TENTATIVE AGENDA

*Action Item

I. Call to Order/Roll Call

II. Public Comment

III. Review of Credit Card Statements

IV. Approval of May 2, 2018 Exec/Admin Committee Meeting Minutes*

V. Approval of Episcopal Children’s Services 2018/2019 Contract Amendment #0001-18*

VI. Retro-Active Approval of 2017-19 School Readiness Plan Amendment #17*

VII. Review and Approval of 2018-19 ELCNF COOP*

VIII. Approval of the Request for Qualifications for External Auditing Services for Fiscal Year Ending 06/30/2019 and Timeline*

IX. CEO Review and Discussion of Staff Compensation Analysis-Informational

X. Review of Board Membership-Informational

XI. Committee Absenteeism Log – Informational

XII. Committee Comment

XIII. Next Meeting: Board ANNUAL – September 19, 2018; 10:30 a.m.
    Exec/Admin – November 7, 2018; 10:30 a.m. Conference Call

XIV. Adjournment*
I. Call to Order/Roll Call

II. Public Comment
III. Review of Credit Card Statements

- Statements are provided to Board/Committee Members ONLY for review and have been emailed at the time meeting packets were emailed.
IV. Approval of May 2, 2018 Exec/Admin Committee Meeting Minutes*

*ACTION ITEM
EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
May 2, 2018
10:30a.m.

ATTENDANCE

Committee Members Present:
Nancy Pearson, Board Chair
Joy Stanton, Secretary
Theresa Little, Treasurer
Renee Williams, Vice Chair
Teresa Matheny, ECS
Vina Delcomyn
Brian McElhone

Committee MembersAbsent:
Myrna Allen, Board Member

Others Present:

Coalition Staff Present:
Dawn Bell, Chief Executive Officer
Rhonda Cody, Office Manager
Tajaro Dixon, Grants and Operations Manager
Patty Larkin, Finance Manager

CALL TO ORDER/ROLL CALL
The meeting was called to order at 10:32 a.m. by N. Pearson, Board Chair and roll was called; quorum was met 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 January, February and March of 2018, (Amex and Visa cards issued to D. Bell and R. Cody). There were no comments or questions.

APPROVAL OF FEBRUARY 7, 2018 EXEC ADMIN COMMITTEE MEETING MINUTES *

1. T. Little motioned to approve the February 7, 2018 Executive Admin Committee Meeting Minutes. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

Executive/Admin Committee
May 2, 2018
March 2018 Financial Information

Financial Statements
The 3rd quarter monitoring of ECS began this week, April 30th. I attended the Finance Officer’s conference in Orlando 4/17 through 4/19 and will be attending the MIP conference May 6th – May 9th. Revenue and Expenditure reports will be available for the next board meeting, in the meantime, the following information is for your review:

**School Readiness Grant Requirements and other significant data:** As of March 2018

<table>
<thead>
<tr>
<th>Targets and Restrictions</th>
<th>As of March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Services Minimum:</td>
<td>78%</td>
</tr>
<tr>
<td>Admin Maximum:</td>
<td>5%</td>
</tr>
<tr>
<td>Admin/PSS/Quality Maximum:</td>
<td>22%</td>
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<tr>
<td>Quality Minimum:</td>
<td>4%</td>
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<tr>
<td>CCEP Admin Maximum:</td>
<td>5%</td>
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<tr>
<td>CCEP Match:</td>
<td>$15,242</td>
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<tr>
<td>CCEP Direct Services Minimum:</td>
<td>$81%</td>
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<tr>
<td>Working Poor Eligible Match:</td>
<td>$376,039</td>
</tr>
<tr>
<td>Infant &amp; Toddler Minimum:</td>
<td>$195,421</td>
</tr>
</tbody>
</table>

- Average children served per month is 3,848.
- Total Grant Expenditure on Direct Services (slots, without advance) - $9,470,021.51.
- Total Grant Expenditure for Administration & Indirect Services - $1,062,054.80.
- Percentage of Grant year: 75%
- Percentage of Grant expended for the year: 75%

**Voluntary Pre-K Grant Requirements and other significant data:** As of March 2018

- Administrative Monitoring and Eligibility Costs must be below 4% of the grant expenditure.
  - Costs are currently 3.7%.
- Total Grant Expenditure on Direct Services - $9,873,551.39.
- Total Grant Expenditure on Administration & Indirect Services - $361,084.09.
- Percentage of Grant year: 75%
- Percentage of Grant expended for the year (without advance): 75%
- Average Children Served per Month is 4,638.

**Summary**

**SR – School Readiness**
- The coalition is 1.1% below the maximum threshold for administrative services.
- The coalition is 3.4% above the minimum threshold for direct services.

**VPK – Coalition Pre-K:**
- The coalition is 3.3% below the maximum threshold for administrative services.
APPROVAL OF CONSULTING AGREEMENT WITH LAUREN CARPENTER*-HANDBOUT

Recommendation:

Lauren Carpenter will provide the necessary support to the Finance Manager by reviewing general ledger entries, including performing quality analysis and other analysis as needed.

The scope of this work will include creating required reporting formats, reviewing data input, reversing entries that recorded twice during the implementation process of MIP and reviewing all general ledger entries with the Finance Manager.

This contract shall be for the period of May 2, 2018 to November 30, 2018 at the rate of $30.00 per hour, plus mileage and the contract value is not to exceed $4,000.00.

If this is not done, the following would occur:

- ELCNF Finance Manager has not been trained on the creation of reports, reversing entries and budget input. This contract is more cost effective than the telephone support currently utilized with MIP.

2. R. Williams motioned to approve the Consulting Agreement with Lauren Carpenter. J. Stanton seconded the motion. No discussion—motion passed unanimously.

APPROVAL OF EPISCOPAL CHILDREN’S SERVICES 2018/2019 PRIMARY SERVICE PROVIDER CONTRACT*

Recommendation:

As the Coalition has been satisfied with Episcopal Children’s services (ECS) delivery of services in contract year 2017/2018 (and all prior years), the Coalition will continue contracting with ECS for 2018/2019.

2018/2019 will be ECS’s third year of a possible three-year term from the RFP (Request for Proposals) awarded by the ELC Board of Directors March 16, 2016.

If this is not done, the following would occur:

The Coalition would not have a Primary Service Provider contracted for 2018/2019.

3. V. Delcomyn motioned to approve the Episcopal Children’s Services 2018/2019 Primary Service Provider Contract. R. Williams seconded the motion. T. Matheny recused herself from voting. No discussion—motion passed unanimously.
APPROVAL OF THE REVISIONS TO THE EARLY LEARNING COALITION OF NORTH FLORIDA’S ANTI-FRAUD PLAN FOR 2018/2019*

Revisions:

1. Changed the fiscal year of the Plan and revision date.
2. Added “The due process procedures for providers are provided for in the contract between the ELC and the provider, pursuant to Rule 6M-4.610. F.A.C.”
3. Deleted the designation of staff (“Family Services Coordinator”) who will provide annual and new staff training.
4. Added that fraud can be reported by e-mail provided in parent packets.
5. Added the word “hotline” to phone number for reporting potential fraud.
6. Added that the Family Service Coordinators can provide monthly unscheduled reviews of staff work products.
7. Added more contact information for Project Compliance Specialist.
8. Changed “Director of Child Care Connection” to “Project Compliance Specialist” for updating information in the Fraud Referral System for appeals.

If this is not done, the following would occur:
OEL would not have the most accurate and current Coalition Anti-Fraud Plan for 2018/2019, and the Coalition would be out of compliance.

4. R. Williams motioned to approve the revisions to the Early Learning Coalition of North Florida’s Anti-Fraud Plan for 2018/2019. T. Little seconded the motion. No discussion—motion passed unanimously.

APPROVAL OF 2017-19 SCHOOL READINESS PLAN AMENDMENT #15*

Revisions:

The following item was revised to update regulations:
- Attachment I I ECS SRAD01 IT Policy 041718 (Added instructions regarding encrypting confidential data sent to external agencies and encouraging internal users to post to the OEL state-secured share point.)

The following items are OEL-required annual updates:
- Attachment II E ELC Sliding Fee Scale for Parent Co-Payment Form eff 070118
- Attachment V A ELC 1819 ECS Monitoring Plan narrative 030718-showing edits
- Attachment V A ELC 1819 Monitoring Schedule 030718

If this is not done, the following would occur:
- The Coalition’s School Readiness Plan would not be in compliance with OEL requirements regarding sub-recipient I.T. policies.

Executive/Admin Committee
May 2, 2018
• The Coalition would not have a Parent Sliding Fee Scale effective 07/01/18.
• The Coalition’s School Readiness Plan would not be in compliance with OEL requirements regarding monitoring plan/schedule of sub-recipient.

5. V. Delcomyn motioned to approve the 2017-19 School Readiness Plan Amendment #15. T. Little seconded the motion. T. Matheny recused herself from voting. No discussion—motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP
Informational; no comments.

COMMITTEE ABSENTEEISM LOG
Informational; no comments.

COMMITTEE COMMENT
T. Dixon commented on the upcoming RFQ and RFP committee meetings and asked that if there are any board members who are interested in joining these committees to let her know. There will be more information presented to the entire Board at the next meeting in June.

NEXT MEETINGS
- Board Meeting—June 20, 2018; 10:30 a.m. Renaissance Resort at World Golf Village Convention center
- Exec/Admin – August 1, 2018; 10:30 a.m. Conference Call

ADJOURNMENT*

6. T. Matheny motioned to approve adjournment. J. Stanton seconded the motion. No discussion—motion passed unanimously. Meeting adjourned at 10:49 am

Minutes submitted by Rhonda Cody, Office Manager
V. Approval of Episcopal Children’s Services 2018/2019 Contract Amendment #0001-18*

*ACTION ITEM*
**ACTION ITEM SUMMARY**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Episcopal Children’s Services 2018/2019 Contract Amendment #0001-18:</th>
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<tbody>
<tr>
<td>Reason for Recommended Action</td>
<td>Revisions:</td>
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<tr>
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<td>A. Items #3, 10, and 18 were to update the School Readiness budgeted amounts per the July 1, 2018 Notice of Award.</td>
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<td>B. Items #10 and 18 were to add the “School Readiness Program Assessments” budgeted amounts per the July 1, 2018 Notice of Award.</td>
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<td>C. Items #12, 14, 15, and 19 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2018 Notices of Awards.</td>
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<td>D. Item #17 is replace the Provider Payment Rates attachment for St. Johns County (ONLY), as the before (or) after school rates have been deleted – due to the OEL not allowing for these type of payments starting July 1, 2018.</td>
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<td>E. The remaining items were due to revisions made to the 2018/2019 OEL Grant Agreement.</td>
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**If this is not done, the following would occur:**

- ECS’s contract would not have the correct budgeted amounts for the School Readiness program.
- ECS’s contract would not have any budgeted amounts for the “School Readiness Program Assessments”.
- ECS’s contract would not have the correct budgeted amounts for the VPK program.
- ECS’s contract would not have the updated Provider Payment Rates scale for St. Johns County.
- All other elements not revised in the ECS contract would make it non-compliant with the 2018/2019 OEL grant agreement requirements.

| How the Action will be accomplished | Approval of ECS 2018/2019 amendment #0001-18, and party signatures. |
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 2018-19 primary services contract as follows:

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<tr>
<th>Item #</th>
<th>Page #</th>
<th>Headings and Text</th>
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<tr>
<td>1</td>
<td>2-3</td>
<td>2. Federal Requirements (“a” and “e” ONLY)</td>
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</table>
|       |       | a) **Clean Air and Water Act:** When applicable, if the aggregated amount of funds awarded under this agreement is in excess of $100,000, the Provider shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401 et seq.), the Clean Water Act as amended (33 U.S.C. 1251 et seq.), and Environmental Protection Agency regulations (400 C.F.R. part 15). Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency. See 45 CFR part 92.36(i)(12).
|       |       | e) **Drug Free Workplace Act:** If this Agreement provides for or contemplates the use of federal funding in excess of $100,000, the Provider agrees to operate in accordance with the Drug-Free Workplace Act of 1988 Common Rule (45 CFR part 82, 2 CFR Part 382). *(Attachment 5)* |
| 2     | 7     | A. **ELIGIBILITY AND ENROLLMENT** (SR) |
|       |       | THE CONTRACTOR: |
|       |       | 5. Shall maintain accurate and current client information, which is updated on a weekly basis. The Coalition and/or OEL (Office of Early Learning) shall monitor the status of children’s eligibility from on-site record reviews and from ad hoc reports obtained from the contractor’s client information system. The contractor shall maintain sufficient records to verify that client eligibility was determined in accordance with Coalition and/or OEL requirements. And the Contractor must conduct internal file monitoring activities to ensure the accuracy of eligibility determinations in accordance with Rule 6M-4.208(1) F.A.C. All child eligibility documentation shall be maintained by the Contractor. |
| 3     | 8-9   | C. **RESOURCE MANAGEMENT** (SR) |
|       |       | 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: |
|       |       | 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 78 percent calculation includes direct services, applicable Gold Seal OCA expenditures, and performance-based payment differentials to providers up to the provider’s private pay rate, as defined in the most recent version of the OEL Standard Codes document and local working poor match. This calculation excludes CCEP expenditures. 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 $12,340,418 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 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 (minimum) 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.

4 12 E. Reports (SR)

14. CCDF Quality Progress/Performance Report (QPR) between November 1 and December 1 each Fiscal/Contract year as designated by OEL.

