

## **LOCAL SERVICE PROGRAMS**

THIS CONTRACT is entered into between the Areawide Council on Aging of Broward County, Inc., hereinafter referred to as the “Council”, and **Northwest Focal Point Senior Center District**, hereinafter referred to as the “Contractor”, and collectively referred to as the “Parties.”

### **WITNESSETH THAT:**

**WHEREAS**, the Council has determined that it is in need of certain services as described herein; and

**WHEREAS**, the Contractor has demonstrated that it has the requisite expertise and ability to faithfully perform such services as an independent Contractor of the Council.

**NOW THEREFORE**, in consideration of the services to be performed and payments to be made, together with the mutual covenants and conditions hereinafter set forth, the Parties agree as follows:

**1. Purpose of Contract:**

The purpose of this contract is to provide services in accordance with the terms and conditions specified in this contract including all attachments, forms, exhibits and references incorporated, which constitute the contract document.

**2. Incorporation of Documents within the Contract:**

The contract will incorporate attachments, proposal(s), area plan(s), grant agreements, relevant Department of Elder Affairs handbooks, manuals, or desk books and Master Contract number JM014-08-2017, as an integral part of the contract, except to the extent that the contract explicitly provides contrary. In the event of conflict in language among any of the documents referenced above, the specific provisions and requirements of the contract document(s) shall prevail over inconsistent provisions in the proposal(s) or other general materials not specific to this contract document and identified attachments.

**3. Term of Contract:**

This contract will begin on July 1, 2016 or on the date on which the contract has been signed by the last party required to sign it, whichever is later. It will end at midnight, local time in Tallahassee, Florida, on June 30, 2017.

**4. Contract Amount:**

The Council agrees to pay for contracted services according to the terms and conditions of this contract in an amount not to exceed **\$100,292.00** or the rate schedule, subject to the availability of funds. Any costs or services paid for under any other contract or from any other source are not eligible for payment under this contract.

**5. Official Payee and Representatives (Names, Addresses, and Telephone Numbers):**

1. The name, address, and telephone number for the Council for this Contract is:

Edith Lederberg, Executive Director  
Areawide Council on Aging of Broward County, Inc.  
5300 Hiatus Road  
Sunrise, FL 33351  
(954) 745-9567

2. The name, address, and telephone number of the representative of the Contractor responsible for administration of the program under this contract is:

Karin Diaz, Project Director  
Northwest Focal Point Senior Center District  
6009 NW 10th Street  
Margate, FL 33063  
(954) 973-0300

3. In the event different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.
4. The name (Contractor name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made:

Northwest Focal Point Senior Center District  
6009 NW 10th Street  
Margate, FL 33063

5. The name, address, and telephone number of the Contract Manager for the Council for this contract is:

Marie Laurent  
Areawide Council on Aging of Broward County, Inc.  
5300 Hiatus Road  
Sunrise, FL 33351  
(954) 745-9567

**6. All Terms and Conditions Include:**

This contract and its Attachments I-V, any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the Parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations or agreements, either written or verbal between the Parties. By signing this contract, the Parties agree that they have read and agree to the entire contract.

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IN WITNESS THEREOF, the parties hereto have caused this 16 page contract to be executed by their undersigned officials as duly authorized.

**Contractor:** Northwest Focal Point Senior  
Center District

SIGNED BY: 

NAME: Tommy Ruzzano

TITLE: Board Chair

DATE: \_\_\_\_\_

**Areawide Council on Aging of Broward  
County, Inc.**

SIGNED BY: 

NAME: Deborah G. Rand

TITLE: President

DATE: 06-22-2016

SIGNED BY: 

NAME: Karin Diaz

TITLE: Project Director

DATE: 6/15/2016

Federal Tax ID: 59-2154528

Fiscal Year Ending Date: September 30

**ATTACHMENT I**

**LOCAL SERVICE PROGRAM  
STATEMENT OF WORK**

**SECTION I: SERVICES TO BE PROVIDED**

**1.1. DEFINITIONS OF TERMS AND ACRONYMS**

**1.1.1. Contract Acronyms**

Assessed Priority Consumer List (APCL)  
Client Information and Registration Tracking System (CIRTS)  
Corrective Action Plan (CAP)  
Department of Elder Affairs (DOEA)  
Local Services Program (LSP)  
Planning and Service Area (PSA)  
Service Provider Application (SPA)

**1.1.2. Program Specific Terms**

**Area Plan:** A plan developed by the Council outlining a comprehensive and coordinated service delivery system, in the respective planning and service area, in accordance with the Section 306 of the Older Americans Act (42 U.S.C. 3026), and Department of Elder Affairs instructions. The Area Plan includes performance measures and unit rates per service offered per county.

