered penalties.
- 7.2. The ELC shall ensure 100% of the deliverables identified in Exhibit II are performed pursuant to agreement requirements, and as described in Exhibit II, Section D. Deliverables. Failure to correctly, completely, or adequately perform these major deliverables as described in Exhibit II, Section D. Deliverables will trigger a financial consequence and the following actions will occur:

EXHIBIT II

- 7.2.1.** The OEL grant manager will notify the ELC that it has failed to correctly, completely, or adequately perform these major deliverables and identify the deficiency or deficiencies. Upon receipt of this notification, the ELC has 14 calendar days to submit a Corrective Action Plan (CAP) to the OEL grant manager that addresses the identified deficiency and states how the deficiency will be remedied within a time period approved by the OEL grant manager.
- 7.2.2.** In the event that the ELC fails to submit the CAP timely, beginning the 15th day after notification by the OEL grant manager of the deficiency, OEL shall deduct, from the payment for the invoice of the following month, 1% of the monthly value of the funds in the agreement for each day the CAP is not submitted.
- 7.2.3.** The OEL grant manager shall review the ELC's CAP and provide approval or disapproval in writing to the ELC within five (5) business days. If disapproving, the response from OEL shall include details of the CAP deficiencies requiring correction before the CAP can be approved.
- 7.2.4.** In the event the ELC fails to correct an identified deficiency within the approved time period specified in the CAP, OEL shall deduct, from the payment for the invoice of the following month, 1% of the monthly value of the funds in the agreement for each day the deficiency is not corrected.
- 7.2.5.** In the event that the ELC does not correct all deficiencies pursuant to the CAP, for each deficiency identified in the CAP which is not corrected pursuant to the CAP, OEL shall deduct, from the payment for the invoice of the following month, 1% of the monthly value of the funds in the agreement for each day the deficiency is not corrected.

VOLUNTARY PREKINDERGARTEN PROVIDER MONITORING TOOL

I. Monitoring requirements and monitoring plan

A. Monitoring requirements

Each ELC shall be responsible for on-site monitoring of VPK providers. Provider monitoring includes during-the-award monitoring to provide reasonable assurance that the providers administer the VPK Program in compliance with laws, regulations and the provisions of contracts or grant agreements and performance goal achievement.

B. Sample size

The ELC shall monitor a sample of VPK providers on an annual basis based on Exhibit IV, Minimum Annual Sample Size. The monitoring sample size will be derived from the number of VPK providers under contract during current VPK program year. If a school district designates the coalition to monitor its public school VPK providers, the public school VPK providers will be included in the total number of VPK providers from which the sample is derived. The ELC should use the sample size look-up table to determine the number of providers to review for the fiscal year. For example, if the ELC's actual provider count is 1,000 providers, 121 providers should be the annual total selected for review. The ELC should make a best estimate for the sample size when the total number of providers falls somewhere between the numbers listed in the table. For the quarterly period, the ELC would review one-fourth of the annual total. For a monthly review, the ELC would review one-twelfth of the annual total. The ELC has the discretion to determine how many classes to include in the provider review.

C. Guidance for VPK provider monitoring

An ELC administers the VPK Program through a VPK provider's service delivery. Even after an ELC has determined that a provider is eligible to deliver the program, an ELC is required to verify the provider's compliance with Florida Statutes, state rules and ELC procedures. The OEL review examines VPK class instructors' credentials and qualifications within child care provider sites to establish whether all instructors were qualified before the ELC authorized the instructors to enter the class. ELCs can find specific monitoring activities in the VPK Standard Eligibility Review Program Guide which can be accessed on the OEL SharePoint/*Coalition Zone/Monitoring Guides*{document library}/*AS Monitoring Tools 2017-18*.

If the ELC elects to use this monitoring tool, the ELC shall complete each section for each provider. If the ELC chooses to use its own tool, the ELC must ensure that it includes all required elements listed below. Minimum elements are:

- Licensure and/or accreditation of providers (OEL-VPK-10).
- Confirming current director credentials (OEL-VPK-10).
- Confirming current class/instructors and credentials (OEL-VPK-11A and B).
- Instructor/child ratio.
- Verifying curriculum compliance.
- Class schedule/instructional hours.
- Attendance verification.
- Pre- and post-assessment implementation.
- Verifying implementation of VPK.
- Improvement Plan, if applicable.
- Validation of applicable insurance coverages.
- Verifying completion of Child Certificate of Eligibility Form OEL-VPK 02 for all enrolled VPK children included in the sample.
- Verifying compliance with VPK Provider Contract record maintenance requirements.

EXHIBIT III

II. VOLUNTARY PREKINDERGARTEN PROVIDER MONITORING TOOL

Coalition staff/monitor: _____ **Monitoring date:** _____

Program year: _____

PROVIDER PROGRAM INFORMATION

Time in: _____ **Time out:** _____

Provider name: _____ **Provider ID:** _____

Location address: _____

Phone #: _____

Director: _____ **Director credential current:** Yes No

Indicate expiration date: _____

Current level two background screening clearance on file for director(s): Yes No

Low performing provider: Yes No

Implementing Improvement Plan, if applicable: Yes No

Curriculum name on OEL-VPK 11A: _____

Using curriculum indicated on OEL-VPK 11A: Yes No

License/Gold Seal/Accreditation current (OEL-VPK 10): Yes No

Indicate expiration date: _____

Files compliant with VPK Provider Contract record maintenance requirements: Yes No

All Requirements Met: Yes No If no, mark number of requirements not met below and indicate corrective action plan (CAP) due date.

Number of requirements not met: _____

CAP DUE DATE: _____

CAP RECEIVED DATE: _____

CAP APPROVED DATE: _____

TECHNICAL ASSISTANCE PROVIDED: Yes No NA **DATE:** _____

EXHIBIT IV

VOLUNTARY PREKINDERGARTEN PROVIDER MONITORING TOOL

Coalition staff/monitor: _____ **Monitoring date:** _____

Program year: _____

VPK CLASS REVIEW
(Duplicate this page for each class reviewed)

Program type: **School year** **Summer**

Class being monitored: _____

Class schedule/a.m.-p.m. hours (as on OEL-VPK 11B): _____ to _____

Operating within approved schedule: **Yes** **No**

Instructor/substitute name: _____

Instructor listed on OEL-VPK 11A: **Yes** **No** Credentials current: **Yes** **No**

Current level two background screening clearance on file for lead instructor(s): **Yes** **No**

Secondary/substitute name: _____

Secondary/substitute listed on OEL-VPK 11A: **Yes** **No**

Secondary/substitute credentials current: **Yes** **No**

Current level two background screening clearance on file for secondary/substitute instructor(s):
Yes **No**

Total VPK students: _____

Total other students: _____

Meets instructor/student ratio: **Yes** **No**

Form OEL-VPK 02 on file for all VPK children included in the sample: **Yes** **No**

Implementation of pre- and post-assessment as required (review Bright Beginnings System and child assessment booklets): **Yes** **No**

Comment: _____

EXHIBIT IV

ATTENDANCE REVIEW

Month(s) being reviewed: _____

Daily attendance (evidence of daily record of VPK children’s attendance in the program: sign-in or sign-out log or electronic attendance-tracking system): **Yes** **No**

Monthly attendance verification (OEL-VPK 03S or OEL-VPK 03L): **Yes** **No**

If No, indicate names of children with missing forms:

INSURANCE VALIDATION

Worker’s Compensation Insurance

Does the private provider have Worker’s Compensation Insurance in accordance with paragraph 8 of Form OEL-VPK 20PP (October 2016) that covers the term of the contract?

Yes **No** **N/A**

Reemployment Compensation Assistance

Does the private provider have Reemployment Compensation Assistance or Unemployment Compensation as required in accordance with paragraph 8 of Form OEL-VPK 20PP (October 2016) that covers the term of the contract?

Yes **No** **N/A**

General Liability Insurance

Does the private provider have proof that it maintained general liability insurance (including transportation coverage if applicable) in accordance with paragraphs 6 and 7 of Form OEL-VPK 20PP (October 2016) that covers the term of the contract? **Yes** **No**

If no for any of the above that apply, please determine and document the dates of lapsed coverage:

EXHIBIT IV

MINIMUM ANNUAL SAMPLE SIZE

Number of Providers	Minimum Sample Size
<20	all
30	25
35	28
40	31
45	34
50	37
55	38
60	39
65	40
70	42
75	44
80	47
85	50
90	53
95	56
100	58
110	62
120	65
130	68
140	70
150	72
160	74
170	76
180	78
190	80
200	81
210	82
220	83
230	84
240	85
250	86
260	87
270	88
280	89
290	90
300	91
325	93
350	95
375	98
400	100
425	102
450	103

Number of Providers	Minimum Sample Size
475	106
500	108
525	109
550	110
575	111
600	112
625	113
650	114
675	115
700	116
725	116
750	117
775	117
800	118
900	119
1000	121
1500	122
2000	123
2500	124
3000	125
3500	126
4000	127
4500	128
5000	129
5500	130
6000	131
6500	132
7000	133
7500	134
8000	135
8500	136
9000	137
9500	138
10000	139
11750	140
12500	141
13750	142
15000	144
16750	145
17500	146
18750	148
>20000	150

EXHIBIT V

AUDIT REQUIREMENTS

ELC Name: North Florida

Grant Number: OA438

Estimated funding/grant program(s): \$28,773

Grant Relationship: OEL has identified the ELC as a subrecipient

For all subrecipients, the described audit requirements will apply as described here. Based on estimated funding for this grant, the Florida Single Audit Act (s. 215.97, F.S.), applies.

The administration of resources awarded by the Office and of all related public, private funds and local resources received and expended for the state's early learning programs will be subject to audits and monitoring by the Office as described in this attachment.

A. Accounting and auditing requirements

1. During the course of any state fiscal year, external auditors, the State Auditor General, state or federal inspectors, inspector general's of state and federal agencies, HHS, OEL or others as state or federal agencies designate may review operations of and records from the ELC.
2. Any of the above-listed reviews may identify questioned costs. The ELC shall have an opportunity to substantiate or appeal the finding or questioned cost(s). Any unresolved questioned costs may become disallowed federal and state program costs. Section 17.04, F.S., and 2 CFR §200, require ELCs to repay disallowed federal and state program costs. Contractors/grantees may not pay disallowed costs with federal grant, state grant or matching funds.
3. The ELC agrees that legal expenses and related costs in the defense or prosecution of any claim or appeal against the state government or any of its agencies are not reimbursable costs. However, 2 CFR §200 Subpart E allows reasonable legal expenses and related costs required in administering early learning programs within administrative expenditure limitations.

B. Monitoring

1. **Monitoring activities.** The Office is responsible for monitoring grant, subrecipient and contract supported activities to assure compliance with Federal requirements and that performance goals are being achieved. In accordance with 45 CFR §75.342 (also 2 CFR §200.328), *Monitoring and reporting program performance*, subrecipient monitoring must cover each program, function and activity. In addition to audits conducted in accordance with 2 CFR §200 and s. 215.97, F.S., as revised, OEL may conduct or arrange for monitoring of the ELC's activities. Such monitoring activities may include onsite visits by OEL staff or contracted consultants, limited scope audits as defined by 2 CFR §200, and/or other procedures. By entering into the agreement, the ELC agrees to comply and cooperate with any monitoring procedures/processes OEL deems appropriate. The ELC further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the HHS, the Florida DFS or the Florida Auditor General.

EXHIBIT V

2. **Related party disclosures**

The ELC shall ensure that all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 850, Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by [s. 1002.83\(8\), F.S.](#)

3. **Internal controls – auditor documentation**

The ELC shall obtain the internal control work papers from the auditor(s) performing the annual independent financial statement audit. The ELC shall keep these work papers onsite as part of its financial records and shall provide a copy to OEL as part of the financial reporting package as instructed in section D, Report Submission, below.

4. **Internal controls – annual self-assessment**

The ELC must perform an internal controls self-assessment using OEL's annual Internal Control Questionnaire (ICQ) Survey Form. The ELC shall provide a copy of the completed annual ICQ to OEL, as instructed below, by August 31 of each grant award period unless OEL provides other written instructions.

The annual ICQ will help the ELC document that the primary objectives for internal controls pertaining to compliance requirements for federal programs, including the following, are met in accordance with 2 CFR §200.303.

- The ELC properly records and accounts for transactions.
- The ELC executes transactions in compliance with laws, regulations and contract provisions.
- The ELC safeguards funds, property and other assets against loss due to unauthorized use or disposition.
- Reasonable measures are taken to safeguard protected personally identifiable information (PII) and other information the federal awarding agency or the Office consider sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.
- OEL will provide the annual ICQ form in electronic format to the ELC by July 1 of each award period, unless OEL makes other arrangements. Each ELC shall submit the completed ICQ and any other supporting files considered necessary electronically to the SharePoint ELC site, FMSAS/2017-18 ICQ – Completed. If the ELC does not have access to the OEL SharePoint site, OEL will provide alternative written instructions.

C. **Audits - State Funded**

This part is applicable if the ELC is a non-state entity as defined by s. 215.97(2), F.S. – The Florida Single Audit Act. Additional information regarding the Florida Single Audit Act can be found at: [Florida Single Audit Act](#).

1. The Office's Notice of Award indicates State resources awarded through the Office by this agreement. In determining the State awards expended in its fiscal year, the ELC shall consider all sources of State awards, including State resources received from the Office.
2. In the event the ELC expends \$750,000 or more of state financial assistance in any fiscal year, the ELC must have a state single or project-specific audit conducted accordance with the Florida Single Audit Act; Chapter 69I-5, F.A.C.; Rule 61H1-20.0093, F.A.C., Chapter

EXHIBIT V

10.550 – Local Government Entity Audits or Chapter 10.650 – Florida Single Audit Act Audits Non-profit and For-profit Organizations.

3. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Office, other state agencies and other non-state entities. State financial assistance does not include federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.
4. If the ELC expends less than \$750,000 in state financial assistance in its fiscal year, a Florida Single Audit is not required. If the ELC still elects to have an audit conducted in accordance with the provisions of s. 215.97, F.S., the ELC must pay the audit costs from non-state resources (i.e., the grantee must pay the audit costs from resources obtained from non-federal and non-state entities).
5. Pursuant to s. 215.97(8), F.S., state agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with s. 215.97, F.S.. In such an event, the state awarding agency must arrange for funding the full cost of such additional audits.
6. Find additional information regarding the Florida Single Audit Act at the Florida DFS Website found here: <https://apps.fldfs.com/fsaa/>.

D. Special Audit Testing Requirements

1. It is essential that the audit firm test the Coalition's monthly reconciliation of its financial records to the Single Statewide Information System (SSIS). The auditor must include a statement in the Schedule of Findings and Questioned Costs confirming the following: (a) that the Coalition staff performs this reconciliation monthly; (b) that the Coalition has processes in place to identify and correct errors noted during the monthly reconciliation process; and (c) the Coalition's financial records and the SSIS records were reconciled and in agreement as of the annual program year end (June 30th). Finally, a statement must be included to indicate the auditor's work papers include documentation to verify tests of these tasks were performed and such work papers are available for review by OEL staff upon request.
2. If such testing was not completed, or if these statements are missing from the annual audit report, the auditor's annual procedures will be considered incomplete/deficient and the Coalition will receive notice of such in the OIG's annual Management Decision.
3. All funds administered by the Coalitions must be included in the audit coverage. This includes funds that are provided to any auxiliary entity over which the Coalition exercises controlling influence, such as a foundation. For purposes of this Agreement, all foundations or other similar entities are considered to be affiliated organizations and, in some instances, may need to be classified as a component unit.
4. For any affiliated organization, at a minimum the audit report should disclose the entity's mission/purpose and summarized financial data including total assets, liabilities, net assets, revenues, expenditures, and the entity's relationship to the Coalition's activities. The auditor may need to provide other disclosures and presentations (such as consolidated financial statements) as appropriate after giving proper consideration of applicable accounting standards pronouncements regarding reporting of related entities such as FASB Statement of Position (SOP) 94-3.

EXHIBIT V

E. Report submission

1. Copies of reporting packages (including any management letter issued by the auditor and the ELC's written corrective action plan response(s)) for federal Single Audits required by Sections C.1. and C.2. above shall be submitted as required by 2 CFR §200.512, by or on behalf of the ELC directly to each of the addresses indicated.
2. Submit one electronic copy of the financial reporting package and files described above in Section B.3. to the Office at the following address:
Office of Early Learning
Financial Management Systems Assurance Section (FMSAS)
Email – OEL.Questions@oel.myflorida.com
Website – OEL Share Point site:
*OEL Portal/Partners/Contractor site/FMSAS Document Exchange – Restricted/
2017-18 FMSAS/Annual Audit Report Files*
3. Submit the Single Audit Reports and the required federal Data Collection Forms (SF-FAC) electronically to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the fiscal year's end of the audit period.
4. Submit one paper copy by mail and one electronic copy of the financial reporting package to the Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us
Website: www.myflorida.com/audgen

The ELC shall indicate in correspondence accompanying the reporting packages the date of delivery from the auditors to the ELC for the reporting package.

5. All items Auditor General Rule 10.656(3) requires, as described on the [Auditor General's Financial Reporting Package Submittal Checklist](#) and the related [checklist instructions](#) must be included for a reporting package to be considered complete.

By signing below, the grantee, through the duly appointed undersigned representative, certifies and assures that it shall fully comply with the applicable audit requirements outlined in this attachment.

By: _____
Authorized ELC Representative

June 28, 2017
Date

By Electronic Signature

Dawn E. Bell/C.E.O.
Print Name/Title

EXHIBIT VI

CERTIFICATIONS AND ASSURANCES FORM

Authority for data collection – ss. 1001.213, 1002.75 and 1002.82, F.S.

Instructions: These certifications and assurances will be in effect for the duration of this agreement. OEL shall not require amendments unless required by changes in federal or state law, or by other significant change in the circumstances affecting a certification or assurance in this agreement. The entity/agency head, or other authorized officer, must sign the certification and return it to the address listed below. No payment for this agreement will be made without this current signed Certifications and Assurances form on file.

Certification:

I, the undersigned authorized official for the named ELC, hereby agree to administer the federally-funded and/or state-funded education programs on behalf of the named ELC below. I certify that the ELC will adhere to and comply with the Certification and Assurances and all requirements outlined within this exhibit.

Early Learning Coalition of North Florida	OA438	Dawn E. Bell/C.E.O.
Typed ELC Name	Grant Number	Typed Name/Title of Authorized Official

I certify that the ELC will adhere to each of the Certifications and Assurances outlined in this exhibit for participation in State Programs as applicable to the agreement.

	June 21, 2017	9043422267
Signature (must be original)	Date	Area Code/Telephone Number

Early Learning Coalitions (and any ELC subrecipients) are required to submit this certification form with an original signature along with each agreement submitted to OEL.

EXHIBIT VI

ASSURANCES AND CERTIFICATIONS

OEL will not award a grant where the ELC has failed to accept the certifications this section contains. In performing its responsibilities under the agreement, the ELC hereby certifies and assures that it will fully comply with:

I. Federal certifications – applicable to all entities

- A. Cost allocation plan or indirect cost rate proposal.
- B. Proper expenditure reporting.
- C. Smoking Prohibitions (Pro-Children Act of 2001).
- D. Status as a non-major corporation.

II. Federal or state-required assurances – applicable to OEL subrecipients

- A. The Transparency Act (as defined by 2 CFR Part 170).
- B. Other miscellaneous/general disclosures.
- C. Assurance for proper expenditure reporting.
- D. Certification regarding separation of VPK Program and SR Program funds (ss. 1002.71(1) and (7), F.S., 1002.89, F.S., and 45 CFR part 98.54).
- E. Contract Work Hours and Safety Standards Act.
- F. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c).
- G. Drug-free workplace certification (29 CFR part 98 and 45 CFR part 82).
- H. Equal Employment Opportunity (EEO).
- I. Prohibition against profit.
- J. Property.
- K. Reporting of matters related to recipient integrity and performance.
- L. Subrecipient monitoring.
- M. Trafficking Victims Protection Act of 2000 (TVPA).

III. Federal certifications – applicable to all entities

A. Cost allocation plan or indirect cost rate proposal

In accordance with 45 CFR §75.415 (also 2 CFR §200.415), *Required Certifications*, the ELC must certify the submitted cost allocation plan (CAP) or indirect cost rate proposal, as instructed by OEL. OEL’s current cost allocation plan guidance instructs that no indirect cost rates are required or used by the Office at this time since Florida’s early learning programs have administrative spending caps assigned by federal regulation and/or state statutes. For more details, please contact OEL.

B. Proper expenditure reporting

In accordance with 2 CFR §200.415, *Required Certifications*, the official who is authorized to legally bind the ELC must include the following certification on annual and final fiscal reports or vouchers requesting payment:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or

EXHIBIT VI

otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

C. Smoking Prohibitions (Pro-Children Act of 2001)

The ELC certifies compliance with Title XX of Public Law 103-227, the Pro-Kids Act of 1994, (as amended by The [Pro-Children Act](#) of 2001, 42 U.S.C. 7181 through 7184). Smoking may not be permitted in any portion of facilities where federally funded children’s services are provided or administered. Failure to comply with provisions of this law may result in civil monetary penalty of up to \$1,000 per day.

D. Status as a non-major corporation

In accordance with 45 CFR §75.415 (also 2 CFR §200.415), *Required Certifications*, the ELC must certify whether it meets the definition of a major corporation. 2 CFR §200.414(a) defines major nonprofit organizations as those which receive more than \$10 million dollars in direct federal funding. The ELC certifies that it is:

The ELC is not a major nonprofit organization.

The ELC is a major nonprofit organization.

_____ **Initial here** to verify this represents the ELC’s 2017-18 reply.

If the ELC determines it qualifies as a major non-profit organization, it shall contact OEL for additional instructions.

The following Certifications are hereby adopted and incorporated herein by reference as if fully set forth herein. See 45 CFR 75 Appendix II, *Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*.

SEVERAL REQUIRE SIGNATURE AS STATED BELOW. FOR THOSE THAT REQUIRE SIGNATURE, EACH FORM MUST BE PRINTED, SIGNED AND ATTACHED TO THIS AWARD WHEN IT IS EXECUTED. THIS AGREEMENT IS NOT VALID UNTIL EACH FORM HAS BEEN COMPLETED IN FULL, SIGNED, AND ATTACHED TO AN ORIGINAL SIGNED AWARD.

[Filing and Payment of Taxes Certification.](#) **IF APPLICABLE, SIGNATURE REQUIRED**

[Lobbying Certification.](#) **SIGNATURE REQUIRED**

[Debarment Certification - Primary](#)

[Debarment Certification - Lower Tier](#)

[Drug-free Certification.](#) **NOT REQUIRED FOR VENDORS**

[Environmental Tobacco Smoke Certification](#)

IV. Federal or state-required assurances – applicable to OEL subrecipients

The following assurances are hereby adopted and incorporated herein by reference as if fully set forth herein.

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A. "The Transparency Act" (as defined in 2 CFR Part 170)

The following award term is hereby adopted and incorporated herein by reference as if fully set forth herein:

HHS now requires this program award to adhere to the Transparency Act's Sub-award and Executive Compensation reporting requirements (as 2 CFR Part 170 defines). Under the Transparency Act, the grantee must report all sub-awards (as 2 CFR Part 170 defines) more than \$25,000, unless exempted. Please see the newly applicable Award Term for Federal Financial Accountability and Transparency Act at [the HHS ACF website](#).

B. Other Assurances – miscellaneous/general disclosures

As the ELC's duly authorized representative, I certify that the ELC shall:

1. Use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal and state funds paid to that agency under each program. Access to such records shall be made available to authorized representatives of U.S. governmental agencies, the Florida DOE, the Florida DFS and the Auditor General of the State of Florida for the purpose of program and fiscal auditing and monitoring.
2. Cause the required financial and compliance audits to be performed in accordance with the Single Audit Act Amendments of 1996 and 2 CFR §200, Subpart F, *Audit Requirements*, and/or Section 215.97, Florida Statutes, Florida Single Audit Act, as applicable.
3. Establish safeguards to prohibit employees and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
4. Initiate and complete the work within the applicable time frame after receiving the awarding agency's approval.
5. Administer each program covered by this agreement in accordance with all applicable laws, regulations, statutes, rules, policies, procedures and program requirements governing the program(s).
6. Comply with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing each funded program.
7. Submit such reports as described in Section D of this agreement to the Florida DOE, the U.S. DOE and the HHS to perform their duties. The ELC will maintain such fiscal and programmatic records and provide access to those records, as necessary, for those departments to perform their duties.
8. Provide reasonable opportunities for systematic consultation with and participation of teachers, parents and other interested agencies, organizations and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
9. Make any application, evaluation, periodic program plan or report relating to each program readily available to parents and other members of the general public.
10. Have/establish and maintain a proper accounting system in accordance with generally accepted accounting standards.
11. Not expend funds under the applicable program to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

EXHIBIT VI

12. Comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Nonprocurement).
13. Comply with all state and federal requirements, as applicable, for internal controls to ensure compliance with federal and state statutes, regulations, and terms and conditions of the award.
14. Comply with Florida's Government-in-the-Sunshine Law (Chapter 286, Florida Statutes), that provides a right of access to meeting of boards, commissions and other governing bodies of state and local governmental agencies or authorities.
15. If applicable, after timely and meaningful consultation, the recipient will provide the opportunity for children enrolled in private, non-profit schools, and the educational personnel of such schools, equitable participation in the activities and services provided by these federal funds, and will notify the officials of the private schools of said opportunity. (Educational services or other benefits provided, including materials and equipment, shall be secular, neutral, and non-ideological. Expenditures for such services or other benefits shall be equal [consistent with the number of children to be served] to expenditures for programs of children enrolled in the public schools of the local educational agency.)
16. Agree for any agreement-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, to treat same-sex spouses, marriages and households on the same terms as opposite sex spouses, marriages, and households, respectively. Marriage is between two individuals validly entered into in the jurisdiction where performed. This does not apply to registered domestic partnerships, civil unions or similar formal relations recognized under state law as something other than marriage. (For further detail, see Section 3 of the Defense of Marriage Act, codified at 1 U.S.C. 7).
17. Not use federal funds awarded under this Agreement to be used for construction or the purchase of land.

C. Assurances for proper expenditure reporting

In accordance with 2 CFR §200.415, *Required Certifications*, the official who is authorized to legally bind the Contractor must include the following certification on final fiscal reports or vouchers requesting payment.

"By signing the *General Assurances, Terms and Conditions for Participation in Federal and State Programs*, I certify to the best of my knowledge and belief that all applications submitted are true, complete, and accurate, for the purposes and objectives set forth in the contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or otherwise."

D. Certification regarding separation of VPK Program and SR Program funds

1. Pursuant to ss.1002.71(1) and (7), F.S., s. 1002.89, F.S., and 45 CFR part 98.54, the VPK and SR programs are independent programs that separate state and federal sources fund. All ELC expenditures made and fiscal records maintained shall reflect funds expenditure separation.
2. The ELC hereby certifies that it will expend all SR (Child Care Development Fund, TANF, Social Services Block Grant and General Revenue and matching) funds solely for operating the SR Program and the funds shall be distinctive and clearly identifiable in all fiscal records the ELC maintains.

EXHIBIT VI

3. The ELC shall use all state general revenue funds awarded for operating the Voluntary Prekindergarten Education Program solely operating the VPK Program and shall be distinctive and clearly identifiable in all fiscal records the ELC maintains.

E. Contract Work Act and Safety Standards Act

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, *Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*. This provision applies to agreements that include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous or dangerous conditions or surroundings.
3. These requirements do not apply to purchase of supplies, materials, or articles ordinarily available on the open market or contracts for transportation services.

F. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, *Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*.
2. This provision applies to agreements that include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
3. The ELC, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The ELC shall report all suspected or reported violations to OEL.

G. Certification regarding convicted vendor list and discriminatory vendor list

The grantee hereby certifies, through the duly-appointed undersigned representative, that neither it, nor any grantee person or affiliate, has been convicted of a public entity crime as s. 287.133, F.S., defines, nor placed on the convicted vendor list or discriminatory vendor list pursuant to s. 287.134, F.S., all of which can be found on the [Florida Department of Management Services website](#). The grantee understands and agrees that it must inform OEL immediately upon any change of circumstances regarding this status.

H. Equal Employment Opportunity (EEO)

The ELC certifies that it is in compliance with E.O. No. 11246, Equal Employment Opportunity (30 Federal Register (F.R.) 12319, 12935, 3 CFR, 1964-1965 comp. p. 339), September 24, 1965, as E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, of October 13, 1967, amended, and as the Department of Labor regulations (41 CFR part 60) Office of Federal Compliance Programs, Equal Opportunity, Department of Labor supplements. See 45 CFR part 92.36(i)(3).

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I. Property

1. Property purchased in whole or in part with federal funds shall be used for the purpose of that federal program and accounted for in accordance with applicable federal and state statutes, rules and regulations. The ELC shall comply with the provisions of 45 CFR §75.318 Real property, 45 CFR §75.320 Equipment, and 45 CFR §75.321 Supplies. The ELC shall include in all subrecipient contracts, and any contractor contracts for services that include purchasing/procuring equipment, language that requires property a subrecipient purchases with funds provided under the agreement to revert to the ELC upon contract termination.
2. In accordance with OEL Program Guidance 240.02 – Tangible Personal Property, title to all property acquired with funds provided to the ELC under this agreement shall be vested in the ELC; however, title and ownership shall be transferred to OEL upon termination of the ELC participation in early learning programs, unless otherwise authorized in writing by OEL. All property required to be returned to the Office will be in good working order. See 2 CFR §200.318, General procurement standards, s. 273.02, F.S., and Rule 69I-73.002, F.A.C.
3. Pursuant to 2 CFR §200.302, Financial management, and instructions noted in the DOE Green Book, effective control over and accountability for all property and other assets is required. Small attractive items with a purchase value less than \$1,000, whether classified as equipment, technology item or supplies must be safeguarded. The ELC should have a written policy on how these items will be tracked, accounted for and safeguarded.
4. The term “nonexpendable property” shall include all tangible personal property which meet the criteria set forth in Rule 69I-73.002, F.A.C. In accordance with 45 CFR 75.439 and in compliance with OEL Program Guidance 240.05 - Prior Approval, property shall not be purchased with program funds without prior approval from OEL.
5. Contingencies such as liens or other liabilities shall not be placed upon assets purchased with program funds, nor shall non-expendable property purchased with program funds be used as collateral.
6. In accordance with OEL Program Guidance 240.02 – Tangible Personal Property, the funding sources for the purchase of all such property shall be identified and all such property purchased in the performance of the early learning programs shall be listed on the property records of the ELC. The ELC shall inventory annually and maintain accounting records for all equipment purchased in accordance with OEL Program Guidance 240.02 – Tangible Personal Property, relevant Florida Statutes, state rules, federal regulations and federal cost principles. In addition to the annual inventory required by Oct. 1 of each year, whenever the custodian or custodian’s delegate changes, the ELC shall conduct a physical inventory of specified equipment and provide a copy to OEL.
7. Based on s.273.055, F.S., and Rules 69I-72.002, and 69I-73.005 F.A.C., when original or replacement equipment acquired by the ELC or its subrecipient/contractor is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as described below in section 7.

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8. The Office's policy concerning proceeds received from the sale of property with a current per unit fair market value up to \$5,000 is the net amount received from such sales will remain at the ELC level to be used in the same ongoing program. Funds from such sales will be treated as other program income in the same ongoing program(s). This type of income must be amended into a current year's program budget in which the sale occurred. It should then be reported in accordance with OEL Program Guidance 240.01 – Cash Management. This identification of income is necessary to meet reporting requirements of the HHS. Complete documentation for this type of income and expenditures must be maintained for monitoring and auditing purposes. If the ELC is no longer receiving funds for the particular project or program, the income from such equipment sales will be returned to the Office to be forwarded to the United States Department Health and Human Services. Upon termination of a project, and at the discretion of the Office, all equipment/property purchased with project funds will be transferred to the location(s) specified by the Office and all necessary actions to transfer the ownership records of the equipment/property to the Office or its designee, will be taken. Equipment that was initially purchased with federal funds with a current per-unit fair market value in excess of \$5,000, must be processed in accordance with 2 CFR §200.313(e)(2), Equipment, with the assistance and prior written approval of the Office.

J. Reporting of matters related to recipient integrity and performance

Unless exempt from these requirements per OMB guidance at [2 CFR Appendix XII, Part 200](#), the ELC shall maintain current information reported to the System for Award Management (SAM) as described below in Section X. Portions of these data disclosures about civil, criminal or administrative proceedings are also made available in the Federal Awardee Performance and Integrity Information System (FAPIIS) and OEL is required to review and consider this and other publicly available information to evaluate/review risk related to the ELC's integrity, business ethics, and record of performance under federal awards in accordance with 45 CFR §75.331(b) (also 2 CFR §200.331(b)), *Requirements for pass-through entities*.

K. Subrecipient monitoring

The grantee certifies that it has established and shall implement fiscal and programmatic monitoring procedures for its subrecipients.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of our 2017-18 COOP (Continuity Of Operation Plan)
Reason for Recommended Action	<p>The COOP (Continuity Of Operation Plan) establishes policy and guidance to ensure the continued execution of the mission-essential functions continue should an emergency threaten or incapacitates operations and require the relocation of selected personnel and functions of the Coalition and/or its subcontractor(s).</p> <p>The COOP is to be revised if needed and submitted to OEL by October 1st of every year. The revisions made to this year's COOP are:</p> <ul style="list-style-type: none"> • Changes in names, titles and contact information.
How the Action will be accomplished	Approval of the 2017-18 COOP and then submit to OEL

CONTINUITY OF OPERATIONS PLAN (COOP)

Early Learning Coalition of North Florida, Inc.