5 12 B. Scope of Services: (Child Care Resource and Referral, CCR&R)

1. To provide quality CCR&R services to all families (without regard to socioeconomic status) including, but not limited to, identification of all provider options, information on and assistance in locating a childcare provider that meets the family’s specific needs, and information regarding financial subsidies or related family support services. Once a parent has selected a provider, the Contractor shall provide that parent with the following information:

   a) Link to DCF CARES system where the parent can locate specific information about the selected provider, including health and safety requirements met by the provider, any licensing or regulatory requirements met by the provider, the provider’s inspection and violation history, and any voluntary quality standards met by the provider.
b) A description of how CCDF subsidies are designed to promote equal access.

c) Instructions on how to submit a complaint through DCF's complaint hotline.

d) Instructions on how to contact the local CCR&R for information regarding other community-based supports.

6 13-14 C. Methodology (CCR&R) (#7, 8, and 11 ONLY)

7. Provide a minimum of five unbiased (for or against any type of or individual child care provider), computer generated, referrals, based on family circumstances and preferences, unless fewer than five are available, within three (3) business days and in the format (delivery method) requested by the individual. Within six (6) business days, any family receiving a referral must also be provided with an informational packet to include contractor contact and information literature on other childcare topics. CCR&R staff will record requests for other information and resources into the Single Statewide Information System (SSIS).

8. Maintain an up-to-date directory of community services and assist families on crisis calls/situations utilizing 211 where appropriate. Develop and maintain a directory of community resources that at a minimum contains parent education programs, financial assistance programs including the temporary cash assistance program, and related community and social services resources. Provide families and employers with information and guidance on subsidy programs and other financial assistance including, but not limited to, public and private employer child care, family child care home, large family child care home, public and private child care, special education programs for children with disabilities, full-time and part-time programs, before- and after-school programs, the VPK Education Program, the SR Program, Head Start Programs, private funding programs, the federal child care and dependent care tax credit, and other statewide or local community resources. Assist families with identifying summer camp programs and creative childcare options or other special arrangements with providers.

11. Maintain a file with up-to-date information on local and state provider laws and regulation changes. Coordinate with Department of Children and Families licensing or local licensing agency for receipt of the latest licensing reports of new and closed childcare providers on a quarterly basis. Record provider termination codes in the SSIS using the OEL-approved standard code that best describes and documents the inactivation reason, for example if provider fell below a set quality threshold for Class 1 violations. Meet with licensing staff semi-annually to discuss licensing issues relative to CCR&R.

7 15 B. Scope of Services: (Quality Initiative)

The Contractor shall implement the Coalition's Plan for Quality Activities and Services plan element consistent with the activities prescribed in s.1002.89(6)(b), F.S. which can be measured by program assessment, professional development, and formative child assessment. The professional
development support activities are defined by OEL’s approved CCDF State Plan including conducting communities of practice, coaching, technical assistance, and training. Also included are parent trainings and involvement activities (including activities to promote a higher level of family engagement), and strategies to meet the needs of unique populations and local eligibility priorities (which may include supports for creating inclusive environments, supports for serving diverse populations of children, and supports for trauma-informed care and grants to incentivize serving these populations). The Coalition’s Plan shall be incorporated by reference herein and made a part of this Contract.

6. Provide Quarterly Reports in a written format as identified to the appropriate committees, the Coalition, and the state of Florida, to include all standardized CCR&R Network Reports, such as the “Inclusion Activity Log”, the “Inclusion Narrative Report”, by May 15 June 30, 2019. The Contractor shall submit data, reports and staff evaluations for Inclusion Warm-Line services administration as OEL requires. The data and reports will conform to the timeline, content, format and standard codes OEL specifies and shall include trainings facilitated, screenings completed, and any other relevant information used for making targeted technical assistance.

15. Shall require for each employee assigned to this contract to notify the Coalition within ten (10) days of being arrested or removed from working on the contract for any criminal offense. The Contractor (and Coalition) shall review the alleged offense within 48 hours of notification, 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. If the 48-hour period falls on a Saturday, Sunday, or Federal holiday, the determination shall occur the next business day. The Contractor will ensure that the employee will not return to work (assigned to this contract) until cleared of all charges that would exclude the employee under a level 2 background screening.

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 **$15,067,552**. 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 **$358,353** (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.
Additional School Readiness-Related Programs and Funding:

The following programs’ 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 individual contracts and/or OEL Grant Agreements.

Performance Funding Project
In addition to the School Readiness Grant described above, 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” Grant Agreement with the Coalition (OEL NOA #PP EL439) for a total dollar amount up to and not to exceed $68,885. 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.

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 $35,000.

School Readiness Program Assessment-Non ELPFP Providers
Per recently enacted legislation (Ch. 2018-136, Laws of Florida), the Contractor shall provide a program assessment on School Readiness providers that are not already participating in the 2018-2019 Early Learning Performance Funding Project. These program assessments will be conducted in accordance with OEL Program Guidance 420.02 – Program Assessment and 250.01 – Other Cost Accumulators, and for a total dollar amount up to and not to exceed $267,900.

11 21-22 Travel and Entertainment (SR and VPK)

In addition, the Contractor agrees that entertainment costs are unallowable and all travel must be pre-approved by the Contractor’s Board of Directors (for agency head and board members) and by the Contractor’s agency head (for all employees). ALL TRAVEL is defined as both in-state (local and overnight) and all out-of-state travel, and such costs shall be reimbursed at the standard travel reimbursement rates established in section 112.061, F.S. and per the regulations of OEL Program Guidance 240.10 – Travel and DFS-approved travel forms of the Florida Department of Financial Services (http://www.myfloridacfo.com/Division/SFM/DQMSEC/documents/State_Travel_Manual_2011-01-15.pdf and Florida Department of Education (http://www.fldoe.org/core/fileparse.php/7604/urlt/0069770-travelmanual.pdf). In addition, all out-of-state travel must be pre-approved by the Contractor’s Board of Directors.
A. Contract Dates
This contract shall begin on July 1, 2018 or the date, on which both parties have signed the contract, whichever is earlier, and shall end on June 30, 2019. 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.

B. Contract Amount & Availability of Funding
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 $13,825,764 (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 $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.

B. Program Implementation & Management (VPK)
17) The Contractor shall assign a staff member to register and serve as the administrator for the VPK Provider Kindergarten Readiness Rate website. The contractor will also approve each private VPK provider’s improvement plan to ensure that the plan meets the requirements of 6M-8.700 and 6M-8.701 and shall monitor each private VPK provider’s improvement plan to ensure that the provider has implemented the approved improvement plan.

V. Method of Payment, A. Payments (VPK)
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 $13,825,764 (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).

**B. Funding By Category (VPK)**

The Coalition agrees to pay for contracted services in an amount up to and not to exceed $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.

In addition, the Coalition agrees to pay for contracted services by an amount not to exceed $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.

**KK. Breach of Security/Confidentiality (SR and VPK)**

For purposes of this agreement, “Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with Contractor operations; however, good faith attempts at access shall not be considered a security incident as defined in Chapter 282.0041 F.S., “Security Incident” means a violation or imminent threat of violation, whether such violation is accidental or deliberate, of information technology security policies, acceptable use policies, or standard security practices. An imminent threat of violation refers to a situation in which the state agency has a factual basis for believing that a specific incident is about to occur.

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 Contractor does not constitute a breach of security, provided that the information is not used for a purpose unrelated to the contract or subject to further unauthorized use. As defined in Chapter 282.0041, F.S., "Breach" means a confirmed event that compromises the confidentiality, integrity, or availability of information or data.

**ATTACHMENT 7-F PROVIDER REIMBURSEMENT RATE SCHEDULE St. Johns County**

(Attached, Page 10, replaces original contract attachment and is incorporated as part of this amendment)
<table>
<thead>
<tr>
<th>18</th>
<th>68-69</th>
<th>Attachment 9 School Readiness Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>(Attached, Pages 11-12 shows what was deleted, and pages 13-14 shows what was added. Pages 13-14 replaces original contract attachment and is incorporated as part of this amendment)</td>
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<tr>
<th>19</th>
<th>70</th>
<th>Attachment 10 Voluntary Prekindergarten Budget</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>(Attached, Page 15, replaces original contract attachment and is incorporated as part of this amendment)</td>
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<tr>
<th>20</th>
<th>85</th>
<th>F. Audit Requirements</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>A. Accounting and auditing requirements</td>
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<td></td>
<td></td>
<td>1. During the course of any state fiscal year, external auditors, the State Auditor General, state or federal inspectors, Inspectors General, HHS, OEL or others as state or federal agencies designate the Office, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state agencies, the Comptroller General of the United States or any of their duly authorized representatives may review operations of and records from the Contractor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. State-funded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2 In the event the Contractor expends $750,000 or more of state financial assistance in any fiscal year, the Contractor must have a state single or project-specific audit conducted accordance with the Florida Single Audit Act; Florida Single Audit Act; Chapter 691-5, F.A.C.; Chapter 10.550 (local governmental entities) or Rule 61H1-20.0093, F.A.C.; Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>21</th>
<th>86</th>
<th>K. Scrutinized Companies Lists Provisions and Certification (s. 287.135, F.S.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Scrutinized Companies Lists Provisions and Certification — section 287.135, Florida Statutes— If this Agreement is for goods or services of $1 million or more and entered into or renewed on or after July 1, 2011, then the Office of Early Learning and/or the Early Learning Coalition of North Florida may terminate this contract at its sole option if the Contractor is found to have submitted false certification as provided under subsection (5) of s. 287.135, F.S., or been placed 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 created pursuant to s. 215.473, F.S.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If this Agreement is in the amount of $1 million or more, in accordance with the requirements of s. 287.135, F.S., the Contractor, by signing this Agreement, hereby certifies that it is not listed on either the Scrutinized Companies with Activity in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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...</td>
</tr>
</tbody>
</table>
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. A company that is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or is engaged in a boycott of Israel, 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 a contract in any amount. See s. 287.135(2), F.S.

Any contract the Contractor enters into or renews on or after July 1, 2018, for goods or services of $1 million or more, 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), F.S., 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. See s. 287.135(3)(b), F.S. Further, all contracts the Contractor enters into or renews on or after July 1, 2018, must also 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 been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In accordance with the provisions of s. 287.135(3) and s. 287.135(5), F.S., the Contractor, by signing this Agreement, hereby certifies that the Contractor 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 and is not participating in a boycott of Israel. The Contractor further acknowledges and agrees that the ELC/OEL may immediately terminate this Agreement for cause if the Contractor is found to have submitted a false certification or if the Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel during the term of this Agreement.

END OF AMENDMENTS
## Early Learning Coalition of North Florida - St. Johns County

### DAILY PAYMENT-RATE SCHEDULE  
(Effective 07/01/18)

#### Full-Time Daily Rates (Completed by COALITION)

<table>
<thead>
<tr>
<th>CARE CODE</th>
<th>Description</th>
<th>Licensed or Exempt Centers and Public/Non-Public Schools</th>
<th>Gold Seal Differential</th>
<th>Licensed Gold Seal Differential</th>
<th>Registered Gold Seal Differential</th>
<th>Informal Gold Seal Differential</th>
<th>Informal Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INF)</td>
<td>&lt;12 MTH</td>
<td>27.00</td>
<td>5.40</td>
<td>22.00</td>
<td>4.40</td>
<td>22.00</td>
<td>4.40</td>
</tr>
<tr>
<td>(TOD)</td>
<td>12&lt;24 MTH</td>
<td>22.29</td>
<td>4.46</td>
<td>19.43</td>
<td>3.89</td>
<td>19.43</td>
<td>3.89</td>
</tr>
<tr>
<td>(2YR)</td>
<td>24 &lt;36 MTH</td>
<td>22.29</td>
<td>4.46</td>
<td>19.43</td>
<td>3.89</td>
<td>19.43</td>
<td>3.89</td>
</tr>
<tr>
<td>(PR3)</td>
<td>36 &lt;48 MTH</td>
<td>20.70</td>
<td>4.14</td>
<td>19.20</td>
<td>3.84</td>
<td>19.20</td>
<td>3.84</td>
</tr>
<tr>
<td>(PR4)</td>
<td>48 &lt;60 MTH</td>
<td>20.70</td>
<td>4.14</td>
<td>17.60</td>
<td>3.52</td>
<td>17.60</td>
<td>3.52</td>
</tr>
<tr>
<td>(PR5)</td>
<td>60 &lt;72 MTH</td>
<td>20.70</td>
<td>4.14</td>
<td>17.60</td>
<td>3.52</td>
<td>17.60</td>
<td>3.52</td>
</tr>
<tr>
<td>(SCH)</td>
<td>In School</td>
<td>19.05</td>
<td>3.81</td>
<td>14.40</td>
<td>2.88</td>
<td>14.40</td>
<td>2.88</td>
</tr>
<tr>
<td>(SPCR)</td>
<td>Special Needs</td>
<td>27.00</td>
<td>5.40</td>
<td>22.00</td>
<td>4.40</td>
<td>22.00</td>
<td>4.40</td>
</tr>
</tbody>
</table>