**Area Plan Update:** A revision to the area plan wherein the Council enters LSP specific data in the Client Information and Registration Tracking System (CIRTS). An update may also include other revisions to the area plan as instructed by the Department of Elder Affairs.

**Functional Assessment:** A comprehensive, systematic, and multidimensional review of a person's ability to remain independent and in the least restrictive living arrangement. DOEA Form 701B is used by case managers to conduct the functional assessment.

**Proviso:** Language used in a general appropriations bill to qualify or restrict the way in which a specific appropriation is to be expended.

**Service Provider Application:** A plan developed by the Contractor outlining a comprehensive and coordinated service delivery system, in the respective service area, in accordance with the Section 306 of the Older Americans Act (42 U.S.C. 3026), and the Council instructions.

**1.2. GENERAL DESCRIPTION**

**1.2.1. General Statement**

Local Services Program provides funding to expand long-term care alternatives enabling elders to maintain an acceptable quality of life in their own homes and avoid or delay nursing home placement.

The LSP provides community-based services to preserve elder independence, support caregivers, and target at-risk persons. Through the provision of meals, transportation services, caregiver

support, in-home services and expanded respite and day care services, LSP assist elders to live in the least restrictive environment that meets their needs.

**1.2.2. Authority**

- (1) The relevant authority governing the LSP is the State of Florida General Appropriations Act; and
- (2) The Catalog of State Financial Assistance (CSFA) Number 65.009.

**1.2.3. Scope of Service**

The Contractor is responsible for the programmatic, fiscal, and operational management of LSP. The Contractor will provide services in a manner consistent with and described in the service provider application and the current Department of Elder Affairs Programs and Services Handbook.

**1.3. INDIVIDUALS TO BE SERVED**

**1.3.1. General Description**

The LSP is targeted to elders who are able to maintain an acceptable quality of life in their own home through the receipt of long-term care alternatives that assist them in delaying or avoiding nursing home placement.

**1.3.2. Individual Eligibility**

In order to receive services under this contract, an applicant must:

- (1) Be 60 years of age or older unless otherwise specified in Proviso authorizing the service; and
- (2) Not be enrolled in any Medicaid capitated long-term care program.

**1.3.3. Targeted Groups**

Priority for services provided under this contract shall be given to those eligible persons assessed to be at risk of placement in an institution or as otherwise specified in the authorizing Proviso.

**SECTION II: MANNER OF SERVICE PROVISION**

**2.1. SERVICE TASKS**

In order to achieve the goals of LSP, the Contractor shall ensure the following tasks are performed:

- (1) Client Eligibility Determination;
- (2) Assessment and Prioritization of Service Delivery for New Clients; and
- (3) Delivery of Services to Eligible Clients; and
- (4) Supporting and Monitoring the Performance of Subcontractors (if applicable).

**2.1.1. Client Eligibility Determination**

The Contractor shall ensure that applicant data is evaluated to determine eligibility. Eligibility to become a client is based on meeting the requirements described in **ATTACHMENT I**, Section 1.3.

**2.1.2. Assessment and Prioritization of Service Delivery for New Clients**

The Contractor shall ensure the following criteria are used to prioritize new clients in the sequence below for service delivery. It is not the intent of the Council to remove existing clients from

services in order to serve new clients being assessed and prioritized for service delivery.

- (1) Imminent Risk individuals: Individuals in the community whose mental or physical health condition has deteriorated to the degree that self-care is not possible, there is no capable caregiver, and nursing home placement is likely within a month or very likely within 3 months.
- (2) Service priority for individuals not included in (1) above, regardless of referral source, will be determined through the Department's functional assessment administered to each applicant, to the extent funding is available. The Contractor shall ensure that first priority is given to applicants at the higher levels of frailty and risk of nursing home placement.
- (3) Service priority shall ensure clients who reside in Broward County are served prior to clients who reside outside of Broward County.