**2450 Old Moultrie Rd., Ste. 103
St. Augustine, FL 32086
Phone: (904) 342-2267**

Warning: This document contains information pertaining to the deployment, mobilization, and tactical operations of the OEL and the Early Learning Coalition in response to emergencies and is exempt from public disclosure under the provisions of section 281.301, Florida Statutes.

Approved: _____, CEO
Name and Title of Signature Authority

Date: _____

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SECTION I: INTRODUCTION

I-1 Purpose

Pursuant to Florida Statutes, Chapter 252.365: *Emergency Coordination Officers; disaster-preparedness plans*, this Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the continued execution of the mission-essential functions for the Florida's Office of Early Learning (OEL) and the local Early Learning Coalitions in the event that an emergency threatens or incapacitates operations, and requiring the relocation of selected personnel and functions of the **Early Learning Coalition of North Florida**, located at **2450 Old Moultrie Rd., Ste. 103, St. Augustine, Florida 32086**. Specifically, this plan is designed to:

- a. Ensure the Early Learning Coalition of North Florida is prepared to respond to emergencies, recover from them, and mitigate their impact.
- b. Ensure the Early Learning Coalition of North Florida is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

The Early Learning Coalition of North Florida has continuously increased its use of computer supported information processing to support financial and administrative services. Similarly, telecommunication has become a vital tool for accomplishing the Coalition's mission. The dependence on computers and telecommunications poses the risk that even temporary loss of these capabilities could adversely affect or interrupt operational support systems of the Coalition. Three levels of risk have been identified, based on the type of threats, impacts of disruptions, duration of impacts and difficulty of implementing recovery strategies. The Coalition's continuity plan is designed to reduce the risk to an acceptable level by insuring the restoration of critical business functions within 72 hours and all less essential services within one to two weeks. Level III threats constitute risks that should be mitigated only after Level I and II risks are ameliorated to the extent possible. Level I threats are the lowest level of risks, which could be addressed over a period of up to two weeks after disruption, since loss of functions and services impacted could be accommodated without disruption of critical and essential functions.

The plan identifies the critical functions of the Primary Services Provider and the resources required to support them. The plan provides guidelines for ensuring that needed personnel and resources are available for both disaster preparation and response, and that proper steps will be carried out to permit the timely restoration of services.

I-2 Applicability and Scope

Name	Title Organization	Contact #'s	Email Address
Nancy R. Pearson	Board Chair, Early Learning Coalition of North Florida	W: (904) 285-1800 F: (904) 285-3036 H: (904) 285-4482 C: (904) 504-4369	nrpearson@comcast.net
Dawn E. Bell	Chief Executive Officer, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 H: (904) 794-5480 C: (904) 377-5248	dbell@elcnorthflorida.org
Patty Larkin	Finance Manager, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 H: (386) 437-1155 C: (386) 212-3292	plarkin@elcnorthflorida.org
Connie Stophel	Chief Executive Officer, Episcopal Children's Services	W: (904) 726-1500 F: (904) 726-1520 H: (904) 751-5577 C: (904) 505-4059	cstophel@ecs4kids.org

SECTION II: CONCEPT OF OPERATIONS

II-1 Objectives

Objectives of this plan are to:

- Ensuring the continuous performance of the local coalition's essential functions/operations during an emergency.
- Provide for the safety and well being of all persons in the facility.
- Ensure prompt and orderly response to emergency situations.
- Minimize financial and business losses; maintain legal and regulatory compliance.
- Protect and minimize losses of property, assets and data.
- Ensure resumption of critical business functions ASAP.
- Establish overall management responsibility, and coordination of recovery.

II-2 Planning Considerations

In accordance with State guidance and emergency management principles, the Early Learning Coalition of North Florida Continuity of Operations Plan will:

- Will be maintained at a high-level of readiness;
- Will be capable of implementation both with and without warning;
- Will be operational no later than 12 hours after activation, if at all possible;
- Will be capable of maintaining sustained operations for up to 30 days;
- Will take maximum advantage of existing state or federal and local government

infrastructures; and

- Address protection of equipment and other coalition assets.

II-3 Assumptions

The plan is predicated on the validity of the following assumptions:

- All mission-essential functions provided by other State agencies in support of the local coalition will continue in accordance with their respective continuity of operations plans. This includes, but is not limited to, services provided by OEL.
- It will be determined (taking into consideration staffing and technical resources) if the mission-essential functions of the affected primary facility can feasibly be temporarily transferred to an established unaffected state or community based facility as an alternative to physically relocating staff.
- The situation that causes the disaster is of a magnitude which reasonably allows the Coalition to attempt continuity of functions.
- In a higher magnitude disaster, the restoration of essential services to the community will take precedence over the recovery of this individual organization.
- Personnel have had instruction and practice in emergency response and evacuation.
- Support required from vendors, utilities, communications and other services will be provided within a reasonable time frame.
- Management will exercise prudent judgment in activating the contingency plan.
- Insurance or other funds will be adequate, and repair, replacement, and restoration will be completed within a reasonable time frame.
- The scope of the disaster has not destroyed substantial surrounding infrastructure and resource/service/support providers.

II-4 COOP Execution

- a. Emergencies or potential emergencies may affect the ability of the coalition to perform its mission-essential functions from any or all of its primary facilities. The following are scenarios that could mandate the activation of the local early learning coalition's COOP:
 - The coalition's administrative/fiscal offices are closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the facility and the surrounding area.
 - The facilities/subcontractor for eligibility, resource and referral and other required services is closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the facility and the surrounding area.

- The city/town/county is closed to normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military attacks.
- b. In an event so severe that normal operations are interrupted, or if such an incident appears imminent and it would be prudent to evacuate the facilities or the city/town/county, as a precaution, the coalition's designated employee, may activate the local coalition's COOP. The designated alternate facility will be activated, if necessary, and at the discretion of the designated employee of the Coalition.
 - c. The Relocation Team (composed of subject matter experts and essential support staff) for the coalition will ensure the mission essential functions of the coalition are maintained and capable of being performed using the designated alternate facility until full operations are re-established at the administrative/fiscal entity and/or subcontractor offices.
 - d. Selected staff from appropriate coalition, county, or other agencies may supplement the coalition's Relocation Team. The Relocation Team will either relocate temporarily to the designated alternate facility, if necessary, or operate remotely from a predetermined secure location serving as an assembly site. The Relocation Team will be responsible for continuing mission essential functions of the coalition within 12 hours and for a period up to 30 days pending regaining access to the administrative/fiscal or the full occupation of the designated alternate facility.
 - e. All staff necessary to perform the mission-essential functions of the coalition will be contacted and advised to report to either the alternate facility, a predetermined secure location, or other location as determined by the coalition's designee. Other staff (non-relocating staff) will be instructed to go to or remain home pending further instructions.
 - f. Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the COOP will be executed in response to a full-range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures.
 - g. It is expected that, in most cases, the coalition and/or subcontractor will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert, notification of all personnel, and activation of the Relocation Team.
 - h. Without warning, the process can become less routine, and potentially more serious and difficult. The ability to execute the COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the administrative/fiscal entity and/or the subcontractor's facilities, and whether the coalition's or subcontractor's personnel are present in the building or in the surrounding area.
1. *To be included under **Attachment 1**, the coalition will need to provide the list of names of staff and/or subcontractor staff that will compose the Relocation Team. The list should also include contact information to include home telephone, cell telephone, etc.*

2. *To be included under **Attachment 2**, the coalition will need to provide no less than two alternate site locations for facilities to insure services continue. Alternative facility locations should include several sites from within the county or adjacent counties from which services could be provided (i.e., adjacent coalitions, county shelters, one stop centers, etc.). Facilities to be used as alternative sites should take into consideration possible damages caused by flooding, wind damage, road access, communications, equipment available, etc.*

3. *Identify below the title of the individual who will be designated by the coalition as the responsible party activation of the local level (i.e., Director, Chair, etc.).*

Dawn E. Bell, CEO,
 Early Learning Coalition of North Florida, Inc.
 (904) 342-2267 – Work
 (904) 377-5248 – Cell
 (904) 342-2268 – Fax
dbell@elcnorthflorida.org – email

II-5 Disaster Magnitude Classifications, Levels and Definitions

The following Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:

- **Minor Disaster:** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance, and would not necessarily require activation of the COOP.

 - **Major Disaster:** Any disaster that will likely exceed local capabilities and require a broad range of state and federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominantly recovery-oriented.

 - **Catastrophic Disaster:** Any disaster that will require massive state and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.
1. *Identify how the coalition will determine whether or not to activate the COOP based upon the above. In addition, the coalition may consider whether or not State and/or County Emergency Operation Centers are involved.*

Level One Disaster: Computers/network(s) will not function

- a. One to three days
- b. Four to seven days
- c. Eight to fourteen days

Level Two Disaster: Building intact but without electricity.

- a. One to three days
- b. Four to seven days
- c. Eight to fourteen days

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

- a. One to three days
- b. Four to seven days
- c. Eight to fourteen days

Current Business Process: Standard operating procedures and functions under non-emergency conditions.

Impact: The ability to deliver service if a threat occurs; which include the degree of failure of business operation and how it will affect clients and staff.

Recovery Strategies: The action to eliminate the event that impacts the agency's ability to continue operations.

Contingency: Planned actions(s) to eliminate or reduce the impact of a risk/threat at or after the time of failure.

Risk or Threat: Event or non-event having a negative impact on or endangering a core business function or a critical system of the organization.

Risk Assessment: An activity performed to identify risk(s) estimate the probability and impact of their occurrence.

Time Horizon to Failure: Date risk/threat will first have impact.

Validation: The process of evaluating a system or a component during or at the end of the development process to determine whether it satisfied the specified requirements.

Mission Critical System: A system supporting a core business process test—the process of exercising a product to identify differences between the expected and actual behavior.

The COOP plan will be activated in the case of a Minor Disaster if it is expected that scheduled operations will be interrupted for longer than 12 hours that would result in delays in services or payment. It will always be activated in the case of a Major or Catastrophic Disaster. State and County Operation Centers will be involved in any Disaster where their services are available and deemed to aid in implementing the COOP, and maintaining or restoring services. An example would be where county emergency transportation services could aid in moving operations.

II-6 Emergency Coordinating Officer

The coalition will designate an Emergency Coordinating Officer. At the local level, this may be done through selecting a staff person of the coalition and/or subcontractor, or can be a member of the Early Learning Coalition. In an emergency, the Emergency Coordinating Officer will work closely with the appropriate County Emergency Operations Center and the State of Florida Emergency Operation Center to provide information and direction to affected staff to provide

immediate response capability to protect life and property and to ensure minimal disruption to the continuance of the coalition's mission-essential functions.

- a. *To be included under **Attachment 3**, the coalition will need to designate an Emergency Coordinating Officer and provide all contact information to include name, address, home phone number, cell phone number, e-mail, etc.*

II-7 Executive Leadership Team

The Executive Leadership Team will review the COOP and all attachments annually to identify necessary resources to support COOP activities, to ensure that the plan remains viable and compatible with Florida's Comprehensive Emergency Management Plan and that it is maintained at a high level of readiness. The resources necessary to ensure adequate maintenance and operation of the COOP will be considered in the coalition's planning process.

The Executive Leadership Team consists of key staff with responsibilities linked to the mission-essential functions of the coalition. This team has the responsibility for assessing the situation, activating the COOP, selecting alternate facilities, providing information to and from OEL and other appropriate state and federal entities. This team will ensure that rosters for their respective staff are kept current and that staff members are informed and provided reporting instructions.

1. *To be included under **Attachment 4**, provide the titles of the individuals to be involved in the Executive Leadership Team.*

II-8 Relocation Team

Personnel who are responsible for relocating services under this plan to the selected alternate facility are known collectively as the Relocation Team (***Attachment #1***).

- a. The Relocation Team must be able to continue operations and the performance of mission-essential functions for up to 30 days at an alternate facility. Each alternate facility must be currently equipped with telephones, computers and fax machines. If the coalition does not currently have equipment such as laptops, computers, fax machines, printers, cell phones, and a disaster should occur, OEL may assist the Relocation Team in obtaining these once the disaster/need occurs. The Relocation Team should be able to work from a remote facility to insure childcare services are not disrupted.
- b. Since alternate facility space and support capabilities may be limited, the membership of the Relocation Team is restricted to only those personnel who possess the skills and experience needed for the execution of mission-essential functions.
- c. Coalition personnel who are not designated Relocation Team members may be directed to relocate to other facilities, or may be advised to remain at or return home pending further instructions, as determined by the coalition or Executive Leadership Team. When it is determined to be feasible, associates may be allowed to telecommute from their homes until the affected facility can be reoccupied or another facility is established.
- d. COOP activation should not, in most circumstances, affect the pay and benefits of Relocation Team members or other personnel. Staff that are required to temporarily

relocate to another geographical area of the State should be compensated for travel expenses in accordance with Florida Statutes, Chapter 112.061.

1. *Describe your plan to implement the above section. This should include at a minimum, your coalition's ability to maintain fiscal controls and integrity; maintain payroll to staff and subcontractors/child care service providers; maintain childcare referral services and eligibility determinations, etc.*

The plan includes a relocation team of specialized personnel able to carry out the day-to-day functions of the Coalition and its Primary Service Providers.

The plan would be activated when Dawn Bell as the CEO contacts the Emergency Coordinating Officer. The Emergency Coordinating Officer would then contact the Relocation Team members to prepare to relocate operations. Immediately following notification of the Relocation Team, the Director of Family and Provider Services will notify the remaining primary service provider's staff of the activation of the COOP plan by the most expedient method available. At the same time, the Emergency Coordinating Officer will inform the Coalition members and media outlets using the prepared public service announcements. The Emergency Coordinating Officer (ECO) would also give the Relocation Team a time frame to complete the transfer of services. If the disaster is immediate, transition will begin immediately. The ECO will also direct the team based on circumstances to which site operations will be moved choosing the location based on likelihood of the location being affected by the disaster and available resources.

Each alternate location is equipped with computers, fax machines, internet access and telephones.

Fiscal controls would be maintained by the Emergency Coordinating Officer approving all expenses and processed by the Finance Manager. The accounting software is backed-up nightly and is stored at an offsite location. In the event of an emergency relocation, the software will contain current information and could be accessed by the Finance Manager. All checks will be signed by the CEO and any other authorized signor. This will ensure that all transactions are recorded in a continuous general ledger and maintain the integrity of financial data.

The Emergency Coordinating Officer will be available to answer questions and provide guidance as to the Coalition's policy as needed and to report to OEL any needs or concerns.

The Finance Manager will be available to invoice OEL for the Coalition expenses and will maintain Coalition financial data and projections.

Physical copies of financial data, eligibility files, employee files, and provider files will be transported to the relocation site when the nature and timing of the disaster permit. Documentation concerning screenings, assessments, and CCR&R will be transported to the relocation site as time permits. Sufficient storage boxes to move the files will be kept on hand at all times in the event of activation of the COOP.

All members of the Relocation Team will be responsible for bringing their cell phones, printers, and laptops. Additional computers, phones, fax machines etc., are available at the relocation site.

All records, whenever possible, will be kept electronically and backed up to a remote storage device so that in the event that physical records are lost or destroyed in an emergency a record of activities will still exist.

For Service Providers:

Payroll is part of the accounting systems currently in use by the primary providers and there should be no delays in processing payroll. Hourly employees that due to the emergency are not able to submit a time sheet will be paid at their regularly scheduled hours. After the emergency is over and normal operations are resumed, staff will then turn in timesheets covering the emergency period and payroll will be reconciled. The payroll specialist will be included in the relocation team and employees are paid by direct deposit so the staff's ability to receive their pay on regular pay dates will not be affected.

Payments for mileage reimbursement will be made as regularly scheduled. If due to the emergency, employees are not able to submit their mileage or other expenses, payment will be made within 5 business days of resuming normal operations.

Provider payments will be processed by the Provider Services Manager using EFS. EFS is currently backed up nightly and is stored on remotely using a cloud based service.. EFS is currently loaded on several laptops and is available in each of the Work Source locations named in this plan. The Reimbursement Manager currently performs and oversees this function, and she will be aided as needed by the COO who also has experience with this process. A payment transmittal will be prepared by the Reimbursement Manager and given to Controller. The Controller will then process the payments using the accounting software described above.

The Controller will prepare the monthly invoice and any other necessary reports.

Resource and Referral and eligibility determination will be performed by the Family Services Coordinator and aided by other staff normally assigned to the office and the Director of Family and Provider Services, using EFS,SPE/UWL and the EFS Modernization Software. If staff in other counties are not affected by the emergency, normal operations will continue in those counties. Copies of forms, brochures, voucher agreements, etc. used in normal operations will be prepared in advance and taken to the emergency operation site for use there.

The Coalition's CEO will be consulted as to the Coalition policy as needed and to report to OEL any needs or concerns.

Physical copies of financial data, eligibility files, employee files, and provider files will be transported to the relocation site as needed when the nature and timing of the disaster permit it and when electronic copies are not expected to be accessible. When electronic documentation is either not available or not expected to be accessible, documentation concerning screenings, assessments, and CCR&R will be transported to the relocation site as time permits and based on the nature of the emergency.

Additionally, all members of the Relocation Team will be responsible for bringing their cell phones, printers, and laptops. Additional computers, phones fax machines etc. are available at each relocation site.

All records whenever possible will also be kept electronically at all times and backed up to the server so that in the event that physical records are lost or destroyed in an emergency, a record of School Readiness activities will still exist.

The Relocation team includes the following key staff:

<u>Title</u>	<u>Function</u>
Chief Operating Officer	Oversees and Coordinates Service
Family Service Coordinators (4)	Resource and Referral and Eligibility
Director of Family & Provider Services	Eligibility, Provider Payments, Policy, and Billing
Provider Services Manager	Processing Provider Payments, EFS & SPE/UWL Systems Administrator
VPK Manager	Child and Provider Eligibility and Processing Provider Payments
IT Manager	Hardware & Software Management
Controller	Process Provider & Other Payments, Other Essential Accounting Functions
Staff Accountant	Process Payroll
CFO	Oversees Finances
Coalition Administration	Key Coalition Staff
Emergency Coordinating Officer	Authorization of Expenses, Works with Emergency Services and Informs Public of Pertinent Information
Finance Manager	Processes Invoices, Monitors Coalition Expenses, Prepares Utilization Summaries and Disbursements

2. *Describe under what circumstances the coalition would allow staff to telecommute from their homes until the affected facility can be reoccupied, how the integrity of the system will be maintained (i.e., fiscal duties, administrative duties, etc.), and whether or not backup systems are in place to continue payroll and travel reimbursements.*

All staff whose normal assigned work location is not affected by the disaster or emergency condition will be expected to report to work as scheduled. Any employee whose normally assigned work location is affected and is not part of the relocation team will not be expected to report to work and will receive full pay. Any employee falling into this category that is able to perform their job duties through telecommuting will do so. In the case of hourly employees, they will be paid for their normally scheduled hours. Members of the relocation team whose function does not normally include interaction with the public and has available the necessary technology to telecommute may do so as well.

Payroll is part of the accounting systems currently in use and there should be no delays in processing payroll. Hourly employees that due to the emergency are not able to submit a time sheet will be paid at their regularly scheduled hours. After the emergency is over and normal operations are resumed, staff will then turn in timesheets covering the emergency period and payroll will be reconciled. The payroll specialist will be included in the relocation team and

employees are paid by direct deposit enabling the staff's to receive their pay on regular pay dates during the activation of the COOP.

Payments for mileage reimbursement will be made as regularly scheduled. If due to the emergency, employees are not able to submit their mileage or other expenses, payment will be made within 5 business days of resuming normal operations. Employees not able to submit mileage by fax, e-mail or regular mail will be permitted to call in their mileage and submit their reimbursement form as soon as it is possible or within three working days of resuming normal operations.

II-9 Alternate Relocation Point

- a. The determination of the alternate relocation point should be made at the time of activation by the coalition's Emergency Coordinating Officer in consultation with the Executive Leadership Team of the Coalition, if time permits, and will be based on the incident, threat, risk assessments, and execution timeframe.
- b. To ensure the adequacy of assigned space and other resources, the Emergency Coordinating Officer should review all alternate facilities during the annual review of the COOP.
- c. The designated alternate relocation points should be pre-equipped with telephone, fax and computer lines which have electronic access to the coalition's records and statewide school readiness system databases.
- d. The alternate relocation points have adequate parking capacity to support the Relocation Team. Information on dining and lodging should be provided to the Relocation Team members as soon as possible upon COOP activation.
 1. *Attachment 2 provides, at a minimum, two alternate site locations in the event of a disaster/emergency situation. Provide a description of the how alternate site selection determinations were made and the basis for choosing the alternative facilities (i.e., available computer equipment, communications, proximity to client base, physical location).*

Alternate sites were selected because they are currently being used for early learning activities; therefore, all sites have the equipment and staffing to support early learning activities and services in the interim.

2. *Provide the notification process by the Emergency Coordinating Officer to the Relocation Team in the event that an alternate site must be used to temporarily set-up day-to-day operations.*

Most of the Primary Service Provider team is located at the 8443 Baymeadows Rd. Ste. 1 address. If the decision to activate the COOP plan is made during business hours the most expedient manner will normally be by telephone; however, e-mail may be considered.

If the decision to activate the COOP plan is made after hours the most expedient manner for notification will normally be by telephone; e-mail may also be utilized. Notification will begin as soon as the Emergency Coordinating Officer (ECO) receives notice of activation. If a member of the team is not available immediately for notification, notification by an alternate

phone or means will be attempted. If a member of the Relocation Team is unavailable to be informed in a timely manner and the absence of this member affects the Team's ability to relocate, the Emergency Coordinating Officer (ECO) may appoint another staff person with similar job skills to replace the unavailable member.

Primary Services staff is located in the following locations:

Headquarters:

Episcopal Children's Services
8443 Baymeadows Rd., Ste.1
Jacksonville, FL 32256
(904) 726-1500 - phone
(904) 726-1516 - fax

Nassau County:

c/o CareerSource
96042 Lofton Square
Yulee, FL 32097
(904) 491-3638 - phone
(904) 277-7219 - fax

Baker County:

418 South 8th St.
Macclenny, FL 32063
(904) 259-4225 - phone
(904) 259-9169 - fax

Putnam County:

821 State Rd. 19 S.
Palatka, FL 32177
(386) 385-3450- phone
(386) 530-2692 - fax

Bradford County:

1080 North Pine St.
Starke, FL 32091
(904) 964-1543 - phone
(904) 964-5863 - fax

St. Johns County:

5 Clark St.
St. Augustine, FL 32084
(904) 770-2565 - phone
(904) 429-7604 - fax

Clay County:

c/o CareerSource
1845 Town Center Blvd., Ste. 150
Orange Park, FL 32003
(904) 213-3939 - phone
(904) 278-2099 - fax

II-10 Mission-Essential Functions

It is important to establish priorities before an emergency to ensure that the relocated staff can complete the mission-essential functions. All Relocation Team members shall ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission-essential may be deferred until additional personnel and resources become available.

In the event of an emergency, the following *primary functions* are considered mission-essential for OEL:

1. Administration of Early Learning Services at the local-level

- Coordinating responses to all subcontractors and childcare providers regarding activities and services which may be affected
- Insuring contact points are maintained and communication is intact

2. Distribution of Programmatic Funds

To ensure reliable infrastructure support for the coalition, the following *support functions* are also considered to be mission-essential

- Executive Direction
- Information Technology Support & Maintenance
- Finance & Accounting Services
- Communications
- Facilities/Property Management
- Human Resource Management

To ensure adequate reproduction of records and databases, the coalition must maintain off-site records storage OEL's Information Technology Services Unit has standard daily backup procedures for all critical information systems at the state level; however, local coalitions must maintain back-up systems in case of a disaster/emergency situation.

1. *Provide your Coalition's procedures to insure all data at the local level is updated on a regular basis. Describe who is responsible for the backup of data, how often this is done, and where the information is stored (off-site) to insure its safety.*

For Coalition Administrative Services, a back-up of all systems is stored offsite through an IT Contractor. A laptop is also available in the event of an emergency. For the primary service provider, a back-up of all systems is made nightly. The IT Manager is in charge of the back-ups. The back-ups are preset to occur at the same time every day. Backups are stored daily in a cloud based system.

2. *Provide your coalition's procedures to maintain hard-copy files of participant records and of administrative/fiscal records; where the records are located; and how the records would be secured, if time permits, in the case of a disaster.*

In the event of a disaster where time permits computer hardware will be prepared and moved first. If there is still time before complete evacuation is necessary, the accounting, administrative, provider, eligibility, and program files will be boxed and inventoried and relocated. Hard copies of administrative records are kept at the Coalition Office located at 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL.

Eligibility files are stored at the CareerSource One Stop Offices. Periodically, normally annually, files from all locations are sent to an offsite storage facility. Participant records are kept for every family receiving services and are kept in the county where the family resides. Files are normally kept by family name except in the case of foster children whose files are kept under the child's name.

3. *If the hard copy of records were destroyed (to include fiscal and programmatic) describe how the coalition would recreate the information and from what sources the data would be re-created.*

Information would be retrieved from the server; the latest two year's of data in-house, the older data is stored at a separate records storage facility. Financial data could be recreated by using the General Ledger. Vendors and others could be contacted and copies of pertinent data requested. Additionally, copies of our annual audits are available from our CPA firm. They may also be able to supply other major components of our hard copy records from their working papers.

Results from programmatic activities are stored on a shared drive on a server. This is backed up nightly and stored offsite in a cloud based system. From this record we could recreate our hard copies of the results of our past work. It may be impossible to recreate the actual screenings and assessments if the physical records were destroyed.

Parent files would have to be recreated by contacting parents and having them supply us with needed information. Their child care provider may be able to aid in this effort as well with such things as birth certificates or copies of signed voucher agreements.

Provider payment files would be recreated by rerunning payment reports from EFS. Copies of rosters will be requested from all providers keeping copies for their own records.

The process of recreating physical records will be time consuming and some documentation may not be able to be recreated. Therefore, where ever possible, it will be Coalition and ECS policy to move these records to an offsite location in the case of a disaster whenever time permits.

Coalition computers are backed-up daily and stored at an off-site location. (This includes fiscal data).

PRE-DISASTER PLAN

Employee notification Procedure

- Identify the type of emergency or threat
- Get a report of the latest update of the emergency or threatening situation
- Contact the Director for a decision on closing of the facility
- Establish a method of notification of closure of facility and when facility may possibly reopen
- Up to date list of Directors name and telephone number

Securing Building Procedure

- Back up all computers
- Secure the windows
- Lock all filing cabinets
- Move computers away from windows and cover with plastic
- Lock doors

Record Retention

- Label vital records
- Back up computer systems
- Photograph facility assets
- Copies of records that must be kept for 7 years

As soon as possible after a disaster inventory will be taken of hardware that needs to be repaired or replaced at the Coalition Office. The CEO and IT Contractor will oversee the repair or replacement of the damaged hardware.

Risk Assessments

Level One Disaster: Computers will not function

a. One to three days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

b. Four to seven days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

c. Eight to fourteen days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

Level two disaster: Building intact but without electricity

a. One to three days

1. Impact: In addition to Level 1 impacts, no way to operate computers, lights, AC/Heat.
2. Recovery Strategy: The Executive Director will notify associates about a temporary interruption in services. Emergency contact cell phone numbers are provided to all to maintain communication.

b. Four to seven days

1. Impact: Same 2A. No way to operate computers, lights, AC/Heat.
2. Recovery Strategy: The Executive Director notifies employees and sub-contractors that we are resuming critical functions including financial obligations and reporting requirements; and essential programs.

- c. Eight to fourteen days
 - 1. Impact: Same as Level 2B.
 - 2. Recovery Strategy: Same as Level 2B.

Level three disaster: No power, no communications, building is inaccessible or inoperable

- a. One to three days
 - 1. Impact: No way for Coalition to perform its appointed functions at office location.
- b. Four to seven days
 - 1. Impact: No way for Coalition to perform its appointed functions at office location.
 - 2. Recovery Strategy: Establish operations at an alternative work site.
- c. Eight to fourteen days
 - 1. Impact: No way for Coalition to perform its appointed functions at office location.
 - 2. Recovery Strategy: If at the end of fourteen days, the building is inoperable, management will review the situation and develop extended recovery plan.

A disaster may involve a single facility site or an area-wide emergency situation and may be internal or external. Notify the proper officials and staff as to the extent and type of emergency or disaster. Direction of authorities will be followed when they have taken control of a situation.

Internal disasters are incidents within the facility or in the immediate area, such as fire, explosion, extended power outage, internal water break, etc. External disasters are situations arising from outside the facility, such as hurricanes, hazardous materials spills, tornado, flood waters, etc.

Flooding

The facility is not located in a Flood Zone. Local surface flooding could accompany severe storm conditions. A coastal water storm surge is not a direct danger.

Fire-Explosion Safety

Evacuate occupants when fire is an imminent danger; implement **RACE**.

- R** **Rescue** – remove anyone in immediate danger to a safe area away from fire.
- A** **Alarm** – sound the alarm within the office and call the Fire Department (911).
- C** **Confine** – contain the fire by shutting doors and windows after everyone has been rescued.
- E** **Evacuate** – Evacuate the building. Extinguish the fire only if you feel certain you can put it out; otherwise leave it for the Fire Department which is usually minutes from arriving.

The first person to discover the danger should alert all occupants that are in danger, activate the fire alarm, call the Fire Department (911). The person in charge will immediately begin evacuation to the pre-determined site away from the facility, directing all staff to assist as necessary, and ensuring that everyone is out. The Evacuation Assembly Area is the parking lot across the street.

Stay calm. Meet and direct the fire units; let them know if everyone is out or the location of individuals inside. Be available to answer questions.

After the proper authorities have determined that the emergency is over, the facility will be checked for damage to determine if it is safe for occupancy and resumption of activity.

The person in charge will disconnect any electrical equipment and then remove vital records after everyone's safety has been assured.

All personnel must know how and when to call the Fire Department, must familiarize themselves with the exits and activate the evacuation procedures when the fire is discovered.

There are three basic classes of fires:

Class A: Wood, paper, cloth, trash, most plastics, and ordinary combustibles.

Class B: Flammable liquids such as gasoline, oil, grease, alcohol, oil based paint, etc.

Class C: Energized electrical equipment, including wiring, fuse boxes, circuit breakers, Appliances

The extinguisher must match the class of fire being fought. Do not use water, or an extinguisher labeled only for class A fires on a class B or class C fire. Many fire extinguishers are multipurpose A-B-C models.

Extinguisher use: Pull the pin (releasing the lever) – Aim at base of fire from about 8 feet (extinguisher upright) – Squeeze lever – Sweep slowly side to side.

Tornadoes

Tornadoes can occur without warning and may be associated with severe thunderstorms, which are frequent occurrences in some areas. Potential wind damage, structural damage from trees and debris, local flooding and loss of vital services could result. In the event a tornado can be seen or heard or a warning is issued, all persons in the facility should move quickly to an interior pre-designated "safe" area, on the floor near interior walls away from windows and doors, or under heavy furniture. Account for all persons. Use something to protect the head such as a pillow or place hands over head. This same procedure should be followed in the event of an Earthquake.

Hurricanes and Tropical Storms

Know if the facility is located in an evacuation or flood zone. Severe weather watches, warnings and/or evacuation orders are issued by authorities through the local media, and must be closely monitored and heeded. Hurricanes and severe tropical storms with high wind velocity and heavy rainfall can be devastating, but the probability of occurrence at a specific site is low. Area

damage, loss of electrical power, access, communication, and other vital services or supplies could result:

- Monitor the radio for situation updates
- Alert staff about approaching storm and stay prepared to implement the emergency plan, and advise their families if appropriate.
- Evacuation, if required, should be completed before arrival of gale force (40mph) winds.
- Check supplies and activities needed to secure the facility.
- If not evacuating, direct all occupants to a safe area away from doors and windows, which must be closed and secured; account for all persons.
- Have emergency flashlights available.
- Keep calm and assure the safety of all occupants.

Severe Temperatures – Power Loss

If severe cold or severe heat is a probability, power outages and/or heat – air conditioning failure during such occurrences could present an emergency situation. Prolonged outage, failure, unsafe or unhealthy conditions could require evacuation.

In the event of prolonged hot or cold weather, utilize heat/air cooling equipment, or close or open doors, windows and window covering as necessary, to maintain a comfortable range; reduce the use of equipment that could contribute to the problem, as much as possible; avoid activities that may cause excess physical exertion; have adequate water available.

Crime – Civil Disturbances

If there are reports or observation of possible criminal activity or unrest in the vicinity, be sure all doors and windows are secured and remain alert. Call 911 for Police/Sheriff if there is an immediate threat such as an attempt to enter or damage the facility, or other crime in progress.

Bomb Threats

Persons likely to receive calls, particularly switchboard operators, should:

1. Remain calm and do not upset or interrupt the caller.
2. Keep the caller on the phone as long as possible.
3. If possible, have a third party listen in on the call – signal another person to notify police emergency (911) and senior staff
4. Record the exact words of the caller and the exact time and date; ask him/her to repeat the message if possible – Note if caller indicates knowledge of the facility.