#### Part-Time Daily Rates (Completed by COALITION)

<table>
<thead>
<tr>
<th>CARE CODE</th>
<th>Description</th>
<th>Licensed or Exempt Centers and Public/Non-Public Schools</th>
<th>Gold Seal Differential</th>
<th>Licensed Gold Seal Differential</th>
<th>Registered Gold Seal Differential</th>
<th>Informal Gold Seal Differential</th>
<th>Informal Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INF)</td>
<td>&lt;12 MTH</td>
<td>22.56</td>
<td>4.51</td>
<td>16.50</td>
<td>3.30</td>
<td>16.50</td>
<td>3.30</td>
</tr>
<tr>
<td>(TOD)</td>
<td>12&lt;24 MTH</td>
<td>19.67</td>
<td>3.93</td>
<td>13.60</td>
<td>2.72</td>
<td>13.60</td>
<td>2.72</td>
</tr>
<tr>
<td>(2YR)</td>
<td>24 &lt;36 MTH</td>
<td>19.67</td>
<td>3.93</td>
<td>12.80</td>
<td>2.56</td>
<td>12.80</td>
<td>2.56</td>
</tr>
<tr>
<td>(PR3)</td>
<td>36 &lt;48 MTH</td>
<td>17.25</td>
<td>3.45</td>
<td>12.80</td>
<td>2.56</td>
<td>12.80</td>
<td>2.56</td>
</tr>
<tr>
<td>(PR4)</td>
<td>48 &lt;60 MTH</td>
<td>17.25</td>
<td>3.45</td>
<td>12.00</td>
<td>2.40</td>
<td>12.00</td>
<td>2.40</td>
</tr>
<tr>
<td>(PR5)</td>
<td>60 &lt;72 MTH</td>
<td>17.25</td>
<td>3.45</td>
<td>12.00</td>
<td>2.40</td>
<td>12.00</td>
<td>2.40</td>
</tr>
<tr>
<td>(SCH)</td>
<td>In School</td>
<td>11.60</td>
<td>2.32</td>
<td>10.80</td>
<td>2.16</td>
<td>10.80</td>
<td>2.16</td>
</tr>
<tr>
<td>(SPCR)</td>
<td>Special Needs</td>
<td>22.56</td>
<td>4.51</td>
<td>16.50</td>
<td>3.30</td>
<td>16.50</td>
<td>3.30</td>
</tr>
</tbody>
</table>
**ATTACHMENT 9**  
**SCHOOL READINESS BUDGET**

State of Florida Notice of Award No. **SR439**  
DUNS # 130220796

<table>
<thead>
<tr>
<th>CFDA# / Name</th>
<th>Federal Award #</th>
<th>OCA</th>
<th>ECS Dollar Amounts</th>
<th>Coalition Dollar Amounts</th>
<th>TOTALS (NOA Amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.558 / TANF</td>
<td>G1702FLTANE</td>
<td>97BBA, 97FIR, 97LCA</td>
<td>$358,353</td>
<td>$425,000</td>
<td>$783,353</td>
</tr>
<tr>
<td>93.575 / CCDF Discretionary</td>
<td>G1702FLCCDF</td>
<td>97BBBD</td>
<td>250,752</td>
<td>0</td>
<td>250,752</td>
</tr>
<tr>
<td>93.596 / CCDF Mandatory</td>
<td>G1702FLCCDF</td>
<td>97SYS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>93.667 / SSBG</td>
<td>G1701FLS0SR</td>
<td>97BDE</td>
<td>666,835</td>
<td>0</td>
<td>666,835</td>
</tr>
<tr>
<td>97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT</td>
<td></td>
<td>97QOQ</td>
<td>720,211</td>
<td>310,669</td>
<td>1,030,880</td>
</tr>
<tr>
<td>97INT, 97ICR, 97IAS, 97ICS</td>
<td></td>
<td>97INT</td>
<td>263,803</td>
<td>0</td>
<td>263,803</td>
</tr>
<tr>
<td>97QIN</td>
<td></td>
<td>97QIN</td>
<td>116,481</td>
<td>0</td>
<td>116,481</td>
</tr>
<tr>
<td>97Q14</td>
<td></td>
<td>97Q14</td>
<td>234,647</td>
<td>0</td>
<td>234,647</td>
</tr>
<tr>
<td><strong>Total Non-Slots</strong> (Non-Direct)</td>
<td></td>
<td></td>
<td>$2,611,082</td>
<td>$735,669</td>
<td>$3,346,751</td>
</tr>
<tr>
<td><strong>Gold Seal Payments</strong></td>
<td></td>
<td>97GSD</td>
<td>520,000</td>
<td>0</td>
<td>520,000</td>
</tr>
<tr>
<td><strong>Total Slots</strong> (Direct Services)</td>
<td></td>
<td></td>
<td>$12,340,418</td>
<td>0</td>
<td>$12,340,418</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td>$14,951,500</td>
<td>$735,669</td>
<td>$15,687,169</td>
</tr>
</tbody>
</table>

Grand Total 100%
Supplemental Contracts
(Exclusive of OEL School Readiness Grant Award Funding)

<table>
<thead>
<tr>
<th>Performance Funding Project (OEL NOA #PP439) (CFDA# 93.575 CCDF, Federal Award No. G1602FLCCDF – 100% funding) (DUNS #130220796)</th>
<th>$68,885</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (total dollar amount up to and not to exceed)</td>
<td>$68,885</td>
</tr>
</tbody>
</table>

**Pay for Performance** (through the University of Florida)

**Contract SR400**

(totol dollar amount up to and not to exceed) $35,000
## ATTACHMENT 9
### SCHOOL READINESS BUDGET

State of Florida Notice of Award No. **EL439**
DUNS # 130220796

<table>
<thead>
<tr>
<th>CFDA# / Name</th>
<th>Federal Award #</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.558 / TANF</td>
<td>G1802FLTANF</td>
<td>26.83%</td>
</tr>
<tr>
<td>93.575 / CCDF Discretionary</td>
<td>G1802FLCCDF</td>
<td>40.78%</td>
</tr>
<tr>
<td>93.596 / CCDF Mandatory</td>
<td>G1802FLCCDF</td>
<td>32.31%</td>
</tr>
<tr>
<td>93.667 / SSBG</td>
<td>G1801FLS0SR</td>
<td>0.08%</td>
</tr>
</tbody>
</table>

Grand Total 100%

<table>
<thead>
<tr>
<th>Description</th>
<th>OCA</th>
<th>ECS Dollar</th>
<th>Coalition Dollar</th>
<th>Total ECS and ELC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amounts</td>
<td>Amounts</td>
<td></td>
</tr>
<tr>
<td>General Administration</td>
<td>97BBA, 97FIR, 97LCA</td>
<td>$358,353</td>
<td>$433,807</td>
<td>$792,160</td>
</tr>
<tr>
<td>Non-direct Services</td>
<td>97BBD</td>
<td>$283,479</td>
<td></td>
<td>$283,479</td>
</tr>
<tr>
<td>Systems</td>
<td>97SYS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility Determination</td>
<td>97BDE</td>
<td>$660,931</td>
<td></td>
<td>$660,931</td>
</tr>
<tr>
<td>Quality</td>
<td>97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT</td>
<td>$620,211</td>
<td>$335,669</td>
<td>$955,880</td>
</tr>
<tr>
<td>Infant &amp; Toddler Services</td>
<td>97INT, 97ICR, 97IAS, 97ICS</td>
<td>$267,306</td>
<td>$25,000</td>
<td>$292,306</td>
</tr>
<tr>
<td>Inclusion</td>
<td>97QIN</td>
<td>$105,099</td>
<td></td>
<td>$105,099</td>
</tr>
<tr>
<td>Resource &amp; Referral</td>
<td>97Q14</td>
<td>$277,639</td>
<td></td>
<td>$277,639</td>
</tr>
<tr>
<td><strong>Total Non-Slots (Non-Direct)</strong></td>
<td></td>
<td><strong>$2,573,018</strong></td>
<td><strong>$794,476</strong></td>
<td><strong>$3,367,494</strong></td>
</tr>
<tr>
<td>Gold Seal Payments</td>
<td>97GSD</td>
<td>$600,000</td>
<td></td>
<td>$600,000</td>
</tr>
<tr>
<td>Slots</td>
<td></td>
<td>$11,875,699</td>
<td></td>
<td>$11,875,699</td>
</tr>
<tr>
<td>CCEP funding</td>
<td></td>
<td>$18,835</td>
<td></td>
<td>$18,835</td>
</tr>
<tr>
<td><strong>Total Slots (Direct Services)</strong></td>
<td></td>
<td><strong>$12,494,534</strong></td>
<td></td>
<td><strong>$12,494,534</strong></td>
</tr>
<tr>
<td>Grand Totals</td>
<td></td>
<td><strong>$15,067,552</strong></td>
<td><strong>$794,476</strong></td>
<td><strong>$15,862,028</strong></td>
</tr>
</tbody>
</table>

**NOA Total**
### Supplemental Contracts
(Exclusive of OEL School Readiness Grant Award Funding)

<table>
<thead>
<tr>
<th>Description</th>
<th>CFDA#</th>
<th>Award No.</th>
<th>Total (total dollar amount up to and not to exceed)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance Funding Project</strong> (OEL NOA #EL439)</td>
<td>93.575/CCDF</td>
<td>G1802FLCCDF–100% funding</td>
<td><strong>$68,885</strong></td>
</tr>
<tr>
<td><strong>Pay for Performance</strong> (through the University of Florida)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contract SR400</strong></td>
<td></td>
<td></td>
<td><strong>$35,000</strong></td>
</tr>
<tr>
<td><strong>SR Program Assessment</strong> (EL439)</td>
<td>93.575/CCDF</td>
<td>G1802FLCCDF–100% funding</td>
<td><strong>$267,900</strong></td>
</tr>
</tbody>
</table>

*For General Administration of CLASS Assessments (OCA - SRPAS)*
# ATTACHMENT 10

## VOLUNTARY PREKINDERGARTEN BUDGET

Episcopal Children's Services and The Early Learning Coalition of North Florida

2018/2019 VPK Budget

**DUNS # 130220796**

<table>
<thead>
<tr>
<th>Description</th>
<th>OCA</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPK Administration</td>
<td>VPADM</td>
<td>$242,406</td>
</tr>
<tr>
<td>VPK Enrollment</td>
<td>VPENR</td>
<td>199,591</td>
</tr>
<tr>
<td>VPK Monitoring</td>
<td>VPMON</td>
<td>29,834</td>
</tr>
<tr>
<td><strong>Total ECS Administrative Costs</strong> (up to 3.6% of slots earned)</td>
<td></td>
<td>$471,831</td>
</tr>
<tr>
<td>Coalition Administrative Costs (up to 0.4% of slots earned)</td>
<td></td>
<td>$52,426</td>
</tr>
<tr>
<td><strong>Total Non-Slots (ECS + Coalition)</strong> (4% of slots earned)</td>
<td></td>
<td>$524,257</td>
</tr>
<tr>
<td>Direct Services - Slots</td>
<td></td>
<td>$13,106,423</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td>$13,630,680</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>OCA</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong> (for VPK outreach/awareness, and monitoring)</td>
<td></td>
<td>$28,773</td>
</tr>
</tbody>
</table>
THIS AMENDMENT shall begin on August 1, 2018, 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 _16_ page amendment to be executed by their officials thereunto duly authorized.

EARLY LEARNING COALITION OF NORTH FLORIDA

NAME ___________________________ NAME ___________________________

TITLE ___________________________ TITLE ___________________________

SIGNED ___________________________ SIGNED ___________________________

DATE ___________________________ DATE ___________________________
VI. Retro-Active Approval of 2017-19 School Readiness Plan Amendment*

*ACTION ITEM*
# ACTION ITEM SUMMARY

<table>
<thead>
<tr>
<th>Reason for Recommended Action</th>
<th>RETRO-ACTIVE Approval of 2017-19 School Readiness Plan Amendment #17</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The ELC had to immediately request OEL approval for revisions made to the SR Plan Attachment II G Provider Payment Rate eff 070118-w corrections to St Johns ONLY. The portal does not allow for part-time before/after school rates, and this was set up for St. Johns county (only). So, these rates had to be deleted immediately so that providers were paid correctly (with part time rates) effective July 1, 2018.</td>
<td></td>
</tr>
<tr>
<td>2. ALSO, the ELC organization chart was updated effective July 1, 2018 to add a second Screening Specialist and a Finance Analyst position.</td>
<td></td>
</tr>
</tbody>
</table>

Therefore, the ELC is requesting RETRO-ACTIVE approval to July 1, 2018.

**If this is not done, the following would occur:**

- The Coalition’s School Readiness Plan would not have part-time rates for school age children, and providers would not be paid correctly beginning July 1, 2018 for St. Johns county.
- The Coalition’s organizational chart would not be current with OEL.

<table>
<thead>
<tr>
<th>How the Action will be accomplished</th>
<th>RETRO-ACTIVE Board Approval, then OEL Approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Code</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>SCH</td>
<td>In School In School Special Needs</td>
</tr>
<tr>
<td>PR3</td>
<td>60-72 MTH</td>
</tr>
<tr>
<td>PR4</td>
<td>48-60 MTH</td>
</tr>
<tr>
<td>PR5</td>
<td>36-48 MTH</td>
</tr>
<tr>
<td>PR6</td>
<td>24-36 MTH</td>
</tr>
<tr>
<td>PR7</td>
<td>&lt;12 MTH</td>
</tr>
</tbody>
</table>

Early Learning Coalition of North Florida - Baker County
DAILY PAYMENT RATE SCHEDULE (Effective 01/01/17)
<table>
<thead>
<tr>
<th>Time</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20</td>
<td>2:20</td>
<td>Providers</td>
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*Early Learning Coalition of North Florida - Clay County*

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**Daily Payment Rate Schedule (Effective 08/01/17)**

Early Learning Coalition of North Florida - Putnam County
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VII. Review and Approval of 2018-19 ELCNF COOP (Continuity of Operations Plan)*

*ACTION ITEM*
## ACTION ITEM SUMMARY

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<th>DESCRIPTION</th>
<th>Approval of our 2018-19 COOP (Continuity Of Operation Plan)</th>
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| **Reason for Recommended Action** | 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.  
• Changes were made to reflect the processes that ECS has in place if they were to activate their COOP. |
| **How the Action will be accomplished** | Approval of the 2018-19 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  Date: _____________
Name and Title of Signature Authority
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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

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<th>Name</th>
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<th>Email Address</th>
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<tbody>
<tr>
<td>Nancy R. Pearson</td>
<td>Board Chair, Early Learning Coalition of North Florida</td>
<td>W: (904) 285-1800</td>
<td><a href="mailto:nrpearson@comcast.net">nrpearson@comcast.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>F: (904) 285-3036</td>
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<td>H: (904) 285-4482</td>
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<td>C: (904) 504-4369</td>
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<tr>
<td>Dawn E. Bell</td>
<td>Chief Executive Officer, Early Learning Coalition of</td>
<td>W: (904) 342-2267</td>
<td><a href="mailto:dbell@elnorthflorida.org">dbell@elnorthflorida.org</a></td>
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<tr>
<td></td>
<td>North Florida</td>
<td>F: (904) 342-2268</td>
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<td>H: (904) 794-5480</td>
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<td>C: (904) 377-5248</td>
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<tr>
<td>Patty Larkin</td>
<td>Finance Manager, Early Learning Coalition of North</td>
<td>W: (904) 342-2267</td>
<td><a href="mailto:plarkin@elnorthflorida.org">plarkin@elnorthflorida.org</a></td>
</tr>
<tr>
<td>Susan Pettijohn</td>
<td>Florida</td>
<td>F: (904) 342-2268</td>
<td><a href="mailto:spettijohn@elnorthflorida.org">spettijohn@elnorthflorida.org</a></td>
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<td>H: (386) 437-1155</td>
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<td>C: (386) 212-3292</td>
<td></td>
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<tr>
<td>Connie Stophel</td>
<td>Chief Executive Officer, Episcopal Children’s Services</td>
<td>W: (904) 726-1500</td>
<td><a href="mailto:cstophel@ecs4kids.org">cstophel@ecs4kids.org</a></td>
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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 ensure services continue. Alternative facility locations should include several sites from with 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 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:

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

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

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

**St. Johns County:**
5 Clark St.  
St. Augustine, FL 32084  
(904) 770-2565 - phone  
(904) 429-7604 - 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 (904-284-7703), the Clay County Emergency Operations Center (904-966-6337), 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 Bramfield, Office Manager
Rhonda Cody

2nd Patty Larkin, Finance Manager
Susan Pettijohn

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

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.