### **2.1.3. Delivery of Services to Eligible Clients**

The Contractor shall ensure the provision of a continuum of services addressing the diverse needs of functionally impaired elders. The Contractor shall ensure services are performed in accordance with the current Department of Elder Affairs Programs and Services Handbook. Service categories include:

Adult Day Care	Health Promotion	Personal Care
Adult Day Health Care	Home Delivered Meals	Physical Therapy
Caregiver Training/Support	Home Health Aide Service	Recreation
Case Aide	Homemaker	Referral/Assistance
Case Management	Housing Improvement	Respite (Facility Based)
Chore	Information	Respite (In-Home);
Chore (Enhanced)	Intake	Screening/Assessment
Companionship	Interpreter/Translating	Shopping Assistance
Congregate Meals	Legal Assistance	Skilled Nursing Services
Congregate Meals (Screening)	Material Aid	Speech Therapy
Counseling (Mental Health/ Screening)	Medication Management	Specialized Medical Equipment, Service and Supplies
Counseling (Gerontological)	Nutrition Counseling	Telephone Reassurance
Education/Training	Nutrition Education	Transportation
Emergency Alert Response	Occupational Therapy	
Escort	Other	
	Outreach	

### **2.1.4. Use of Subcontractors**

If this contract involves the use of a subcontractor or third party, then the Contractor shall not delay the implementation of its agreement with the subcontractor. If any circumstances occur that may result in a delay for a period of 60 days or more of the initiation of the Subcontract or in the performance of the Subcontractor, the Contractor shall notify the Council's Contract Manager and the Council's Finance Director in writing of such delay.

- 2.1.4.1.** The Contractor shall not permit a Subcontractor to perform services related to this agreement without having a binding Subcontractor agreement executed. In accordance with Paragraph 23.1 of the Master Contract, the Council will not be responsible or liable for any obligations or claims resulting from such action.



**2.1.4.2. Monitoring the Performance of Subcontractors**

The Contractor shall monitor at least once per year of each Subcontractors, Subrecipients, Vendors and/or Consultants paid from funds provided under this contract. The Contractor shall perform fiscal, administrative and programmatic monitoring of each subcontractor to ensure contractual compliance, fiscal accountability, programmatic performance, and compliance with applicable state and federal laws and regulations. The Contractor shall ensure that time schedules are met, the budget and scope of work are accomplished within the specific time periods and other performance goals stated in this contract are achieved.

**2.2. SERVICE TIMES**

The Contractor shall ensure the provision of the services listed in this contract are available at times appropriate to meet client service needs, at a minimum, during normal business hours, or as otherwise specified in Proviso or the Contractor's approved service provider application. Normal business hours are defined as Monday through Friday, 8:00am to 5:00pm.

**2.3. DELIVERABLES****2.3.1. Service Unit**

The Contractor shall provide the services described in this contract in accordance with the Department of Elder Affairs Programs and Services Handbook and the service tasks described in ATTACHMENT I, Section 2. 1. ATTACHMENT IV lists the services that can be performed under this contract. Units of service will be paid pursuant to the rate established in the Service Provider Application and approved by the Council.

**2.4. REPORTS**

The Contractor shall respond to additional routine and/or special requests required by the Council in a timely manner as determined by the Contract Manager. The Contractor shall establish due dates for any subcontractors that permit the Contractor to meet the Council and/or the Department of Elder Affairs' reporting requirements.

**2.4.1. Service Provider Application Update and All Revisions Thereto**

The Contractor is required to submit a service provider application update, wherein the Council enters new information or revisions to LSP specific data, into Client Information and Registration Tracking System (CIRTS).

**2.4.2. Client Information and Registration Tracking System (CIRTS)**

The Contractor shall input LSP specific data into CIRTS to ensure CIRTS data accuracy. The Contractor shall use CIRTS generated reports, which include the following:

- (1) Client Reports;
- (2) Monitoring Reports;
- (3) Services Reports;
- (4) Miscellaneous Reports;
- (5) Fiscal Reports; and
- (6) Outcome Measurement Reports

**2.4.3. Service Costs Reports**

The Contractor is required to submit to the Council a semi-annual and annual service cost reports, which reflect actual costs of providing each service by program. This report provides information for planning and negotiating unit rates. The first semi-annual report encompassing the six months ending 12/31/2016 is due on February 19, 2017. The second semi-annual report encompassing the twelve months ending 6/30/2017 is due on August 19, 2017.