5. Pay close attention to details; try to determine and log the following:
 - Male/Female
 - Adult/Juvenile – Approximate Age
 - Manner/Attitude
 - Background Noises (music, voices, etc.)
 - Accent/Language/Voice/Speech Characteristics
6. If possible, ask the caller (without interrupting) – Where is the bomb located? What time is it going to explode?
7. Tell the caller that injury or death to innocent people could result.
8. Document any demands or instructions and indicate cooperation.
9. Immediately notify the Supervisor and the Police Department.
10. Cooperate fully with police who should be put in authority upon arrival; facility staff with master keys should be available if requested, along with facility floor plans.
11. Evacuate building as in case of fire.

Administrative Services

Administrative Services is responsible for submission of reports to OEL.

Level One Disaster: Computers will not function

Level 1-A (one to three days)

1. **Impact:** Administrative Services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered and unable to provide OEL with monthly reports.
2. **Recovery Strategy:** Administrative Services will continue processing reports manually, using calculators and copier paper. If the event occurs before the required reports have been processed and it is reasonable to expect that the computers will be functional within a three day period, submission of reports will be delayed until the computers are functional. The reports will then be submitted to OEL.

Level 1-B (four to seven days)

1. **Impact:** Same as level 1-A
2. **Recovery Strategy:** Administrative services will continue processing reports manually, using calculators and copier paper. If the event occurs before required reports have been processed, and it is not reasonable to expect that the computer will be functional within a three day period, submission of the reports will be delayed until the information can be retrieved by back up files.

Level 1-C (eight to fourteen days)

1. **Impact:** Administrative Services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered and unable to provide OEL with reports.
2. **Recovery Strategy:** Administrative services will continue to process reports manually. Data for OEL reports will be tracked manually. When computers are functional, data tracked manually will be entered into the system and reports compiled to bring data to current status.

Level Two Disaster: Building intact but without electricity

Level 2-A (one to three days)

1. **Impact:** Administrative services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered, and unable to provide OEL with monthly reports. In addition the Coalition will be unable to communicate with Board members and sub-contractors.
2. **Recovery Strategy:** Coalition staff will retrieve office supplies. The staff will manually keep records. In an effort to conserve power, printers will be used only when absolutely necessary. Calculators powered by batteries will be used for calculating records. The statistical report will be manually processed. The reports that cannot be generated by back-up files will be manually calculated by the appropriate staff person. The assumption is that manually processing these payments will require a lengthier processing period. The staff may be required to work overtime and/or temporary help will be hired.

Level 2-B (four to seven days)

1. **Impact:** Same as level 2-A
2. **Recovery Strategy:** Same as level 2-A

Level 2-C (eight to fourteen days)

1. **Impact:** Same as level 2-A
2. **Recovery Strategy:** Same as level 2-A

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

Level 3-A (one to three days)

1. **Impact:** Administrative Services will not be able to access computers to process data and will be unable to process payments to sub-contractors for services rendered.
2. **Recovery Strategy:** Administrative Services will use same procedures described in Level 2-A, but at an alternative work site (ACHA).

Level 3-B (four to seven days)

1. **Impact:** Same as Level 3-A.
2. **Recovery Strategy:** Same as Level 3-A.

Level 3-C (eight to fourteen days)

1. **Impact:** Same as Level 3-A.
2. **Recovery Strategy:** Same as Level 3-A.

Fiscal Department

Current Business Practices:

- Generate monthly financial statements
- Prepare monthly bank and other reconciliations
- Process bi-weekly payroll
- Pay monthly invoices and cash receipts

Level One Disaster: Computers will not function

Level 1-A (one to three days)

1. **Impact:** No way to access data to operate the accounting system, pay bills or sub-contractors, meet deadlines for proper reporting to appropriate state or federal departments.
2. **Recovery Strategy:** Use manual check register to write only the most needed checks to pay bills

Level 1-B (four to seven days)

1. **Impact:** Same as Level 1-A.
2. **Recovery Strategy:** Use manual check register to write only the most needed checks to pay bills. Use hardcopy back-up to generate reports for state or federal departments

Level 1-C (eight to fourteen days)

1. **Impact:** Same as level 1-A
2. **Recovery Strategy:** Same as level 1-B.

Level Two Disaster: Building intact but without electricity

Level 2-A (one to three days)

1. **Impact:** No way to operate computers, lights, AC/Heat
2. **Recovery Strategy:** Use battery operated lights for lighting. Only operate to satisfy most urgent needs in check and report writing.

Level 2-B (four to seven days)

1. **Impact:** Same as level 2-A.
2. **Recovery Strategy:** Same as level 2-A.

Level 2-C (eight to fourteen days)

1. **Impact:** Same as level 2-A.
2. **Recovery Strategy:** Same as level 2-A.

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

Level 3-A (one to three days)

1. **Impact:** No way for department to perform its appointed functions at offices.
2. **Recovery Strategy:** Establish operations at an alternative work site if possible.

Level 3-B (four to seven days)

1. **Impact:** Same as level 3-A.
2. **Recovery Strategy:** Same as level 3-A.

Level 3-C (eight to fourteen days)

1. **Impact:** Same as level 3-A.
2. **Recovery Strategy:** Same as level 3-A.

II-11 Delineation of Mission-Essential Functions

In the event the capacity of the Coalition is such that it cannot respond to the needs of customers or deliver crucial services, the Coalition's functions will need to revert to alternative providers.

1. *To be included under **Attachment 5**, provide a list of potential alternative service providers that may be considered under such situations. This may include other state departments and/or community based organizations located at the local level which may be able to deliver services, community based organizations, etc.*

II-12 Warning Conditions

- a. With Warning. It is expected that, in most cases, the coalition will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and deployment of the Relocation Team to an assembly site or a pre-identified alternate relocation point.
 - b. Without Warning. The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel that survive. If the deployment of staff to an alternate relocation point is not feasible because of the loss of personnel, temporary leadership of the coalition will be passed to OEL which shall implement the coalition's COOP at the local level.
 - (1) Non-Duty Hours. Affected staff should be alerted and the Relocation Team activated to support operations for the duration of the emergency.
 - (2) Duty Hours. If possible, the COOP will be activated immediately to support operations for the duration of the emergency.
1. *To be included under **Attachment 6**, provide a list of all employees and their contact information and contact information for subcontractors. If this changes, the attachment must be revised and submitted to OEL.*

II-13 Direction and Control

- a. In the event that the CEO and Chair is incapacitated or unavailable to make decisions regarding this COOP Plan, authorized successors will be specified.

Lines of succession will be maintained by the coalition organizational elements, to ensure continuity of mission-essential functions (See **attachment 7b** for Operating Organizational Chart). As organizational changes occur, the Operating Organizational Chart will be updated and submitted to OEL.
- b. Pursuant to Sections 20.05 (1) (b) and 20.50 (3), Florida Statutes, the coalition must have an official established Memorandum for Delegation of Authority for managers and officers within the local coalition. (See **Attachment 7a**)
- c. The CEO and/or their designee may order activation of the coalition's COOP.
- d. The Emergency Coordinating Officer, which may be the same individual, will be responsible for disseminating COOP guidance and direction during the activation and relocation phases.
- e. When executed, the Emergency Coordinating Officer will notify OEL, the Baker County Emergency Operations Center (904-259-6111), the Bradford County Emergency Operations Center (904-966-6337), The Clay County Emergency Operations Center (904-284-7703), the Nassau County Emergency Operations Center (904-548-4980), the Putnam County Emergency Operations Center (386-329-0379), the St. Johns County Emergency Operations Center (904-824-5550), and the State of Florida Emergency Operations Center (850-413-9969).

1. *Provide the list of titles/chain of command of individuals to act in a decision making capacity for the coalition should the Director and/or Chair be unavailable.*

1st Kim Brumfield, Office Manger

2nd Patty Larkin, Finance Manager

3rd Tajaro Dixon, Grants and Operations Manager

2. *To be included under **Attachment 7**, provide the coalition's current Organizational Chart and an official memorandum as approved Coalition, for the Delegation of Authority should the Director and/or Chair should be unavailable.*

II-14 Operational Hours

- a. During COOP contingencies, the coalition's individual under the Delegation of Authority will determine the hours of work for the staff.

II-15 Alert and Notification

Procedures must be followed in the execution of the coalition's COOP. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off duty, and the extent of damage to the affected facilities and its occupants. This plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this plan is implemented depends on the type and magnitude of the events or threats thereof.

1. *Alert procedures: If the situation allows, warning staff, subcontractors, parents and child care providers will be completed prior to activation of the COOP. Describe your procedures and processes to notify staff, subcontractors, parents and child care providers warning of the activation of the coalition's COOP plan. Your description should address the means by which notification will be made (i.e., fax, e-mail, website, public service announcements, media, etc.), and the estimated time needed to complete this process.*

When the situation allows, staff, subcontractors, parent and childcare providers will be alerted to the activation of the COOP in advance by various means. First, will be a notice on the Coalition and primary service provider web sites that will state the anticipated time the COOP will come into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This web site update will be completed by the CEO or their designee and should not take more than 30 minutes to complete.

Public service announcements will be faxed to all local media outlets providing the same information under the direction of the Emergency Coordinating Officer and should not take more than 1 hour to complete. (See "canned" news release in **Attachment 8**). All staff will be notified in person or by e-mail if the decision to activate the COOP is made during business hours. Notification will be the responsibility of the Emergency Coordinating Officer. Any staff physically in the office that day will be called by their immediate supervisor and informed of the situation.

A phone tree will be used to call all employees if the COOP is initiated during non-business hours, whereby the Emergency Coordinating Officer will call the COO and Compliance of the primary service providers. This individual will call an assigned list of department heads who will each call the staff reporting directly to them. Each coordinator under a department head will call the staff reporting directly to the coordinator until each staff person has been contacted. This should be completed for all employees that were available by phone in less than two hours.

An attempt to contact the sub-contractor by phone or e-mail will be made prior to COOP activation as time allows. Providers will be notified as detailed in our subcontractor's COOP plan. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail. Additionally, the phone message on central agency or primary services provider phone system will instruct callers to dial the number at the relocation site.

1. *The coalition needs to develop standardized notifications and "canned" news releases which can be easily disseminated to the media and required individuals. To be included under **Attachment 8**, provide all standardized communications and "canned" news releases to be used in case of activation of the coalition's COOP.*

II-16 Telecommunications and Information Systems Support

Telecommunication and information systems maintained at the local level must be assessed to determine any inconsistencies or issues that may arise if the COOP is activated. The coalition must insure that there are backup plans to address disruptions in communications in the event of a disaster.

1. *Provide a description of your current communications system and any backup strategies that will be implemented should your current system fail or is disabled during a disaster.*

Phone lists are routinely updated and sent out to all staff members. The Primary Service Provider's central offices back-up the central phone system programming monthly. The Primary Service Provider's central phone system also consists of an 8 hour battery back-up in the event of power failure. If the Primary Service Provider's phone system should go down, calls will be automatically forwarded to an alternate number so that the public, providers and employees can continue to receive updates concerning services. Redirection of information and communication follow will occur seamlessly through this system. Emergency greetings and instruction may be implemented to the system within seconds by the receptionist or system administrator.

II-17 Security and Access Controls

- a. The coalition **will insure** that the COOP and the administrative/fiscal facilities and subcontractor facilities have posted evacuation route plans in all areas accessed by the public and staff.
- b. The coalition **will insure** all necessary security and access controls are provided at the alternate facility and that the administrative/fiscal facilities are secured during COOP operations.

c. Electronic copies of the COOP should be secured through limited access protocols.

1. *Provide assurances that evacuation routes have been posted in all areas accessed by the public and employees for the administrative/fiscal facilities and subcontractor offices.*

Evacuation routes are posted in the Resource Room of 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL address. Evacuation routes are also posted in each of our subcontractor's offices.

2. *Describe the coalition's process and/or procedures to insure security of administrative/fiscal facilities to protect property, records, equipment, etc., in the event the COOP is activated.*

The Emergency Coordinating Officer working with the relocation team will ensure that all equipment, records and other property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured. Finally, the alarm system will be set. The alarm company and local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a file labeled COOP Insurance & Warranties and taken to the new location by the Emergency Coordinating Officer.

II-18 Test, Training and Exercise

a. Test, training and exercise programs must be developed to include the following components:

- Staff awareness
- Leadership responsibilities
- Alert and notification procedures
- Validation and testing of equipment and communications of selected alternate facilities.

b. Exercise programs to test staff awareness and response capabilities should be initiated and performed bi-annually.

1. *Describe how staff and subcontractor staff are trained to administer the COOP at the local level. This may include new employee orientations, group training, etc.*

A group training will be given annually at a meeting with the Executive Leadership and Relocation Team members to familiarize each individual off his or her responsibilities in the event of COOP activation.

Additionally, the training will focus on:

- Staff awareness
 - Leadership responsibilities
 - Alert and notification procedures
2. *Describe how components of the COOP plan are provided to child care providers and parents regarding continuity of child care services, payments, realigning children to various providers dependent upon areas affected by the disaster, contact information, alternate site designation, etc. The reader should be able to clearly understand how child care providers and parents will be notified and/or provided information regarding coalition activities should the coalition need to activate their COOP.*

*Below are the guidelines that our primary service provider would be charged with handling these activities:

Each June, after the Senior Management Team has reviewed the COOP plan and made any necessary adjustments to the plan, a update to the ECS website will explain how activation of the COOP will effect continuity of child care services, payments, realigning children to various providers dependent upon areas affected by the disaster, contact information, alternate site designations, etc. for parents and providers. All providers will be notified by fax, phone or e-mail of the plan's implementation either prior to or immediately (within 36 hours) after the COOP has been activated based on time constraints. Notice will include contact information. Providers whose counties are affected by the COOP will be asked to inform parents of the change in Episcopal contact information by means of a Parent Letter given to Providers and posted to the ECS website within 24 hours explaining the change in location if it expected that the move will be longer than 4 business days in duration, and will include contact information and information on how to find a new temporary provider if needed.

Parents will be allowed to change providers if needed without a signed form from the previous provider saying that the parent does not owe parent fees or has made satisfactory arrangements to pay the previous provider. Once the emergency situation is over and the original provider is operational signed forms will be required to make the change to the new provider permanent. Parents may change providers during the COOP by calling the Family Service Specialist at the Emergency Operations Center. The Family Service Specialist will help with referrals to providers unaffected by the emergency or disaster. Providers closing due to a disaster that resulted in the activation of the Coalition's COOP plan will be paid for any days that their closure is necessary within the limits of the rules established by The Florida's Office of Early Learning unless the child's parent temporarily moves the child to another center. Federal regulations forbid paying for care to two providers for the same child for the same time frame. How to locate alternate care and transfer providers during the COOP will be discussed in the newsletter.

Payment to providers should continue without interruption; however payments may be slightly delayed due to a shortage of employees processing payments. All efforts will be made to avoid this and in any case payments will be made within 10 days of receiving payment from the OEL in all cases. This will be discussed in the provider newsletter.

SECTION III: PHASE I – ACTIVATION PROCEDURES

III-1 Initial Actions

- a. Based on the situation and circumstance of the event, the coalition will evaluate the capability and capacity levels required to support the current mission-essential functions of the facilities and determine if the situation necessitates relocation of staff and/or other resources. If it is deemed necessary to activate the COOP, the Executive Leadership Team will select an appropriate alternate relocation point.
- b. The coalition's designated employee will initiate the immediate deployment of the Relocation Team to an assembly site or the designated alternate relocation point.
- c. The Emergency Coordinating Officer will notify staff and provide instructions and guidance on operations and the location of the alternate relocation point.
- d. The coalition's designated individual will coordinate the immediate deployment of the coalition to an assembly site or the designated alternate relocation point.
- e. After the initial notification effort is complete, the results, including individuals not contacted, must be reported to the coalition's designee responsible for this activity.
- f. The coalition will notify the facility contact at the designated alternate relocation point to expect the relocation of the administrative/fiscal and/or subcontractor facilities.
- g. The Emergency Coordinating Officer will call OEL, the State of Florida Emergency Operations Center (850-413-9969), and the local County Emergency Office that an emergency relocation of the local coalition and/or the subcontractor is anticipated or is in progress.
- h. All personnel and sections of the coalition should implement normal security procedures for areas being vacated.
- i. The coalition's designated employee should take appropriate measures to ensure security of the administrative/fiscal offices and equipment or records remaining in the building.
- j. The coalition will prepare the alternate relocation point for the continuity of the coalition's mission-essential operations.
- k. The coalition will provide daily updates to OEL's Director and the other interested parties regarding COOP activation and operations.
- l. OEL will notify staff at the state level of the alternate mail service location and the coalition will notify the local mail delivery system of the relocation and provide mail routing instructions as appropriate.
- m. If appropriate, the coalition will prepare a public press release to inform customers of alternate provisions including new work locations, phone numbers, etc.

III-2 Activation Procedures Duty Hours

- 1. Describe the above process of notification within your local coalition during normal work hours. Include the titles of individuals (versus individual names as these may change) who will be responsible for notifications throughout the above step-by-step process.*

Upon being notified either by news broadcasts or a call from Coalition staff or the Emergency Coordinating Officer of an event or expected event that could require implementation of the COOP, the Executive Leadership Team or as many members as can be contacted immediately will meet either in person or by conference call to decide whether or not to implement the COOP; and if so, the location of relocation site based on the threat level at each site and available space. The team will also decide which, if any, of the offices to close. The coalition staff member will then contact the Emergency Coordinating Officer and inform him/her of their recommendations.

- 2. Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal offices and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.*

If the COOP is to be activated then, when the situation allows, staff, subcontractors, parent and childcare providers will be alerted to the activation of the COOP in advance by various means.

There will be a notice on the Coalition and primary service provider's websites that will state the anticipated time the COOP will go into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This will be done by the Coalition's staff and the primary service provider's Managers of Information Technology and should take no more than one hour.

Public service announcements will be faxed and e-mailed to all local radio and television stations giving the same information. This should not take more than 1 hour to complete. All Coalition members and staff will be notified by e-mail if the decision to activate the COOP is made during business hours. This can be accomplished in 15 minutes time and will be the responsibility of the Emergency Coordinating Officer.

Providers will be called, faxed or e-mailed as time allows by the primary services provider. This may take up to 8 hours. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail.

Parents will be notified through the Coalition and the primary services provider's websites, public service announcements, notice given by providers and by a mailing from the Primary Service Provider, to be completed with 48 hours of the COOP activation. Additionally, the phone message on the Coalition's and/or the primary services provider's phone systems will instruct callers to dial the number at the relocation site.

3. *Describe how the facilities, property, equipment, participant records, fiscal records, and other pertinent information will be secured at the point of notification of the COOP.*

The Emergency Coordinating Officer working with the relocation team will ensure that all equipment, records, and other property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured. The local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a comprehensive COOP file.

III-3 Activation Procedures Non-Duty Hours

1. *Describe the above process that will occur outside of normal work hours for the coalition.*

This process does not differ from on duty hours. Upon being notified either by news broadcasts or a call from the Coalition Contracted Staff or the Emergency Coordinating Officer of an event or expected event that could require implementation of the COOP, the Executive Leadership Team or all members that can be contacted immediately will meet either in person or by conference call to decide whether or not to implement the COOP; and if so, the location of relocation site based on the threat level at each site and available space. The Executive Leadership Team does not need a quorum to make a decision. Coalition staff members will then contact the Emergency Coordinating Officer and inform him/her of their recommendations.

2. *Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal offices and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.*

When the COOP is to be activated and when the situation allows, parent and childcare providers will be alerted to the activation of the COOP in advance by various means.

There will be a notice on the Coalition and the primary service provider's websites that will state the anticipated time the COOP will come into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This will be done by the coalition's Emergency Coordinating Officer and the primary care providers IT Manager and should take no more than one hour and can be accomplished during non-duty hours as soon as the primary service provider's IT Manager is located.

Public service announcements will be faxed to all local radio and television stations giving the same information. This will be done by the Emergency Coordinating Officer and should not take more than 1 hour to complete and can be completed during non-duty hours.

Providers will be called, faxed or e-mailed as time allows by the primary services provider. This may take up to 8 hours and cannot begin until providers open for business, normally between 6:00 and 7:00 am. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed

simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail.

Parents will be notified through the Coalition and the primary services provider's websites, public service announcements, notice given by providers, and by the primary service provider completing a mailing within 48 hours of the COOP activation if the move to an alternate location is expected to last 4 days or longer. Additionally, the phone message on the Coalition's and/or the primary services provider's phone systems will instruct callers to dial the number at the relocation site.

3. *Describe how the facilities, property, equipment, participant records, fiscal records, and other pertinent information will be secured and accessed outside of normal work hours at the point of notification of activation of the COOP.*

The Emergency Coordinating Officer will contact the relocation team on their cell phone or home phone numbers who will be asked to come into work at a designated time depending on conditions. Then working with the relocation team, he/she will ensure that all equipment, records and other property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. All employees available will be responsible for clearing equipment and supplies from desktops.

The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured and building alarm set. The alarm company and local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a file labeled COOP Insurance & Warranties and taken to the new location by the Emergency Coordinating Officer.

III-4 Transition to Alternate Operations

- a. Following the activation of the COOP and establishment of communication links at an alternate facility, the Emergency Coordinating Officer and/or their designee will order the cessation of operations at their main sites.
- b. The Emergency Coordinating Officer and/or his/her designee will notify OEL and the State of Florida Emergency Operations Center that an emergency relocation of the coalition staff is complete and will provide new contact numbers.
- c. As appropriate, the Emergency Coordinating Officer or his/her designee notifies press, news media, outside customers, vendors and other service providers of the temporary relocation (including any changes to coalition contact information).

1. *Provide the titles of the individuals who will be responsible for this activity.*

The Emergency Coordinating Officer will be ultimately responsible for insuring that notification is made to the individuals listed above.

The Emergency Coordinating Officer will be aided by primary service provider and management staff.

He/she will be aided by the SVP of Administration and Compliance, the CFO and the Finance Manager as needed. The task of notifying parents will be the responsibility of the primary service provider.

III-5 Site-Support Responsibilities

Following notification that a relocation of the coalition staff has been ordered or is in progress, the facility contact at the alternate relocation point will coordinate with the Emergency Coordinating Officer and/or his/her designee in preparation for the activation of the COOP and to receive the Relocation Team. This includes providing for the protection and movement of records. Staff from OEL's statewide data system may assist with establishing connectivity and maintaining support for the required systems and databases.

- 1. Provide a description of the local coalition's process to establish communications, computer access and transfer of records to the alternate facility. This may include accessing off-site records and/or back-up systems which have stored data available. This should include administrative, fiscal and programmatic records/data.*

Administrative Services will be set up at the alternate site. Computer back-ups will be used on a laptop if the computer system is not available. For the primary school readiness services, laptop computers and the e-mail, will be moved to the relocation site and set up as soon as possible. The latest available back-up will be brought for all systems. If the servers are inoperable, space on servers at other Coalitions or at the software vendor will be obtained. New servers will be obtained as quickly as possible if the servers are permanently damaged.

The coalition staff and IT Manager will work with OEL staff to establish connectivity and maintaining support for the required systems and databases. If it is not possible to obtain the latest back-up from on site, the latest back-up stored off-site will be retrieved as soon as possible and that will be used to restore systems.

SECTION IV: PHASE II - ALTERNATE OPERATIONS

IV-1 Execution of Mission-Essential Functions

Upon COOP activation, the coalition will begin providing support for the following functions:

- a. Monitoring and assessing the situation that required the relocation;
- b. Monitoring the status of personnel and resources;
- c. Planning and preparing for the restoration of operations at the main facilities or other long-term facility.

IV-2 Establishment of Communications

- a. The coalition staff in conjunction with OEL Information Technology staff will ensure all necessary and preplanned communications systems are established, adequate, and functioning properly; and will service and correct any faulty or inadequate communications systems.
- b. The alternate facility should be pre-equipped with computer, telephone and fax lines.

- c. The coalition will ensure continual updates are provided in the form of telephone contacts, press releases and web page updates in order to optimize our communication efforts to both internal and external customers.

IV-3 Relocation Team

- a. Relocation Team Responsibilities: As soon as possible following their arrival at the designated alternate relocation point, the Relocation Team members will begin providing support for the following functions:
 - (1) Coordinating transition of coalition's mission-essential functions to the alternate relocation point.
 - (2) Disseminating administrative and logistics information upon arrival. This information must cover the operational procedures for the next 30 days.

IV-4 Augmentation of Staff and Other Resources

- a. If it becomes evident that the coalition staff cannot ensure the continuous performance of mission-essential functions, the coalition, in coordination with OEL, will determine the additional positions necessary to ensure the continuous performance of mission-essential functions.
- b. The coalition, with assistance from OEL if needed, will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- c. The coalition in cooperation with OEL will ensure that all resources needed to sustain operations for 30 days are acquired.

IV-5 Amplification of Guidance to All Personnel

- a. The coalition will develop informative memorandum for dissemination to its staff, subcontractors, OEL, and the local community to include child care providers and parents, regarding the duration of alternate operations, pertinent information on child care payments, location(s) for services, payroll, time and attendance, duty assignments, travel authorizations and reimbursements. The coalition will disseminate the information to the appropriate staff.
- b. The coalition has responsibility for consideration of the health and emotional well-being of their staff and families. This includes obtaining information and providing guidance on any medical or special needs of their staff and families.
- 1. *Describe any services offered by the coalition such as an Employee Assistance Program (EAP), or community based relationships which may be accessed if needed.*

The Coalition's health insurance coverage includes a service offered to all employees of the Coalition that offers counseling, health services, financial advice as well as other services. This information is given to all employees annually and at the time of hire. In

the case of a disaster contact information and the service available will be re-distributed to all employees.

IV-6 Development of Plans and Schedules for Reconstitution and Termination

- a. The coalition will develop Reconstitution and Termination Plans and Schedules to ensure an orderly transition of all coalition functions, personnel, equipment, and records from the temporary alternate location to a new or restored facility.
- b. The coalition will approve the plans and schedules prior to the cessation of operations, and will submit the plan to OEL in writing, as soon as is feasibly possible.
- c. The coalition will take the lead role in overseeing the Reconstitution and Termination process.

SECTION V: PHASE III - RECONSTITUTION AND TERMINATION

V-1 Overview

Within 24 hours of an emergency relocation, the coalition will initiate operations to salvage, restore, and recover the affected facilities after the approval of the local and federal law enforcement and emergency services, if involved. Reconstitution procedures will commence when it is ascertained that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- a. Continue to perform mission essential functions at the alternate relocation point for up to 30 days.
- b. Begin an orderly return to the main facilities affected and reconstitute full operations.
- c. Establish operations in some other facility in the same geographical area.

V-2 Procedures

Upon a decision by the coalition, that the main facility can be reoccupied, or that a different facility will be secured for the coalition:

- a. The coalition will oversee the orderly transition of all functions, personnel, equipment, and records from the alternate relocation point to a new or restored facility.
- b. Prior to relocating back to the main facility or another building, the coalition will ensure appropriate security, safety, and health assessments for suitability.
- c. The staff remaining at the alternate relocation point will transfer mission- essential functions and resume normal operations when the equipment and documents are in place at the new or restored facility.

V-3 After-Action Review and Remedial Action Plan

- a. An After-Action Review (information collection process) will be initiated prior to the cessation of operations at the alternate relocation point. The information to be collected will, at a minimum, include information from any employee working during the COOP activation and a review of the strengths and weaknesses at the conclusion of the operations.
- b. The information is incorporated into a COOP Remedial Action Plan. Recommendations for changes to the COOP and any accompanying documents will be developed and incorporated into the COOP annual review process.

PROFILE
Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086

Building Contact for Coalition: Kim Brumfield
Phone: (904) 342-2267

Mission-Essential Functions performed in facility:

- Executive Direction
- Programmatic Funds Distribution
- Information Technology Support/Maintenance
- Communications
- Finance & Accounting Services
- Facilities/Property Management Services
- Program Technical Assistance and Support
- Program oversight and direction for Early Learning Coalitions

Mission-Essential Data Systems and Records:

- Resource and Referral
- Unified Waiting List
- Financial Management Tracking System (EFS)
- Simplified Point of Entry
- Web-EFS
- Customer Information Control System (CICS) Mainframe
- Internet

Alternate Facilities:

1. Exchange South 9143 Phillips Hwy. Ste. 500 Jacksonville, FL 32256	2. CareerSource Fleming Island Business Park 1845 Town Center Blvd., Ste. 150 Orange Park, FL 32003	3. Episcopal Children's Services Early Learning Center #9 45089 Third Ave. Callahan, FL 32011
4. CareerSource 96042 Lofton Square Yulee, FL 32097	5. Episcopal Children's Services Early Learning 5 Clark St. St. Augustine, FL 32084	6. Early Learning Coalition of North Florida 3841 Reid St. Palatka, FL 32177

Note: Selected Alternate Facilities are fully functional offices with established telephone, computer and fax lines.

Attachment 1

RELOCATION TEAM	
<p>Dawn E. Bell, CEO ELC of North Florida Work Number: 904-342-2267 Home Number: 904-794-5480 Cell Number: 904-377-5248 dbell@elcnorthflorida.org</p>	<p>Kim Brumfield, Office Manager ELC of North Florida Work Number: 904-342-2267 Home Number: N/A Cell Number: 904-540-0331 kbrumfield@elcnorthflorida.org</p>
<p>Patty Larkin, Finance Manager ELC of North Florida Work Number: 904- 342-2267 Home Number: 386-437-1155 Cell Number: (386) 212-3292 plarkin@elcnorthflorida.org</p>	<p>Teresa Matheny, COO Chief of Programs and Administration Episcopal Children’s Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-521-6803 tmatheny@ecs4kids.org</p>
<p>Brittney Spangler, Director of Family & Provider Services Episcopal Children’s Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-537-3646 bbridge@ecs4kids.org</p>	<p>Erin Fleming, Controller Episcopal Children’s Services Work Number: 904-726-1500 Home Number: 904-387-3975 Cell Number: 904-735-1701 efleming@ecs4kids.org</p>
<p>Alicia Williams Baltzell, Provider Services Manager Episcopal Children’s Services Work Number: 904-726-1500 Home Number: 904-647-8787 Cell Number: 904-349-2342 awilliams@ecs4kids.org</p>	<p>Robert Simmons, IT Manager Episcopal Children’s Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-891-1513 rsimmons@ecs4kids.org</p>
<p>Bill Mazer, CFO Episcopal Children’s Services Work Number: 904-726-1500 Home Number: 904-744-6678 Cell Number: 904-631-1648 bmazer@ecs4kids.org Holly Bryan, VP of Finance Episcopal Children’s Services Work # 904-726-1500 Home# 904-778-4477 hbryan@ecs4kids.org</p>	<p>Kathy Sarakiya Episcopal Children’s Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-208-1416 ksarakiya@ecs4kids.org</p>
<p>Rebecca Barbour, VPK Manager Episcopal Children’s Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-556-5644 rbarbour@ecs4kids.org</p>	<p>Diana Alavarez, Family Services Coordinator Episcopal Children’s Services Work Number: 904-823-2276 Home Number: N/A Cell Number: 904-229-7216 dalavarez@ecs4kids.org</p>
<p>Michelle Goytia, Family Services Coordinator Episcopal Children’s Services Work Number: 386-329-4878x2881 Home Number: N/A Cell Number: 904-705-2987 mgoytia@ecs4kids.org</p>	<p>Anita Miller Sackman, Training Manager Episcopal Children’s Services Work Number: 904-726-1500 ext.207 Home Number: N/A Cell Number: 413-209-0988 or 904-217-8192 amsackman@ecs4kids.org</p>
<p>Mary Caldwell, Family Services Coordinator Episcopal Children’s Services Work Number: 904-491-3638 Home Number: N/A Cell Number: 386-466-2307 mcaldwell@ecs4kids.org</p>	

Attachment 2

ALTERNATE SITE LOCATIONS

In the case that the Early Learning Coalition of North Florida finds that due to emergency circumstances operations could no longer continue from its present locations at 2450 Old Moultrie Rd., Suite 103, St. Augustine, FL 32086 and/or 3841 Reid St., Palatka, FL 32177, and/or 1845 Town Center Blvd., Suite 150, Orange Park, FL 32003.