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  Rhonda Cody
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:

<table>
<thead>
<tr>
<th>Number</th>
<th>Facility Name</th>
<th>Address</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Early Learning Coalition of North Florida</td>
<td>3601 Peoria Road Orange Park, FL 32065</td>
</tr>
<tr>
<td>2.</td>
<td>CareerSource</td>
<td>Fleming Island Business Park 1845 Town Center Blvd., Ste. 150 Orange Park, FL 32003</td>
</tr>
<tr>
<td>3.</td>
<td>Episcopal Children’s Services Early Learning Center #9</td>
<td>45089 Third Ave. Callahan, FL 32011</td>
</tr>
<tr>
<td>4.</td>
<td>CareerSource</td>
<td>96042 Lofton Square Yulee, FL 32097</td>
</tr>
<tr>
<td>5.</td>
<td>Episcopal Children’s Services Early Learning</td>
<td>5 Clark St. St. Augustine, FL 32084</td>
</tr>
<tr>
<td>6.</td>
<td>Early Learning Coalition of North Florida</td>
<td>3841 Reid St. Palatka, FL 32177</td>
</tr>
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Note: Selected Alternate Facilities are fully functional offices with established telephone, computer and fax lines.
<table>
<thead>
<tr>
<th>RELOCATION TEAM</th>
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</thead>
<tbody>
<tr>
<td><strong>Dawn E. Bell, CEO</strong></td>
<td>ELC of North Florida</td>
</tr>
<tr>
<td>Work Number: 904-342-2267</td>
<td>Home Number: 904-794-5480</td>
</tr>
<tr>
<td>Cell Number: 904-377-5248</td>
<td><a href="mailto:dbell@elcnorthflorida.org">dbell@elcnorthflorida.org</a></td>
</tr>
<tr>
<td><strong>Kim Brumfield, Office Manager</strong></td>
<td>ELC of North Florida</td>
</tr>
<tr>
<td>Work Number: 904-342-2267</td>
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<tr>
<td>Cell Number: 904-540-0331</td>
<td><a href="mailto:kbrumfield@elcnorthflorida.org">kbrumfield@elcnorthflorida.org</a></td>
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<tr>
<td><strong>Rhonda Cody, Office Manager</strong></td>
<td>ELC of North Florida</td>
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<tr>
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<tr>
<td>Cell Number: 904-612-6624</td>
<td><a href="mailto:rcody@elcnorthflorida.org">rcody@elcnorthflorida.org</a></td>
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<td><strong>Patty Larkin, Finance Manager</strong></td>
<td>ELC of North Florida</td>
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<tr>
<td>Cell Number: (386) 212-8283</td>
<td><a href="mailto:plarkin@elcnorthflorida.org">plarkin@elcnorthflorida.org</a></td>
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<td><strong>Susan Pettijohn, Finance Manager</strong></td>
<td>ELC of North Florida</td>
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<td><strong>Brittney Spangler, Director of Family &amp; Provider Services</strong></td>
<td>Episcopal Children’s Services</td>
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<tr>
<td>Cell Number: 904-537-3646</td>
<td><a href="mailto:bbridge@ecs4kids.org">bbridge@ecs4kids.org</a></td>
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<tr>
<td><strong>Erin Fleming, Controller</strong></td>
<td>Episcopal Children’s Services</td>
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<tr>
<td>Work Number: 904-726-1500</td>
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<td><a href="mailto:efleming@ecs4kids.org">efleming@ecs4kids.org</a></td>
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<td><strong>Alicia Williams Baltzell, Provider Services Manager</strong></td>
<td>Episcopal Children’s Services</td>
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<td><a href="mailto:awilliams@ecs4kids.org">awilliams@ecs4kids.org</a></td>
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<td><strong>Robert Simmons, IT Manager</strong></td>
<td>Episcopal Children’s Services</td>
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</tr>
<tr>
<td><strong>Holly Bryan, VP of Finance</strong></td>
<td>Episcopal Children’s Services</td>
</tr>
<tr>
<td>Work # 904-726-1500</td>
<td>Home# 904-778-4477</td>
</tr>
<tr>
<td>Cell Number: 904-823-2276</td>
<td><a href="mailto:danelavere@ecs4kids.org">danelavere@ecs4kids.org</a></td>
</tr>
<tr>
<td><strong>Kathy Sarakiya</strong></td>
<td>Episcopal Children’s Services</td>
</tr>
<tr>
<td>Work Number: 904-726-1500</td>
<td>Home Number: N/A</td>
</tr>
<tr>
<td>Cell Number: 904-208-1416</td>
<td><a href="mailto:ksarakiya@ecs4kids.org">ksarakiya@ecs4kids.org</a></td>
</tr>
<tr>
<td><strong>Rebecca Barbour, VPK Manager</strong></td>
<td>Episcopal Children’s Services</td>
</tr>
<tr>
<td>Work Number: 904-726-1500</td>
<td>Home Number: N/A</td>
</tr>
<tr>
<td>Cell Number: 904-377-3642</td>
<td><a href="mailto:rbarbour@ecs4kids.org">rbarbour@ecs4kids.org</a></td>
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<tr>
<td><strong>Shanda Ellis, VPK Manager</strong></td>
<td>Episcopal Children’s Services</td>
</tr>
<tr>
<td>Work Number: 904-726-1500</td>
<td>Home Number: N/A</td>
</tr>
<tr>
<td>Cell Number: 904-282-0659</td>
<td><a href="mailto:sellis@ecs4kids.org">sellis@ecs4kids.org</a></td>
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<tr>
<td><strong>Michelle Goytia, Family Services Coordinator</strong></td>
<td>Episcopal Children’s Services</td>
</tr>
<tr>
<td>Work Number: 904-726-1500</td>
<td>Home Number: N/A</td>
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<tr>
<td>Cell Number: 904-377-5248</td>
<td><a href="mailto:danelavere@ecs4kids.org">danelavere@ecs4kids.org</a></td>
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<tr>
<td><strong>Diana Alvarez, Family Services Coordinator</strong></td>
<td>Episcopal Children’s Services</td>
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<td>Work Number: 904-823-2276</td>
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<td>Cell Number: 904-229-7216</td>
<td><a href="mailto:dalavere@ecs4kids.org">dalavere@ecs4kids.org</a></td>
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<tr>
<td><strong>Anita Miller Sackman, Training Manager</strong></td>
<td>Episcopal Children’s Services</td>
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<td>Episcopal Children’s Services</td>
<td>Episcopal Children’s Services</td>
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<tr>
<td>Work Number: 386-329-4878x2881</td>
<td>Work Number: 904-726-1500 ext.207</td>
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<td>Home Number: N/A</td>
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<tr>
<td>Cell Number: 904-705-2987</td>
<td>Cell Number: 413-209-0988 or 904-217-8192</td>
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<tr>
<td><a href="mailto:mgoytia@ecs4kids.org">mgoytia@ecs4kids.org</a></td>
<td><a href="mailto:amsackman@ecs4kids.org">amsackman@ecs4kids.org</a></td>
</tr>
</tbody>
</table>
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 3601 Peoria Road, Orange Park, FL 32065.

1. ELC of Flagler and Volusia Counties
   230 N. Beach St.
   Daytona Beach, FL 321

2. Episcopal Children’s Services
   5 Clark St.
   St. Augustine, FL 32284

3. Episcopal Children’s Services
   8443 Baymeadows Rd., Ste. 1
   Jacksonville, FL 32256

4. CareerSource
   96042 Lofton Square
   Yulee, FL 32097

5. Episcopal Children’s Services Early Learning Center #9
   45089 Third Ave.
   Callahan, FL 32011
### Designated Emergency Coordinating Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td><strong>ELC OF NORTH FLORIDA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 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  
                            C: 904-612-6624 | kbrumfield@elcnorthflorida.org |
| Rhonda Cody        |                                      |                                                          | rcody@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

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

Key Primary Service Provider Staff:

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

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

Teresa Matheny
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
## STAFF ROSTER – COOP PLAN

**CONFIDENTIAL**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension or Phone #</th>
<th>Email address</th>
</tr>
</thead>
</table>
| Dawn Bell        | Chief Executive Officer        | Admin: 904-342-2267 x204  
Cell: 904-377-5248 | dbell@elcnorthflorida.org                               |
| Cheryl Lynette Clark | Screening Specialist       | 904-726-1500 x245  
Episcopal Children’s Services (ECS) | clark@ecs4kids.org             |
| Kim Brumfield    | Office Manager                 | Admin: 904-342-2267 x 203  
Cell: 904-540-0331  
Cell: 904-612-6624 | kbrumfield@elcnorthflorida.org  
rory@elcnorthflorida.org |
| Rhonda Cody      |                                |                                                           |                             |
| Tajaro Dixon     | Grants and Operations Manager  | Putnam:386-328-6232  
Cell: 386-538-0836 | tdixon@elcnorthflorida.org                               |
| Sandi Dunnivant  | Outreach Assistant             | Clay: 904-213-3999  
Cell: 904-707-6407 | sdunnivant@elcnorthflorida.org                           |
| Stephanie LaRoche| Screening Specialist           | 904-726-1500 x 103  
Episcopal Children’s Services (ECS) | slaroche@ecs4kids.org             |
| Patricia Larkin  | Finance Manager                | Admin: 904-342-2267 x206  
Cell: 386-212-3292  
Cell: 904-252-0883 | plarkin@elcnorthflorida.org  
spettiljohn@elcnorthflorida.org |
| Susan Pettijohn  |                                |                                                           |                             |
| Patma Rajan      | Finance Analyst                | Cell: 904-994-6723 | prajan@elcnorthflorida.org             |
| Joan Whitson     | Early Literacy Outreach Manager | Admin: 904-342-2267 x202  
Cell: 904-495-3645 | jwhitson@elcnorthflorida.org                           |
## Early Learning Coalition of North Florida, Inc.