**2.4.4. Surplus/Deficit Report**

The Contractor will submit a consolidated surplus/deficit report in a format provided by the Council to the Council's Contract Manager by the 5th of each month. This report is for all agreements and/or contracts between the Contractor and the Council. The report will include the following:

- (1) A list of all services and their current status regarding surplus or deficit;
- (2) The Contractor's detailed plan on how the surplus or deficit spending exceeding the threshold of plus or minus one percent (+/- 1%) will be resolved;
- (3) Recommendations to transfer funds to resolve surplus/deficit spending;
- (4) Input from the Contractor's Board of Directors on resolution of spending issues, if applicable
- (5) Number of clients currently on Assessed Priority Consumer List (APCL) that receive a priority ranking score of 4 or 5; and
- (6) Number of clients currently on the APCL designated as Imminent Risk.

**2.4.5. Incorporation of Reference Memoranda**

In accordance with section 287 F.S., as amended, and Department of Financial Services', Chief Financial Officer Memoranda, the following memoranda are provided for informational purposes and hereby incorporated by reference:

- (1) CFO Memo No. 02: Release date, August 20, 2010;
- (2) CFO Memo No. 03: Release date, June 29, 2010; and
- (3) CFO Memo No. 06: Release date, June 30, 2010.

**2.4.6. Program Highlights**

The Contractor shall submit Program Highlights referencing specific events that occurred in SFY/FFY 2015-2016 by September 1, 2016. The Contractor shall provide a new success story, quote, testimonial, or human-interest vignette. The highlights shall be written for a general audience, with no acronyms or technical terms. For all agencies or organizations that are referenced in the highlight, the Contractor shall provide a brief description of their mission or role. The active tense shall be consistently used in the highlight narrative, in order to identify the specific individual or entity that performed the activity described in the highlight. The Contractor shall review and edit Program Highlights for clarity, readability, relevance, specificity, human interest, and grammar, prior to submitting them to the Council.

**2.5. RECORDS AND DOCUMENTATION**

- 2.5.1.** The Contractor shall ensure the collection and maintenance of client and service information on a monthly basis from the Client Information and Registration Tracking System (CIRTS) or any such system designated by the Council. Maintenance includes valid exports and backups of all data and systems according to Council standards.



- 2.5.2.** Each Contractor and subcontractor, among other requirements, must anticipate and prepare for the loss of information processing capabilities. The routine backing up of all data and software is required to recover from losses or outages of the computer system. Data and software essential to the continued operation of Contractor functions must be backed up. The security controls over the backup resources will be as stringent as the protection required of the primary resources. It is recommended that a copy of the backed up data be stored in a secure, offsite location. The Contractor shall maintain written policies and procedures for computer system backup and recovery and shall have the same requirement in its contracts and/or agreements with subcontractors. These policies and procedures will be made available to the Council upon request.

## **2.6. PERFORMANCE SPECIFICATIONS**

### **2.6.1. Outcomes**

- (1) The Contractor shall ensure services provided under this contract are in accordance with the current Department of Elder Affairs Programs and Service Handbook;
- (2) The Contractor shall timely submit to the Council all reports described in ATTACHMENT I, Section 2.4. REPORTS;
- (3) The Contractor shall timely submit to the Council all information described in ATTACHMENT I, Section 2.5. RECORDS AND DOCUMENTATION by the due dates assigned by the Council.

## **2.7. CONTRACTOR'S FINANCIAL OBLIGATIONS**

### **2.7.1. Use of Service Dollars and Assessed Priority Consumer List Management**

The Contractor is expected to spend all federal, state and other funds provided by the Council, for the purpose specified in each contract. The Contractor must manage service funds in such a manner so as to avoid having a wait list and a surplus of funds at the end of the contract period for each program managed by the Contractor. If the Council determines that the Contractor is not spending service funds accordingly, the Council may transfer funds to other service areas during the contract period and/or adjust subsequent funding allocations accordingly, as allowable under state and federal law.

## **2.8. COUNCIL'S RESPONSIBILITIES**

### **2.8.1. Program Guidance and Technical Assistance**

The Council will provide to the Contractor guidance and technical assistance as needed to ensure the successful fulfillment of the contract by the Contractor.

### **2.8.2. Contract Monitoring**

The Council will review and evaluate the performance of the Contractor under the terms of this contract. Monitoring will be conducted through direct contact with the Contractor through telephone, in writing, or an on-site visit. The Council's determination of acceptable performance shall be conclusive. The Contractor agrees to cooperate with the Council in monitoring the progress of completion of the service tasks and deliverables. The Council may use, but is not limited to, one or more of the following methods for monitoring:

- (1) Desk reviews and analytical reviews;
- (2) Scheduled, unscheduled and follow-up on-site visits;
- (3) Client visits;
- (4) Review of independent auditor's reports;
- (5) Review of third-party documents and/or evaluation;
- (6) Review of progress reports;
- (7) Review of customer satisfaction surveys;
- (8) Agreed-upon procedures review by an external auditor or consultant;
- (9) Limited-scope reviews; and
- (10) Other procedures as deemed necessary.