1. ELC of Flagler and Volusia Counties
230 N. Beach St.
Daytona Beach, FL 32114
2. ~~Exchange South~~
~~9143 Phillips Highway, Suite 500~~
~~Jacksonville, FL 32256~~
3. Episcopal Children's Services
5 Clark St.
St. Augustine, FL 32284
4. Episcopal Children's Services
8443 Baymeadows Rd., Ste. 1
Jacksonville, FL 32256
5. CareerSource
96042 Lofton Square
Yulee, FL 32097
6. Episcopal Children's Services Early Learning Center #9
45089 Third Ave.
Callahan, FL 32011

Attachment 3

Designated Emergency Coordinating Officers

ELC OF NORTH FLORIDA			
Dawn E. Bell	Chief Executive Officer, Early Learning Coalition of North Florida	W: 904-342-2267 F: 904-342-2268 H: 904-794-5480 C: 904-377-5248	dbell@elcnorthflorida.org
Kim Brumfield	Office Manager, Early Learning Coalition of North Florida	W: 904-342-2267 F: 904-342-2268 C: 904-540-0331	kbrumfield@elcnorthflorida.org

Attachment 4

Executive Leadership Team

Dawn Bell

Chief Executive Officer
Early Learning Coalition of North Florida, Inc.
Work Number: 904-342-2267
dbell@elcnorthflorida.org

Kim Brumfield

Office Manager
Early Learning Coalition of North Florida, Inc.
Work Number: 904-342-2267
kbrumfield@elcnorthflorida.org

Key Primary Service Provider Staff:

Connie Stophel

Chief Executive Officer
Episcopal Children's Services
Work Number: 904-726-1500
cstophel@ecs4kids.org

Bill Mazer

Chief Financial Officer
Episcopal Children's Services
Work Number: 904-726-1500
bmazer@ecs4kids.org

Holly Bryan, VP of Finance
Episcopal Children's Services
Work Number: 904+726-1500
hbryan@ecs4kids.org

Teresa Matheny

Chief Operating Officer Chief of Programs and Administration
Episcopal Children's Services
Work Number: 904-726-1500
tmatheny@ecs4kids.org

Attachment 5

POTENTIAL ALTERNATIVE SERVICE PROVIDERS

1. Early Learning Coalition of Volusia Flagler Counties

230 N. Beach St.
Daytona Beach, FL 32114
386-323-2400

2. Florida's Office of Early Learning

250 Marriott Dr.
Tallahassee, FL 32399
850-717-8601

3. Jacksonville Children's Commission

1095 A. Phillip Randolph Ave.
Jacksonville, FL 32202
904-630-3647

4. Early Learning Coalition of Duval County

8301 Cypress Plaza Dr., Suite 201
Jacksonville, FL 32256
904-208-2044

Attachment 6a

STAFF ROSTER – COOP PLAN

****CONFIDENTIAL****

	<p>Administrative Office: 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086 Phone: (904) 342-2267 Fax: (904) 342-2268 Website: www.elcnorthflorida.org</p>
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Name	Title	Extension or Phone #	Email address
Dawn Bell	Chief Executive Officer	Admin: 904-342-2267 x204 Cell: 904-377-5248	dbell@elcnorthflorida.org
Kim Brumfield	Office Manager	Admin: 904-342-2267 x 203 Cell: 904-540-0331	kbrumfield@elcnorthflorida.org
Tajaro Dixon	Grants and Operations Manager	Putnam:386-328-6232 Cell: 386-538-0836	tdixon@elcnorthflorida.org
Patricia Larkin	Finance Manager	Admin: 904-342-2267 x206 Cell: 386-212-3292	plarkin@elcnorthflorida.org
Stephanie LaRoche	Screening Specialist	904-726-1500 x 103 Episcopal Children's Services (ECS)	slaroche@ecs4kids.org
Joan Whitson	Early Literacy Outreach Manager	Admin: 904-342-2267 x202 Cell: 904-495-3645	jwhitson@elcnorthflorida.org
Sandi Dunnavant	Outreach Assistant	Clay: 904-213-3999 Cell: 904-707-6407	sdunnavant@elcnorthflorida.org

Attachment 6b

Early Learning Coalition of North Florida, Inc.

BOARD MEMBERSHIP ROSTER

ELCNF Board June 21, 2017 approved Submitted to TDixon for plan amendment 06/21/17		Early Coalition of North Florida OEL Approved as of 1/24/17						
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
1	Private Sector; Chair, appointed by the Governor (Two, 4 yr. terms)	Yes	Nancy Pearson 1000 Sawgrass Village Dr., Ste. 101 Ponte Vedra Bch, FL 32082 904-285-4482 nrpearson@comcast.net	Private Sector; Prudential Network Realty	St. Johns	Nov. 22, 2013	4 Year April 30, 2017	N/A
2	Private sector appointed by the Governor	Yes	Cranford R. Coleman 577 Golden Links Drive Orange Park, FL 32073 (904) 614-7315 rcoleman@baroncoinc.com	Private Sector; Baronco Management Consultants, Inc	Clay	Nov. 22, 2013	4 Year April 30, 2016	1
3	Private sector appointed by the Governor	Yes	Brian H. Graham PO Box 9630 Fleming Island, FL 32006 904-376-5288 Brian@DixieStrategies.com BrianHGGraham@gmail.com	Private Sector; Dixie Strategies, LLC.	Clay	May 14, 2015	4 Year April 30, 2019	2
4	Department of Children & Family Services circuit administrator or designee	Yes	Mala Ramoutar Dept. of Children and Families Child Care Regulations/Circuit 4 Family Services Supervisor mala_ramoutar@dcf.state.fl.us PH:904-485-9740 Fax: 904-723-5315 Mailing: P.O. Box 2417, Jacksonville, FL 32231	County Department of Children and Families	Northeast Region: Baker, Bradford, Clay, Nassau, Putnam, St. Johns	Dec. 3, 2014	4 Year December 2018	1
5	District superintendent of	Yes	Kristi Simpkins 1201 Atlantic Avenue	Nassau County School District / Office of	Nassau	Dec. 4, 2013	4 Year December	1

Early Coalition of North Florida

OEL Approved as of 1/24/17

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
	schools or designee		Fernandina Beach, FL 32034 (904) 491-9885 kristi.Simpkins@nassau.k12.fl.us	Elementary Education - Director			2017	
6	Regional workforce board executive director or designee	Yes	Renee L. Williams CareerSource Northeast Florida District Director, Clay & Putnam 1845 Town Center Blvd., Suite 150, Fleming Island, FL 32003 (904) 213-3888 ext. 2076 Fax (904) 278-5696 www.careersourcenortheastflorida.com	Regional Workforce Board; CareerSource	District 8: Clay, Baker, Nassau, Putnam and St. Johns	Sept. 17, 2014	4 year September 2018	1
7	County health department director or designee	Yes	Cynthia Kent 1801 N. Temple Ave. Starke, FL 32091 P: (904) 964-7732 x2606 F: (904) 964-3024 Cynthia_Kent@doh.state.fl.us	County Health Department; Bradford and Union County Health Dept.	Bradford	Was part of CNBB/PSJ Merger in July 2013	4 Year September 2017	1
8	President of a Florida College System institution or his or her permanent designee	Yes	Dr. Myrna Allen St. Johns River State College Dean of Teacher Education myrnaallen@sjrstate.edu (386) 312-4242	Community College; St. Johns River State College	Clay, Putnam, St. Johns	Sept. 17, 2014	4 Year September 2018	1
9	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	James K. Johns Jeb Smith 500 San Sebastian View St. Augustine, FL 32084 P: (904) 209-0304 2 C: (904) 615-7437 325-4182 F: (904) 209-0314 E: bee1johns@sjcfl.us bcc2jsmith@sjcfl.us	Board of County Commissioners or municipal governing board; St. Johns Board of County Commissioners	St. Johns	June 2015 2017	4 Year June 2019 21	1
10	Head Start Director	Yes	Mary Ann Holanchock-B 3015 Lewis Speedway, Bldg 6 Brian McElhone 102 Martin Luther King Ave.	Head Start; Early Childhood Coordinator Director, Early Childhood Services and	St. Johns	July 21, 2017 2005	4 Year July 2017	2-1

Early Coalition of North Florida

OEL Approved as of 1/24/17

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
			St. Augustine, FL 32084 Ph: 904-547-892363 holanem Brian.McElhone@stjohns.k12.fl.us	District Assessment Development				
11	Representative of private for-profit child care providers (One, 4 yr. term)	Yes	Angelia Hough 420 Belmont Dr. Palatka, FL 32177 Ph: 386-328-4750 Godslittlecreations1@yahoo.com	Private for-profit child care;-God's Little Creations	Putnam, St. Johns	June 15, 2016	4 Year, June 15 2020	1
12	Representative of faith based child care providers (One 4 yr. term and must rotate counties)	Yes	Theresa Little 2468 County Rd. 210 St. Johns, FL 32259 tlittle@ctkatholic.com	Faith Based Child Care; Diocese of St. Augustine	St. Johns	Dec. 7, 2016	4 Year Dec. 7, 2020	1
13	Representative of program under federal Individuals with Disabilities Education Act	Yes	Amy Lane 3841 Reid Street Palatka, FL 32177 Ph: 386-329-3811 Fx: 386-329-3684 LaneA@nefec.org	Program Administrator for Florida Diagnostic & Learning Resources System for the North East Florida Education Consortium	Baker, Bradford, Putnam, St. Johns	Dec. 4, 2013	4 Year December 2017	1
N/A	Children services council or juvenile welfare board chair or executive director	Yes, if applicable	N/A					
N/A	Child care licensing agency head	Yes, if applicable	N/A					
14	Central agency administrator or designee	Yes, if applicable	Teresa Matheny 8443 Baymeadows Rd., Ste. 1 Jacksonville, FL 32256 904-726-1500 cstophel@ecs4kids.org	Episcopal Children's Services	Clay, Barker, Bradford, Nassau, Putnam & St. Johns	9/21/2016	4 Year N/A	

ELCNF Board June 21, 2017 approved

Early Coalition of North Florida

Submitted to TDixon for plan amendment 06/21/17

OEL Approved as of 1/24/17

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
15	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Mike Siragusa 780 N. Ponce de Leon Blvd. St. Augustine, FL 32084 904-829-9066 mike@ubulaw.com	Private Sector; Upchurch, Bailey & Upchurch	St. Johns	June 17, 2009	4 Years June 2017	2
16	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Adam Deputy 101 North State Road 19 Palatka, FL 32177 904-325-4446 adam.deputy@td.com	Private Sector; TD Bank	St. Johns	Dec. 1, 2010 2 nd Term appointment Date Dec. 3, 2014	4 years December 2018	2
17	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Vina Delcomyn 4213 County Road 218, Ste. 1 Middleburg, FL 32068 (904) 291-9598 (904)291-3365 delcomynv@yahoo.com	Private Sector; Awakenings Association Management	Clay	Was part of CNBB/PSJ Merger in July 2013- 2 nd term date July 2015	4 Years July 2019	2
18	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Joy Stanton 120 Topsail Dr. Ponte Vedra, FL 32081 (904)679-3418 (646)596-0178 Joy.stanton@gmail.com	Private Sector; Blue Cross and Blue Shield of Florida, Inc.	St. Johns	March 16, 2016	4 Years March 16, 2020	1
	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation						
	Non-Profit Child Care Provider*	Yes						
	DCF Staff***	Yes						

Attachment 6c
Subcontractor – Episcopal Children’s Services
Employee/Contractor Contact List - One-Stop Centers

Employee Names:	Office Phone	Cell #	Home Phone	Supervisor
Michele Goytia	(904) 213-3939 x 2082	904-705-2987	N/A	Brittney Spangler
Vickie Hancock	213-3939 x2081	904-806-7376	N/A	Michele Goytia/ Diana Alvarez
Shantrelle Dewitt	(904) 213-3939 x 2039	(386) 538-1638	N/A	Michele Goytia/ Diana Alvarez
Belinda Criswell	(904) 213-3939 x 2080	(904) 910-4245	N/A	Michele Goytia/ Diana Alvarez
Diana Alvarez	(904) 770-2565 x 104	(904) 229-7216	N/A	Brittney Spangler
Jaimi Blaszk-Nelson	(904) 770-2565 x 105	(978) 994-5968	N/A	Michele Goytia/ Diana Alvarez
Shecovia Grimes	(904) 770-2565 x 101	(904) 713-7883	N/A	Michele Goytia/ Diana Alvarez
April Florida	(904) 770-2565 x 100	(904) 537-9674	N/A	Michele Goytia/ Diana Alvarez
Kenya Register	(386) 385-3450 x 2883	(904) 806-7376	N/A	Michele Goytia/ Diana Alvarez
Tabitha Fitzgerald	(386) 385-3450 x 2884	(352) 214-4676	N/A	Michele Goytia/ Diana Alvarez
May Lewis Phyllis Green	(386) 385-3450 x 2881	(215) 821-0669 (386) 972-7077	(386) 325-8339	Michele Goytia/ Diana Alvarez
Taryn Dugger Maranda Takach	(904) 259-4225	(740) 981-6421	N/A	Michele Goytia/ Diana Alvarez
David Carpenter	(904) 964-1543	(352) 870-3607	(352) 473-6702	Michele Goytia/ Diana Alvarez
Mary Caldwell Mary Catherine Quigley	(904) 432-0009 Ext. 2626	(914) 522-5130	N/A	Michele Goytia/ Diana Alvarez

Attachment 7a

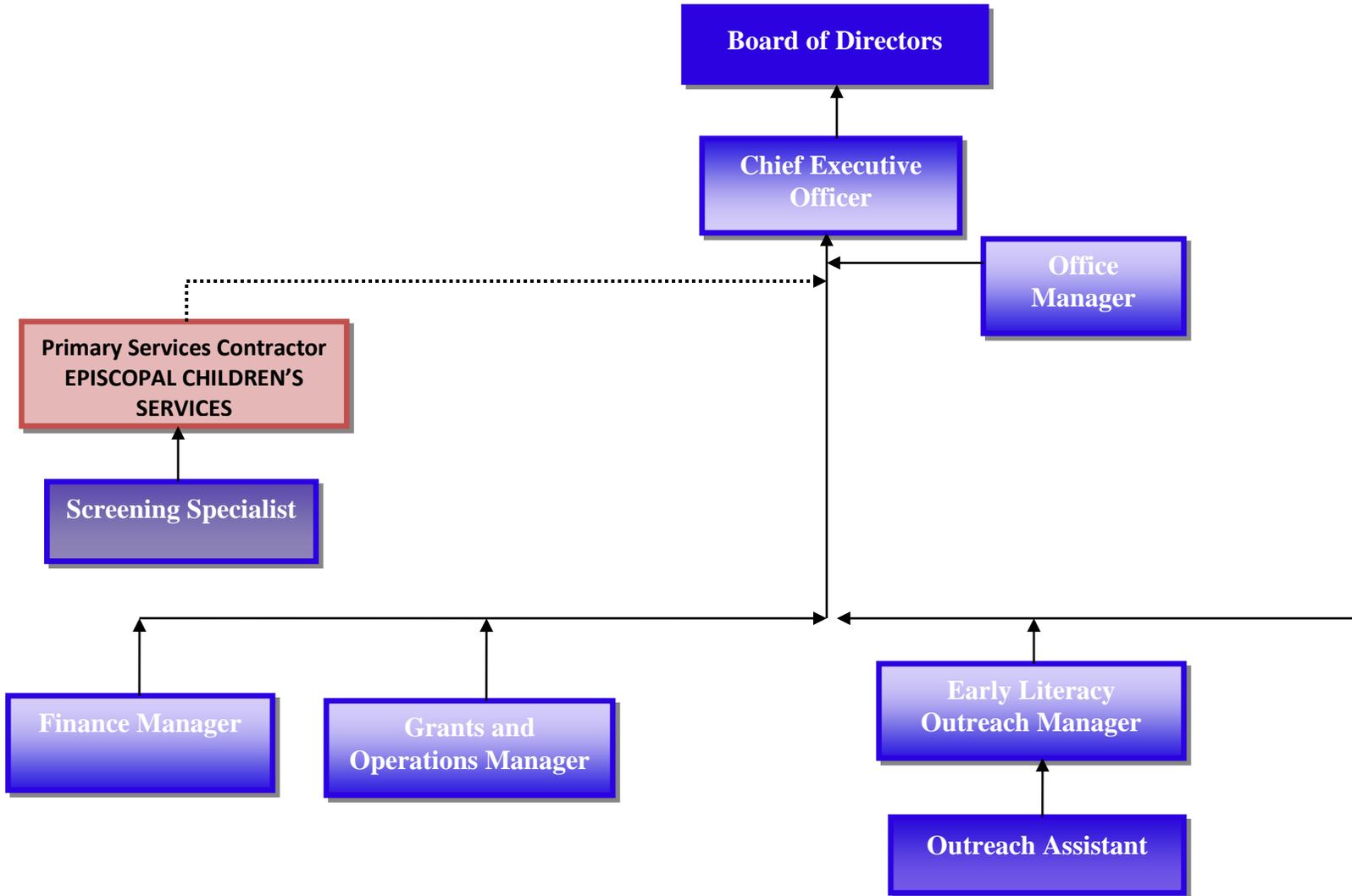
MEMORANDUM OF THE EARLY LEARNING COALITION OF NORTH FLORIDA

TO: Florida's Office of Early Learning
FROM: Dawn E. Bell, Chief Executive Officer
DATE: June 26, 2015
SUBJECT: Delegation of Authority

In the event that the CEO of the Early Learning Coalition of North Florida, Dawn E. Bell should be unavailable during the activation of the Continuity of Operations Plan or when activation of the plan is being contemplated, decision making capability for the Early Learning Coalition of North Florida will pass to the Office Manager, Kim Brumfield. In the event that Kim Brumfield is unavailable, decision making capability will pass to the Finance Manager, Patty Larkin. If Patty Larkin is also unavailable, decision making capability will then pass to Tajaro Dixon, Grants and Operations Manager.

Attachment 7b

OPERATIONAL ORGANIZATIONAL CHART



Effective: March 30, 2016

Attachment 8

Parent and Provider Newsletter Emergency Operations Procedures

Dear Parents and Providers,

Florida has unpredictable hurricane activity from year to year and in some cases child care providers may need to have temporary closings or parents may be unable to take their children to their child care providers. The Early Learning Coalition of North Florida and its service provider, Episcopal Children's Services have also had day long closings due to the weather. Of course a variety of circumstances could result in emergency closures and the activation of our emergency operations plan, known as the COOP plan.

Parents

If a parent needs child care during the emergency and their regular provider has closed, they will be allowed to transfer temporarily until the original child care provider reopens. After that, a parent will be required to have a transfer form completed by the original provider to make the transfer permanent. Episcopal will have Family Service Specialist available to help parents locate emergency care. If your local county office is closed, call the Episcopal main number at 1-800-238-3463 to speak to a Family Service Specialist that can help you.

Providers

In the event that The Early Learning Coalition of North Florida activated their COOP plan due to an area wide emergency, providers forced to close will be paid for the duration of the emergency, not to exceed 10 days total absences for the month in any one month. Child care providers need to mark the attendance roster with the first letter of the storm or otherwise indicate the cause of the closure. In the case of Hurricane Frances for example, rosters would be marked with an "F" for the days closed. If child care were closed due to a security issue, a provider might use an "S" for security. The important thing is that when someone looks at the roster, perhaps a year from now, that it is clear that the absences were due to unusual circumstances.

Providers closing due to conditions not considered an area wide emergency can not be paid for their closures. An example would be if a provider closed due to a water main break affecting only their center. Saint Johns is also prohibited by federal law to pay twice for the same child for the same time period. Therefore, if a parent transfers to another center during the emergency, we can only pay the provider that actually provides the care.

In the event of a COOP plan activation, The Early Learning Coalition of North Florida, and Episcopal Children's Services, will notify providers as soon as possible by phone, fax, or e-mail. At the same time ECS asks that after an emergency or disaster providers let us know whether you are open and when you expect to open. Please call the ECS office closest to you or our main number after an area wide emergency to let us know your status. We will also accept provider damage reports, in order to keep the state informed of the area's needs.

If we have moved to another location during the emergency, we will also ask providers to post a notice to parents in their centers saying that we are now in emergency operations, giving our contact information,. Additionally, our emergency information will be posted on our web site at ecs4kids.org and on our voice mail at 1-800-238-3463. If the relocation and the emergency plan are expected to last for more than a day or two, parents will also be notified of the changes by mail.

We hope this information will make dealing any future emergencies a little easier. If we can be of any further assistance, please feel free to contact your local family services specialist or the Episcopal Children's Services main office at 1-800-238-3463.

Sincerely,

Teresa Matheny

Chief of Programs and Administration

Attachment 8 B

CANNED NEWS RELEASE

Prior to Activation of COOP

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties Early Learning families, are temporarily moving operations as of _____ from _____ to _____ due to the following occurrence: _____. Families or others in _____ County needing services may call _____ to reach the Coalition or Episcopal representative. Families that reside in a county not named may contact their local One Stop Office. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org. You will be informed when operations return to our regular place of business.

During Activation of COOP

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties, have temporarily moved operations as of _____ to _____ due to _____. Families or others in _____ County(ies) needing services may call _____ to reach a Coalition or Episcopal representative. Families that reside in a county not named may contact their local One Stop Office. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org. You will be informed when operations return to our regular place of business.

COOP Plan Is Ended

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties have ended emergency operations from _____ and will once again be available to serve families from our regular business offices. Families needing service may call _____ or 904-726-1500. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org.

VI. New/Unfinished Business

A. Summary of D. Bell's Annual Evaluation

HANDOUT

DAWN'S 2017 ANNUAL EVALUATION SUMMARY

- The evaluation was conducted on September 1, 2017 with Nancy Pearson, Ron Coleman, Brian Graham, Adam Deputy and Joy Stanton serving as evaluators.
- Of the total 17 evaluations mailed/handed to the board members, 12 members completed the evaluation, 3 member chose not to complete the evaluation due to not being on the board for any length of time. 2 board members did not return the eval.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was a 4.31 = Very Good.
- Dawn's next evaluation period ends September 1, 2018
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Kim Brumfield.

VI. New/Unfinished Business

B. Approval of Revisions to the Coalitions Personnel Policies and Procedures Manual *

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition’s Personnel Policies and Procedures Manual
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>HR404 – <u>Business Travel Expenses</u>,</p> <ul style="list-style-type: none"> • added new state regulation references (FAC 69I-42 and FDOE Travel Policy DOE-IOP-500, effective 12/01/16) • added criteria for car rental sizes • changed report submittal due dates per FDOE Travel policy, page 8, IV. Travel Reimbursement, B. 1. and 2. <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would not have to the most current Personnel Policies.
How the Action will be accomplished	Approval of the Personnel Policies and Procedures Manual revisions listed above.

HR404 Business Travel Expenses

Effective Date: 02/19/08

Revision Date: 08/05/09, 08/03/11, 09/20/17

The Coalition will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. However, it is required that **ALL** business travel be pre-approved by the employee's immediate supervisor and the C.E.O. (and approved by the Board for any C.E.O. and/or Board member travel). **Please see Coalition Accounting and Financial Policy #F306 for travel pre-approval instructions.**

When approved, the statutory costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Coalition according to applicable state (Florida Statute 112.061, chapter 69I-42 FAC, and FDOE Travel Policy DOE-IOP-500, effective 12/01/16) and federal guidelines. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- * Airfare or train fare for travel in coach or economy class, or the lowest available fare
- * Car rental fees, only for compact (for single passengers) or mid-sized cars (when meeting certain criteria)
- * Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- * Taxi fares, only when there is no less expensive alternative
- * Mileage costs (including tolls and parking) for use of personal cars, only when less expensive transportation is not available. The reimbursement rate is intended to compensate for all costs related to the operation of his or her personal vehicle while on early learning business. The traveler assumes liability for his or her personal vehicle in Coalition related travel.
- * Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings
- * Charges for telephone calls, faxes, and similar services required for business purposes

Travel advances to cover reasonable anticipated expenses may be made to employees. Employees should submit a written request to their supervisor when travel advances are needed.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days 10 business days of non-routine travel, or within 10 business days of end of the month for routine travel (~~7~~ five (5) business days if an advancement was received by the employee). Reports should be accompanied by receipts for all applicable individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

VI. New/Unfinished Business

C. Approval of Revisions to the Coalitions Accounting and Financials Procedures and Policies Manual *

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Accounting and Financial Policies and Procedures Revisions
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>F301 – <u>Purchasing Policies and Procedures</u>, deleted “Purchase or Lease Decision” section, to move to the procurement policy PR401, after #5 which contains other cost and price analysis information/requirements.</p> <p>F305 – <u>Accounts Payable Management</u>,</p> <ul style="list-style-type: none"> • Deleted statement regarding effective dates and phase-in dates of purchase order system (as the Coalition is in compliance of these dates, and no longer apply). • Added statement that it is the Coalition’s policy to issue a purchase order (or use of a credit card with proper authorization) PRIOR to procurement of good and services. (Post 17/18 Internal Controls Questionnaire review.) <p>F306 – <u>Travel and Business Expenses</u>,</p> <ul style="list-style-type: none"> • added FAC and FDOE regulations to top of policy • changed travel advancement expense reports must be submitted (from 7 days) to within five (5) business of return from travel. <p>Changes to “Employee and Director Business Travel” section:</p> <ul style="list-style-type: none"> ○ #5 - changed mileage rate from IRS rates to OEL rates. ○ #9 - added board member ○ Added #12 regarding Coalition Travel Mileage Log for frequented trips. • Changed #3 of “Reasonableness of Travel Costs” section to read compact cars are required for single travelers, and when larger cars are appropriate. <p>F307 – <u>Cash Disbursements (Check-Writing) Policies</u>, added to “Check Preparation” section that checks are pre-numbered and are imprinted with “Void after 90 days” statement. (Post 17/18 Internal Controls Questionnaire review.)</p> <p>F309 – <u>Payroll and Related Policies</u>, added “Leave Audits” section stating periodically (and prior to fiscal year-end) the Office Manager will send e-mails notices to all staff to verify leave balances and identify how many annual leave hours the employee may have in jeopardy of losing, if not used by fiscal year-end. (Post 17/18 Internal Controls Questionnaire review.)</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would not have the most accurate and updated Policies and Procedures.
How the Action will be accomplished	Approval of Accounting and Financial Policies and Procedures revisions

F301 PURCHASING POLICIES AND PROCEDURES

Effective Date: 08/28/07

Revision Date: 03/19/08, 08/06/08, 09/16/09, 05/19/11, 07/01/11, 02/12/13, 04/03/13, 09/18/13, 12/04/13, 03/19/14, 09/17/14, 04/08/15, 11/04/15, 03/16/16, 12/07/16, 09/20/17

Overview

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL GRANT FUNDED PURCHASES MADE BY THE COALITION.

The Coalition requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders.

Responsibility for Purchasing

Following C.E.O. approval, the C.E.O. or Office Manager shall initiate purchases on behalf of the Coalition, within the Coalition's Accounting and Financial as well as the Procurement of Commodities and/or Contractual Services Policies and Procedures Manuals.

The C.E.O. has approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Prior Approval Guidance

The applicable 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must be followed when determining the cost items and administrative requirements that require prior approval. To streamline the approval process, OEL has provided a guidance that the Coalition will follow as procedure (see the most current version of the OEL Final Guidance on Prior Approval Procedures for Selected Costs and Administrative Requirements).

- An annual approval form for as many of the specified cost items as possible;
- A prior approval request form for other individual approval requests to be handled on a case by case basis;
- Instructions for electronically submitting the above referenced forms to OEL staff for review and approval;
- The timeline for OEL staff to review requests; and
- The process for OEL to notify Coalition via email of final decisions.

Non-Discrimination Policy

All vendors/contractors who are the recipients of the Coalition funds, or who propose to perform any work or furnish any goods under agreements with the Coalition, shall agree to these important principles:

1. Vendors/contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors/contractors.
2. Vendors/contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisement and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

Procurement Procedures and Thresholds – See Coalition Procurement Policy and Procedure

Purchasing Authorization Levels

1. The C.E.O. has authority to purchase unit items that are \$5,000.00 or less.
2. Purchases \$5,000.01 or more have to be approved by the Board of Directors.

Purchases cannot be split into individual amounts to avoid an expenditure limit.

Purchase or Lease Decision

~~For equipment with a purchase price of over \$5,000, a cost effectiveness analysis must be performed and documented by the Finance Manager, to ascertain which option is most cost effective for the Coalition, and therefore the best use of award funds. This analysis will be made available to the C.E.O. to assist with the final lease/buy decision.~~

Vendor Files and Required Documentation

The Accounting Department shall create a vendor folder for each new vendor from whom the Coalition purchases goods or services.

The Accounting Department shall mail a blank Form W-9 to new contract vendors. Completed forms shall be filed in a permanent W-9 folder (separate from the vendor's fiscal year file). Vendors who do not comply with this request shall be issued a Form 1099 at the end of each calendar year in accordance with the policies described in the section of this manual on "Government Returns." See the section on "Payroll and Related Policies" for guidance on determining whether a vendor should be treated as an employee.

Receipt and Acceptance of Goods

The Office Manager places all orders and inspects all goods received. Upon receipt of any item from a vendor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point
2. Verify the quantity of boxes/containers with the bill of lading
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.)
4. Sign and date the bill of lading
5. Remove the packing slip from each box/container
6. Compare the description and quantity of goods per the approved order request to the packing slip
7. Examine goods for physical damage
8. Count or weigh items, if appropriate, and record the counts on the approved order request.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with vendors.

F305 ACCOUNTS PAYABLE MANAGEMENT

Effective Date: 08/28/07

Revision Date: 03/19/08, 08/06/08, 04/06/11, 12/04/13, 09/17/14, 11/04/15, 03/16/16, 12/07/16 (and 07/01/17 for “Use of Purchase Orders” section ONLY), 09/20/17

Overview

The Coalition strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation. The following are general policies for accounts payable:

- Assets or expenses and the related liability are recorded by an individual who is not responsible for ordering and receiving.
- The amounts recorded are based on the vendor invoice for the related goods or services.
- The vendor invoice should be supported by an approved order document/purchase order where necessary, and should be reviewed by the Office Manager prior to being processed for payment.
- Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

Regulations Regarding Invoices

ALL applicable Coalition policies and procedures will comply with the following federal/state laws, regulations, statutes and rules:

- Chapter 60A – General Regulations
- Section 215.422, F.S. – Payments, warrants and invoices; processing time limits; dispute resolution; agency or judicial branch compliance
- Section 287.058, F.S. – Contract document
- Rule 60A-1.002, FAC – Purchase of commodities or contract services
- Chapter 69I – Division of Auditing and Accounting
- Compliance with Rule 69I-24, F.A.C. – Payment of Vouchers by State Warrant
- Compliance with Rule 69I-40, F.A.C. – Bureau of Auditing invoice requirements
- DFS Reference Guide for State Expenditures
 - CFO Memo No. 01 (2012-13), Contract Summary Form
 - CFO Memo No. 02 (2012-13), Contract and Grant Reviews and Related Payment Processing Requirements
 - CFO Memo No. 03 (2014-15), Compliance Requirements for Agreements
 - CFO Memo No. 06 (2011-12), Contract Monitoring and Documenting Contractor Performance

- PUR 1000 and 1001
- OEL Program Guidance PG 250.01, Other Cost Accumulator (OCA) Working Definitions
- OEL annual grant agreement Exhibit I for specified prohibited costs
- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Regulations Regarding Disbursement Control Systems

- 60A-1.016 F.A.C., Contract and Purchase Order Requirements.
- DFS Reference Guide for Sate Expenditures
- DFS State Travel Manual
- CFO Memo No. 06 (2016-17), *Guidance for Travel restrictions imposed by Ch. 2016-62, FL Law*
- CFO Memo No. 02 (2014-15), *State of Florida Purchasing Card Program Convenience Fees/Surcharges*
- OEL annual grant agreement Exhibit I for specified prohibited costs
- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
 - 2 CFR 200.302, *Financial management systems*
 - 2 CFR 200.302(7), *Financial management systems – allowability of costs*
 - 2 CFR 200.303, Internal controls
 - 2 CFR 200, Subpart E – Cost Principles
- OEL Program Guidance files
 - Program Guidance 440.10 – Office of Early Learning Match Reporting Guidance
 - Program Guidance 240.01 – Cash Management Procedures
 - Program Guidance 240.04 – School Readiness Funds Management
 - Program Guidance 240.05 – Guidance on Prior Approval Procedures
 - Program Guidance 240.06 – Reimbursement Request Requirements for ELCs
 - Program Guidance 250.01 – Other Cost Accumulators (OCAs) Guidance.

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a weekly basis. Information is entered into the accounting system with approved invoices or disbursement vouchers with appropriate documentation attached.

Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

Accounts Payable Cut-Off

For purposes of the preparation of the Coalition's monthly financial statements, all vendor invoices that are received, approved and supported with proper documentation by the 10th of the following month shall be recorded as accounts payable as of the end of the immediately preceding month if the invoice pertains to goods or services delivered by month-end.

Establishment of Control Devices

The Office Manager establishes control of invoices as soon as they are received. Vendors will be instructed to mail all invoices directly to the administrative office.

The Office Manager receives and opens all mail, date stamps and initials. Invoices are entered into the Check Request Log. Once any and all required backup has been attached to the invoice(s), the Office Manager completes a Check Request and submits to the Finance department for processing.

The Check Request Log is to be maintained and reviewed weekly by the Office Manager to determine which, if any, invoices have not been paid.

Invoice Processing

The Coalition's policies will ensure appropriate and adequate invoice processing.

A. Invoice processing policy disclosures [69I-40.002(3), F.A.C.]

1. Contractual service invoices submitted by a vendor/contractor/service provider for payment processing must clearly identify, at a minimum,
 - a. The dates of services, a description of the specific contract deliverables provided during the invoice period and the quantity provided, and the payment amount specified in the agreement for the completion of the deliverable(s) provided.
2. Cost reimbursement invoices must reflect the expenditures incurred by expenditure category.
3. Required information may be submitted on the invoice or in a report format along with any other information required by the terms of the agreement.
4. Written certification, from the contract/grant manager, that services were performed in accordance with the contract terms must be obtained and kept in entity files. [s. 287.057(14), F.S.]