### BOARD MEMBERSHIP ROSTER

**Early Coalition of North Florida**

<table>
<thead>
<tr>
<th>Count</th>
<th>Designation in F.S. 1002.83(3) and (4)</th>
<th>Voting Member</th>
<th>Name Address Telephone Number Fax Number Email Address</th>
<th>Affiliation and/or Employment</th>
<th>For multi-county coalitions, indicate the county the member represents</th>
<th>Date Appointed</th>
<th>Length of Current Term and Date it Will End</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Private Sector; Chair, appointed by the Governor (Two, 4 yr. terms)</td>
<td>Yes</td>
<td>Nancy Pearson 1000 Sawgrass Village Dr., Ste. 101 Ponte Vedra Bch, FL 32082 904-285-4482 <a href="mailto:nrpearson@comcast.net">nrpearson@comcast.net</a></td>
<td>Private Sector; Prudential Network Realty</td>
<td>St. Johns</td>
<td>Nov. 22, 2013</td>
<td>4 Year April 30, 2017</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Private sector appointed by the Governor</td>
<td>Yes</td>
<td>Cranford R. Coleman 577 Golden Links Drive Orange Park, FL 32073 (904) 614-7315 <a href="mailto:rcoleman7315@outlook.com">rcoleman7315@outlook.com</a></td>
<td>Private Sector; Baronco Management Consultants, Inc</td>
<td>Clay</td>
<td>Nov. 22, 2013</td>
<td>4 Year April 30, 2016</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Private sector appointed by the Governor</td>
<td>Yes</td>
<td>Brian H. Graham PO Box 9630 Fleming Island, FL 32006 904-376-5288 <a href="mailto:BrianHGraham@gmail.com">BrianHGraham@gmail.com</a> <a href="mailto:BHG@AmericanaAdvisors.com">BHG@AmericanaAdvisors.com</a></td>
<td>Private Sector; Dixie Strategies, LLC.</td>
<td>Clay</td>
<td>May 14, 2015</td>
<td>4 Year April 30, 2019</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Department of Children &amp; Family Services circuit administrator or designee</td>
<td>Yes</td>
<td>Mala Ramoutar Dept. of Children and Families Child Care Regulations/Circuit 4 Family Services Supervisor <a href="mailto:mala_ramoutar@def.state.fl.us">mala_ramoutar@def.state.fl.us</a> PH:904-485-9740 Fax: 904-723-5315 Mailing: P.O. Box 2417, Jacksonville, FL 32231</td>
<td>County Department of Children and Families</td>
<td>Northeast Region: Baker, Bradford, Clay, Nassau, Putnam, St. Johns</td>
<td>Dec. 3, 2014</td>
<td>4 Year December 2018</td>
<td>1</td>
</tr>
<tr>
<td>Count</td>
<td>Designation in F.S. 1002.83(3) and (4)</td>
<td>Voting</td>
<td>Name</td>
<td>Address</td>
<td>Telephone Number</td>
<td>Fax Number</td>
<td>Email Address</td>
<td>Affiliation and/or Employment</td>
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</tr>
<tr>
<td>5</td>
<td>District superintendent of schools or designee</td>
<td>Yes</td>
<td>Kristi Simpkins</td>
<td>1201 Atlantic Avenue Fernandina Beach, FL 32034</td>
<td>(904) 491-9885</td>
<td><a href="mailto:kristi.simpkins@nassau.k12.fl.us">kristi.simpkins@nassau.k12.fl.us</a></td>
<td>Nassau County School District / Office of Elementary Education - Director</td>
<td>Nassau</td>
</tr>
<tr>
<td>6</td>
<td>Regional workforce board executive director or designee</td>
<td>Yes</td>
<td>Renee L. Williams</td>
<td>CareerSource Northeast Florida District Director, Clay &amp; Putnam 1845 Town Center Blvd., Suite 150, Fleming Island, FL 32003</td>
<td>(904) 213-3888 ext. 2076</td>
<td>Fax (904) 278-5696</td>
<td><a href="http://www.careersourcenortheastflorida.com">www.careersourcenortheastflorida.com</a></td>
<td>Regional Workforce Board; CareerSource District 8: Clay, Baker, Nassau, Putnam and St. Johns</td>
</tr>
<tr>
<td>7</td>
<td>County health department director or designee</td>
<td>Yes</td>
<td>Mary L. Garcia</td>
<td>Administrator Florida Department of Health, Putnam County 2801 Kennedy Street Palatka, FL 32177</td>
<td>(386) 326-3254</td>
<td></td>
<td>County Health Department; Putnam County</td>
<td>Putnam</td>
</tr>
<tr>
<td>8</td>
<td>President of a Florida College System institution or his or her permanent designee</td>
<td>Yes</td>
<td>Dr. Myrna Allen</td>
<td>St. Johns River State College Dean of Teacher Education <a href="mailto:myrnaallen@sjrstate.edu">myrnaallen@sjrstate.edu</a></td>
<td>(386) 312-4242</td>
<td></td>
<td>Community College; St. Johns River State College</td>
<td>Clay, Putnam, St. Johns</td>
</tr>
<tr>
<td>9</td>
<td>Member appointed by Board of County Commissioners or the governing board of a municipality</td>
<td>Yes</td>
<td>Jeb Smith</td>
<td>500 San Sebastian View St. Augustine, FL 32084</td>
<td>P: (904) 209-0302 C: (904) 25-4182</td>
<td><a href="mailto:bcc2smith@sjcfl.us">bcc2smith@sjcfl.us</a></td>
<td>Board of County Commissioners or municipal governing board; St. Johns Board of County Commissioners</td>
<td>St. Johns</td>
</tr>
<tr>
<td>Count</td>
<td>Designation in F.S. 1002.83(3) and (4)</td>
<td>Voting Member</td>
<td>Name Address</td>
<td>Affiliation and/or Employment</td>
<td>For multi-county coalitions, indicate the county the member represents</td>
<td>Date Appointed</td>
<td>Length of Current Term and Date it Will End</td>
<td>Term</td>
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<tr>
<td>10</td>
<td>Head Start Director</td>
<td>Yes</td>
<td>Brian McElhone 102 Martin Luther King Ave. St. Augustine, FL 32084 Ph: 904-547-8963 Brian <a href="mailto:McElhone@stjohns.k12.fl.us">McElhone@stjohns.k12.fl.us</a></td>
<td>Head Start; Director, Early Childhood Services and District Assessment Development</td>
<td>St. Johns</td>
<td>July 21, 2017</td>
<td>4 Year July 2021</td>
<td>1</td>
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<tr>
<td>11</td>
<td>Representative of private for-profit child care providers (One, 4 yr. term)</td>
<td>Yes</td>
<td>Angelia Hough 420 Belmont Dr. Palatka, FL 32177 Ph: 386-328-4750 <a href="mailto:Godslittlecreations1@yahoo.com">Godslittlecreations1@yahoo.com</a></td>
<td>Private for-profit child care; God's Little Creations</td>
<td>Putnam, St. Johns</td>
<td>June 15, 2016</td>
<td>4 Year June 15 2020</td>
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<tr>
<td>12</td>
<td>Representative of faith based child care providers (One 4 yr. term and must rotate counties)</td>
<td>Yes</td>
<td>Theresa Little 2468 County Rd. 210 St. Johns, FL 32259 <a href="mailto:tlittle@ctkcatholic.com">tlittle@ctkcatholic.com</a></td>
<td>Faith Based Child Care; Diocese of St. Augustine</td>
<td>St. Johns</td>
<td>Dec. 7, 2016</td>
<td>4 Year Dec. 7, 2020</td>
<td>1</td>
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<tr>
<td>13</td>
<td>Representative of program under federal Individuals with Disabilities Education Act</td>
<td>Yes</td>
<td>Marsha Hill Director of Instructional Services, NEFEC 124 Confederate Pt. Rd. Palatka, FL 32177 <a href="mailto:hillm@nefec.org">hillm@nefec.org</a></td>
<td>Director of Instructional Services for Florida Diagnostic &amp; Learning Resources System for the North East Florida Education Consortium</td>
<td>Putnam</td>
<td>March 1, 2018</td>
<td>4 Year March 2022</td>
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<tr>
<td>N/A</td>
<td>Children services council or juvenile welfare board chair or executive director</td>
<td>Yes, if applicable</td>
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<td>N/A</td>
<td>Child care licensing agency head</td>
<td>Yes, if applicable</td>
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<td>14</td>
<td>Central agency administrator or designee</td>
<td>Yes, if applicable</td>
<td>Teresa Matheny 8443 Baymeadows Rd., Ste. 1 Jacksonville, FL 32256</td>
<td>Episcopal Children’s Services</td>
<td>Clay, Barker, Bradford, Nassau</td>
<td>9/21/2016</td>
<td>4 Year N/A</td>
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<tr>
<td>15</td>
<td>Private Sector Business</td>
<td>Yes, if needed to meet private sector percentage or multi-county representation</td>
<td>Adam Deputty</td>
<td></td>
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<tr>
<td></td>
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<td>101 North State Road 19 Palatka, FL 32177 904-325-4446 <a href="mailto:adam.deputy@td.com">adam.deputy@td.com</a></td>
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<tr>
<td>16</td>
<td>Private Sector Business</td>
<td>Yes, if needed to meet private sector percentage or multi-county representation</td>
<td>Vina Delcomyn</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4213 County Road 218, Ste. 1 Middleburg, FL 32068 (904) 291-9598 (904)291-3365 <a href="mailto:delcomynv@yahoo.com">delcomynv@yahoo.com</a></td>
<td></td>
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<td></td>
<td>Private Sector; Awakenings Association Management</td>
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<td>Was part of CNBB/PSJ Merger in July 2013-2nd term date July 2015</td>
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</tr>
<tr>
<td>17</td>
<td>Private Sector Business</td>
<td>Yes, if needed to meet private sector percentage or multi-county representation</td>
<td>Joy Stanton</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>120’Toppsail Dr. Ponte Vedra, FL 32081 (946)679-3418 (646)596-0178 <a href="mailto:Joy.Stanton@bcbsfl.com">Joy.Stanton@bcbsfl.com</a></td>
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<td>Non-Profit Child Care Provider*</td>
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<td>DCF Staff***</td>
<td>Yes</td>
<td></td>
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## Attachment 6c
### Subcontractor – Episcopal Children’s Services
#### Employee/Contractor Contact List - One-Stop Centers

<table>
<thead>
<tr>
<th>Employee Names</th>
<th>Office Phone</th>
<th>Cell #</th>
<th>Home Phone</th>
<th>Supervisor</th>
</tr>
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<tbody>
<tr>
<td>Michele Goytia</td>
<td>(904) 213-3939 x 2082</td>
<td>904-705-2987</td>
<td>N/A</td>
<td>Brittney Spangler</td>
</tr>
<tr>
<td>Vickie Hancock</td>
<td>213-3939 x2081</td>
<td>904-806-7376</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>Shantrelle Dewitt</td>
<td>(904) 213-3939 x 2039</td>
<td>(386) 538-1638</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>Belinda Criswell</td>
<td>(904) 213-3939 x 2080</td>
<td>(904) 910-4245</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>Diana Alvarez</td>
<td>(904) 770-2565 x 104</td>
<td>(904) 229-7216</td>
<td>N/A</td>
<td>Brittney Spangler</td>
</tr>
<tr>
<td>Jaimi Nelson</td>
<td>(904) 770-2565 x 105</td>
<td>(978) 994-5968</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
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<tr>
<td>Shecovia Grimes</td>
<td>(904) 770-2565 x 101</td>
<td>(904) 713-7883</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>April Florida</td>
<td>(904) 770-2565 x 100</td>
<td>(904) 537-9674</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>Kenya Register</td>
<td>(386) 385-3450 x 2883</td>
<td>(904) 806-7376</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
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<tr>
<td>Tabitha Fitzgerald</td>
<td>(386) 385-3450 x 2884</td>
<td>(352) 214-4676</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
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<tr>
<td>Phyllis Green</td>
<td>(386) 385-3450 x 2881</td>
<td>(386) 972-7077</td>
<td>(386) 325-8339</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>Maranda Takach</td>
<td>(904) 259-4225</td>
<td>(740) 981-6421</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>David Carpenter</td>
<td>(904) 964-1543</td>
<td>(352) 870-3607</td>
<td>(352) 473-6702</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>Mary Catherine Quigley</td>
<td>(904) 432-0009 Ext. 2626</td>
<td>(914) 522-5130</td>
<td>N/A</td>
<td>Michele Goytia/ Diana Alvarez</td>
</tr>
<tr>
<td>Courtney Edmond</td>
<td>(904) 213-3939 x 2081</td>
<td>(863) 838-7604</td>
<td>N/A</td>
<td>Michele Goytia</td>
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<tr>
<td>Dawn Silvious</td>
<td>(904) 770-2565 x101</td>
<td>(443) 850-4807</td>
<td>N/A</td>
<td>Diana Alvarez</td>
</tr>
<tr>
<td>Jasmine Wilkerson</td>
<td>(386) 385-3450 x 2881</td>
<td>(386)546-2132</td>
<td>N/A</td>
<td>Diana Alvarez</td>
</tr>
</tbody>
</table>
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 Rhonda Cody. In the event that Kim Brumfield Rhonda Cody is unavailable, decision making capability will pass to the Finance Manager, Patty Larkin Susan Pettijohn. If Patty Larkin Susan Pettijohn is also unavailable, decision making capability will then pass to Tajaro Dixon, Grants and Operations Manager.
ORGANIZATIONAL CHART

Board of Directors

Chief Executive Officer

Office Manager

Primary Services Contractor
EPISCOPAL CHILDREN’S

Screening Specialists
(2)

Grants and Operations Manager

Finance Manager

Finance Analyst

Early Literacy Outreach Manager

Outreach Assistant

Effective: July 2, 2018
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,
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.
VIII. Approval of the Request for Qualifications for External Auditing Services for Fiscal Year Ending 06/30/2019 and Timeline*

*ACTION ITEM
### ACTION ITEM SUMMARY

<table>
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<tr>
<th>DESCRIPTION</th>
<th>(RFQ) Request for Qualifications for External Auditing Services (for Fiscal Year Ending 06/30/2019) and Timeline</th>
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<tbody>
<tr>
<td><strong>Reason for Recommended Action</strong></td>
<td>To receive new proposals from qualified auditing firms, with at least two years of Florida Early Learning Coalition auditing experience.</td>
</tr>
<tr>
<td></td>
<td>The awarded firm’s contract would be for Fiscal Year Ending 06/30/2019 (2018/2019), with the option to renew for two more years.</td>
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<tr>
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<td>If this is not done, the following would occur:</td>
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<td>• The Coalition would not be compliant with Florida’s Office of Early Learning which requires the coalitions to procure auditing services every three years.</td>
</tr>
<tr>
<td><strong>How the Action will be accomplished</strong></td>
<td>Approval of the RFQ document and timeline</td>
</tr>
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REQUEST FOR QUALIFICATIONS
FOR
EXTERNAL AUDITING SERVICES

No. 2019 -01

Dates Available: September 20, 2018 – September 28, 2018
Deadline to Receive Proposals: October 18, 2018, 4:00 p.m. (Eastern Standard Time)

Sponsorship by the Early Learning Coalition of North Florida
and the State of Florida, Office of Early Learning
**EARLY LEARNING COALITION OF NORTH FLORIDA, INC.**
**EXTERNAL AUDITING SERVICES**
**REQUEST FOR QUALIFICATIONS**
Number 2019-01

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<tr>
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<td>D. Additional Services</td>
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<tr>
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SECTION I – INTRODUCTION

1. Introduction

The Early Learning Coalition of North Florida, Inc. (the Coalition) invites qualified external independent auditing firms, preferably with at least two years of Florida Early Learning Coalition auditing experience, to submit proposals for providing external auditing services as described in the attached specifications. In order to be considered, written and electronic proposals using the format described herein must be received by 4:00 P.M. (Eastern Standard Time) on October 18, 2018, at the Coalition’s office at ELC of North Florida, 2450 Old Moultrie Road, Suite 103, St. Augustine, FL 32086.