B. Invoice processing controls [69I-24.003, F.A.C.; CFOM No. 06 (2011-12)]

1. The Coalition will receive deliverables and provide written certification of such before payments are made.
 - a. Approval and inspection of goods or services shall take no longer than 5 working days unless the bid specifications, purchase order or contract specifies otherwise. [s. 215.422(1), F.S.]
 - b. Terms conditions must be specified and must accompany the request for payment to evidence delivery of goods/services.
 - c. Coalition must ensure that deliverables were received on time and as intended (i.e., met performance measures) before release of payment is approved/processed.

- 1) May use a Contract Summary Form
 - 2) May use a written certification from the assigned contract manager on the invoice
 - 3) May use a Deliverable Tracker – track deliverables schedule
 - 4) May use a Deliverable Acceptance form to help document
2. The Coalition will ensure invoices have adequate documentation and are processed on a timely basis.
- a. Documents for goods/services received are date stamped.
 - b. Review invoice for accuracy and completeness of the following details. [69I-40.002, (3), F.A.C.]
 - 1) Description of the item(s).
 - 2) Number of units.
 - 3) Cost per unit.
 - 4) Service dates coincide with invoice period.
 - 5) Minimum level of services has been provided.
 - 6) Amount invoiced coincides with the terms/conditions.
 - c. Verify any required supporting documentation has been submitted.
 - d. Review documentation to gain reasonable assurance that commodities/contractual services have been satisfactorily provided within the terms of the contract/agreement.
 - e. Complete any additional processes required by Coalition policy.
 - f. Certify the entity's receipt of goods/services.
 - g. Invoices shall be paid according to state rules for Prompt Payment Compliance.
 - 1) Section 215.422(3)(b), F.S., requires interest to be paid to the vendor if payment is not issued within 40 days after receipt of the invoice and receipt, inspection, and approval of the goods and services.
 - 2) DFS does not require agencies to pay interest penalty invoices of less than \$1.00 unless the vendor asserts his right to the interest penalty payment either orally or in writing.
3. Enforce terms and conditions [s. 287.057(14)(b), F.S.; DFS-related contract manager guidance]
- a. Coalition staff assigned contract/grant management duties are required to work with the contractor/vendor to ensure that goods/services are received as intended and contract/agreement terms are enforced.
 - b. Use performance bonds when appropriate.
 - c. Verify financial consequences are addressed.
 - d. Verify terms for liquidated damages are included (when applicable) to compensate the entity for any losses realized.
4. For disputes about receipt of goods/services [s. 215.422(8), F.S., Payments...disputes]
- a. Coalition will have written procedures and instructions for staff.
 - 1) Invoice may be prorated, reduced or withheld according to the financial consequences established in contract/agreement.
 - 2) Partial or prorated payments must be made based on the deliverables that can be validated and supported by adequate documentation.
 - b. If no financial consequences are included in contract/agreement OR documentation can't be provided, the payment should be withheld until the issue is resolved or a settlement is reached.
 - c. Inform staff of settlement agreement process.
 - 1) Used when the amount owed to a provider/contractor is in dispute.
 - 2) A lengthy, cumbersome and potentially expensive process the Coalition will not be able to complete alone; legal counsel will be required.

- 3) Required for many situations including
 - a) To settle a lawsuit, damages or legal fees;
 - b) Absence of an executed agreement;
 - c) Agreement was executed after services were rendered;
 - d) Additional services not included in the agreement were provided;
 - e) Services were rendered after the agreement expired.

The following section, "Use of Purchase Orders" will have a separate effective date of July 1, 2017. There will be a 'phase-in' timeline between December 7, 2016—June 30, 2017, that will be a joint project between OEL and Coalitions. The anticipated date of full implementation is July 1, 2017.

Use of Purchase Orders

[60A-1.016, F.A.C., Contract and Purchase Order Requirements]

The Coalition utilizes a purchase order system. A properly completed purchase order shall be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost) in excess of **\$500.00**, with the exception of travel advances and expense reimbursements, which require the preparation of a separate form described elsewhere in this manual.

Purchase orders shall be pre-numbered, kept in a secure area in the Finance Manager's office, and issued upon request from an authorized purchaser.

It is the Coalition's policy to issue a purchase order (or use a credit card with proper authorization) PRIOR to the procurement of goods and services.

All purchase orders shall be recorded in a purchase order log. At the end of each accounting period, an aged outstanding purchase order report shall be prepared and distributed to each purchasing representative and the Finance Manager.

A properly completed purchase order shall contain the following information:

1. Policy disclosures
 - a. Contractor name, address, point of contact and phone number
 - b. Source of funding
 - c. Solicitation number (if applicable)#
 - d. Statements regarding the quantity, description, and price of goods or services ordered#
 - e. Applicable payment terms and discounts#
 - f. Date of performance, transportation/delivery#
 - g. Liquidated damages#
 - h. Catalog number, page number, etc. (if applicable)
 - i. Net price per unit, less any discount(s)
 - j. Total amount of order
 - k. Authorized signature
 - l. Date purchase order was prepared
 - m. Additional disclosures may also apply for higher dollar purchases
 - 1) Payment audit (records of costs will be available upon request)
 - 2) Payment made after written "agency" acceptance

- 3) Payment timeframe – timely payments will be made
- 4) Funding availability/annual appropriation
- 5) No lobbying
- 6) Public access/public records
- 7) Conduct of business – federal/state laws govern
- 8) Conflict of interest/related party activities
- 9) Confidentiality and safeguarding information
- 10) Termination for cause – required for purchases in excess of \$10,000^
- 11) Remedies – required for purchases in excess of \$35,000^

Required disclosure element per state purchasing statutes or rules (see 60A-1.016, F.A.C.).

^Required disclosures element per federal grant program rules (see 2 CFR Part 200 Appendix II).

2. Control processes required for Coalition purchase orders (see 60A-1.016, F.A.C.)
 - a. Secure all unused purchase orders in a safe place and restrict access to these documents.
 - b. Maintain a file and accounting system for all consecutive purchase orders issued or voided.
 - c. Maintain a record of persons authorized to issue and sign each type of purchase order.
 - d. Monitor and review processes for the use of purchase orders and field purchase orders (those issued by an agency/office that is separate from the agency purchasing office (i.e., satellite offices).
 - e. Rationale for method of procurement used.

Preparation of a Voucher Package for Payment

Prior to any accounts payable being submitted to the Finance Manager for payment, a package called a “voucher package” shall be assembled by the Office Manager. Each voucher package shall contain the following documents:

1. Vendor invoice (or employee expense report)
2. Packing slip (where appropriate)
3. Receiving report (or other indication of receipt of merchandise and authorization of acceptance)
4. Approved order document/purchase order as required by procurement policies
5. Any other supporting documentation deemed appropriate
6. Check request

Processing of Voucher Packages for Payment

The following procedures shall be applied to each voucher package:

1. Check the mathematical accuracy of the vendor invoice.
2. Ensure that no sales tax charged are included in the calculation for payment.
3. Compare the nature, quantity and prices of all items ordered per the vendor invoice to the approved order document/purchase order, packing slip and receiving documentation.
4. Document the general ledger distribution, using the Coalition’s current chart of accounts.

Approvals

Approval by the Office Manager indicates the acknowledgement of satisfactory receipt of the goods or services invoiced.

Approval by the Office Manager indicates the agreement with all terms appearing on the vendor invoice and agreement to pay vendor in full. Approvals shall be documented with initials or signature of the Finance Manager.

Payment Discounts

To the extent practical, the Coalition takes advantage of all prompt payment discounts offered by vendors. When such discounts are available, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form. All required receipts must be attached, and a brief description of the business purpose of trip or meeting must be noted on the form. Expense reports will be processed for payment in the next vendor payment cycle if received within two business days of the deadline. Expenses older than two months will not be reimbursed.

The Finance Manager will periodically check expense reports against timesheets to ensure agreement of dates and activities.

Reconciliation of A/P Subsidiary Ledger to General Ledger

At the end of each monthly accounting period, the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger account (control account). All differences are investigated and adjustments are made as necessary. The reconciliation and the results of the investigation of differences are reviewed and approved by the Finance Manager.

Also on a monthly basis, the Finance Manager shall perform the following procedures:

1. Check all statements received for unprocessed invoices.
2. Check the approved order document/purchase order file for open orders more than 60 days old and follow up.

Management of Accounts Payable Vendor Master File

Upon the receipt of an invoice from a new vendor that is not already in the Coalition's vendor master file, the Finance Manager shall mail (or email) a Form W-9 and a request for completion of the Form W-9, including the vendor's full address and Federal employer identification number.

The vendor file data will include the following data:

1. Vendor's legal name and any DBA name(s)
2. Street address (payments may be mailed to a P.O. Box, but a street address must be in the file)
3. Federal employer identification number
4. Telephone number
5. Fax number
6. Contact name

Payments shall not be made to any vendor whose file does not comply with the preceding requirements.

On an annual basis, vendors that have not been utilized over the preceding 24-month period shall be purged (or made inactive) from the master vendor file. In addition, on an annual basis an internal audit shall be performed of the master vendor file and of payment histories made to each vendor. This analysis, to be performed by the Finance Manager shall consist of the following procedures, at a minimum:

1. Cross-checking of vendors with matching street or P.O. Box addresses
2. Review of payment histories for signs of repeat invoice numbers or other indications of duplicate payments

Any unexplained deviations or irregularities noted in connection with the preceding internal audit procedures shall be reported to the C.E.O.

Verification of New Vendors

The Office Manager will perform additional procedures to validate the legitimacy of new vendors that shall be paid one-time or cumulative payments in excess of \$10,000. For such vendors, the Office Manager shall perform a limited public records search and shall contact the vendor to validate the vendor's existence.

F306 TRAVEL AND BUSINESS EXPENSES

Effective Date: 08/28/07

Revision Date: 08/05/09, 08/03/11, 06/06/12, 12/07/16, 09/20/17

Travel Regulations and Guidance

[2 CFR Part 200.302, Financial management systems; 200.303, Internal controls; DFS Reference Guide, DFS State Travel Manual; s. 112.061, F.S. Per diem and travel expenses of public officers, employees, and authorized persons; and CFO Memo No. 06 (2016-17), chapter 69I-42 Florida Administrative Code (FAC); and FDOE Travel Policy DOE-IOP-500, effective 12/01/16.]

1. Policy disclosures
 - a. Travel expenses will be documented and reimbursed based on applicable state travel rules (includes DFS Reference Guide, State Travel Manual CFO Memos and OEL guidance).
 - b. Management has process in place to ensure proper authorization, review, approval, and guidelines to submit adequate supporting records. Includes blanket travel authorizations (if used), requirement to use state-issued travel authorization, travel advances and travel reimbursement forms that include all required signatures/statements from the traveler, requirement to use most economical and efficient method for each travel event.
 - c. Management has a process to ensure reimbursements do not exceed allowable amounts. Includes detail for allowable mileage reimbursement amounts, meal rates from statutes, travel per diem calculations, and recent travel restrictions to limit allowable daily room rates to \$150 per day per traveler. Also includes processes to ensure only reasonable and necessary business-related costs are incurred.
 - d. An independent review and approval process is in place for costs incurred by members of the management team.
 - e. Management has a process to document instances misuse by staff and issue notice of personnel actions taken/required (if applicable).

Travel Approval

In State:

All travel expenses (local and overnight), must be pre-approved by the C.E.O. (for Coalition employees), and by the Coalition Board of Directors (for the C.E.O. and/or Board members).

The pre-approval can be processed using a 'blanket' approval for the entire fiscal year (to include an estimated dollar amount) or on an individual basis.

Out of State:

All out of state travel (for ALL Coalition employees and ALL board members) must be pre-approved by the Board of Directors.

Travel Advances

Funds will be advanced for upcoming travel only upon receipt of a completed and properly approved request for travel advance. Travel advances are generally limited to \$200 unless there is an extraordinary need for additional funds. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the Coalition's travel policies as explained later in this section.

Employees receiving travel advances are required to sign for the advance signifying their acknowledgement of, and agreement to, these policies. Employees receiving travel advances must submit an expense report within 7 five (5) business days of returning from travel. Any outstanding advances more than 2 weeks old will be deducted from an employee's next paycheck.

Employee and Director Business Travel

All out-of-state Coalition related business travel must be pre-approved by the employee's immediate supervisor or the Board of Directors.

At the conclusion of the Coalition business trip, an employee or member of the Board of Directors that has incurred business-related expenses should complete an expense report in accordance with the following policies:

1. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
2. With the exception of parking, tolls, reimbursed mileage, and per diems, all business expenses must be supported with invoices/receipts.
3. Vendor receipts/invoices must be submitted for all lodging and any expenditure other than meals. Credit card charge slips do not represent adequate supporting documentation – a hotel receipt must be obtained to substantiate all lodging expenditures.
4. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and boarding passes).
5. Mileage ~~may~~ will be reimbursed at the standard Federal/State rates currently in effect, ~~as published each year by the IRS~~ with OEL.
6. The business purpose of each trip must be adequately explained on each report.
7. General ledger account coding must be identified for all expenditures.
8. For all meals and other business expenditures, the following must be clearly identified:
 - a. Names, titles, the Coalitions, and business relationships of all persons involved
 - b. The business purpose of the meal or other business event (topics discussed, etc.)
9. All expense reports must be signed and dated by the employee or board member.
10. All expense reports must be approved by the C.E.O.
11. Only one expense report form should be prepared for each substantial trip.
12. The Office Manager maintains a current "Frequent Trips" travel mileage log, for employee use. It is available on the Coalition share drive, and is updated at least annually.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to the Coalition (as a result of receiving a travel advance greater than actual business expenditures), the employee must return the cash to the Office Manager to deposit back into the Coalition checking account against the original check.

No further travel advances will be issued to any employee who has an outstanding balance due to the Coalition from previous business trips.

Reasonableness of Travel Costs

The Coalition shall reimburse travelers only for those business-related costs that are reasonably incurred. Accordingly, the following guidelines shall apply:

1. Suites and other upgraded rooms at hotels shall not be allowed. Travelers should stay in standard rooms.
2. Ask hotels for any available discounts – nonprofit, government or corporate rates.
3. When utilizing rental cars, travelers ~~should rent midsize or smaller vehicles~~ **must rent compact size cars.** When the number of passengers is more than two (2) or the volume of materials to be transported makes use of a compact vehicle impractical, travelers can rent a larger size relative to the needs. Share rental cars whenever possible.
4. Business-related long-distance telephone calls while away on business travel are permitted, but should be kept to a minimum. Expense reports should explain long-distance charges.
5. Personal long-distance calls while away on business are reimbursable if kept to a minimum, such as one nightly call home to family. Personal calls in excess of this shall not be reimbursed.
6. Whenever possible, travelers should utilize long-distance calling cards when placing calls while away on travel. Avoid using the hotel's long-distance service if possible.
7. Foreign travel charged to Federal grants must be approved in writing by the funding source prior to travel.

Special Rules Pertaining to Air Travel

The following additional rules apply to air travel:

1. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
 - a. Require circuitous routing
 - b. Require travel during unreasonable hours
 - c. Excessively prolong travel
 - d. Result in additional costs that would offset the transportation savings, or
 - e. Offer accommodations not reasonably adequate for the traveler's medical needs.
2. First class air travel shall not be reimbursed unless there is a documented medical reason, and such use must be documented.
3. Memberships in airline flight clubs are not reimbursable.

4. Cost of flight insurance is not reimbursable.
5. When airfare is \$500 or more, two quotes from a travel agency and/or an airline should be obtained and attached to the expense report.
6. When returning on a Sunday or departing on a Saturday in order to obtain a cost savings in airfare due to the Saturday-night stay-over, travelers should provide a total cost comparison (showing that the lower airfare plus an extra night lodging, meals & incidentals is less costly than airfare without the Saturday night stay-over).
7. Cost of upgrade certificates is not reimbursable.
8. Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).
9. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., the Coalition will not reimburse for the personal legs of a trip).

Spouse/Partner Travel

The Coalition does not reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner for purposes of this policy.

F307 CASH DISBURSEMENTS (CHECK-WRITING) POLICIES

Effective Date: 08/28/07

Revision Date: 03/19/08, 09/16/09, 04/06/11, 12/04/13, 09/17/14, 11/04/15, 03/16/16, 09/20/17

Disbursement Controls

The Coalition's disbursement policies and procedures will use fiscal control and fund accounting procedures that will confirm proper disbursement of, and accounting for, federal and state funds paid to the Coalition for early learning programs as required by the Grant Agreement between OEL and early learning coalitions and as required by 45 CFR Part 75.302 "Financial Management and Standards for Financial Management Systems".

Check Preparation

The Coalition prints vendor checks and expense reimbursement checks on a weekly basis. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel and business expenses policies described in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services.
4. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks.
5. All supporting documentation is attached to the corresponding check prior to forwarding the entire package to an authorized check signer.
6. Checks shall be pre-numbered and utilized in numerical order. Checks are imprinted with the statement "Void after 90 days." And unused checks are stored in a locked file cabinet in the Finance Manager's office.
7. Checks must never be made payable to "bearer" or "cash."
8. Checks must never be signed prior to being prepared (blank checks).
9. Upon the preparation of a check, vendor invoices and other supporting documentation shall immediately be canceled in order to prevent subsequent reuse.

Check Signing

Checks issued by the Coalition shall be signed by an authorized signer and the C.E.O. or two authorized signers in the absence of the C.E.O. No check shall be signed prior to the check being completed in its entirety (no signing of blank checks). Authorized signers are restricted to members of the Board of Directors and the C.E.O.

Check signers should examine all original supporting documentation to ensure that each item has been properly checked prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about a disbursement.

Mailing of Checks

After signature, checks are returned to the Office Manager who then compares the signed checks against the check request log, and then mails checks immediately. Checks shall not be mailed by or returned to the C.E.O. who authorizes all expenditures or the Finance Manager who processes all expenditures. The checks are copied, and supporting documents are attached to the copy and filed in the appropriate fiscal year under vendor's name.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly cutting the signature area out of the check, and marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction and written authorization to the bank by the C.E.O. or authorized signer with this authority. A journal entry is made to record the stop payment and any related bank fees.

Recordkeeping Associated with Independent Contractors

The Coalition shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made and who are eligible for a form 1099. A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

Check Holding

The Coalition will not hold payroll checks under any circumstances, and will only hold vendor checks under extreme circumstances (such as at year end during advance funding changeover) and with C.E.O.

Approval. Checks are never to be held past the vendor's due date, or for a period of more than 15 business days, whichever is less. Held checks will be stored in a secure location.

F309 PAYROLL AND RELATED POLICIES

Effective Date: 08/28/07

Revision Date: 02/04/09, 09/16/09, 08/03/11, 11/04/15, 12/07/16

Classification of Workers as Independent Contractors or Employees

The Coalition considers all relevant facts and circumstances regarding the relationship between the Coalition and the individual in making determinations about the classification of workers as independent contractors or employees. This determination is based on the degree of control and independence associated with the relationship between Coalition and the individual. Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral control
2. Financial control
3. The type of relationship of the parties

Facts associated with each of these categories that will be considered in making employee/contractor determinations shall include:

1. Behavioral control:
 - a. Instructions given by the Coalition to the worker that indicate control over the worker (suggesting an employee relationship), such as:
 - (1) When and where to work
 - (2) What tools or equipment to use
 - (3) What workers to assist with the work
 - (4) Where to purchase supplies and services
 - (5) What work must be performed
 - (6) What order or sequence to follow
 - b. Training provided by the Coalition to the worker (i.e., employees typically are trained by their employer, whereas contractors typically provide their own training).
2. Financial control:
 - a. The extent to which the worker has unreimbursed business expenses (i.e., employees are more likely to be fully reimbursed for their expenses than is a contractor).
 - b. The extent of the worker's investment in the facilities/assets used in performing services for the Coalition (greater investment associated with contractors).
 - c. The extent to which the worker makes services available to the relevant market.
 - d. How the Coalition pays the worker (i.e., guaranteed regular wage for employees vs. flat fee paid to some contractors).
 - e. The extent to which the worker can realize a profit or loss.
3. Type of Relationship:
 - a. Written contracts describing the relationship that the Coalition and the individual intend to create.

- b. Whether the Coalition provides the worker with employee-type benefits, such as insurance, paid leave, etc.
- c. The permanency of the relationship.
- d. The extent to which services performed by the worker are a key aspect of the regular business of the Coalition.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on the cash basis, is \$600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during a calendar year (on the cash basis). Excluded from “compensation” are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.

If an individual qualifies as an employee, a personnel file will be created for that individual and all documentation required by the Coalition personnel policies shall be obtained. The policies described in the remainder of this section shall apply to all workers classified as employees.

Wage Comparability Study

The Coalition will perform wage comparability studies every three years to ensure the salary and wage structure is similar to other the Coalitions of like size and employee base in our area.

Payroll Administration

The Coalition operates on a bi-weekly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section and more fully described in the Coalition's Personnel Manual.

The following forms, documents and information shall be obtained and included in the personnel files of all new employees:

1. Completed Coalition Employment Application (and/or resume, if applicable)
2. Applicant references (work & personal)
3. Interview questions and notes
4. Completed Form W-4 Employee Federal Withholding Certificate
5. Completed Form I-9 Employment Eligibility Verification
6. Copy of driver's license
7. Copy of Social Security card issued by the Social Security Administration
8. Starting date and scheduled hours
9. Job title and starting salary
10. Authorization for direct deposit of paycheck, along with a voided check or deposit slip

For employees without a current, valid driver's license, acceptable alternative documents shall include:

1. U.S. Passport
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Voter's registration card
4. U.S. Military card
5. ID card issued by a Federal, state or local government, provided it contains a photo
6. School record or report card (for persons under age 18 only)

For employees without a Social Security card, acceptable alternative documents shall include:

1. U.S. Passport
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Original or certified copy of a birth certificate issued by a state, county or municipal authority
4. Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
5. U.S. Citizen ID Card (INS Form I-197)
6. Native American tribal document
7. ID Card for use of Resident Citizen in the United States (INS Form I-179)

Each employee personnel file shall also indicate whether the employee is exempt or non-exempt from the provisions of the Fair Labor Standards Act.

If required by specific grants, the employee payroll file must also include a pre-employment background check.

Changes in Payroll Data

All of the following changes in payroll data are to be authorized in writing:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires, terminations, and changes in salaries or pay rates shall be authorized in writing by the C.E.O.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee.

Documentation of all changes in payroll data shall be maintained in each employee's personnel file.

Payroll Taxes

The Office Manager is responsible for ensuring all required tax forms are properly completed and submitted. The Finance Manager is responsible for ensuring all required taxes are withheld and paid. The Coalition may utilize the services of an outside payroll service center for the processing of payroll, as determined by the Board of Directors. Annually, the Coalition will request a SAS70 Report of the outside payroll service center to review their internal controls.

It is up to each employee to notify the Office Manager if a change needs to be made to their current W-4 on file. If a change is made, a new W-4 will be completed and signed. Withholding of Federal income taxes shall be based on the most current Form W-4 prepared by each employee.

Personnel Activity Reports (PAR's)

The Coalition follows the guidelines in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as well as requirements in specific grants. Therefore, salaries and wages charged to Federal grants will be supported as follows:

1. Charges will be based on documented payrolls approved by C.E.O. of the Coalition.
2. Every Coalition staff, whose compensation is charged, in whole or in part, directly or indirectly to Federal awards, will complete a Personnel Activity Report (PAR) that will account for the staff activity for the pay period. Specifically, all work activity must be coded to the correct OCA (Other Cost Accumulator) and the actual amount of time rounded to the nearest quarter hour. The OCA codes are used to document the different types of work activities completed for either the School Readiness grant or the Voluntary Prekindergarten grant that fund the Coalition. Upon hire or re-assignment, this process will be part of the new employee/position orientation and instruction.
3. The time sheets will reflect an after-the-fact determination of the actual activity of each employee. Budget estimates will not be used as support for charges to awards.
4. The time sheets must be signed by the individual employee and the C.E.O. who has first-hand knowledge of the activities performed by the employee.
5. A report will be prepared on the same basis as the pay periods (bi-weekly).
6. Charges for non-exempt employees will also be supported by records required by the Fair Labor Standards Act.
7. Salaries and wages of employees used in meeting cost sharing or matching (in-kind) are supported in the same manner as salaries and wages charged to Federal awards.

Preparation of Personnel Activity Reports (PAR's)

Each Coalition employee must submit to the Office Manager a signed and approved Personnel Activity Report no later than 9:00 am on Wednesday of the pay week. Personnel Activity Reports shall be prepared in accordance with the following guidelines:

1. Each PAR shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties).
2. PAR's shall be prepared in ink (or electronically).
3. Errors shall be corrected by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initials next to the change (i.e., employees shall not use "white out" or correction tape)
4. Employees shall identify and record hours worked based on the nature of the work performed;
5. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such;
6. PAR's shall be signed by the employee prior to submission.

A Coalition employee who is on leave, traveling, or is ill on the day that Personnel Activity Reports are due may telephone or email PAR information (actual time worked and the appropriate classifications) to the Office Manager. The employee must initial a timesheet submitted in this manner immediately upon his/her return to the office. Personnel Activity Reports submitted in this manner shall bear the notation, "Time reported by telephone or e-mail by (employee) to Office Manager." The PAR shall be signed by the C.E.O.

Review and Approval of PAR's

After preparation, the C.E.O. shall review and approve timesheets certifying the accuracy of time records and OCA coding/utilization. Corrections identified by a C.E.O. shall be authorized by the employee by initialing next to the change.

Leave Audits

Periodically and prior to fiscal year-end, the Office Manager will send e-mails notices to all staff to verify leave balances and identifying how many annual leave hours the employee may have in jeopardy of losing, if not used by fiscal year-end.

Processing of Personnel Activity Reports (PAR's)

From the completed PAR's, the Office Manager will review for mathematical accuracy (not required if PAR's are electronic). Next, the Office Manager prepares the "Payroll Summary Schedule of Hours Worked" for the C.E.O.'s approval. After review and approval, the C.E.O. signs and dates the summary for payroll processing. Then the Office Manager submits the payroll to the payroll service center.

The Office Manager may not change or correct Personnel Activity Reports. When errors are noted, the Office Manager will return the PAR to the employee for corrections and resubmittal.

Tampering with, altering, or falsifying time records, recording time on another employee's time record or willfully violating any other Personnel Activity Report policy or procedure may result in disciplinary action, up to and including discharge.

Review of Payroll

Upon production of payroll reports, and check stubs from the payroll service center, the Office Manager reviews payroll prior to its distribution of check stubs to the employees. The Office Manager shall sign the payroll register, indicating approval of the payroll.

Distribution of Payroll

Payroll check stubs for electronic deposits shall be distributed by the Office Manager who does not approve Personnel Activity Reports and is not responsible for hiring and firing.

Internal Audit of Payroll Data

The Coalition will conduct an annual internal audit of certain payroll data. This internal audit shall be performed by the Coalition's C.E.O. and Finance Manager. The purpose of this internal audit is to determine the integrity of the Coalition's payroll records. The internal audit shall include the following procedures:

1. Tracing a sample of salaries, withholdings, deductions, and direct deposit information to supporting documentation in each selected employee's payroll and/or personnel file.
2. Tracing a sample of new hires and departures to personnel files, including verification of first and last pay dates.
3. Cross-checking the payroll master files for employees with identical addresses, social security numbers, or direct deposit bank account information.

Any unexplained deviations found as a result of these internal audit procedures shall be reported to the chair of the Executive/Administrative Committee.

VI. New/Unfinished Business

D. Approval of Revisions to the Coalitions Procurement of Commodities and/or Contractural Services Procedures and Policies Manual *

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition’s Procurement of Commodities and/or Contractual Services Policies and Procedures Manual
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>PR401 - <u>What to Consider When Procuring Any Item with Grant Funding</u>,</p> <ul style="list-style-type: none"> • added a reference to the Coalition’s Procurement Form, to the top of the policy. • Added #6, “Cost and Price Analysis - Purchase or Lease Decision” to section, “What to Consider when procuring any Item with Grant Funding”. This item was deleted from policy F301, to move to the procurement policy, after #5 which contains other cost and price analysis information/requirements. • added #9, “Membership dues, subscriptions and licensing fees” requirements to section, “For All Grant Funded Procurements” (post 17/18 Internal Controls Questionnaire and 17/18 OEL Grant Agreement – page 17, Exhibit I, S.) • added “SAM” website link to #2 in section, “For All Grant Funded Procurements” following research with OEL on how to check for a banned company that is located outside of Florida. <p>PR402 - <u>Types of Procurement</u>, added a definition for “informal bids” to “Small Purchases” section. (Post 17/18 Internal Controls Questionnaire review.)</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would not have the most accurate and updated Policies and Procedures.
How the Action will be accomplished	Approval of the revisions listed above.

PR401 What to Consider When Procuring Any Item with Grant Funding

Effective Date: 08/28/07

Revision Date: 04/15/08, 02/04/09, 04/07/10, 02/02/11, 05/19/11, 02/01/12, 12/04/13, 07/14/14, 09/17/14, 03/16/16, 12/07/16, 09/20/17

What to Consider When Procuring Any Item with Grant Funding

To assist in all of the requirements below, the Coalition uses the most current version of its own "Procurement Form" (kept with the Office Manager) for all grant funded procurements.

Before purchasing equipment or property, the Coalition will use federal excess and surplus property instead, whenever possible and if such activity helps reduce program/project costs [2 CFR Part 200.318(f)].

The following must be considered when procuring any item with grant funding:

1. All items to be procured must be necessary, and must not be duplicative.
2. Where applicable, an analysis must be made of lease and purchase alternatives to determine which would be the most economic and practical procurement.
3. Solicitations for goods and services must provide for all the following:
 - a) A clear and accurate description of the technical requirements for the material, product, or service to be procured. For competitive procurements, such a description shall not contain features which unduly restrict competition, such as;
 - (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - (2) Requiring unnecessary experience and excessive bonding;
 - (3) Noncompetitive pricing practices between firms or between affiliated companies;
 - (4) Noncompetitive contracts to consultants that are on retainer contracts;
 - (5) Organizational conflicts of interest;
 - (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - (7) Any arbitrary action in the procurement process.
 - b) Requirements which the bidder must fulfill and all other factors to be used in evaluating bids and proposals.
 - c) A description, wherever practical, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - d) The specific features of "brand name or equal" descriptions that bidders are required to meet when such features are included in the solicitation.
 - e) The acceptance, to the extent practical and economically feasible, of products and services dimensioned in the metric system of measurement.
 - f) Preference, to the extent practical and economically feasible, for products that conserve natural resources and protect the environment and are energy efficient.

- g) Preference, to the extent practical and economically feasible, for products that are American-made (per Department of Labor, Health and Human Services, and Education and related agencies Appropriations Act of 1995, and CCDF section 507, P.L. 103-333).

4. Positive efforts shall be made to utilize small business, minority-owned firms, and women's business enterprises, whenever possible. This includes a request to bidders to identify whether subcontractors are of this dimension. (See "For All Grant Funded Procurement" below.)

5. Cost and price analysis must be made on all grant funded procurements and documented. Per 2 CFR Part 200.323, The Coalition will comply with applicable cost and price analysis requirements for procurement transactions:

- a) Applies at federal level for purchases in excess of simplified acquisition threshold (\$150,000)
- b) Independent in-house estimates required before receiving bids or proposals
- c) When applicable or required, negotiate profit as a separate element of price
- d) Costs or prices are limited to allowable costs based on federal and state cost principles
- e) Entity will not use the cost-plus-a-percentage-of-costs method of contracting.

6. Cost and Price Analysis - Purchase or Lease Decision. For equipment with a purchase price of over \$5,000, a cost effectiveness analysis must be performed and documented by the Finance Manager, to ascertain which option is most cost effective for the Coalition, and therefore the best use of award funds. This analysis will be made available to the C.E.O. to assist with the final lease/buy decision.

6. 7. All related-party transactions must be board approved. A related-party transaction is any transaction that involves the Coalition procuring goods or services from an entity that has been identified as being affiliated with any Coalition employee, board member, or a relative of either group ("relative" as defined by Section 112.3143(1) (b) F.S.), and a potential conflict of interest has been disclosed.

All public officer to disclose in advance (in writing) real and/or perceived voting conflicts and to abstain from any vote and from related purchasing/procurement discussions. "Public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body, such as the Coalition's governing board.

As of July 1, 2013 and per Section 1002.84 (20) F.S., the following OEL prior approvals/notifications must be followed for related party transactions:

- a) All contracts for \$25,000 or more may not be executed without OEL prior approval and prescribed voting procedures (including must have 2/3 votes of the **ENTIRE** board – present or not) must be followed per the instructions of OEL Q and A - Requirements for OEL Prior Approval of Related Party Contracts September 16, 2013.

During the board meeting, Coalition staff must disclose the following, and the minutes MUST reflect:

That the contract is a "related party contract" and as such, the requirements are:

- Any related party has to disclose their conflict to the board and complete the conflict of interest form.
- The ELC notified the board of the 'related party' to the contract.
- As a conflict, the board member completed the form "8B". And if present, the board member is not allowed to have discussion or participate in the vote on the item (contract).

- Because this is a related party contract, the Coalition must have 2/3 vote (of the entire board) approval of the contract before the Coalition can send it to OEL for approval.
 - That an individual vote was taken and how each board member voted.
 - The contract will not be executed (signed by both parties) until the Coalition receives OEL approval.
 - The minutes from the meeting will reflect that these requirements were disclosed to the board and will reflect the individual votes.
- b) All contracts for less than \$25,000 do not require OEL prior approval, but must to be submitted to OEL within 30 days of execution. However, the same voting procedures for contracts over \$25,000 must be followed.

For more details on state statutory instructions, please refer to OEL’s Program Guidance, *Related Party Disclosures*.

For more details on the Coalition’s Conflict of Interest Policy, see policy #OP203.

7.8. Whenever applicable, the Coalition will comply with instructions for procurement of recovered materials [2 CFR Part 200.322].

For All Grant Funded Procurements

1. All new potential vendors must be checked on the following website (and annually thereafter) to ensure the vendor is not on the most current listing:
http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists.
2. **Florida Department of Management Services website.** This link helps identify vendors/contractors (located in Florida) that are banned from doing business with federal/state agencies. This link is included in the annual grant agreement and each Coalition is responsible for checking (and documenting the results) to make sure it does not purchase goods/services from an entity/individual on these lists. Documentation can include a print screen copy of this search by staff in its purchasing files. The www.sam.gov/ website is used to check vendors/contractors (located outside of Florida, such as internet based companies) that are banned from doing business with federal/state agencies.
3. All vendors must be checked against the most current USDA Food Program Disqualified List that is posted on OEL’s Share Point and documented.
4. At least one quote should be requested from a certified minority vendor, if available, by checking this website: <https://osd.dms.myflorida.com/directorries>. If no certified minority vendor quote is included, documentation must be provided explaining why.
5. The procurement should be carried out using good purchasing practices with price, quality and other factors considered.
6. Comparisons from published catalogues or websites are allowable for written quotes.
7. Written documentation of verbal quotations are allowable when the name and address of the vendor is noted in the purchasing records.
8. Florida Statute 1002.83 (12) specifically prohibits the purchase of meals, food, or food related items using state, federal or local matching funds. Food related items include paper plates, napkins, utensils, cups, coffee filters, condiments or other items used when preparing or consuming a meal,

food or beverage. These are allowable to the extent they are used for educational purposes (only) and not personal consumption.

9. **Membership dues, subscriptions and licensing fees.** The Coalition complies with the terms of s. 216.345, F.S., and 2 CFR §75.454, *Memberships, subscriptions, and professional activity costs, when incurring costs related to paying membership dues, subscriptions and licensing fees.*

The terms are that the payment information, which must contain a statement that

“The records of memberships, subscriptions or licenses for which the Coalition paid (records maintained at the Coalition) shall be public records pursuant to s. 119.01(3), F.S. This public records requirement applies only to the portion of activities of the organization(s) that pertain to the public federal/state grant programs the Coalition funded.” The organization paid must provide this statement (on payment/invoicing documents).

Thresholds for Procurement Requirements

1. Purchases with a value of BELOW \$2,500 may include, but are not limited to, a minimum of one written quote or written record of a verbal quotation.
2. Purchases between \$2,501 and \$15,000 require a minimum of two (2) written quotes OR written records of two (2) telephone quotations.
3. Purchases of value between \$15,001 up to and including \$35,000 require a minimum of three (3) written quotations or informal bids.
4. For amounts more than \$35,000, a competitive, formal bid process is required.

Purchases cannot be split into individual amounts to avoid an expenditure limit or a threshold requirement.

Authority to Procure Commodities and Services

- The C.E.O. grants authority to procure small purchases (below \$2,500) to the Office Manager.
- The C.E.O. partners with the Office Manager for procurements between \$2,501 - \$35,000.
- The C.E.O. partners with the Grants and Operations Manager for all formal procurements (\$35,001 or more).

The Coalition strives to maintain adequate segregation of duties in purchasing and disbursement functions. These duties are assigned to Coalition staff as described here:

Amount of Purchase	Required Approvals	Process
Threshold 1: <\$2,500	Office Manager	1 written quote or written record of a verbal quotation
Threshold 2: \$2,501 - \$15,000	Office Manager/C.E.O.	(2) written quotes OR written records of two (2) telephone quotations
Threshold 3: \$15,001 - \$35,000	Office Manager/C.E.O.	three (3) written quotations or informal bids
Threshold 4: \$35,0001 or more	Grants and Operations Manager/ C.E.O.	formal bid process

Purchasing Authorization Levels (from policy #F301)

1. The C.E.O. has authority to purchase unit items that are \$5,000.00 or less.
2. Purchases \$5,000.01 or more have to be approved by the Board of Directors.

Purchases cannot be split into individual amounts to avoid an expenditure limit.

For Governing Board Review and Approval duties as well as Delegation of Authority, see policy #OP101.

PR402 Types of Procurements

Effective Date: 12/04/13 (separated from policy #PR401)

Revision Date: 12/04/13, 07/14/14, 12/07/16

Types of Procurement

There are primary, allowed methods of procurement:

Micro Purchases, Small Purchases, Competitive Procurement, and Noncompetitive Procurement.

To determine the appropriate method of procurement to use, the following must be known:

- The services for which the contract will be awarded
- The funding sources of the contract, the amount of funds anticipated to be spent on the contract
- The type of provider (if possible), and the manner in which the amount of payment is determined.

Basic Procedures for the Different Types of Procurement

Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$2,500* (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Coalition considers the price to be reasonable. [2 CFR Part 200.320] However, the Coalition will comply with good purchasing practices per state purchasing guidance. (*up to \$2,500.00 for OEL transactions).

Small Purchases

Small Purchases are procurements of contractual services costing less than or equal to \$35,000. To the best extent, at least three proposals should be requested.

- 1) These purchases shall be carried out using written quotations or written records of telephone quotations or informal bids* to be opened upon receipt, whenever practical. Should verbal quotations be received, the name and address of the company and the amount quoted shall be a part of the written quotation. If only one quotation is received, a written statement as to why more quotations were not received must be prepared and filed in the procurement file in order to document the provider selection.

*An informal bid is submitted to a prospective customer in response to a request for bids. The bid itself is a written estimate of the cost to the customer to supply goods and/or services that the customer wants.

- 2) Written material documenting small purchase procedures must be maintained in the procurement file. At a minimum, the file must include the following: names of individuals taking part in the development or selection of criteria for evaluating persons or firms contacted,

the date of contact, the prices or rates quoted, a statement as to why the quotation selected represents the most advantageous offer to the Coalition in terms of service and price, and a Conflict of Interest Statement from all individuals involved in making the procurement decisions.

- 3) The Coalition may create a “routine office supply list” for quotes, at the beginning of the fiscal year, and obtain several quotes to select one vendor to use throughout the year. Also, the Coalition should request a discount for any annual purchasing agreements.
- 4) The Coalition reserves the right to reject any and all quotes or offers, if deemed to be in its best interest.
- 5) Coalition officers, employees, and/or agents are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from vendors or potential vendor.
- 6) The Coalition sales tax exemption number is used for all Coalition purchases. In no case shall the Coalition sales tax exemption number or Coalition credit accounts with vendors be used for personal purchases.

Competitive Procurement

All contracts in excess of \$35,000 that are not exempt under subsections 287.05(3)(f) or (g), F.S. must be competitively procured. This includes contracts that could accumulate a cost of over \$35,000 during the time period of each fiscal year. The Coalition has three procedures for competitive procurement to ensure fair and open competition: The Request for Proposal (RFP), the Invitation to Bid (ITB), and the Invitation to Negotiate (ITN). If only one proposal is received under competitive procurement, then this proposal shall be viewed as non-competitive.

For contracts that could accumulate a cost of over \$35,000 during the period of a fiscal year, term contracts may be used to establish a vendor, at the beginning of the fiscal year, to utilize throughout the year. For a commodities contract (such as an educational or office supplies contract) the formal bid process would include a sample of the items that would possibly be purchased during the year.

Noncompetitive Procurement

For the Coalition’s purposes, there are four types of Noncompetitive Procurement. They are:

- State Term Contracts (s. 287.056 and 287.057 F.S.)
- Single Source (s. 287.057(3)(c), F. S.)
- Emergency (s. 287.057(3)(a), F. S.)
- Regulated Exempted Services (s. 287.057(3)(f), F.S.)

Exceptions to competitive procurement are provided in recognition of specific unusual and/or extraordinary situations. In these instances, the Coalition will document and justify noncompetitive procurement as described below.

File Requirements for Sole Source (Single Source) or other Non-competitive Proposals [45 CFR Parts 75.329(f) and 75.332; s. 216.3475, F.S.]

- Documentation of the Coalition’s determination criteria for a sole-sourced transaction.
 - The item is only available from one single source;
 - The public emergency precludes delay resulting from competitive solution (for example, a flood at a local ELC administrative office or large local service provider requires the immediate acquisition of additional services);
 - OEL or USDHHS gave written authorization for non-competitive proposals; and

- After solicitation of a number of sources, competition is determined inadequate.
- Cost analysis, (i.e., verifying the proposed scope of work or goods/services data and the evaluation of the specific elements of costs and negotiating profit (if applicable)) is required. *Note: Grant rules state this is a mandatory task for sole source procurement. A cost/price analysis should be completed by staff prior to receiving any bid or fee information.*

State Term Contracts

If a vendor agrees to honor the terms and costs of a state contract for Coalition use, informal bids are not required. However, the details of this agreement must be documented in the contract/vendor file. State contracts may be accessed by visiting [http://www.dms.myflorida.com/contract_search/\(ContractType\)/4110](http://www.dms.myflorida.com/contract_search/(ContractType)/4110).

Whenever possible, the Coalition will use state and local inter-entity agreements to procure common or shared goods and services. [2 CFR Part 200.318(e)].

Single Source Procurement

Single source procurement may be utilized if there is only one interested vendor or if conditions warrant negotiation on the best terms and conditions. Single source negotiation requires the approval of the C.E.O., and OEL approval if the amount of the contract exceeds the threshold amount provided in s. 287.017, F.S. for CATEGORY FOUR (\$195,000).

Single Source Procurement PROCEDURES:

Per s. 287.057(3)(c), F.S., when the Coalition believes that commodities or contractual services are available only from a single source, the Department of Education will assist the Coalition by doing the following:

1. Electronically post a description of the commodities or contractual services sought for a period of at least ten (10) business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described.
2. If it is determined in writing by the Coalition, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the Department of Education will assist the Coalition by doing the following:
 - a. [If the amount of the contract is less than the threshold amount provided in s. 287.017 for CATEGORY FOUR (\$195,000)] provide notice of its intended decision to enter a single-source purchase contract in the manner specified in s. 120.57(3) (*posting of award and protest procedures*).
 - b. [If the amount of the contract exceeds the threshold amount provided in s. 287.017 for CATEGORY FOUR (\$195,000)] request approval from DMS for the single-source purchase. The Department must initiate its request for approval via the procurement office on the required forms authorized by the department head or designee in a form prescribed by the DMS. The request may be electronically transmitted. The failure of DMS to approve or disapprove the DOE's request for approval within 21 days after receiving such request shall constitute DMS approval. If OEL DMS approves the DOE's request, the DOE must then provide notice of its

intended decision to enter a single-source contract in the manner specified in s. 120.57(3) (*posting of award and protest procedures*).

3. For the procurement file, the Coalition will document the key decisions regarding the provider selection process to include:
 - a. Evidence to show why formal sealed competitive purchasing practices (RFP/ITB) were not practicable and/or in the best interest of the Coalition.
 - b. Evidence to show action taken to be competitive to the greatest extent possible.
 - c. Evidence showing reasons for selection of the provider to which the contract will be awarded.

Emergency Procurement

Emergency procurement may be made pursuant to Section 287.057(3)(a), Florida Statutes.

The procedures for requesting and processing an emergency contract are:

The Coalition will forward an e-mail to the Purchasing Office (Office of Early Learning) requesting approval to proceed with an emergency purchase. The e-mail shall contain the following information at a minimum:

- 1) Name of Vendor
- 2) Amount of Purchase
- 3) Detailed Explanation as follows:
 - Request for approval to proceed with an emergency purchase
 - Circumstances that created the emergency
 - Identification of the danger to the public health, safety or welfare, or other substantial loss to the state
 - Description of efforts performed to obtain pricing from at least two vendors, or description of the immediate increased danger that would result from such efforts
 - Request for approval to proceed with an emergency purchase

Upon receipt of the above information, OEL will file Form PUR 7800, "Notice of Emergency Purchase," within thirty (30) days after date of issuance of the emergency contract.

Note:

- Emergency contracts cannot be renewed as defined in Section 287.012(20), F.S.
- Emergency contracts need not be posted electronically or by any other means.

Regulated Exempted Services Procurement

Subsection 287.057(3)(f), F.S., specifically exempts the services listed in 1 through 14 below from the competitive procurement process. Contracts for services and conditions included in the following list are still subject to all other provisions of Chapter 287, Florida Statutes.

1. Artistic Services. For the purposes of this subsection, the term "artistic services" does not include advertising or typesetting. As used in this subparagraph, the term "advertising" means the making

of a representation in any form in connection with a trade, business, craft, or profession in order to promote the supply of commodities or services by the person promoting the commodities or contractual services.

2. Academic Program Reviews. If the fee for such services does not exceed \$50,000
3. Lectures by Individuals.
4. Legal Services. Including attorney, paralegal, expert witness, appraisal, or mediator services.
5. Health Services.
 - a. Health services involving examination, diagnosis, treatment, prevention, medical consultation, or administration.
 - b. Beginning January 1, 2011, health services, including, but not limited to, substance abuse and mental health services, involving examination, diagnosis, treatment, prevention, or medical consultation, when such services are offered to eligible individuals participating in a specific program that qualifies multiple providers and uses a standard payment methodology. Reimbursement of administrative costs for providers of services purchased in this manner shall also be exempt. For purposes of this sub-subparagraph, “providers” means health professionals, health facilities, or organizations that deliver or arrange for the delivery of health services.
6. Services Provided by the Not-For-Profit to the Disabled. Services provided to persons with mental or physical disabilities by not-for-profit corporations that have obtained exemptions under the provisions of section 501(c)(3) of the United States Internal Revenue Code or when such services are governed by the provisions of Office of Management and Budget Circular A-122. However, in acquiring such services, the agency shall consider the ability of the vendor, past performance, willingness to meet time requirements, and price.
7. Medicaid services delivered to an eligible Medicaid recipient unless the agency is directed otherwise in law.
8. Family placement services.
9. Prevention Services. Prevention services related to mental health, including drug abuse prevention programs, child abuse prevention programs, and shelters for runaways, operated by not-for-profit corporations. However, in acquiring such services, the agency shall consider the ability of the vendor, past performance, willingness to meet time requirements, and price.
10. Training/Education Services. Training and education services provided to injured employees pursuant to subsection 440.491, F.S.
11. Contracts entered into pursuant to s. 337.11, F.S. (which lists “contracting authority of department; bids; emergency repairs, supplemental agreements, and change orders; combined design and construction contracts; progress payments; records; requirements of vehicle registration”).
12. Services or commodities provided by governmental agencies.
13. In addition, per Subsection 287.057(3)(g), F.S., continuing education events or programs that are offered to the general public and for which fees have been collected that pay all expenses associated with the event or program are exempt from requirements for competitive solicitation.

14. Prescriptive assistive devices for the purpose of medical, developmental or vocational rehabilitation of clients are exempt from solicitation requirements and must be procured pursuant to an established fee schedule or by any other method that ensures the best price for the state, taking into consideration the needs of the client. Prescriptive assistive devices include, but are not limited to, prosthetics, orthotics, and wheelchairs.

VI. New/Unfinished Business

E. Approval of B. Graham, J. Stanton, R. Williams and T. Little to Attend the 2017 Nationalo Summit on Education Reform*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of B. Graham, J. Stanton, R. Williams and T. Little to Attend the 2017 National Summit on Education Reform, Nov. 29 – Dec. 1, 2017 in Nashville, TN
Reason for Recommended Action	<p>ExcelinEd’s 10th Annual National Summit on Education Reform, happening November 29 – December 1, 2017 in Nashville, TN.</p> <p>Celebrating 10 years as ExcelinEd’s flagship initiative, the National Summit on Education Reform convenes the nation’s leaders in education policy to share what works, what doesn’t and what’s next in education.</p> <p>Governor Jeb Bush, hosts 1,000 state and national policymakers, education leaders and advocates for two comprehensive days on new trends, successful policies, evolving laws and the latest innovations that are transforming education for the 21st century.</p> <p>Travel Dates will be Nov. 29- Dec. 3, 2017</p>
How the Action will be accomplished	Once approved, travel arrangements will be made with costs not to exceed \$3500 per traveler.

VI. New/Unfinished Business

F. Approval of Compass MSP (formerly WorldWide IT) Contract*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Compass MSP, Formerly WorldwideIT Contract
Reason for Recommended Action	<p>To approve the contract being presented for services with our current IT services company Compass MSP, formerly Worldwide IT. The new contract has:</p> <ul style="list-style-type: none"> • Monthly fee schedule of \$941.00 (6 hours of support included in this cost) • Once 6 hours of monthly support has been exhausted, an hourly rate of 125.00/hr for M-F, 8am – 5pm starts. • If after hours support is needed the hourly rate goes to 187.50/hr • This contract is not to exceed \$25,000 annually without written permission. <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would have to look to another IT company to provide its services.
How the Action will be accomplished	Board Approval.

Main: 904-777-0087

Email: jsizemore@compassmsp.com

Web: www.compassmsp.com



We have prepared a quote for you

CompassMSP Master Agreement for ELC N FL

QUOTE #003599 V1

PREPARED FOR

Early Learning Coalition of North Fla

PREPARED BY

Joshua Sizemore

MASTER CONTRACT for Services

CompassMSP, LLC (herein after "Compass"), formerly WorldwideIT, and Early Learning Coalition of North Fla (herein after "Client") hereby enter this contract for service with the Client's business on the terms and conditions set forth below.

I. COMPASSMSP OBLIGATIONS AND RESPONSIBILITIES

Services. *Subject to the terms and conditions of this Agreement, COMPASS shall be responsible for the following:*

- A. **Statement of Work:** COMPASS will provide to Client computer network configuration, installation, troubleshooting, project management, and consulting services as specifically described in the statement of work (SOW) attached hereto as Exhibit A. Items and requested work not specifically covered in Exhibit A will be billed hourly according to the attached rate schedule.
- B. **Documentation of Services:** COMPASS will provide the Client with an invoice monthly for work performed at hourly rate. Documentation of the Services performed is available on COMPASS client portal. The information provided by COMPASS on said client portal will include tasks performed and elapsed time.
- C. **Start Date:** COMPASS will begin performing the Services on the date hereof or as otherwise agreed to by the parties.
- D. **Work Hours:** COMPASS personnel hours for the services as described in the SOW are between 8:00 a.m. and 5:00 p.m. EST Monday through Friday excluding holidays. Emergency or after hours services will be billed as noted on Exhibit A.

Equipment: Other than equipment specified in Exhibit A, COMPASS will provide third party computer equipment, peripherals, and software on an as quoted basis.

Insurance: To cover the acts of its personnel related to Services rendered, COMPASS shall at all times during the term of this Agreement have and maintain motor vehicle, general liability, worker's compensation and comprehensive general liability insurance having the following minimum coverage levels: \$1 Million General Liability. COMPASS shall at or before the start of this Agreement, and thereafter as necessary to show coverage, provide the Client with a copy of the certificate of insurance evidencing such insurance coverage. COMPASS shall provide the Client with immediate written notice of any material change in such insurance during the term of this Agreement.

Security: COMPASS personnel will maintain work practices that adhere to the Client's written corporate security policies and standards that Client has communicated to COMPASS personnel.

II. CLIENT OBLIGATIONS AND RESPONSIBILITIES

Client Staff Contact: Client shall provide a designated staff person to assist COMPASS personnel in coordinating COMPASS efforts under this Agreement. A designated staff person shall be available throughout the term of this Agreement. This person will also act as a central contact between COMPASS personnel and Client personnel.

Non-Solicitation: COMPASS has invested significant expense and effort in recruiting, training and maintaining a qualified work force. All of COMPASS'S employees have entered into Non-Competition agreements with the Company to protect this investment. The Client agrees that it will not offer employment to any of COMPASS'S EMPLOYEES, or otherwise interfere with the contractual relationship between them, without COMPASS'S express written consent.

Client Data Storage: Client data stored on COMPASS's equipment, including hosted environments, shall remain property of the Client. COMPASS reserves the right to unilaterally remove data that is illegal, obscene, or harmful to the network environment. In the event of termination, the Client must remove their data from COMPASS equipment or hosted environment no later than fourteen (14) days after termination. In the event the Client has overdue invoices, the Client will have forty-eight (48) hours to retrieve their data from COMPASS systems. It will be the Clients duty to retrieve its data. COMPASS will apply commercially reasonable efforts in assisting Client with transfer of its data.

III. PAYMENT

Terms and Conditions: Payment is due at acceptance of each project or phase, and upon receipt of any monthly invoice. Interest at 18% per annum will be imposed on any balances that are not paid within 30 days. Client will be responsible for all costs, including attorneys fees, incurred to collect a past due account. Client is responsible for reviewing all billing when received. Any billing errors not raised with COMPASS (outside of an emergency) within 30 days of receipt of the bill or invoice are waived by the client.

IV. WARRANTIES

Assignment of Warranty: COMPASS assigns to the client any licenses or manufacturers warranties for hardware or third party software that the manufacturer may offer, to the extent said licenses or warranties are transferrable.

No Express or Implied Warranties: All hardware or third party software provided by COMPASS to the Client is provided **AS IS**. COMPASS makes no warranty of any nature oral or written, express or implied, on any hardware or third party software, and **ALL OTHER WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR PARTICULAR PURPOSE ARE HEREBY DISCLAIMED.**

Services Warranty: COMPASS warrants that the Services will be performed in a manner consistent with customary practice in the industry. Should a failure to comply with this warranty appear within thirty (30) days after the date of completion of such Services, COMPASS shall, if promptly notified in writing, at its sole option, either provide the services anew or refund to the Client the price charged for such non-conforming services. Such reperformance or refund shall be Client's exclusive remedy and shall constitute fulfillment of all liabilities of COMPASS with respect to any nonconformity of or defect or deficiency in Services furnished to Client.

The foregoing warranties are exclusive and in lieu of all warranties from COMPASS of quality and performance, written, oral, or implied, and there are no warranties that the software or hardware is free of the rightful claim of any third party by way of infringement.

V. LIMITATION OF REMEDIES AND LIABILITY

Exclusive Remedies: COMPASS liability on any claim, whether in contract, negligence, tort, strict liability or otherwise, arising in whole or in part out of services performed, or equipment, and/or Custom Configuration provided, under this Agreement, shall in no case exceed the lesser of the fees paid to COMPASS under this Agreement or the fees paid to COMPASS for the portion of Services or Equipment or Custom Configuration which give rise to the claim. These remedies are exclusive and in lieu of all other remedies available at law or in equity for any act performed in connection with this Agreement, or for any breach of this Agreement, whether brought under a theory of tort liability, contract liability, or any other theory. **IN NO EVENT SHALL COMPASS BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER FOR BREACH OF WARRANTY OR OTHER CONTRACT BREACH, NEGLIGENCE OR OTHER TORT, STRICT LIABILITY OR OTHER THEORIES OF LAW.** Without limiting the generality of the foregoing, COMPASS shall have no responsibility to compensate Client for delays in or loss of use of Equipment,

loss or miscalculation of data, loss of revenue or increased costs, loss of facilities, loss or delays in services, or claims of Client's clients, or other third parties to whom it provides goods or services, loss of profits or revenue, cost of substitute goods, facilities or services, downtime costs, delays.

VI. INDEMNIFICATION

Indemnification of Client: Subject to the terms and conditions described above, COMPASS shall indemnify, defend and hold Client harmless from any claim for loss of damage of any nature asserted by a third party against Client, which arises solely as result of any negligent act or omission of any employee, of COMPASS during the term of this Agreement. In the event that such a claim is asserted against Client, Client shall give COMPASS prompt written notice of any such claim.

Indemnification of COMPASS: Client hereby agrees to indemnify, defend, and hold COMPASS harmless from and against any and all claims, obligations, losses, liabilities, and expenses of any and every kind whatsoever (including without limitation attorneys' fees and other costs of defending any action) which COMPASS may incur as a result of any claim by Client or others that are caused by or related to: intentional torts of a third party, accidents, misuses, misapplication, neglect or negligence of the Client or any of its agents or employees, or third parties, as a result of service provided by any person other than a COMPASS employee, placement or operation of the equipment in an area that does not comply with the manufacturer's published space or environmental requirements, improper storage use and movement of the equipment, or operation or usage of any equipment provided by COMPASS for any security purposes including those cases where the equipment or software fails to operate in a proper manner.

VIII. MISCELLANEOUS

Amendments: Other than as described above, this Agreement may only be changed by a written amendment to this Agreement executed by both parties by their duly authorized representatives.

Authorized Representatives: The signatories below represent and warrant that they are authorized by their respective organizations to enter this Agreement. To the extent they are not authorized, their signature shall constitute a personal guarantee of the obligations under this agreement.

Facsimile Execution: This Agreement may be validly executed by the signing of a facsimile copy of this Agreement. Either the fully executed facsimile copy or a conforming executed original shall be evidence the existence of this Agreement.

Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same Agreement.

Exchange of COMPASS Personnel: The Client shall give thirty (30) days written notice if the services of a COMPASS employee are no longer needed. Conversely, COMPASS shall provide the Client the same written notice if COMPASS chooses to place an employee at a different Client on a permanent basis.

Force Majeure: Each party shall be excused from performance for any period and to the extent that the party is prevented from performing any services, in the whole or in part, as a result of delays caused by the other party, and act of God, war, civil disturbance, court order, labor dispute, third party non-performance, or other cause beyond that party's reasonable control, including failure or fluctuations in electrical power, heat, light, air conditioning or telecommunications equipment. Such

nonperformance shall not be a default or a ground for termination. COMPASS shall be excused from performance due to failures of third party systems, equipment, products and software.

Title and Risk of Loss: Any Equipment sold to Client under this Agreement shall remain the personal property of COMPASS until fully paid for by Client, and Client agrees, if requested by COMPASS, to execute a security agreement covering the Equipment sold and to perform all acts which may be necessary to perfect and assure retention of title to such Equipment by COMPASS. Notwithstanding any agreement with respect to delivery terms or payment of transportation charges, risk of loss or damage shall pass to Client and delivery shall be deemed to be complete upon delivery of the Equipment to Client, either by COMPASS or by a private or common carrier.

Marketing Release: This contract permits COMPASS to use your logo and company name in various marketing materials, including, but not limited to, case studies, testimonials, public relations activities, and digital/print advertisements.

Confidentiality: During the course of COMPASS provision of Equipment, Services and Custom Configuration hereunder, each party may have access to information concerning the products and business of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this Agreement. Further, each party shall take all steps as may be prudent to prevent the disclosure of such information to third parties; but in no event shall such steps be less than the most stringent steps used by such party in protecting its own confidential and proprietary information. The commitments of confidentiality and non-use set forth above shall not extend to any portion of said information which, as a whole, a) can be documented to be known to recipient or the general public before disclosure hereunder; or b) hereafter, through no act on the part of the recipient hereunder become generally available to the public.

Term, Termination, and Renewal: This Agreement is for a term of 36 months, from September 1st of 2017, through September 1st of 2020, and it shall remain in full force and effect until it expires, or is terminated by either party, with cause, upon not less than fifteen (15) days prior written notice to the other specifically identifying the nature of the cause. Cause shall be defined as: non-payment of any fees past due, non-performance of any service or obligation, criminal activity of either party or their employees or agents, the filing of bankruptcy by either party or, violation of any federal or state regulation or law. Either Party shall have the right to cure any "cause" within ten (10) days of receipt of said notice. **Addendum Termination at Will - This contract may be terminated by any party upon no less that thirty (30) calendar days notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by read-receipt email, certified mail-return receipt requested or in person with proof of delivery.** Termination of this Agreement is subject to a termination fee equal to fifty percent of the monthly invoice amount times the remaining full or partial months under the agreement. Termination of this Agreement shall not affect the respective rights and responsibilities of the parties arising out of this agreement or relating to any Equipment, Custom Configuration or Services provided, or which COMPASS has provided or committed to provide, prior to the effective date of termination. This agreement shall be automatically renewable for additional terms of 12 months unless either party terminates the agreement within fifteen (15) days prior written notice of the contract renewal date. Client will be notified by electronic communication 30 days prior to any renewal.

Notices: Any notice, request, demand or other communication required or permitted by, or relating to, the termination of this Agreement shall be deemed to be properly given only when delivered to the United States Postal Service, sent certified mail-return receipt requested, or postage prepaid, or upon confirmation of receipt by facsimile, addressed to the party to receive notice as previously requested by notice hereunder or, otherwise, as provided in conjunction with such party's signature below.

Choice of Law: This Agreement shall be governed by and construed in accordance with the law, without reference to principles of conflicts of laws, of the State of Florida. Exclusive venue for any disputes arising out of this agreement shall be in a Court of competent jurisdiction in Duval County Florida. The Parties expressly waive any right to jury trial and both Parties agree to

submit all disputed issues of law and fact to the Judge for resolution.

Entire Agreement/Assignment: This Agreement constitutes the entire Agreement between the Parties, superseding all prior oral or written negotiations, representations, understandings and agreements, on the subject hereof, and there are no conditions to this Agreement which are not expressed herein. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. Neither this Agreement nor any of its rights hereunder may be assigned by Client without the prior written consent of COMPASS.

Third-Party Interests: Client's interests in and obligations with respect to any programming, materials, or data to be obtained from third-party vendors, whether or not obtained with the assistance of COMPASS, shall be determined in accordance with the agreements and policies of such vendors.

Service Provider License Use: If client elects to use COMPASS service provider licensing, it is restricted to use only while under the day to day management of COMPASS.

Amendment Assurances and Certifications: CompassMSP agrees to comply with all applicable assurances and certifications as listed on Attachment I - Assurances and Certifications.

EXHIBIT A: Cloud Option

Device	Description
Microsoft Licensing	<ul style="list-style-type: none"> • Microsoft Server • Microsoft Remote Desktop Client Access License • Microsoft Office Standard
Antivirus Licensing	<ul style="list-style-type: none"> • Cylance Next-Generation AV Licensing for cloud servers and PCs
Email Filtering	<ul style="list-style-type: none"> • Hosted email filtering
Online Backup	<ul style="list-style-type: none"> • File based backups of critical business files and databases stored on client servers
Application Support	<ul style="list-style-type: none"> • Line of Business Applications
Microsoft SQL Server	<ul style="list-style-type: none"> • Database monitoring, maintenance, and backups
Server: Domain Controller and Terminal Server	<ul style="list-style-type: none"> • Fully Managed Servers • 2 CPU, 6 GB RAM, 130 GB of Storage
Firewall	<ul style="list-style-type: none"> • Monitored and Managed Sonicwall or Current Firewall
Monitoring	<ul style="list-style-type: none"> • 24/7/365 Monitoring and Alerting • Patch Management

Monthly Fee Schedule	Recurring	Qty	Ext. Recurring
Managed Cloud and IT Services (Exhibit A) The records of memberships, subscriptions or licenses for which the Coalition paid (records maintained at the Coalition) shall be public records pursuant to s. 119.01(3), F.S. This public records requirement applies only to the portion of activities of the organization(s) that pertain to the public federal/state grant programs the Coalition funded.	\$455.00	1	\$455.00
Users	\$57.00	6	\$342.00
Hosted Exchange Users	\$12.00	12	\$144.00

Monthly Fee Schedule	Recurring	Qty	Ext. Recurring
Support Hours	\$0.00	6	\$0.00
Recurring Subtotal:			\$941.00

Resource Changes	
Device	Description
<p>The monthly price of services is based on allocated resources, users, and mailboxes. Additional resources are:</p>	<ul style="list-style-type: none"> • CPU - \$25 per socket • RAM - \$25 per GB • Disk - \$10 per 10 GB increment • Users - \$57 per user which includes 1/2 hour of additional support • Email - \$12 per mailbox • File Sync - \$15 per user • Onsite Backup is included in cloud agreement

Excluded Services	
Description	Options
Parts, equipment or software not covered by vendor/manufacturer warranty or support.	Time and Materials
The cost of any parts, equipment, or shipping charges of any kind.	Time and Materials
The cost of any Line of Business Software, Licensing, or Software Renewal or Upgrade Fees of any kind.	Time and Materials
The cost to bring Client's environment up to minimum standards required for Services.	Time and Materials
Failure due to acts of God, building modifications, power failures or other adverse conditions not fully in the control of WWIT.	Time and Materials
Service and repair made necessary by the alteration or modification of equipment other than that authorized by WorldwideIT, including alterations, software installations or modifications of equipment made by Client's employees or anyone other than WWIT.	Time and Materials
Installation, troubleshooting, program maintenance, or updates to software packages, whether acquired from World Wide Communications or any other source unless specified in Exhibit A.	Time and Materials
Programming (modification of software code) unless specified in Exhibit A.	Time and Materials

Excluded Services	
Description	Options
Any service not specifically covered in Exhibit A.	Time and Materials
Microsoft Exchange Outgoing Bulk/Junk/Spam Mail Policy	Alternative options are available
<p>Sending spam (unsolicited electronic mail) through COMPASS' system is not permitted and will not be tolerated. COMPASS has the right to terminate or refuse service to anyone violating this or any other policy. COMPASS defines spam as "the sending of bulk e-mails or the sending of e-mail to users that have not explicitly asked to receive the sender's message."COMPASS will not be held responsible if your domain name is blocked by internet service providers (ISPs) for sending spam/bulk e-mails. COMPASS reserves the right to limit the number of outgoing recipients of an individual email message to one hundred (100).</p>	



Support

To Request support please use one of the options below. If you have a critical issue, please call our office for fastest service.