2. Background

In 1999, the Florida Legislature passed the School Readiness Act. The Act created the Florida Partnership for School Readiness. In addition, the Act called for the creation of local school readiness coalitions whose goals were to improve the readiness of children when they enter school.

In 2001, the Florida Partnership for School Readiness was transferred from the Executive Office of the Governor to the Agency for Workforce Innovation for administrative purposes. The funds for the Pre-Kindergarten, Subsidized Child Care, Even Start, First Start, Migrant Pre-Kindergarten, and other programs are now managed by the Agency for Workforce Innovation and distributed through the local coalitions.

With specific membership designated by Florida Statutes, 57 school readiness coalitions were formed throughout the state covering all 67 counties, including School Readiness Coalition of Putnam County and the School Readiness Coalition of St. Johns County, independently. In July 2005, the independent Coalitions of Putnam and St. Johns merged and formed the Early Learning Coalition of Putnam and St. Johns County, Inc. Then in July 2013 the independent coalitions of the ELC of Putnam and St. Johns Counties and the ELC of CNBB (Clay, Nassau, Baker, and Bradford Counties) merged and formed the Early Learning Coalition of North Florida. Many Coalitions have now merged reducing the number in the state to 30.

In early 2005 the State passed Voluntary Per-Kindergarten legislation which placed local responsibility for the VPK program with the local school readiness coalitions. The coalitions were renamed “Early Learning Coalitions” to reflect their greater role in meeting the early care and educational needs of children and their families. Coalitions now fall under the direction and funding of the state of Florida, Department of Education, Office of Early Learning.

The Early Learning Coalition of North Florida is charged with assessing the early care and educational resources available in our community and developing local plans to address identified needs of children and their families. The Coalition plans, funds and oversees a system of services designed to help ensure that children are ready for school when they enter kindergarten. In addition, the Coalition helps give parents support services to enable them to be stable and strong.
The Coalition’s budget for school readiness and VPK combined is projected to be over $29 million. This budget is funded by a mix of federal, State, and local grants. The Coalition is charged with using this funding effectively and efficiently to achieve program goals. However, this budget does not fully cover the identified needs in the multi-county service delivery system, as evidenced by the waiting list for financially assisted early care and education services.

3. Statement of Purpose
The objective of this Request for Qualifications (“RFQ”) is to identify an auditing firm, who will preferably have at least two years of Florida Early Learning Coalition experience that can provide a high level of service for a reasonable cost to the Coalition. The intent of the RFQ is to select an external independent auditing firm to provide basic auditing services. However, the Coalition may also elect to award a contract or contracts to one or more auditing firms for any, or all, optional services.

4. Coalition Organizational Structure
The Coalition has established an Executive/Administrative Committee that is empowered with the authority of the full Coalition Board; however its actions are ratified at the next regularly scheduled full Board Meeting. In performing its duties, the awarded independent certified public accounting firm will have substantial interaction with the Executive/Administrative Committee. This interaction shall include, but not be limited to: reviewing the scope of services, giving updates on the progress of the audit, discussing the results of the audit, and discussing management letter items. Presentation of the items above shall also be requested to be presented to the full Board at a regularly scheduled Coalition Board meeting.

5. Prohibition of Lobbying
Any respondent or lobbyist, paid or unpaid, for a respondent is prohibited from having any private communication concerning the procurement process or any response to the procurement process with any Coalition Member or the C.E.O. of the Coalition after the issuance of this RFQ and until completion of the contract award. A proposal from any organization will be disqualified when the respondent or a lobbyist, paid or unpaid, for the respondent violates this condition of the procurement process.

6. Conflict of Interest
All respondents must disclose in their Letter of Certification the name of any officer, director or agent who is also a Coalition employee. All respondents must disclose the name of any Coalition employee who owns, directly or indirectly, any interest in the respondent’s business or any of its branches. All respondents must disclose any business relationships or family relations with any officer, director, subcontractor, or employee of the Coalition.

7. Public Information
All submitted proposals and included or attached information shall become public record upon their delivery to the Coalition in accordance with Chapter 119, Florida Statutes. The contact person with respect to any or all aspects of this RFQ is Tajaro Dixon, Grants and Operations Manager, tdixon@elcnorthflorida.org.
8. **Right to Reject Proposals and Waive Non-Material Irregularities**
The Coalition reserves the right to accept or reject any or all proposals, waive any non-material irregularities and technicalities, and may, at its sole discretion, request a clarification of other information to evaluate any or all proposals. The Coalition reserves the right, before awarding the contract, to require any respondent to submit evidence of qualifications or any other information the Coalition may deem necessary.

**SECTION II – SCOPE OF SERVICES**

1. **Statement of Work**
The Coalition desires to receive proposals for the selection of an independent certified public accounting firm to provide external auditing services for a term up to 3 years, beginning with an audit of the Coalition’s financial statements for the fiscal year ending June 30, 2019. The contract between the Coalition and the winning respondent may be extended for up to two additional years, which shall be at the sole discretion of the Coalition.

2. **Services Desired**
   A. **Annual Examinations** – The respondent selected as a result of this RFQ shall provide external independent auditing services by examining Coalition financial statements beginning with the fiscal year ending June 30, 2019. The annual examinations performed by the respondent shall include, but not be limited to the following:

   a. **Financial Statement Audit** – The examination will be a financial and compliance audit made in accordance with generally accepted auditing standards. The primary purpose of the audit is to express an opinion on the Coalition’s financial statements. The examination includes examining transactions and accounts that support the amounts in the financial statements and includes an overall review of Coalition’s financial statements. The audit procedures used shall be sufficient to enable the respondent to express an opinion on the fair presentation of the Coalition’s financial position, results of operations, and cash flows in accordance with U.S. generally accepted accounting principles. In addition, such procedures should be adequate to determine whether Coalition operations were conducted in compliance with legal and regulatory requirements including Florida Statutes, Federal Laws, and Coalition policies and procedures.

   b. **Review of Internal Controls** – The respondent is required to review Coalition’s internal controls and obtain an understanding of Coalition operations in order to properly plan auditing procedures, identify areas of potential misstatements, and assess fraud risk. In addition, the respondent may need to test internal controls to assess the extent the controls can be relied upon in order to reduce testing procedures. Also, internal control testing will be required as part of the State and Federal single audits. Internal control management letter comments and reportable conditions shall be communicated in writing in accordance with generally accepted auditing standards.
c. Management Letter – A management letter will be issued that will contain significant audit findings. The following are some of the significant items that may be noted during the performance of the audit:

I. Whether or not errors or irregularities reported in the preceding audit report have been corrected.
II. Whether or not recommendations made in the preceding audit report have been implemented.
III. If applicable, whether or not any errors or irregularities reported by the State of Florida Office of the Auditor General concerning the preceding fiscal year have been corrected or implemented.
IV. If applicable, whether or not any recommendations made by the State of Florida Office of the Auditor General concerning the preceding fiscal year have been implemented.
V. Violation of laws, rules, and regulations discovered within the scope of the audit.
VI. Illegal expenditures discovered within the scope of the audit.
VII. Improper or inadequate accounting procedures.
VIII. Failure to properly record financial transactions.
IX. Other inaccuracies, irregularities, shortages or declarations, if any, discovered during the audit.
X. Recommendations to improve management, accounting procedures, internal controls, and efficiency.

The successful respondent shall make an immediate written report to the Executive/Administrative Committee of all significant irregularities and any illegal acts as they became known to the respondent.

B. Single Audit – The respondent will perform a Single Audit in accordance with generally accepted auditing standards, 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, and the Rules of the Auditor General of the State of Florida. The respondent will use the guidance noted above to report on the Coalition’s Schedule of Federal Awards and State Assistance, compliance with laws and regulations, compliance with significant provisions of major federal programs and state projects, and internal controls. In addition, the Federal Data Collection Form SFSAC will be a required part of the single audit under this audit contract.

C. Tax Return – The respondent will be required to prepare the Coalition’s tax return (Form 990) for all fiscal years covered under the engagement contract.

D. Additional Services – The Coalition may determine that additional services are necessary and may contract with the respondent to perform those services. The respondent shall perform additional services only upon a written request from the Coalition Board or the C.E.O. Additional services, if offered by the respondent, may include but not be limited to:
a. Management advisory services  
b. Tax consulting services  
c. Actuarial consulting services  
d. Performance of extended audit procedures  

All additional work shall be documented by engagement memorandums to be approved by the Executive/Administrative Committee. The fee for additional services shall be separately negotiated at the time of the engagement for a not-to exceed amount calculated in accordance with the respondent billing rates itemized in this RFQ.  

E. Time Requirements – The following is the expected timeline for the start and completion of proposed services.  

a. Commencement of the Audit – The Coalition will have all records prepared for the audit in a timely manner in order to meet our reporting deadline. All appropriate personnel will be available to meet with the successful respondent’s audit team upon acceptance of the proposal and execution of a professional contract.  

b. Schedule of the Fiscal Year Audit – Each of the following tasks shall be completed no later than the date indicated.  

I. Audit Plan - The successful respondent shall work with the Coalition’s C.E.O. to develop a detailed plan for the audit for the fiscal year ended June 30, 2019 within 30 days of the execution of a professional services contract. In each succeeding fiscal year for which audit services are provided, a detailed plan will be provided to the C.E.O. by April 30th of that year.  

II. Fieldwork – For the fiscal year ending June 30, 2019, and thereafter, fieldwork should commence sufficiently after the end of the fiscal year to ensure that the reporting deadlines outlined below are met.  

III. Conferences – Conferences shall be held for the following reasons: scheduled completion dates are in jeopardy, the audit detects violations of laws or agreements, the audit detects fraud, or the audit detects significant internal control weaknesses.  

IV. Reporting Deadlines – The audit report, in its final form and including the management letter, shall be completed each year no later than the last working day of the last week of October. The report will be presented to the Executive/Administrative Committee at its November meeting and then to the full Board at its December meeting.  

F. Invoicing for Work – The respondent shall prepare an estimate of total hours required to complete the engagement. Progress will be determined by comparing the hours incurred to date to the estimated total hours for the engagement.
Invoices shall be presented as work is completed at a maximum of one invoice per month. A listing of hours incurred shall accompany the invoice in support of the billing calculation. The final bill payment will be paid upon resolution of any open issues or delivery of any remaining items.

G. Primary Point of Contact – The respondent shall identify a specific individual as a primary point of contact. This individual will be responsible for the respondent’s work product. The individual shall be available within 24 hours telephone notice to accomplish the following:
   a. Attend meetings
   b. Respond to telephone calls
   c. Respond to specific inquiries

H. Working Papers – The respondent shall retain all working papers for a period of at least 5 years. In addition, the respondent will provide the Coalition and/or its assignees, free of charge, copies of all work papers for each year under contract.

I. Support Personnel – Support personnel shall be made available by the Coalition to provide assistance to the respondent by identifying required records and gathering needed information. Support personnel will perform these tasks to expedite the audit with the understanding that these support personnel also must be given consideration to effectively perform the day-to-day requirements of their position.

J. Replacement Personnel – The Coalition will be accepting the respondent’s proposal based upon the audit team listed in the proposal. All changes to the audit team are subject to the Coalition’s approval. The replacement team member must have credentials similar to the team member he or she replaced. The Coalition reserves the right to review the new team member’s resume and also interview the replacement team member. The respondent will be responsible for briefing all replacement personnel on Coalition operations and on the status of audit work at no expense to the Coalition.

SECTION III – SELECTION METHOD AND INSTRUCTIONS

1. Selection Criteria
   Minimum Eligibility Requirements – In order to be considered for evaluation, a firm:
   a. Shall be licensed to practice public accounting in the State of Florida;
   b. Shall be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants; and
   c. Shall have performed continuous CPA services in the not-for-profit sector for a minimum of 3 years.

   Additional Preferred Requirement – The Coalition will give preference to those firms who have at least two years of Florida Early Learning Coalition auditing experience.
Information to be Included in the Proposal – In order to maintain comparability and enhance the review process, it is requested that responses be completed and organized in the manner specified in Section V – Instructions for the External Auditing Services RFQ. Respondents may obtain electronic copies of the forms by submitting your request and providing an e-mail address.

It is required that one original proposal and 4 copies of the proposal be submitted, as well as one electronic version on five (5) separate password protected flash drives/thumb drives with 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. The password must be the same for all five (5) flash drives/thumb drives, be supplied on the bottom of the “Letter of Certification” with the proposals (in EXACT letter case, and indicate whether it is case-sensitive or not).

2. Evaluation Process
The Auditor Selection Committee is an ad-hoc committee of the Coalition, Coalition staff, and possible outside experts to evaluate the proposals and prepare recommendations to the Board of Directors. The proposals received will be reviewed in accordance with the criteria listed below. The Committee may request a presentation by any or all respondents to clarify proposed plans and details as part of the review and evaluation process. The Committee also may ask additional questions to clarify the proposal submitted. The information will be presented to the Board of Directors with the data organized from the highest to lowest rating, and the Board will vote to approve or not approve the committee’s recommendation.

When the Coalition has selected the successful respondent, contract negotiations will begin. If a contract agreement cannot be reached with the successful respondent, negotiations with that firm will be formally terminated. The Coalition would then negotiate with the next highest respondent until an agreement is reached. The Coalition may choose to modify the choice of a selected respondent if the Coalition determines that such a change is in its best interest.

The Coalition reserves the right to reject any or all proposals submitted. The Coalition further reserves the right to inspect the facilities, organization, and financial condition of a successful respondent to assess the ability to perform the contract before awarding a contract.