Phone: 904-777-0087

Email: jaxsupport@compassmsp.com

Web: <https://portal.compassmsp.com/support>

The following table shows the targets of response and resolution times for each priority level:

Trouble	Priority	Response time (in hours)	Resolution time (in hours)
Service not available (all users and functions unavailable).	1	Within 1 hours	ASAP - Best Effort
Significant degradation of service (large number of users or business critical functions affected).	2	Within 4 hours	ASAP - Best Effort
Limited degradation of service (limited number of users or functions affected, business process can continue).	3	Within 12 hours	ASAP - Best Effort
Small service degradation (business process can continue, one user affected).	4	Within 24 hours	ASAP - Best Effort



Software Support

To Request support please use one of the options below. If you have a critical issue, please call our office for fastest service.

Phone: 904-777-0087

Email: software@compassmsp.com

Web: <https://portal.compassmsp.com/support>

Main: 904-777-0087
Email: jsizemore@compassmsp.com
Web: www.compassmsp.com

Service Rates	Rate
Onsite and Offsite Support 8am to 5pm M-F	\$125.00
After Hours support 5:01pm to 7:59am M-F, Weekends, and legal holidays	\$187.50

Main: 904-777-0087
 Email: jsizemore@compassmsp.com
 Web: www.compassmsp.com

CompassMSP Master Agreement for ELC N FL

Quote Information:

Quote #: 003599
 Version: 1
 Delivered: 08/25/2017
 Expires: 09/30/2017

Prepared for:

Early Learning Coalition of North Fla
 2450 Old Moultrie Rd Suite 103
 St. Augustine, FL 32086
 Kim Brumfield
 kbrumfield@elcnorthflorida.org
 (904) 342-2267

Prepared by:



Jacksonville HQ
 Joshua Sizemore
 (904) 777-0087
 jsizemore@compassmsp.com

Recurring Expenses Summary		Amount
	Monthly Fee Schedule	\$941.00
	Recurring Total	\$941.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. No returns - All sales are final.

 Signature

 Date

EARLY LEARNING COALITION OF NORTH FLORIDA, INC.

and

Compass MSP, formerly WWIT

ATTACHMENT I – ASSURANCES AND CERTIFICATIONS

ASSURANCES AND CERTIFICATIONS

- A. Assurances – Non-construction Programs (OMB Standard Form SF 424B)**
- B. Certification Regarding Debarment and Suspension (29 CFR Part 98 and 45 CFR Part 74)**
- C. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)**
- D. Drug-Free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)**
- E. Certification Regarding Convicted Vendor List and Discriminatory Vendor List**
- F. United States Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995 (s. 507, P.L. 103-333)**
- G. Trafficking Victims Protection Act of 2000**
- H. Certification Regarding Environmental Tobacco Smoke – The Pro Children Act of 2001**
- I. Certification Regarding Immigration Status**
- J. Certification Regarding Standards of Conduct**
- K. Certification Regarding Prohibition for Distribution of Funds to the Association of Community Organization for Reform Now (ACORN)**
- L. The Transparency Act, as 2 CFR Part 170, defines**
- M. Equal Employment Opportunity (E.E.O.) Assurance**
- N. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.)**
- O. Energy Efficiency**
- P. Scrutinized Companies Lists**
- Q. Davis-Bacon Act, as amended (40 USC 276a, et seq.)**
- R. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)**
- S. Contract Work Hours and Safety Standards Act**
- T. Access To Records**

A. ASSURANCES – NON-CONSTRUCTION PROGRAMS.

As the duly authorized representative of the CONTRACTOR, I certify that the CONTRACTOR:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay for the non-federal share of project costs, as applicable) to ensure proper planning, management and completion of described services.
2. Will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal and state funds paid to that agency under each program. Access to such records shall be made available to authorized representatives of U.S. governmental agencies, the Florida Department of Education (DOE), the Florida Department of Financial Services (DFS) and the Auditor General of the state of Florida for the purpose of program and fiscal auditing and monitoring.
3. Will establish safeguards to prohibit employees and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receiving the awarding agency's approval.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728 – 4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, as amended, (P.L. 92-255) relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended (P.L. 91-616), relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290 dd-3 and 290 ee-3), relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968, as amended, (42 U.S.C. 3601 et seq.) relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) any other non-discrimination statute(s) requirements that may apply to the application.
7. Will comply with, or has already complied with, the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), requirements, which provide for treating fairly and equitably persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees for whom federal funds, in whole or in part, pay for their principal employment activities.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333) regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of federal actions to state (Clear Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting the national wild and scenic rivers system's components or potential components.
13. Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human services involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB CFR § 200 Uniform Audit Requirements and/or Section 215.97, Florida Statutes, Florida Single Audit Act, as applicable.
18. Will comply with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing each funded program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

As required by E.O.(s) 12549 and 12689, Debarment and Suspension, and implemented at 45 CFR Part 85, Government wide Debarment and Suspension (Nonprocurement) for prospective participants in primary covered transactions, no contract shall be made to parties the General Services Administration's List of Parties Excluded in the System for Award Management (SAM) identifies as excluded from Federal Procurement or Nonprocurement Programs. This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contracts with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to those requirements may have serious consequences (e.g., disallowance of cost, termination of project or debarment). To assure that this requirement is met, there are four options for obtaining satisfaction that CONTRACTORS are not suspended, debarred or disqualified. The CONTRACTOR through the duly appointed undersigned representative, certifies, to the best of its knowledge and belief, that it, its principals or its officers-

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency. The Federal Excluded Parties list is currently located at <https://www.sam.gov/> (Systems for Award Management) and also available passing through the Florida Department of Management Services website. The United States Department of Agriculture Food Program's National Disqualification List is available through the Florida Department of Health.
2. Have not, within a three-year period preceding the CONTRACT, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or CONTRACT under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in this certification's paragraph B.2.
4. Have not, within a three-year period preceding the CONTRACT, had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective CONTRACTOR is unable to certify to any of the statements in this certification, such prospective CONTRACTOR shall attach an explanation to the CONTRACT.

C. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

In accordance with s. 216.347, F.S., the disbursement of grants and aids appropriations for lobbying is prohibited. COALITION may not authorize or make any disbursement of funds or aids appropriations pursuant to a CONTRACT to any person or organization unless the terms of the CONTRACT prohibit the expenditure of funds for the purpose of lobbying the legislature, the judicial branch or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062, F.S., and any other law prohibiting the use of state funds for lobbying purposes.

The undersigned, as a duly authorized representative of the CONTRACTOR, certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employees of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employees of Congress, or employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The CONTRACTOR shall require that language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The CONTRACTOR will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988. Pursuant to the Drug-Free Workplace Act of 1988: 45 CFR Part 76 subpart F, ss. 76.630(c) and (d)(2), and 76.645(a)(1) and (b), the CONTRACTOR, through the duly appointed undersigned representative, attests and certifies that the CONTRACTOR will provide a drug-free workplace by the following actions-

1. Publishing a statement notifying employees that the CONTRACTOR prohibits unlawful manufacturing, distributing, dispensing, possessing or using a controlled substance in the CONTRACTOR's workplace and specifying the actions that the CONTRACTOR will take against employees for violating such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.

- b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the CONTRACT be given a copy of the statement required by paragraph 1 above.
 4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the CONTRACT, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 5. Notifying COALITION in writing within ten (10) calendar days of receiving notice from an employee, of the employee's conviction of a violation of a criminal drug statute in the workplace or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to-

**Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Road, Suite 103
St. Augustine, Florida 32086**

6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4, with respect to any employee who is so convicted.
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program that a federal, state or local, health, law enforcement, or other appropriate agency approved for such purposes.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

The following are the sites for the performance of work done in connection with the specific CONTRACT including street address, city, county, state, and zip code:

**Compass MSP, formerly WWIT
1721 Blanding Blvd. ste. 104
Jacksonville, FL 32210**

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

The CONTRACTOR will inform the COALITION of any changes relevant to the provisions of this section.

E. CERTIFICATION REGARDING CONVICTED VENDOR LIST AND DISCRIMINATORY VENDOR LIST

The CONTRACTOR hereby certifies, through the duly appointed undersigned representative, that neither it, nor any person or affiliate of the CONTRACTOR, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list or discriminatory vendor list

pursuant to s. 287.134, Florida Statutes, all of which are located at the Florida Department of Management Services website. The CONTRACTOR understands and agrees that it is required to inform the COALITION immediately upon any change of circumstances regarding this status.

F. UNITED STATES DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, AND EDUCATION AND RELATED AGENCIES APPROPRIATIONS ACT OF 1995 – PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

The CONTRACTOR agrees that, to the greatest extent practicable, all equipment and products purchased with funds made available by this CONTRACT will be American-made.

P.L. 103-333, the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995, section 507 – “It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.

G. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (TVPA), AS AMENDED, (22 U.S.C. 7104 (G))

This CONTRACT is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)). The following award term is hereby adopted and incorporated herein by reference as fully set forth herein.

The United States Health and Human Services Administration for Children and Families Child Care and Development Fund Terms and Conditions require the CONTRACTOR to comply with section 106(g) of the Trafficking Victims Protection Act of 2000. In each COALITION CONTRACT (i.e., grant or cooperative agreement) under which a private entity receives funding, section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, requires the COALITION to include a condition that authorizes the COALITION to terminate the CONTRACT, without penalty, if the CONTRACTOR (a) Engages in severe forms of trafficking in persons during the period of time that the CONTRACT is in effect; (b) Procures a commercial sex act during the period of time that the CONTRACT is in effect; or (c) Uses forced labor in the performance of the CONTRACT or subcontracts under the CONTRACT.

H. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE – THE PRO-CHILDREN ACT OF 2001

The Pro-Children Act of 2001, 42 U.S.C. 7181-7184, imposes restrictions on smoking in facilities where federally-funded children’s services are provided. Health and Human Services (HHS) grants are subject to these requirements only if they meet the Act’s specified coverage. The Act specifically prohibits smoking in any indoor facility (owned or leased or contracted) where kindergarten, elementary, or secondary education or library services to children under the age of 18 routinely or regularly occur. In addition, the act prohibits smoking in any indoor facility or portion of a facility (owned, leased, or contracted) where federally-funded health care, child care, or early childhood development, including Head Start services, to children under the age of 18 routinely or regularly occur. The statutory prohibition also applies if such facility is constructed, operated, or maintained with federal funds. The statute does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where Women, Infants and Children (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

I. CERTIFICATION REGARDING IMMIGRATION STATUS

The CONTRACTOR certifies that it agrees to comply with the provisions of section 432 of the Personal Responsibility and Work Opportunity Reconciliation Act (42 USC part 1611); ensuring that only individuals eligible for CCDF services receive them.

J. CERTIFICATION REGARDING STANDARDS OF CONDUCT

The CONTRACTOR certifies that it shall comply with the provisions of 45 CFR part 92.36(b)(3) regarding standards of conduct. It will establish safeguards to prohibit employees and board members from using their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

K. CERTIFICATION PROHIBITING DISTRIBUTION OF FUNDS TO THE ASSOCIATION OF COMMUNITY ORGANIZATION FOR REFORM NOW (ACORN)

To comply with Public Law 111-117, the CONTRACTOR may not distribute federal funds made available under this CONTRACT to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries. In addition, no federal funds may be provided to any covered organization as defined in House of Representatives (H.R.) 3571, the Defund ACORN Act.

L. THE TRANSPARENCY ACT (AS CFR PART 170 DEFINES)

The following award term is hereby adopted and incorporated herein by reference as if fully set forth herein-

HHS now requires this program award to adhere to the Transparency Act's Sub-award and Executive Compensation reporting requirements (as CFR Part 170 defines). Under the Transparency Act, the CONTRACTOR must report all sub-awards (as 2 CFR part 170 defines) more than \$25,000, unless exempted. Please see the newly applicable Award Term for Federal Financial Accountability and Transparency Act at the USDHHS ACF website.

M. EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.)

The CONTRACTOR agrees that it will comply with Executive Order No. 11246, Equal Employment Opportunity (30 Federal Register (F.R.) 12319, 12935, 3 CFR, 1964-1965 comp. p. 339), September 24, 1965, as E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, of October 13, 1967, amended, and as the Department of Labor regulations (41 CFR part 60) Office of Federal Compliance Programs, Equal Opportunity, Department of Labor supplements. See 45 CFR part 92.36(i)(3).

N. CLEAN AIR ACT (42 U.S.C. 7401, ET SEQ.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251, ET SEQ.) AS AMENDED

If this CONTRACT is in an amount in excess of \$150,000, the CONTRACTOR shall comply with all applicable standards, orders or regulations issued under Section 306 of the Clean Air Act as amended (42 U.S.C. 1857(h) et seq. and 42 U.S.C. 7401, et seq.), Section 508 of the Federal Water Pollution Control Act as amended (33 U.S.C. 1368 et seq. and 33 U.S.C. 1251, et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. Part 15). Violations shall be reported to the COALITION, the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). See 45 CFR part 92.36 (i)(12).

O. ENERGY EFFICIENCY

The CONTRACTOR shall comply with mandatory standards and policies relating to energy efficiency contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Stat.871). See 45 CFR part 92.36 (i)(13).

P. SCRUTINIZED COMPANIES LISTS

If this CONTRACT is for goods or services of one million dollars or more and entered into or renewed on or after July 1, 2011, then the COALITION may terminate this CONTRACT at its sole option if the COALITION finds the CONTRACTOR submitted a false certification as s. 287.135(5), F.S., defines, or is on

the Scrutinized Companies with Activity in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are provisions of s. 215.473, F.S.

If this CONTRACT is in the amount of one million dollars or more, in compliance with s. 287.135, F.S., the CONTRACTOR, by signing this CONTRACT, hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Q. DAVIS-BACON ACT, AS AMENDED (40 USC 276a, ET SEQ.)

When federal program legislation requires, all construction CONTRACTS of more than \$2,000 the recipients and subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). Under this Act, CONTRACTORS shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, CONTRACTORS shall be required to pay wages not less than once a week. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) 1, 3, 5, 6 and 7.

R. COPELAND ANTI-KICKBACK ACT (18 U.S.C. 874 and 40 U.S.C. 276c)

When applicable, (all construction or repair contracts awarded by the Coalition in excess of \$2,000) the CONTRACTOR agrees to comply with the Copeland Anti-kickback Act (18 U.S.C. 874 and 40 U.S.C. 276c), as supplemented by the Department of Labor (29 CFR Part 3). The Act provides that each CONTRACTOR shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

S. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

When applicable, (all contracts awarded by the Coalition in excess of \$100,000 for construction contracts and in excess of for other contracts that involve the employment of mechanics or laborers) CONTRACTOR agrees to comply with the Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by the Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies and materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

T. ACCESS TO RECORDS

Pursuant to 2 CFR §200.336, *Access to records*, the CONTRACTOR agrees to provide access by the COALITION, the Office of Early Learning, the Federal Health and Human Services (HHS) Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

By signing below, the CONTRACTOR, through the duly appointed representative, certifies and assures that it will be fully comply with the applicable assurances and certifications outlined in this attachment.

Printed Name and Title of Authorized Representative

Signature

Date

----- **Remainder of Page Intentionally Left Blank** -----

VI. New/Unfinished Business

G. Approval of Disposal of Inventory*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Disposal of Inventory
Reason for Recommended Action	<p>Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory.</p> <p>Staff is asking permission to use this item for scrap parts after it has been wiped clean. The computer is no longer in working condition, but can be used for parts.</p> <ul style="list-style-type: none"> • CNBB 305 / ECS1809 – Computer- Latitude E6520 Serial # 23CB5Q1 • CNBB 306 / ECS 1810- Computer- Latitude E6520 Serial #JX6B5Q1 • CNBB 69 / ECS 1345 FLEFS113/127/139 Server • CNBB 25 / ECS 1336 Oracle Database Std. Edition software Installed on CNBB 69 / ECS 1345 <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would have to hold on to inventory that is no longer being used.
How the Action will be accomplished	Board Approval; then work with OEL on permission and approval on how to dispose of property.

Master Property Inventory Form
EARLY LEARNING COALITION OF NORTH FLORIDA, INC.

Office Location: Early Learning Coalition of North Florida, Inc.

Date: 6.27.17

Delegate Custodian: Kim Brunfield

Phone: 904-342-2267

ELC Tag #	Other Tag#	Property Description Include Name, Make, Model & Manufacturer	Serial Number	Condition	Number and Description for Groups	Grant	Funding Source & OCA, #	Check or PO #	% of Federal Participation	Method of Acquisition (purchased/donated)	Acquisition Cost	Date Acquired	Location Address	Location Site	Maintenance Needed Yes/No	Date Last Inventoried	Title with FED or Recipient	Use of Equipment	Disposal Info: Date of Disposal	Disposal Info: Sales Price	Disposal Info: OR Fair Market Value & Method	Disposal Information: NOTES	Custodian / Delegate	Initials	Comments
18	NA	Phone System - Samsung IDCS 16 System	2ubh165037e	Good	N/A		97BBA	CK#723	100.00%	Purchased	\$2,441.60	6/16/2006	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	Copy Room	no	6/27/17	ELCNF	OP				PL / KB	KB		
37	ECS 1573	Laminator - Ledco Educator 25"	ed2519462	Good	N/A	SR438	97Q14	PO#44515 K&W Audio Visual & Camera	100.00%	Purchased	\$1,868.90	5/14/08	400 Hwy. 19 N. Ste. 33, Palatka, 32177	Resource Rm.	no	6/27/17	ELCNF	OP					PL / KB	KB/AMS	
98	NA	Server - Dell Dual Core Intel Pentium D925	HXMKBf1	Good	N/A	SR438	Shared	CK#1609	100.00%	Purchased	\$1,667.00	12/13/07	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	Supply Closet	no	6/27/17	ELCNF	OP					PL / KB	KB	
113	NA	Laptop - Dell Latitude E5500, with Intel Core 2 Duo P8800	J6BDBM1	Excellent	N/A	SR430	97Q00	VISA - CK#2589	100.00%	Purchased	\$1,502.00	4/13/10	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	S. LaRoche	no	6/27/17	ELCNF	OP					PL / KB	KB	
116	NA	Desk - 72x36 Executive Desk, Chocolate Patina Finish	NA	Excellent	N/A	SV431 - 8.79%	VPADM	CK#3245	100.00%	Purchased	\$1,529.00	03/25/11	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	CEO Office	no	6/27/17	ELCNF	OP					PL / KB	KB	
122	NA	Laptop Dell Latitude E6530	6R70GZ1	Excellent	N/A	SR434 & SV434	97SYS & VPSYS	CK#4514	100.00%	Purchased	\$1,485.00	02/19/14	1845 Town Ctr Blvd. Orange Park, FL	S. Dunnavant	no	6/27/17	ELCNF	OP					PL / KB	KB	moved location to Clay office for SD to use
123	NA	Laptop Dell Latitude E6530	6R62GZ1	Excellent	N/A	SR434 & SV434	97SYS & VPSYS	CK#4514	100.00%	Purchased	\$1,485.00	02/19/14	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	P.Larkin	no	6/27/17	ELCNF	OP					PL / KB	KB	Changed location from Karamfield office to Larkin office 5.18.17
124	NA	Laptop Dell Latitude E6530	6R63GZ1	Excellent	N/A	SR434 & SV434	97SYS & VPSYS	CK#4514	100.00%	Purchased	\$1,485.00	02/19/14	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	P.Larkin	no	6/27/17	ELCNF	OP					PL / KB	KB	
125	NA	Laptop Dell Latitude E6530	JR1FFZ1	Excellent	N/A	SR434 & SV434	97SYS & VPSYS	CK#4514	100.00%	Purchased	\$1,360.00	02/19/14	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	J. Whitson	no	6/27/17	ELCNF	OP					PL / KB	KB	
CNBB-25 - renewal - top this to the end of the license - license with Term #22	ECS 1436	Oracle Database - Std. Edition - 5602MB - 4GB - installed on Term #22	CNBB464-ECS1436	None	N/A	SR004	97Q14	Payee: Free Solutions	100.00%	Purchased	\$5,544.00	6/20/2003	8444-Baymeadows Rd. Suite 1, Jacksonville, FL 32256	Computer Room	no	6/27/17	ELCNF	GP				Request for disposal 6 8 17- to be in 9/20/17 board meeting	PL / KB	KB/AMS	
CNBB 39	ECS 1148	Wacom Display SMART SSID250	SSID250	Fair	N/A	SR005	97BBD	34571; CCS Presentation Systems	100.00%	Purchased	\$2,130.85	5/20/2005	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	West Training Room - Podium	no	6/27/17	ELCNF	OP					PL / KB	KB/AMS	
CNBB-69	ECS 1248	ELFES1431274120 Server	no Tag- 0415641	Good	N/A	SR008-5308	shared assets	ELC - Dell	100.00%	Purchased	\$7,286.00	8/10/2008	8444-Baymeadows Rd. Suite 1, Jacksonville, FL 32256	Computer Room	no	6/27/17	ELCNF	GP				Request for disposal 6 8 17- to be in 9/20/17 board meeting	PL / KB	KB/AMS	
CNBB 302	ECS 1806	Latitude E6520	IS8B5Q1	Good	N/A	SR011	97Q00	54060; Dell	100.00%	Purchased	\$1,098.00	6/7/2011	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	Upstairs with Kristina W.	no	6/27/17	ELCNF	OP					PL / KB	KB/AMS	
CNBB 303	ECS 1807	Latitude E6520	IX8B5Q1	Good	N/A	SR011	97Q00	54060; Dell	100.00%	Purchased	\$1,098.00	6/7/2011	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	Stephanie LaRoche	no	6/27/17	ELCNF	OP					PL / KB	KB/AMS	
CNBB-305	ECS 1809	Latitude E6520	22CR8Q1	Good	N/A	SR014	97Q00	54060; Dell	100.00%	Purchased	\$1,098.00	6/7/2011	86042 Lofton Square, Yulee, FL 32097	Mary Caldwell	no	6/27/17	ELCNF	GP				Request for disposal 6 8 17- to be in 9/20/17 board meeting	PL / KB	KB/AMS	
CNBB-306	ECS 1810	Latitude E6520	IX8B5Q1	Good	N/A	SR014	97Q00	54060; Dell	100.00%	Purchased	\$1,098.00	6/7/2011	8444-Baymeadows Rd. Suite 1, Jacksonville, FL 32256	Alicia Reitzel	no	6/27/17	ELCNF	GP				Request for disposal 6 8 17- to be in 9/20/17 board meeting	PL / KB	KB/AMS	obsolete operating system
CNBB 83 - numbers not affixed to units	ECS 1280	Work Station Furniture (10 cubicles)	N/A	Good	N/A	SR099	No OCA	Payee: Purdue Office Interiors	100.00%	Purchased	\$6,600.00	9/22/2009	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	downstairs	no	6/27/17	ELCNF	OP					PL / KB	KB/AMS	Some cubicles are counted as 2 due to size. Also end areas are considered separate.
CNBB 79 - numbers not affixed to units	ECS 1279	Work Station Furniture (14 cubicles)	N/A	Good	N/A	SR099	No OCA	Payee: Purdue Office Interiors PO #15AP78004J James Spammer	100.00%	Purchased	\$9,240.00	9/22/2009	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	downstairs	no	6/27/17	ELCNF	OP					PL / KB	KB/AMS	Some cubicles are counted as 2 due to size. Also end areas are considered separate.
ELCNF 0001	ECS 2129	Mitel 5000 HX Controller LSM-4and IP 5340 Phones	N/A	Excellent	N/A	SR370	97Q14	Payee: Purdue Office Interiors	100.00%	Purchased	\$5,378.00	4/27/2015	5 Clark Street, St. Augustine, FL 32084	All Offices Downstairs	no	6/27/17	ELCNF	OP					PL / KB	KB/AMS	n/a
ELCNF 0002	ECS 2153	Work Station Furniture (7 Cubicles-Putnam)	N/A	Excellent	N/A	SR370	97Q14 97BDE 97Q00	Payee: Purdue Office Interiors PO#79047	100.00%	Purchased	\$4,525.56	10/31/2015	821 State Rd. 19 South Palatka, FL 32177	main floor	no	6/27/17	ELCNF	OP					PL / KB	AMS	n/a
ELCNF 0003	ECS 2158	GBC Ultima-65 27 inch Roll Laminator	BF 00216.G	Excellent	N/A	SR370	97Q00	PO#18959	100.00%	Purchased	\$1,872.52	10/28/2015	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	Upstairs (near Education Manager, Sonya Sutter)	no	6/27/17	ELCNF	OP					PL / KB	AMS	n/a
ELCNF 0004	ECS 2154	Avaya 1400 Series Digital Phones	N/A	Excellent	N/A	SR370	97BDE	PO#79031	100.00%	Purchased	\$3,303.74	9/22/2015	821 State Rd. 19 South Palatka, FL 32177	Label Affixed to 1st phone in building.	no	6/27/17	ELCNF	OP					PL / KB	AMS	n/a
ELCNF 0005	NA	Bow Front L.Desk with Right Return Windsor Cherry Top & Base/chrome handles	NA	Excellent	N/A	SR436 & VPK436	97BBA and VPADM	Payee: National Business Furniture	50.00%	Purchased	\$1,830.00	5/11/2016	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	Finance Manager office	no	6/27/17	ELCNF	OP					PL / KB	KB	

ELC Tag #	Other Tag#	Property Description Include Name, Make, Model & Manufacturer	Serial Number	Condition	Number and Description for Groups	Grant	Funding Source & OCA, award #	Check or PO #	% of Federal Participation	Method of Acquisition (purchased/donated)	Acquisition Cost	Date Acquired	Location Address	Location Site	Maintenance Needed Yes/No	Date Last Inventoried	Title with FED or Recipient	Use of Equipment	Disposal Info: Date of Disposal	Disposal Info: Sales Price	Disposal Info: OR Fair Market Value & Method	Disposal Information: NOTES	Custodian / Delegate	Initials	Comments
ELCNF 0006	ECS2173	Putnam one stop building sign	N/A	Excellent	N/A	SR370	97Q14-97BDE	PO#79620	100.00%	Purchased	\$2,852	6/29/2016	821 State Rd. 19 South Palatka, FL 32177	Front of office building. Label affixed to photo of sign in inventory binder. Sent copy of photo to ELC 7/11/16	NO	6/27/17	ELCNF	OP		n/a	n/a		PL / KB	n/a	
ELCNF 0007	NA	Laptop Dell XPS 15 model#XPS 15-9560	N/A	Excellent	N/A	SR437	97BBA	WWIT Check #6193	100.00%	Purchased	\$2,448	5/18/2017	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	K. Brunfield	no	6/27/17	ELCNF	OP					PL / KB	KB	
ELCNF 0008	NA	Laptop Dell XPS 13 Model #XPS 9360	NA	Excellent	N/A	SR437	VPK437	WWIT Check #6250	100.00%	Purchased	\$2,283.13	6/23/2017	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	D. Bell	no	6/27/17	ELCNF	OP					PL/KB	KB	
Custodian Signature											Date														
Patty Larkin																									
Delegate Custodian Signature																									

Use of equipment code key,
per page 10 of 240.02 guidance by OEL
OP= Used for Original Program
A= Used for OTHER program supported by OEL
B= Used for program funded by other Federal Agencies

Item Update
Disposal info

**Master Property Inventory Form
EARLY LEARNING COALITION OF NORTH FLORIDA, INC.**

Office Location: Early Learning Coalition of North Florida, Inc.

Date: 5.18.17

Delegate Custodian: <u>Kim Brumfield</u>																	Phone: <u>904-342-2267</u>				
ELC Tag #	Other Tag#	Property Description Include Name, Make, Model & Manufacturer	Serial Number	Condition	Grant	Funding Source & OCA	Check or PO #	% of Federal Participation	Acquisition Cost	Date Acquired	Location Address	Location Site	Maintenance Needed Yes/No	Date Last Inventoried	Use of Equipment	Disposal Info: Date of Disposal	Disposal Info: Sales Price	Disposal Info: OR Fair Market Value & Method	Disposal Information: NOTES	Initials	Comments
11	ECS 1541	Laptop - Dell Latitude D820 Mfg #9045	SN c0d9d7048643 742990 Srv.Tag - cs35ac1	Fair	SR437	97BBD	PO#42158 Dell	100%	\$1,099.00	6/18/2007	8443 Baymeadows Rd., Ste. 1, Jacksonville, FL, 32256	IT Storage	no	7.8.15	OP	10.7.15	NA	NA	dumpster	KB/AMS	AMS-Disposal
34	ECS 1564	Printer - HP LaserJet 4250N	CNGXB03369	Poor		UNALL		100%	\$1,098.00	10/05	400 Hwy. 19 N. Ste. 33, Palatka, 32177	Office 1 J.Waters	no	7.8.15	OP	10.7.15	NA	NA	dumpster	KB/AMS	AMS-Disposal
46	ECS 1577	Copier - Imagistics DigCopier/Print/Scan MDL#im6530ZD65	3060016	Poor	SR436	BDE	PO#38535 Imagistics	100%	\$12,800.00	06/15/06	5 Clark St. St. Augustine, FL 32084	Open Area of office	no	7.8.15	OP	3.29.16	NA	NA	Recycled at Legie E-Scrap Recycling	KB/AMS	AMS-Disposal
117	NA	Server - Barracuda Backup Server 190	BAR-BS-245662	Excellent	SR340	97BBA	CK#2283	100%	\$1,058.00	11/24/11	Worldwide Communications, GoRack Datacenter, Federal Reserve Bank, 800 Water Street, Jacksonville, FL 32204	1st Floor Datacenter - Rack D11	no	7.8.15	OP	12.28.15	NA	NA	Dumpster	KB	KB-disposal
120	N/A	Laptop - Panasonic Toughbook CF-C1	1FKSB32580	Excellent	SR431	97Q00	CK#3350	100%	\$2,265.50	8/19/11	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	Supply Closet		9.26.14	OP	5.20.15	NA	NA	Dumpster	SL	KB-disposal
121	N/A	Canon IP100 Portable Inkjet Printer, Canon battery pack, USB printer cable	ACCY12310	Excellent	SR431	97Q00	CK#3350	100%	\$805.50	8/19/11	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	Supply Closet		9.26.14	OP	5.20.15	NA	NA	Dumpster	SL	Disposal KB
0016	NA	Projector - InFocus LP790, Carry Case, bulb	AFXN31600133	GOOD	unavailable	Acquired upon merger, not documented		100%	\$4,202.00	8/1/01	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	Supply Closet		9.26.14	OP	5.28.15	NA	NA	Donated	SL	KB Delivered to Jdollar for Haiti
020	NA	OPTOMA EP750 PROJECTOR	A837421AAAAA A1025	Good		Admin - 97BBA		100%	\$1,450.37	8/7/04	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	Supply Closet		9.26.14	OP	5.28.15	NA	NA	Donated	SL	KB-delivered to Leam to Read
CNBB 44	ECS 1165	Latitude D620	601W291	Fair	SR006	97BBD	38571-Dell #SM066607L H07; Discount School Supply	100%	\$1,119.64	6/15/2006	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	Upstairs, Melissa Pasquette		8.29.14	OP	5.20.15	NA	NA	Dumpster	SL / LS	KB-disposal
CNBB 59	ECS 1377	Ultima 65 Laminator	TC02911G	Poor	SR007	97Q00		100%	\$1,858.49	6/27/07	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	Upstairs, by Sonva Sutter	no	7.8.15	OP	12.28.15	NA	NA	Dumpster	AMS	AMS-Disposal
PSI 129	N/A	Canon IP100 Portable Inkjet Printer, Canon battery pack, USB printer cable	ACCY12302	Excellent	SR431	97Q00	#3350	100%	\$805.50	8/19/2011	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	IT Storage		8.29.14	OP	5.20.15	NA	NA	Dumpster	SL / LS	Transferred to 2450 Old Moultrie Rd. St. Augustine 1.07.15 Disposal KB
PSI 126	N/A	Laptop - Panasonic Toughbook CF-C1	1FKSB31954	Excellent	SR431	97Q00	#2380	100%	\$3,071.00	6/11/2011	1845 Town Center Blvd.	S. LaRoche		8.29.14	OP	5.20.15	NA	NA	Dumpster	SL / LS	Transferred to 2450 Old Moultrie Rd. St. Augustine 1.07.15 Disposal KB
PSI 130	N/A	Canon IP100 Portable Inkjet Printer, Canon battery pack, USB printer cable	ACCY09080	Excellent	SR431	97Q00	#2380	100%	n/a	purchase as set with 126	1845 Town Center Blvd.	S. LaRoche		8.29.14	OP	5.20.15	NA	NA	Dumpster	SL / LS	Transferred to 2450 Old Moultrie Rd. St. Augustine 1.07.15 Disposal KB
PSI 128	N/A	Laptop - Panasonic Toughbook CF-C1	1FKSB32463	Excellent	SR431	97Q00	#2380	100%	\$3,071.00	6/11/2011	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	IT Storage		8.29.14	OP	5.20.15	NA	NA	Dumpster	SL / LS	Transferred to 2450 Old Moultrie Rd. St. Augustine 1.07.15 Disposal KB
PSI 131	N/A	Canon IP100 Portable Inkjet Printer, Canon battery pack, USB printer cable	ACCY09048	Excellent	SR431	97Q00	#2380	100%	n/a	purchase as set with 128	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	IT Storage		8.29.14	OP	5.20.15	NA	NA	Dumpster	SL/LS	Transferred to 2450 Old Moultrie Rd. St. Augustine 1.07.15 Disposal KB
PSJ 25	ECS 1557	Printer - HP LaserJet 4250N	CNDXB17270	Fair		Acquired from CRR			\$1,098.00	n/a	1005 821 State Rd. 19 South Palatka, FL 32177 Transferred to Central 8443 Baymeadows Road		6/27/2016	AMS/KB	OP			n/a	AMS Verified that HP 4550N Laserjet does not have a hard drive, it does have memory. This was removed prior to disposal of printer. RS 7.11.2016	AMS/KB	7/11/2016-Item was cleaned and placed in dumpster
118	N/A	Laptop - Panasonic Toughbook CF-C1	1FKSB32391	Good	SR431	97Q00	CK#2380	100.00%	\$3,071.00	6/11/11	2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086	K. Brumfield	no	6.27.16	OP	11.10.16	N/A	Dumpster	10/3/16	KB	Disposed by K. Brumfield
119	N/A	Canon IP100 Portable Inkjet Printer, Canon battery pack, USB printer cable	ACCY12318	Good	SR431	97Q00	CK#2380	100.00%	n/a	purchase as set with 118	3841 Reid St., Palatka, FL 32177	T. Dixon	no	6.27.16	OP	11.10.16	N/A	Dumpster	10/3/16	KB	Disposed by K. Brumfield

ELC Tag #	Other Tag#	Property Description Include Name, Make, Model & Manufacturer	Serial Number	Condition	Number and Description for Groups	Grant	Funding Source & OCA	Check or PO #	% of Federal Participation	Method of Acquisition (donated)	Acquisition Cost	Date Acquired	Location Address	Location Site	Maintenance Needed Yes/No	Date Last Inventoried	Title with FED or Recipient	Use of Equipment	Disposal Info: Date of Disposal	Disposal Info: Sales Price	Disposal Info: Market Value & Method	Disposal Information: NOTES	Custodian / Delegate	Initials	Comments
15	ECS 1190	Laptop - Dell Latitude D520	SN - cshn7434864374 85006 Srv.Tag - 9c6f9c1	Poor	N/A	SR437	97BBD	PO#42162 Dell	100.00%	Purchased	\$1,049.00	6/18/2007	Transferred to 8443 Baymeadows Rd from Putnam office	Computer room	no	6.27.16	ELC/NF	OP	11.10.16	NA	ELC/NF (trans) Approved Disposal 9/21/16, waiting on other ELC's to see if they are interested in this equip.	Dumpster	PL / KB	KB/AMS	
CNBB 304	ECS 1808	Latitude E6520	1TB8501	Good	N/A	SR011	97Q00	54066; Dell	100.00%	Purchased	\$1,098.00	6/7/2011	8443 Baymeadows Rd, Suite 1, Jacksonville, FL 32256	Upstairs, Teresa Matheny	no	6.27.16	ELC/NF	OP			OEL Approval for use as scrapped parts 7/28/17	Scrap Parts	PL / KB	KB/AMS	

**Florida Department of Education
Office of Early Learning
ELC of North Florida
Surplus Property Form**

TO: OEL
250 Marriott Dr.
Tallahassee, FL 32399

From: ELCNF
2450 Old Moultrie Rd. # 103
St. Augustine, FL 32086

PAGE: _____
DATE: 6/8/17

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical Location of Property Being Made Surplus	Condition*	Serial Number	Comments	
CNBB 305 / ECS 1809	Latitude E6520 Laptop Computer (AWB)	8443 Baymeadows Rd. Ste. 1 Jacksonville, FL 32256	Good	23CB5Q1	Obsolete equipment	ADDRESS: 2450 Old Moultrie Rd. # 103 St. Augustine, FL 32086 CUSTODIAN DELEGATE: Kim Brumfield TELEPHONE NUMBER: 904-342-2267 ext 203 FAX NUMBER: 904-342-2268
CNBB 306 / ECS 1810	Latitude E6520 Laptop Computer	8443 Baymeadows Rd. Ste. 1 Jacksonville, FL 32256	Good	JX8B5Q1	Obsolete equipment	
CNBB 69/ECS 1345	FLEFS113/127/139 Server	8443 Baymeadows Rd. Ste. 1 Jacksonville, FL 32256	Good	svc. Tag: 9Q1S6G1	Obsolete equipment	
CNBB 25 /ECS 1336	Oracle Database Std. edition software installed on CNBB 69 / ECS 1345 (listed above)	8443 Baymeadows Rd. Ste. 1 Jacksonville, FL 32256	Poor	NA	Obsolete equipment	

*CONDITION OF PROPERTY: E = EXCELLENT; G = GOOD; F = FAIR; P = POOR;

I HEREBY CERTIFY THIS PROPERTY AS SURPLUS.
SUBMITTING CUSTODIAN DELEGATE SIGNATURE: _____

SUBMITTING CUSTODIAN SIGNATURE: _____

Florida Department of Education Office of Early Learning Surplus Property Affidavit

Coalition/Contracted Entity: ELC of NF/Episcopal Children's Services

CNBB 305 ECS 1809 Latitude E6520 Laptop Computer (AWB)

located at 8443 Baymeadows Road Ste. 1 Jacksonville, FL 32256, Florida, disposed of 'surplus items' as attached in the following manner:

Local Landfill Dumpster Donated to: _____

State Contract Vendor Other (Specify): _____ on _____.

Signature Date

Witness: Date

Witness: Date

Florida Department of Education Office of Early Learning Surplus Property Affidavit

Coalition/Contracted Entity: ELC of NF/Episcopal Children's Services

CNBB 306 ECS 1810 Latitude E6520 Laptop Computer (MC)

located at 8443 Baymeadows Road Ste. 1 Jacksonville, FL 32256, Florida, disposed of 'surplus items' as attached in the following manner:

Local Landfill Dumpster Donated to: _____

State Contract Vendor Other (Specify): _____ on _____.

Signature Date

Witness: Date

Witness: Date

Florida Department of Education Office of Early Learning Surplus Property Affidavit

Coalition/Contracted Entity: ELC of NF/Episcopal Children's Services

located at 8443 Baymeadows Road Ste. 1 Jacksonville, FL 32256, Florida, disposed of 'surplus items' as attached in the following manner:

CNBB 69-ECS 1345 FLEFS113/127/139 SERVER

AND

CNBB 25-ECS 1336 ORACLE DATABASE STD. EDITION SOFTWARE INSTALLED ON CNBB 69-ECS 1345 FLEFS113/127/139 SERVER

Local Landfill Dumpster Donated to: _____

State Contract Vendor Other (Specify): _____ on _____.

Signature Date

Witness: Date

Witness: Date

VI. New/Unfinished Business

H. Review of Board Membership

INFORMATIONAL

BOARD MEMBERSHIP SUMMARY
As of July 24, 2017

Position	Name	Term Start Date	Term End Date
BAKER			
Total Private Sector	0		
BRADFORD			
County Health Department Director or Designee	Cynthia Kent	September 2013	September 2017
Total Private Sector	0		
CLAY			
Governor Appointee Private Sector	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee Private Sector	*Brian H. Graham, <i>Vice Chair</i>	May 14, 2015	April 30, 2019
Private Sector	*Vina Delcomyn	July 2011	July 2019
Total Private Sector	3		
NASSAU			
District Superintendent of Schools or Designee	Kristi Simpkins	December 2013	December 2017
Total Private Sector	0		
PUTNAM			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act	Amy Lane	December 2013	December 2017
Total Private Sector	0		
ST. JOHNS			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	James K. Johns Jeb Smith	June 2015 2017	June 2019 2021
Head Start Director	*Mary Ann Holanchoek Brian McElhone	July 2013 July 2017	July 2017 July 2021
Governor Appointee Private Sector CHAIR	Nancy Pearson, <i>Chair</i>	November 22, 2013	April 30, 2017
Private Sector	*Adam Deputy	December 2014	December 2018
Private Sector	*Mike Siragusa	June 2013	June 2017
Total Private Sector	2		
MULTI COUNTIES			
DCF Regional Administrator or Designee	Mala Ramoutar	November 2014	November 2018
Regional Workforce Board Executive Director or Designee	Renee Williams, <i>Treasurer</i> (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2018
President of a Florida College System or Designee	Dr. Myrna Allen	September 2014	September 2018

	(Clay, Putnam, St. Johns)		
Representative of Private For-Profit Child Care Providers	Angelia Hough (Putnam, St. Johns)	June 15, 2016	June 15, 2020
Representative of Faith Based Child Care Providers	Theresa Little (Putnam, St. Johns)	December 7, 2016	December 7, 2020
Central Agency Administrator	Teresa Matheny (All Counties)	September 21, 2016	NA
Private Sector			
Private Sector	Joy Stanton (St. Johns)	March 16, 2016	March 16, 2020
Total Private Sector	1		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	6		
TOTAL MEMBERSHIP	18		

* *Second 4 year term*

- **Ron Coleman-** Governor appointee for the private sector has filed paperwork with the Governor's office for approval of a second term.
- **Nancy Pearson-** Governor appointee for the private sector has filed her paperwork with the Governor's office for approval of a second term. Nancy's current term is over April 2017.
- **Commissioner James K. Johns** has transitioned his board role to Commissioner Jeb Smith. Term dates are June 2017 - 2021
- **Upcoming Term Dates:** Amy Lane December 2017 / Kristi Simpkins December 2017 / Cynthia Kent September 2017
- **Mandatory Seats:** Currently all mandatory seats are filled.
- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*): $1/3$ of 18 = 38%. We currently have 7 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 17 board members.

VI. New/Unfinished Business

I. Election of Officers*

***ACTION ITEM**

HANDOUT

BYLAWS

Adopted: 03/20/2013
Effective: 07/01/2013
Revised: 09/16/2015

ARTICLE V OFFICERS

Section 5.1. ELECTION OF OFFICERS:

The officers of the Coalition shall consist of the Chair, Vice Chair, Treasurer, and the Secretary. The Governor of Florida will appoint the Chair of the Coalition, who is a private sector member, as well as two additional private sector board members. A member in good standing shall be eligible for nomination and election to any office of this Coalition, other than the Chair. The following applies to all offices, except for Chair.

5.1.1. The Board shall convene in the first quarter of the fiscal year for their annual meeting at which time they will determine eligible candidates for office and to prepare an official slate of nominees. Any person so nominated shall give their consent to nomination and election as an officer.

5.1.2. Elected officers shall be voted on at the annual meeting, and installed at the next regularly scheduled meeting and shall serve for a term of one year or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two consecutive years.

5.1.3. If an office is vacated prior to the completion of a one year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

Section 5.2. OFFICERS OF THE COALITION:

5.2.1. **The Chair** shall preside at all meetings of the Coalition and perform the duties which are the will of the full Board. The Chair shall appoint Chairs of all Committees, except for the Executive/ Administrative Committee Chair in which the Board Chair serves as Chair.

5.2.2. **The Vice Chair** shall perform the duties of the Chair when the Chair is absent and have such other responsibilities as may be designated by the chair.

5.2.3. **The Treasurer**, in cooperation with the relevant Coalition staff, ensures accurate accounting of monies received and expended for the use of the Coalition and will make a monthly report at the Coalition Board Meetings.

5.2.4. **The Secretary** shall with administrative staff to ensure that notice required by these bylaws is given, keep records of all proceedings of the Coalition in cooperation with the staff, keep record of attendance, and report correspondence to the Coalition at each meeting. Correspondence shall be conducted relative to the nomination of required membership and any other business as called upon by the Chair. The Secretary shall perform the duties of the Chair when the Chair and Vice Chair are absent and have such other responsibilities as may be designated by the Chair.

OFFICER LOG

FY 2016-17

Position	Name	Term	Reappointed To	Term
Vice-Chair	Brian Graham	October 2016-September 2017		
Secretary	Mark Miner	October 2016 – September 2017	Joy Stanton	12/7/16 – September 2017
Treasurer	Renee Williams	October 2016 – September 2017		

FY 2015-16

Position	Name	Term	Reappointed To	Term
Vice-Chair	Brian Graham	October 2015-September 2016		
Secretary	Mark Miner	October 2015 – September 2016		
Treasurer	Renee Williams	October 2015 – September 2016		

FY 2014-15

Position	Name	Term	Reappointed To	Term
Vice-Chair	Ron Coleman	October 2014 – September 2015		
Secretary	Brian Graham	October 2014 – September 2015		
Treasurer	Cyndi Stevenson	October 2014 – September 2015		

FY 2013-14

Position	Name	Term	Reappointed To	Term
Vice-Chair	Ron Coleman	October 2013 – September 2014		
Secretary	Jared Dollar	October 2013 – September 2014		
Treasurer	Sam Garrison	October 2013 – September 2014		

FY 2012-13

Position	Name	Term	Reappointed To	Term
Vice-Chair	Sherry Russell	November 2012 – October 2013		
Secretary	Jared Dollar	November 2012 – October 2013		
Treasurer	Patricia Hubbard	November 2012 – October 2013		

FY 2011-12

Position	Name	Term	Reappointed To	Term
Vice-Chair	Jared Dollar	November 2011 – October 2012		
Secretary	Patricia Hubbard	November 2011 – October 2012		
Treasurer	Sherry Russell	November 2011 – October 2012		

FY 2010-11

Position	Name	Term	Reappointed To	Term
Vice-Chair	Jared Dollar	November 2010 – October 2011		
Secretary	Patricia Hubbard	November 2010 – October 2011		
Treasurer	Sherry Russell	November 2010 – October 2011		

FY 2009-10

Position	Name	Term	Reappointed To	Term
Vice-Chair	John Birney	November 2009 – October 2010		
Secretary	Melanie Brown	November 2009 – October 2010		
Treasurer	Ken Forrester	November 2009 – October 2010		

FY 2008-09

Position	Name	Term	Reappointed To	Term
Vice-Chair	John Birney	November 2008 – October 2009		
Secretary	Cyndi Stevenson	November 2008 – October 2009	Melanie Brown	12/03/08 – October 2009
Treasurer	Betsy Lewis	November 2008 – October 2009	Ken Forrester	02/04/09 – October 2009

FY 2007-08

Position	Name	Term	Reappointed To	Term
Vice-Chair	Vickie Cofield	November 2007 – October 2009		
Secretary	John Birney	November 2007 – October 2009		
Treasurer	Betsy Lewis	November 2007 – October 2009		

**Slate of Officers
2017-18**

Board Member Name: _____

Vice-Chair:

Secretary:

Write In Candidate: _____

Write In Candidate: _____

Treasurer:

Write In Candidate: _____

Write In Candidate: _____

VI. New/Unfinished Business

J. Standing Committee Discussion and Sign-up

HANDOUT

ARTICLE VI COMMITTEES

Section 6.1. COMMITTEES AND COMMITTEE MEMBERSHIP:

Ad hoc committees may be established by the Coalition Chair as deemed necessary for a specific purpose or task.

Standing Committees of the Coalition shall include: An Executive/Administrative Committee. The Chair of this standing committee may designate ad-hoc committees to perform a specific task or function. Committee Chair's shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee, who will be the Chair of the Board.

6.1.1. Executive/Administrative Committee: The Coalition will establish a standing committee, the Executive/Administrative Committee. This committee shall have and exercise the authority of the Coalition between scheduled meetings of the Board and when a decision must be made before the next scheduled Board meeting. This committee has the full empowerment of the Coalition to make decisions on behalf of the Board as long as quorum is present. Actions of the Executive/Administrative Committee shall be ratified by the Board at the first meeting following the action. The committee will be comprised of the chair of the board, who shall be the committee chair, the Vice-Chair, the treasurer, the secretary, and at least four additional members. The chair of this committee or by the majority of the committee, may convene Ad hoc committees for a specific purpose or task.

The Committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of the funds, and will ensure adequate financial controls in coordination with appropriate staff. This committee will also lead the board in regularly reviewing and updating the board committee structure, the board committee statement of its roles and areas of responsibility, what is expected of individual board members as well as recruitment and retention of board members and other activities outlined in the board governance policy. The committee will also regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and suggest improvement where needed.

Section 6.2. COMMITTEE MEMBERSHIP

- 6.2.1.** The Chair of each committee shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee.
- 6.2.2.** Each Coalition committee shall consist of the committee Chair and other Coalition members. Each committee shall consist of the committee chair and at least four additional members of the Coalition.
- 6.2.3.** Meeting minutes shall be provided to members at least five (5) days prior to the next regularly scheduled meeting.
- 6.2.4.** Notice of all committee meetings will be made pursuant to Florida Statute 286.011.

COMMITTEE SIGN-UP

EXECUTIVE-ADMINISTRATIVE COMMITTEE

The Exec Admin Committee will meet via **Conference Call** on the 1st Wednesday of the months of August, November, February, and May at 10:30 a.m.

SIGN - UP			
1	Chair: NANCY PEARSON	7	
2	Vice-Chair:	8	
3	Treasurer:	9	
4	Secretary:	10	
5		11	
6		12	

VI. New/Unfinished Business

K. Code of Ethics

HANDOUT

OP202 Code of Ethics

Effective Date: 08/05/09

Revision Date: 02/03/10, 04/07/10, 02/02/11, 02/12/13, 12/04/13, 06/17/15

The Coalition's Code of Ethics (also known as a Code of Conduct) is a compilation of what business conduct is expected from all of its employees and board members as it pertains to (but not limited to) each of four aspects of the Coalition's business processes: Personnel, Accounting and Financial, Procurement of Goods or Services, and Contract Management and Monitoring. Upon hire, acceptance, or assignment, each individual is required to read the Coalition's Code of Ethics and sign the Coalition's Code of Ethics Acknowledgment of Compliance form, and then annually for each subsequent year of employment or affiliation.

The following are a few generalized examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment or board assignment:

- Theft or inappropriate removal or possession of property
- Contributing to the misrepresentation or falsification of documents
- Altering, covering up, falsifying, or destroying any document that may be relevant to an official investigation
- Insubordination or other disrespectful conduct
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct

More specific examples of misconduct and/or unethical behavior are discussed in the following four areas of key operations.

Personnel

The successful business operation and reputation of the Coalition is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Coalition is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to the Coalition, its clients, and Board representatives to act in a way that will merit the continued trust and confidence of the public.

The Coalition will comply with all applicable laws and regulations and expects its Board of Directors, C.E.O., managers, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor.

Compliance with this policy of business ethics and code of conduct is the responsibility of every Coalition employee. Disregarding or failing to comply with this standard of business ethics and code of conduct could lead to disciplinary action, up to and including possible termination of employment.

Accounting and Financial

Practice of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of Coalition depend to a very large extent on the following considerations.

Each employee must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Coalition policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Coalition or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Each board member and C.E.O. is responsible for the ethical business behavior of her/his subordinates; and must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

To the extent that the C.E.O. authorizes other managers to perform certain activities, those managers become responsible for those portions of the organization's system of internal control, and at no time is Coalition management allowed to override an Internal Control process.

Compliance with Laws, Regulations, and the Coalition Policies

The Coalition does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of the Coalition policy or engagement in unscrupulous dealings.
- Any attempt of management to override a financial internal control process.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

Legal Action

In the event that legal services are required for active or pending litigation, the Board of Directors must be notified in advance and approval for such action granted. This notification should include, at a minimum, a description of the services to be rendered, anticipated fees, and allowability of the expense in regards to the use of grant award funds.

Procurement of Goods or Services

Code of Conduct

Employees and board members should strive at all times to make decisions and take actions that make concrete contributions to the professional, financial and organizational welfare of the Early Learning Coalition and its counties and communities.

Receiving Business Gifts

Employees and board members are expected to be professional about receiving gifts from clients, providers, vendors, suppliers, and other organizations the Coalition directly or indirectly conducts business with. This includes the purchase of business related meals and after work refreshments.

Contract Management and Monitoring

Coalition Ethics

1. Staff members are prohibited by Chapter 112, Part III, F.S., from soliciting or accepting anything of value that would cause them to be influenced in the discharge of their responsibilities.
2. Examples of ethics violations include, but are not limited to the following:
 - (a) Deliberately failing to disclose a conflict of interest in the course of one's duties.
 - (b) Engaging in or carrying on a business enterprise with a client or person doing business with the Coalition.
 - (c) Accepting or requesting gifts or gratuities from contractors, providers, or clients in violation of the Coalition's Code of Ethics.
3. Staff members are prohibited from revealing client names or other confidential information from the Coalition or contractors records to unauthorized persons. Examples include releasing HIV/AIDS client names or reporter information from the Florida Protective Services System.
4. Staff members are expected to conduct themselves in a manner that favorably reflects upon the Coalition, and themselves.

Early Learning Coalition of North Florida, Inc.

**CODE OF ETHICS
ACKNOWLEDGEMENT OF COMPLIANCE FORM**

This form must be completed, signed, and submitted for each Coalition board member, and employee upon hire, acceptance, or assignment, and then annually for each subsequent year of employment or affiliation.

This acknowledgement form is submitted by _____, a Coalition board member or employee of the Early Learning Coalition of North Florida, Inc.

By signing below, I certify that I have read, understood, and agree to be (and remain) in compliance with all of the provisions of the **Coalition's Operational Code of Ethics Policy #OP202**.

Name (printed)

Position with the Coalition (board member or employee)

Signature

Date

VI. New/Unfinished Business

L. Conflict of Interest

HANDOUT

OP203 Conflict of Interest

Effective Date: 08/05/09

Revision Date: 02/03/10, 04/07/10, 12/28/10, 02/02/11, 02/12/13, 06/17/15, 03/16/16, 12/07/16

The Coalition's Conflict of Interest Policy is a compilation of policies as it pertains to (but not limited to) each of three aspects of the Coalition's business processes: Personnel, Accounting and Financial, and Procurement of Goods or Services. Annually, Coalition board members and employees are required to review, complete, and sign the Coalition's Conflict of Interest Questionnaire.

Personnel

Employees and board representatives have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Coalition wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

The Coalition adheres to the highest legal and ethical standards applicable in our business. The Coalition business is conducted in strict observance of both the letter and the spirit of all applicable laws and the integrity of each employee are of the utmost importance.

Employees of the Coalition shall conduct their personal affairs in such a fashion that their duties and responsibilities to the Coalition are not jeopardized and/or legal questions do not arise with the respect to their association or work with the organization.

An actual or potential conflict of interest occurs when an employee or board representative is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Coalition's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Coalition does business, but also when an employee or relative receives bribes, substantial gifts, or special consideration, as a result of any transaction or business dealings involving the Coalition.

Outside Employment/Conflict of Interest Questionnaire

Employees may hold outside jobs as long as they meet the performance standards of their job with the Coalition. All employees will be judged by the same performance standards and will be subject to the Coalition's scheduling demands, regardless of any existing outside work requirements.

If the Coalition determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Coalition as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Coalition.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Coalition for materials produced or services rendered while performing their jobs with the Coalition.

Employees who have their own businesses must disclose such interest to the company in accordance with its conflicts of interest policy. Generally, the Coalition will not purchase from a business owned by one of its employees.

Each year, employees and board members must complete a conflict of interest questionnaire.

Accounting and Financial

Introduction

In the course of business, situations may arise in which the Coalition decision-maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All board members, the C.E.O., and employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Coalition in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the Board of Directors, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

What Constitutes a Conflict of Interest?

A potential conflict of interest arises when a board member, C.E.O. or employee involved in making a decision:

- Is, or has an immediate family member, or owns a business entity in a position to benefit (directly or indirectly) from his/her dealings with the Coalition or person conducting business with the Coalition.
- Has direct or indirect ownership of more than five (5) percent of the **total assets or capital stock**, cumulatively, of one or more of the proscribed sources of income. "Proscribed sources of income" are derived from interests in the design or delivery of the VPK or SR program.
- During the prior two (2) years, more than five (5) percent of the **gross income** of the coalition member, relative, or owned business entity was derived, cumulatively, from one or more proscribed sources of income.

(For more information please refer to paragraphs (1)(d) 1. and 2. and (e) of Florida Administrative Code 6M-9.110 "Requirements and Criteria for Early Learning Coalition Composition" dated 03/29/15).

The Coalition defines an "Immediate Family Member" the same as Florida Statute defines "relative" in the next section.

Voting Conflicts Florida Statute s. 112.3143(1)(c) defines "Relative" as:

Any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Examples of conflicts of interest include, but are not limited to, situations in which a board member, the C.E.O., or an employee:

1. Negotiates or approves a contract, purchase/sale, or lease on behalf of the Coalition and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services;
2. Employs or approves the employment of, or supervises a person who is an immediate family member of a board member, C.E.O., or employee;
3. Sells products or services in competition with the Coalition;
4. Uses the Coalition's facilities, other assets, employees, or other resources for personal gain;
5. Receives a substantial gift from a vendor, if the board of Directors, C.E.O., or employee is responsible for initiating or approving purchases from that vendor.

Procurement of Goods or Services

Conflict of Interest

Conflict of interest refers to actions or decisions that are not in the best interests of the Coalition. These may include, but are not limited to:

1. Performing non-company work during regular work hours.
2. Use of company techniques, materials, equipment, supplies and/or employees for personal or non-company reasons or projects.
3. Involvement in agreements or contracts with suppliers, vendors, job applicants, etc., which result in personal financial gain, reward, special status or personal favors.
4. Using the employee's, board member, or Coalition agent's position with the Coalition to enhance your own position, status or financial gain at the expense of, or to the detriment of the Coalition.
5. Officers, employees, and agents soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, acceptable situations are those in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. *Reference 2 CFR Part 200.318 (c)(1).*
6. Organizational conflicts of interest that occur because of relationships with a parent, affiliate or subsidiary organization. Due to interconnected nature of program operations, processes, and benchmarks, a non-Federal entity like OEL is unable (or may appear to be unable) to operate on an independent or impartial basis in conducting a procurement action involving a related organization, such as an ELC or other OEL sub-recipient. *Reference 2 CFR Part 200.318(c)(2).*

If the employee, board member, or Coalition agent is not sure about a situation, it is their responsibility to talk with the C.E.O. to clarify their role and the Coalition's position regarding their situation. Where conflict of interest is clearly present, it is the employee's, board member's, or Coalition agent's responsibility to act in the best interests of the Coalition in handling the situation and to report the resolution of the problem to management.

For more details on requirements for Related Party activities and Voting Conflicts, please see Coalition policy #PR401.

Disclosure Requirements

The board member, C.E.O. or employee who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure [2 CFR Part 200.112].

Therefore, the Coalition requires the following:

1. On an annual basis, all members of the Board of Directors, the C.E.O., and employees with purchasing and/or hiring responsibilities or authority shall inform, in writing, the C.E.O. and the chair of the Board of Directors, of all reportable conflicts.
2. Prior to the preparation of the disclosure statements, the accounting department shall distribute a list of all vendors with whom the Coalition has transacted business at any time during the preceding year, along with a copy of the disclosure statement, to be completed by the first Board meeting of each fiscal year. In addition, each person completing the disclosure statement will be asked to list the names of all businesses that he/she (or any member of her/his immediate family) are affiliated with, that it is possible the Coalition may consider for future business dealings.
3. The C.E.O. shall review all forms completed by employees, and the Executive/Administrative Committee shall review all forms completed by Board of Directors and the C.E.O., and determine appropriate resolution in accordance with the next section of this policy, if applicable.
4. If a conflict arises during the year, the employee or board member will immediately notify the C.E.O. who will determine appropriate resolution.

Resolution of Conflicts of Interest

All real or apparent conflicts of interest shall be disclosed to the Executive/Administrative Committee and the C.E.O. of the Coalition. Conflicts shall be resolved as follows:

- The C.E.O. shall be responsible for making all decisions concerning resolutions of conflicts involving employees, subject to the approval of the Executive/Administrative Committee.
- The Executive/Administrative Committee shall be responsible for making all decisions concerning resolutions of conflicts involving the C.E.O. and other members of the board.
- The chair of the committee shall be responsible for making all decisions concerning resolutions of conflicts involving the Executive/Administrative Committee members.
- The full board shall be responsible for making all decisions concerning resolutions of the conflict involving the chair of the Executive/Administrative Committee.

The Board of Directors, C.E.O., or Coalition employees may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the chair of the board
- Appeals must be made within 30 calendar days of the initial determination
- Resolution of the appeal shall be made by vote of the full Board of Directors
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board

Disciplinary Action for Violations of this Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Coalition or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her/his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any board member or C.E.O. who attempts to retaliate, directly or indirectly, or encourages others to do so against any employee who reports a violation of this policy.

A board member who violates this policy will be removed from the board.

For more details on state statutory instructions, please refer to OEL's Program Guidance, *Related Party Disclosures*.

For more information on conflicts of interest:

- See the Florida Commission on Ethics *Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees*.
- See the Florida Commission on Ethics *Overview of Laws relating to Gifts*.
- See the Florida Commission on Ethics *Overview of Laws relating to Honoraria*.
- See OEL's Uniform Guidance 2 CFR Part 200, Policy updates for Conflicts of Interest

Early Learning Coalition of North Florida, Inc.

Employee and Board Member

Conflict of Interest Questionnaire

Each year, employees and board members must complete a conflict of interest questionnaire. At the Early Learning Coalition, our reputation for integrity is one of our most valuable assets and is directly affected by the conduct of our employees. For this reason, employees and Board members must not use their position for private gain, to advance their personal interests, or to obtain favors or benefits for themselves, members of their immediate families*, or any other individuals or business entities. This includes Board members abstaining from voting on a matter when an item is presented for a vote that will directly affect that Board member, his/her employees, or another organization the Board member is involved with. The following **questions** are designed to protect you as an employee or a Board member of the Early Learning Coalition, and to comply with the federal and state mandates under which we operate. We appreciate your cooperation in completing this form.

Employees Only:

Are you currently employed with another employer other than the Early Learning Coalition? If yes, please list each employer, as well as the days and the hours that you are scheduled to work.

Employees and Board Members:

1. **Are you** related to any of the current employees of the Early Learning Coalition? If yes, list each relative's name and his/her relationship to you. _____
2. **Are you** related to any of our providers who utilize any of our services? If yes, please list the provider's business name(s) here: _____
3. **Are you**, or any member of your immediate family, related to any of the vendors listed on the attached vendor list? If so, please list the name(s) of the vendor(s) here: _____
4. **Please list** the names of all businesses that you, or any member of your immediate family, are affiliated with, that it is possible the Coalition may consider for future business dealings: _____
5. **Do you** own your own business? If yes, please provide the name, address, and nature of your business. _____

I understand that by signing this form:

- I will abide by these guidelines and all aspects of the **Coalition's Conflict of Interest Policy, #OP203**.
- I have reviewed the annual list of current Coalition vendors for any potential conflict of interest, and have no potential conflict of interest to report.
- I have listed all business organizations that I, or any member of my immediate family, am affiliated with that would cause a conflict of interest when participating in future Coalition business decisions.

Name and Title (please print)

Signature

Date

* see definition of “Immediate Family” in Policy #OP203

VII. BOARD ABSENTEEISM LOG

INFORMATIONAL

BOARD
MEMBER ABSENTEEISM LOG

By-Laws

3.2.7. Unexcused absences from two (2) consecutive meetings within a twelve month period by a representative or appointed member is equivalent to
3.2.8. Mandated members with three (3) consecutive unexcused absences from meetings or six (6) unexcused absences from meetings within a twelve month period without due cause may be notified by the

X = Attended

	MEMBER NAME	No Meeting Jul-16	No Meeting Aug-16	9/21/2016	No Meeting Oct-16	No Meeting Nov-17	12/7/2016	No Meeting Jan-17	No Meeting Feb-17	3/22/2017	No Meeting Apr-17	No Meeting Ma7-17	6/21/2017
1	Allen, M.			X			X			EXCUSED			EXCUSED
2	Coleman, R.			X			EXCUSED			X			X
3	Delcomyn, V.			X			X			X			EXCUSED
4	Deputy, A.			X			EXCUSED			EXCUSED			X
5	Graham, B.			EXCUSED			X			X			X
6	Hough, A.			X			EXCUSED			x			EXCUSED
7	Holanchock, M.			X			X			X			No longer a member
8	Kent, C.			X			EXCUSED			EXCUSED			EXCUSED
9	Lane, A.			X			EXCUSED			EXCUSED			X
10	Pearson, N.			X			EXCUSED			X			EXCUSED
11	Ramoutar, M.			X			X			X			X
12	Simpkins, K.			EXCUSED			X			X			X
13	Sirgusa, M.			X			EXCUSED			X			X
14	Matheny, T			X			X			X			X
15	Williams, R.			X			X			X			X
16	Johns, J.			X			EXCUSED			EXCUSED			No longer a member
17	Stanton, J.			X			X			X			X
18	Little, T.					Not a Member yet	X			X			X
19	Smith, J.											Not a Member yet	X
20	McElhone, B.											Not a Member yet	X

VIII. Board Comment

IX. Next Meetings

- Wednesday, November 1, 2017, 10:30 a.m. –
Exec/Admin Committee Conference Call
 - Wednesday, December 6, 2016, 2:00 p.m. –
Board Meeting at Caddy Shack Restaurant
World Golf Village
Volunteer & Board Appreciation Event
-

X. Adjournment*

***ACTION ITEM**