3. Evaluation Criteria

<table>
<thead>
<tr>
<th>Description of Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Approach to the engagement</td>
<td>0 - 10</td>
</tr>
<tr>
<td>b. Firm Profile and Qualifications</td>
<td>0 - 20</td>
</tr>
<tr>
<td>c. Audit Team Members Profile and Qualifications</td>
<td>0 - 15</td>
</tr>
<tr>
<td>d. Cost of Services</td>
<td>0 - 15</td>
</tr>
<tr>
<td>e. Prior not-for-profit and governmental auditing experience</td>
<td>0 - 15</td>
</tr>
<tr>
<td>f. At least two years Florida Early Learning Coalition auditing experience</td>
<td>0 - 25</td>
</tr>
<tr>
<td>Maximum Points</td>
<td>100</td>
</tr>
</tbody>
</table>
4. Bidding Instructions

A. Sealed Proposals – Each respondent shall submit only one proposal per Bid Solicitation. A proposal shall consist of one manually signed original and 4 photo copies of the completed proposal as well as one electronic version on five (5) separate thumb drives/flash drives (IN THE FORMAT as described in #1, “Information to be Included in the Proposal”, above). They shall be submitted in a sealed envelope or package bearing the title, “EARLY LEARNING COALITION OF NORTH FLORIDA- EXTERNAL AUDITING SERVICES” along with the name and address of the organization submitting the proposal. Proposals should include a contact name and an e-mail address for correspondence and shall be submitted no later than **4:00 P.M. EST on October 18, 2018** to Tajaro Dixon, Grants and Operations Manager, ELC of North Florida, 2450 Old Moultrie Road, Suite 103, St. Augustine, FL 32086. The respondent is responsible for ensuring that the proposal arrives on time at the correct address. Late proposals will be returned unopened.

B. Inquiries - All inquiries related to this Request for Qualifications are to be directed, via e-mail, to the Early Learning Coalition’s Grants and Operations Manager at tdixon@elcnorthflorida.org. The Coalition will not participate in any inquiries by phone. Only e-mail inquiries will be responded to, and only during the scheduled Question and Answer time frame. Information obtained from any other source is not official and should not be relied upon.

C. Application Timeline

- Dates Advertised
  **August 10, 2018 – August 17, 2018**

- Date RFQ Document Posted/Available:
  **September 20, 2018 – September 28, 2018**

- Submit inquiries for (Questions and Answers period) by e-mail ONLY between **September 20, 2018 and October 4, 2018**
  *Note* all e-mails/correspondence received before the start date or after the end date will be disregarded. If an e-mail/correspondence is sent before the start date, it must be resubmitted during this assigned time frame to be answered.

- Deadline for Receipt of Written Questions
  **October 4, 2018 by 4:00 p.m. (Eastern Standard Time)**

- Deadline for Answers to Respondent Questions
  **October 11, 2018**

- Deadline for Receipt of Proposals (No Exceptions)
  **OCTOBER 18, 2018 BY 4:00 P.M. (E.S.T.)**
  EARLY LEARNING COALITION OF NORTH FLORIDA, INC.
  ATTN: TAJARO DIXON
Proposal Review by Evaluation Committee
**October 19, 2018 – November 27, 2018**

Evaluation Meeting
**November 27, 2018 at 10:30 a.m. (EST)** at Murray Brothers Caddyshack Restaurant (meeting room) at World Golf Village, 455 S Legacy Trail E106, St Augustine, FL 32092

Coalition Board Meeting – Approve and Award Contract
**December 5, 2018 at 2:00 p.m. (EST)** at the Murray Brothers Caddyshack Restaurant (meeting room) at World Golf Village, 455 S Legacy Trail E106, St Augustine, FL 32092

Contract Begins
**July 1, 2019**

Note: Dates are subject to change. Changes will be posted on the Coalition website: [www.elcnorthflorida.org](http://www.elcnorthflorida.org).

5. **Length of Contract Period**

A. **Contract Period/Renewal** – The term of the contract shall be for 1 year from the date of the contract effective date. Two additional one-year periods may be awarded if the audit services and cost are satisfactory. Satisfactory performance shall be determined within the sole discretion of the Coalition. A final not-to-exceed amount will be determined each year for the auditing services. If needed, the final contract may be extended for a period of 90 days beyond the expiration date. The winning respondent will be notified when the recommendation has been acted upon by the Coalition.

B. **Cancellation of Contract/Termination** – In the event any of the provisions of this proposal are violated by the respondent, the C.E.O., or a designee will give written notice to the auditing firm stating the deficiencies. The auditing firm will have 10 days to correct the deficiencies. If the auditing firm does not make the corrections within 10 days, then recommendation will be made to the Coalition Board for immediate cancellation of the contract. If the contract is cancelled, the Coalition may pursue any and all legal remedies as provided herein and by law.

The Coalition reserves the right to terminate any contract resulting from this RFQ, at any time and for any reason, upon giving 30 days prior written notice to the other party. If the contract should be terminated without cause the Coalition will be relieved of all obligations under said contract. The Coalition would only be required to pay the auditing firm remuneration for contract services actually performed as of the date of termination. Access to, and copies of, all accounting and auditing information will be provided to the Coalition after the termination of the contract.
The auditing firm will have the option to terminate the contract without cause upon written notice to the C.E.O. The written notice must be received at least 60 days prior to the effective date of the termination. Cancellation of the contract by the auditing firm may result in removal of that firm from the respondents list for a period of 3 years.

C. **Default** – In the event that the awarded respondent should breach this contract, the Coalition reserves the right to seek remedies in law and or in equity. Default would result in removal of the firm from the respondents list for a period of 3 years.

D. **Award of Contract** – The Early Learning Coalition of North Florida External Auditing Contract is expected to be awarded at the Coalition Board meeting that will be held at **2:00 p.m., December 5, 2018** at the Murray Brothers Caddyshack Restaurant (meeting room) at World Golf Village, 455 S Legacy Trail E106, St Augustine, FL 32092. This will be a public meeting pursuant to Florida Sunshine requirements. Proposals will be on file in the office of the Early Learning Coalition of North Florida.

**SECTION IV – TERMS, CONDITIONS AND OTHER REQUIREMENTS**

1. **Federal and State Tax**

   The Coalition is exempt from federal taxes. In addition, the Coalition is exempt from State and County tangible personal property taxes, sales taxes, and intangible taxes. The C.E.O. will sign an exemption certificate submitted by the successful respondent. The respondent doing business with the Coalition will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Coalition. In addition, the successful respondent will not be authorized to use the Coalition’s tax exemption number in securing such materials.

2. **Legal Requirements**

   It shall be the responsibility of the provider to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the respondent will in no way be a cause for relief from responsibility.

   Respondents doing business with the Coalition are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, gender, sexual orientation, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

3. **Agreement**

   A contract will be negotiated for any work to be performed as a result of this RFQ. The RFQ, the proposal, and the resulting contract will constitute the complete agreement between the respondent and the Coalition.
4. Trade Secret and Confidential Materials

If the application includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the applicant does not wish to become public record, the following statement should be included in the application:

“Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on applicable pages of this application shall not be used or disclosed, except for evaluation purposes. However, if a contract is awarded to this offer or as a result in connection with the submission of this program, the Coalition shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit the Coalition’s right to use or disclose the information designated as trade secrets or designated as confidential which is obtained from another source.”

Any exemption claimed will be limited to the pertinent documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent the Coalition from complying with the disclosure requirements of Chapter 119, Florida Statutes, when material is incorrectly identified as a trade secret or confidential information. By submitting an application, the applicant covenants not to sue the Coalition and waives any claim against the Coalition arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by the Coalition in connection herewith.

SECTION V – INSTRUCTIONS FOR THE EXTERNAL AUDITING SERVICES RFQ

1. Instructions

The Coalition requires the proposal to be completed in full. The sections to the form are as follows:

Section 1 - Table of Contents
The table of contents should include a clear identification of the material by section and by page number.

Section 2 - Letter of Certification
This section is a letter of certification on company letterhead to be signed by the auditing firm. This letter should state that the auditing firm can provide the service the Coalition requires, that specific attachments have been included, that any required additional documentation will be forwarded within 3 days if selected, and that it is understood that all information included in the proposal shall become public record. See the example of the letter of certification on page 18.
Section 3 – General Description of the Scope of Work

a. In this section there should be a brief statement demonstrating the respondent’s understanding of the work to be performed and a positive commitment from the respondent to perform the work.

b. There must be a discussion of how the respondent will perform each of the desired services that are listed in Section II – Scope of Services starting on page 6 of this RFQ.

Section 4 – Approach to the Audit

a. The respondent should describe the approach that they will use in providing the audit services.

b. The respondent should describe the procedures they will use in documenting the internal control environment.

c. The respondent should describe its procedures for assessing fraud risk and preparing audit responses in accordance with SAS 99.

d. The respondent should describe how it plans to obtain an understanding of internal controls and the method it plans to use to test the effectiveness of internal controls.

e. The respondent should clearly describe its procedures for reporting fraud, illegal acts, or significant internal control deficiencies to its clients.

f. The respondent should clearly describe its philosophy and its procedures in formulating management letter comments.

Section 5 – Firm Profile and Qualifications

a. The respondent should communicate its experience in performing not-for-profit and governmental types of audits. The respondent should communicate its experience in preparing financial statements in compliance with FASB Pronouncements and the GAAP hierarchy. In addition, the respondent should communicate its experience in performing state and federal single audits.

b. The respondent should indicate whether it is a local, regional or national firm. In addition, the respondent should give the location of the office from which the work is to be performed and indicate the number of partners, managers, supervisors, seniors, and staff members that are employed by that office.

c. This section should provide references from other Florida not-for-profit clients, and from clients whose audits are similar to the services sought by this RFQ or from other Florida Early Learning Coalition clients.
This section should describe the types of work offered by the local office such as auditing, write-up, tax, consulting, litigation support, and investment advisory services.

The respondent must indicate any disciplinary action taken against the respondent or any individual associated with the respondent by the State of Florida Board of Accountancy within the last 3 years.

The respondent must describe all lawsuits that were filed or are pending against the local office within the last 3 years.

The respondent must furnish its last peer review report and explain any significant weaknesses that were identified by the report.

Section 6 – Audit Team Members Profiles and Qualifications

The respondent must identify the audit team that will be responsible for providing the required audit services, including the partners, managers, supervisors, and staff. Resumes for each partner, manager, supervisor, senior staff, and staff to be assigned to the audit team should be submitted and the resumes should include the following information:

- Formal education
- Continuing professional education relative to not-for-profit and governmental accounting and auditing
- Experience in government
- Experience in public accounting in general
- Experience in auditing not-for-profit entities, including the individual’s current position held (partner, manager, supervisor, senior staff, or staff)
- Experience in auditing Florida Early Learning Coalitions
- Experience in computerized systems
- Membership to various national and state accounting boards, committees or associations
- Professional recognition such as a Certified Public Accounting license, awards, etc.

The respondent must identify who would serve as the primary point of contact on the engagement.

Section 7 – Cost of Services

The respondent shall prepare a schedule of billing rates for the various levels of staff, together with an estimate of the number of hours it anticipates for completing the annual examination of the Coalition’s financial statements. Using these estimates, the respondent shall provide a not-to-exceed amount for the proposed audit services. Any extraordinary charges shall be considered as costs associated with annual examinations for the purpose of proposal evaluations.
## Illustrative Guide for Reporting Cost of Services

<table>
<thead>
<tr>
<th>Staff Level</th>
<th>Hourly Billing Rate</th>
<th>Estimated Number of Hours</th>
<th>Estimated Charges</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Partner</td>
<td></td>
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</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year Ending</th>
<th>Estimated Number of Hours</th>
<th>Amount Not to Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 30, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 30, 2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section 8 – Prior Firm Not-for-Profit, Florida Early Learning Coalition, and Governmental Experience

a. List all recent not-for-profit, Florida Early Learning Coalition, and governmental audit engagements.

## Section 9 – Certification Affidavit

The Certification Affidavit attests that the organization has made all necessary disclosures and that the organization will provide copies of policies within 3 days of being selected. This form needs to be signed, notarized and returned with the proposal.
2. Example of letter of Certification

Early Learning Coalition of North Florida, Inc.
Attention: Tajaro Dixon, Grants and Operations Manager
2450 Old Moultrie Road, Suite 103
St. Augustine, FL  32086

Dear Ms. Dixon:

We have read the Early Learning Coalition of North Florida’ Request for Qualifications and fully understand its intent. We certify that we have adequate personnel, equipment, technology, and facilities to fulfill the requirements of the engagement. We understand that our ability to meet the criteria and provide the required services will be judged by outside experts, Coalition staff members, and members of the Coalition. We also understand that final approval for a contract award will come from the Coalition Board of Directors.

We have attached the following for your review:

1. Auditing Services Proposal
2. A signed and notarized copy of the Certification Affidavit
3. A completed IRS Form W-9

I, the undersigned respondent, have not divulged, discussed, or compared this proposal with any other respondents and have not colluded with any other respondent in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

It is understood that all information included in, attached to, or required by this RFQ shall become public record upon their delivery to the Coalition as defined in the Public Records Act, Chapter 119, Florida Statutes.

Submitted by:

____________________________________
(AUDITING FIRM)

________________________________________________          ____________________
(AUTHORIZED SIGNATURE)                     (DATE)

________________________________________________
(PRINTED NAME AND TITLE)

________________________________________________ _________________
(E-MAIL) (TELEPHONE)

Thumb drive/flash drive password (in EXACT letter case, and indicate case-sensitive: YES ☐ or NO ☐)
3. Certification Affidavit

CERTIFICATION AFFIDAVIT

DIRECTIONS: BY ATTESTING TO THIS FORM, THE RESPONDENT AGREES TO COMPLY WITH ALL SECTIONS (ONE THROUGH FIVE) ON THE SWORN AFFIDAVIT. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. APPLICATION ACCURACY

I do hereby certify that all facts, figures, and representations made in the proposal are true and correct. The filing of this proposal has been authorized by the contracting entity and I have been duly authorized to act as the representative of the organization in connection with this proposal. I also agree to follow all terms, conditions, and applicable federal law and state statutes.

2. PROHIBITION ON LOBBYING

Applicants are hereby advised and agree to comply with the Coalition’s adopted prohibition on lobbying pursuant to s. 216.347, F.S., the provisions of s. 11.062, F.S., and in accordance with 2 CFR §200.415 and any other law prohibiting the use of state or federal funds for lobbying purposes:

No funds granted by the Coalition shall be used by a provider agency to hire a lobbyist or to supplant any funds which would allow for the funding of a lobbyist.

Any respondent or lobbyist, paid or unpaid, for a respondent is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any Coalition Board Member or the Coalition’s C.E.O. after the issuance of this RFQ and until the completion of the contract award. A proposal from any organization will be disqualified when the respondent or a paid or unpaid lobbyist for the respondent violates this condition of the procurement process.

3. CONFLICT OF INTEREST

Applicants are hereby advised, and agree to comply with the Coalition’s adopted conflict of interest regulations:

All respondents must disclose the name of any officer, director, or agent who is also a Coalition employee. All respondents must disclose the name of any Coalition employee who owns, directly or indirectly, any interest in the respondent’s business or any of its branches. All respondents must disclose any business relationships with any officer, director, subcontractor or employee of the Coalition. The disclosures described above must be submitted as a cover letter, included with the RFQ proposal, addressed to the Coalition Board Chair, and must be submitted no later than the proposal deadline.
4. AGENCY CERTIFICATION

I, the undersigned applicant, hereby attest that the following policies, procedures, regulations, and documentation are in effect and agree to provide copies of the following within three working days of notification by the Coalition of intent to award the contract:

a. Certified Minority Business Enterprise (if applicable)
b. Small Disadvantaged Business Enterprise Policy (if applicable)
c. Americans with Disabilities Policy
d. Drug Free Workplace Policy

5. PUBLIC ENTITY CRIME AFFIDAVIT

a. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any entity, agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

b. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment after July 1989, or as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

c. I understand that an “affiliate” as defined in Section 287.133, Florida Statutes means:

   • A predecessor or successor of a person convicted of a public entity crime; or
   • An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the affiliate.
   • The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
d. I understand that a “person” as defined in Section 287.133, Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

e. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged and convicted of a public entity crime subsequent to July 1, 1989.

- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (please indicate which additional statement, below, applies)

  1. There were proceedings concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list.

  2. The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

  3. The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending in the Department of General Services).

**ORGANIZATION'S NAME AND ADDRESS:**

________________________________________
________________________________________
________________________________________
________________________________________
NOTE: AS EVIDENCED BY MY SIGNATURE BELOW, I UNDERSTAND AND WILL COMPLY WITH ALL TERMS AND CONDITIONS STATED HEREIN:

__________________________  ___________________________
Type Authorized Official’s Name  Authorized Official’s Title

__________________________  ___________________________
Authorized Official’s Signature  Date

Federal Employer Identification Number

FOR NOTARY PUBLIC (OFFICIAL USE ONLY)

STATE OF ___________________  COUNTY OF ___________________________

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____________________ who, after first being sworn by me, affixed his/her
_____________________ (name of individual signing) signature in the space
Provided above on the _______ day of _______________, 2_______.

_____________________ NOTARY PUBLIC
My Commission Expires
### Early Learning Coalition of North Florida

#### Timelines for 2018/2019– Meeting Dates ONLY

(Revised 05/23/18)

**RFP (Request for Proposals)**
for Primary Service Provider 2019/2020

<table>
<thead>
<tr>
<th>Activities/Events</th>
<th>Date</th>
<th>Time</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute RFP <strong>Timeline</strong> (to recruit RFP Procurement Committee members)</td>
<td>06/20/18</td>
<td>10:30 am</td>
<td>Coalition Board of Directors Meeting World Golf Village</td>
</tr>
<tr>
<td>Recruit/Assign RFP Procurement Committee members (2 Fiscal and 2 Program)</td>
<td>08/01/18</td>
<td>10:30 am</td>
<td>Coalition Exec/Admin Committee Meeting Conference Call</td>
</tr>
<tr>
<td><strong>RFP Committee Meeting</strong> to:</td>
<td>11/07/18</td>
<td>*11:30 am</td>
<td>Immediately following the Coalition Exec/Admin Committee Meeting Conference Call</td>
</tr>
<tr>
<td><em>(1) approve the Final RFP, to be forwarded to Board, and (2) assign a chairperson who will prepare the recommendation for the Board (after the scoring of the proposals).</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Board Meeting</strong> – to approve Final RFP. <em>(It will not be a “ratification” as the RFP Procurement Committee is not a “standing committee”, it’s an ad hoc committee, so the Board has to approve.)</em></td>
<td>12/05/18</td>
<td>2:00 pm</td>
<td>Coalition Board of Directors Meeting</td>
</tr>
<tr>
<td>Initial RFP Procurement Committee Meeting to include Public Opening of Proposals</td>
<td>*01/24/19</td>
<td>*10:30</td>
<td>Caddy Shack Restaurant meeting room at World Golf Village</td>
</tr>
<tr>
<td>Final RFP Procurement Committee meeting, scores tabulated, proposers ranked, and Prepare Recommendation for Board</td>
<td>*02/21/19</td>
<td>*10:30</td>
<td>Caddy Shack Restaurant meeting room at World Golf Village</td>
</tr>
<tr>
<td><strong>Board Meeting</strong> - review/approve RFP Committee recommendation</td>
<td>03/20/19</td>
<td>10:30 am</td>
<td>Coalition Board of Directors Meeting World Golf Village</td>
</tr>
<tr>
<td><strong>Exec/Admin Committee Meeting</strong> Review/approve/sign Contract</td>
<td>05/01/19</td>
<td>10:30 am</td>
<td>Coalition Exec/Admin Committee Meeting Conference Call</td>
</tr>
<tr>
<td><strong>Board Meeting</strong> Ratification of Approval of Contract</td>
<td>06/19/19</td>
<td>10:30 am</td>
<td>Coalition Board of Directors Meeting World Golf Village</td>
</tr>
</tbody>
</table>

**Orange indicates an additional meeting date.**

*dates/times may be subject to change

---

## RFQ (Request For Qualifications)
for External Auditing Services 2019/2020

<table>
<thead>
<tr>
<th>Activities/Events</th>
<th>Date</th>
<th>Time</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute RFP <strong>Timeline</strong> (to recruit evaluators)</td>
<td>06/20/18</td>
<td>10:30 am</td>
<td>Coalition Board of Directors Meeting World Golf Village</td>
</tr>
<tr>
<td>Recruit RFQ Evaluation members, and assign chairperson</td>
<td>08/01/18</td>
<td>10:30 am</td>
<td>Coalition Exec/Admin Committee Meeting Conference Call</td>
</tr>
<tr>
<td><strong>RFQ document to be approved</strong></td>
<td>09/19/18</td>
<td>10:30 am</td>
<td>Coalition Board of Directors Meeting World Golf Village</td>
</tr>
<tr>
<td><strong>E-mail proposals to review team for scoring.</strong></td>
<td>10/19/18</td>
<td></td>
<td>ELC will e-mail proposals and scoring tools/instructions</td>
</tr>
<tr>
<td><strong>RFQ Proposals External Reviewers’ Evaluation Meeting</strong></td>
<td>*11/27/18</td>
<td>*10:30 am</td>
<td>Caddy Shack Restaurant meeting room at World Golf Village</td>
</tr>
<tr>
<td><strong>Board Meeting</strong> Approve &amp; award contract</td>
<td>12/05/18</td>
<td>2:00 pm</td>
<td>Coalition Board of Directors Meeting</td>
</tr>
</tbody>
</table>
IX. CEO Review and Discussion of Staff Compensation Analysis

INFORMATIONAL
X. Review of Board Membership

INFORMATIONAL
# Board Membership Summary
As of October 24, 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term Start Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Private Sector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BAKER</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BRADFORD</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Private Sector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CLAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Governor Appointee Private Sector</td>
<td>November 22, 2013</td>
<td>April 30, 2016</td>
</tr>
<tr>
<td></td>
<td>*Brian H. Graham, Vice Chair</td>
<td>May 14, 2015</td>
<td>April 30, 2019</td>
</tr>
<tr>
<td></td>
<td>*Vina Delcomyn</td>
<td>July 2011</td>
<td>July 2019</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NASSAU</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>District Superintendent of Schools or Designee</td>
<td>December 2013</td>
<td>December 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Private Sector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PUTNAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act</td>
<td>Marsha Hill</td>
<td>March 2018</td>
</tr>
<tr>
<td></td>
<td>County Health Department Director or Designee</td>
<td>Mary Garcia</td>
<td>December 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ST. JOHNS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality</td>
<td>Jeb Smith</td>
<td>June 2017</td>
</tr>
<tr>
<td></td>
<td>Head Start Director</td>
<td>Brian McElhone</td>
<td>July 2017</td>
</tr>
<tr>
<td></td>
<td>Governor Appointee Private Sector CHAIR</td>
<td>Nancy Pearson, Chair</td>
<td>November 22, 2013</td>
</tr>
<tr>
<td></td>
<td>*Adam Deputy</td>
<td>December 2014</td>
<td>December 2018</td>
</tr>
<tr>
<td>Total Private Sector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MULTICOUNTIES</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>DCF Regional Administrator or Designee</td>
<td>Mala Ramoutar</td>
<td>November 2014</td>
</tr>
<tr>
<td></td>
<td>Regional Workforce Board Executive Director or Designee</td>
<td>Renee Williams, Treasurer (Baker, Clay, Nassau, Putnam, St. Johns)</td>
<td>September 2014</td>
</tr>
<tr>
<td></td>
<td>President of a Florida College System or Designee</td>
<td>Dr. Myrna Allen (Clay, Putnam, St. Johns)</td>
<td>September 2014</td>
</tr>
</tbody>
</table>

Early Learning Coalition of North Florida, Inc.
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative of Private For-Profit Child Care Providers</td>
<td>Angelia Hough (Putnam, St. Johns)</td>
<td>June 15, 2016</td>
<td>June 15, 2020</td>
</tr>
<tr>
<td>Representative of Faith Based Child Care Providers</td>
<td>Theresa Little (Putnam, St. Johns)</td>
<td>December 7, 2016</td>
<td>December 7, 2020</td>
</tr>
<tr>
<td>Central Agency Administrator</td>
<td>Teresa Matheny (All Counties)</td>
<td>September 21, 2016</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Private Sector</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Private Sector</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Combined Total Private Sector</strong> <em>(Must comprise MORE THAN 1/3 of total Board Membership)</em>:</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL MEMBERSHIP</strong></td>
<td></td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

*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. I received word that Ron is approved, just waiting on documentation.

- **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. I received word that Nancy is approved, just waiting on documentation.

- **Mary Garcia**- Voted in December 2017 to December 2021 as County Health Department Director or Designee.

- **Kristi Simpkins**- Term date is December 2017 and she has served one term, and could be asked to serve another term if she and the board are both interested. (District superintendent of schools or designee)

- **Amy Lane**- Term date is December 2017 and Marsha Hill will be coming onboard after the December board meeting beginning March of 2018. (Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act)

- **Mandatory Seats**: All mandatory seats have been filled.

- **Combined Total Private Sector** *(Must be comprised of MORE THAN 1/3 of total Board Membership)*: 1/3 of 17 = 35%. We currently have 6 private sector members.

- **Total Membership**: 15 to 30 members. We currently have 17 board members.

Early Learning Coalition of North Florida, Inc.
XI. Committee Absenteeism Log

INFORMATIONAL
XI. Committee Comment

INFORMATIONAL
EXECUTIVE ADMINISTRATIVE COMMITTEE
MEMBER ABSENTEEISM LOG

By-Laws

Section 3.2.7 - Unexcused absences from two (2) consecutive meetings within a twelve month period by a representative or appointed member is equivalent to resignation from the Coalition.

Section 3.2.8 - Mandated members with three (3) consecutive unexcused absences from meetings or six (6) unexcused absences from meetings with in a twelve month period without due cause may be notified by the Chair that their

X = Attended

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Delcomyn, V.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Excused</td>
<td>X</td>
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<tr>
<td>Graham, B.</td>
<td>Excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No longer a member</td>
<td>No longer a member</td>
<td>No longer a member</td>
</tr>
<tr>
<td>Pearson, N.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>X</td>
<td></td>
<td></td>
<td>Excused</td>
<td>Excused</td>
<td>X</td>
</tr>
<tr>
<td>Williams, R.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>Excused</td>
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</tr>
<tr>
<td>Matheny, T.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Stanton, J.</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Allen, M.</td>
<td>X</td>
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<td></td>
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<td></td>
<td>X</td>
<td>X</td>
<td>Excused</td>
</tr>
<tr>
<td>McElhone, B.</td>
<td>Not a member yet</td>
<td></td>
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<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Little, Theresa</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Note: X = Attended

Section 3.2.7 - Unexcused absences from two (2) consecutive meetings within a twelve month period by a representative or appointed member is equivalent to resignation from the Coalition.

Section 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 Chair that their...
XII. Committee Comment

XIII. Next Meetings:

• Board Meeting–
  September 19, 2018; 10:30 a.m. Renaissance Resort at World Golf Village Convention center

• Exec/Admin – November 7, 2018; 10:30 a.m. Conference Call

XIV. Adjournment*

*ACTION ITEM