### **SECTION III: METHOD OF PAYMENT**

#### **3.1. GENERAL STATEMENT OF METHOD OF PAYMENT**

The method of payment for this contract includes advances and fixed rate for services. The Contractor shall ensure fixed rates for services include only those costs that are in accordance with all applicable state and federal statutes and regulations and are based on audited historical costs in instances where an independent audit is required.

- 3.1.1.** The Contractor agrees to distribute funds as detailed in the Service Provider Application and Budget Summary, ATTACHMENT IV. Any changes in the total amounts of the funds identified on the Budget Summary Form require a contract amendment.

#### **3.2. ADVANCE PAYMENTS**

- 3.2.1.** The Contractor may request up to two months of advances at the start of the contract period to cover program administrative and service costs. The payment of an advance will be contingent upon the sufficiency and amount of funds released to the Department of Elder Affairs by the State of Florida ("budget release"). The Contractor will provide the Council's Finance Director documentation justifying the need for an advance and describing how the funds will be distributed.
- 3.2.2.** The Contractor's requests for advance require the approval of the Council's Finance Director. If sufficient budget is available, the Council will issue approved advance payments after July 1, the beginning of the contract term. The schedule for submission of advance requests (when available) is ATTACHMENT III to this contract.
- 3.2.3.** All advance payments made to the Contractor shall be returned to the Council as follows: one-tenth (1/10) of the advance payment received shall be reported as an advance recoupment on each request for payment, starting with report number three, in accordance with the Invoice Schedule, ATTACHMENT III to this Contract. The Contractor may temporarily place advanced funds in a FDIC insured interest bearing account. All interest earned on advanced funds must be returned to the Council within twenty (20) days of the end of each quarter of the contract period.

#### **3.3. INVOICE SUBMITTAL AND REQUESTS FOR PAYMENT**

All requests for payment and expenditure reports submitted to support requests for payment shall be on DOEA forms 105 and 106, ATTACHMENT V. The Contractor will consolidate all requests

for payment from subcontractors and expenditure reports that support requests for payment.

- 3.3.1. The Contractor shall include with its request for payment documentation of services provided, the units of services provided, and the rates for the services provided in conformance with the requirements as described in this ATTACHMENT I. Each deliverable must be received and accepted by the Council before payment is made.
- 3.3.2. Payment may be authorized only for allowable expenditures, which are in accord with the limits specified in the Budget Summary, ATTACHMENT IV.
- 3.3.3. Any payment due by the Council under the terms of this contract may be withheld pending the receipt and approval by the Council of all financial and programmatic reports due from the Contractor and any adjustments thereto, including any disallowance not resolved as outlined in Paragraph 26 of the Master Contract.

**3.4. DOCUMENTATION FOR PAYMENT**

The Contractor will maintain documentation to support payment requests that shall be available to the Council or authorized individuals upon request. Such documentation will be provided upon request to the Council or the Department of Financial Services.

- 3.4.1. The Contractor shall enter all required data per the Department of Elder Affairs' CIRTIS Policy Guidelines for clients and services in the CIRTIS database. The data must be entered into the CIRTIS before the subcontractors submit their request for payment and expenditure reports to the Contractor. The Contractor will establish time frames to assure compliance with due dates for the requests for payment and expenditure reports to the Council.
- 3.4.2. The Contractor is required to run monthly CIRTIS reports and verify that client and service data in the CIRTIS is accurate. This report must be submitted to the Council with the monthly request for payment and expenditure report and must be reviewed by the Council before the Contractor's request for payment and expenditure reports can be approved by the Council.
- 3.4.3. **Date for Final Request For Budget Revisions**  
Final requests for budget revision or adjustments to contract funds based on expenditures for services provided through June 30, 2017, must be submitted to the Contract Manager and the Finance Director, no later than July 5, 2017.
- 3.4.4. **Date for Final Request for Payment**  
The final request for payment will be due to the Council no later than July 25, 2017.
- 3.4.5. **Remedies- Nonconforming Services**  
The Contractor shall ensure that all goods and/or services provided under this contract are delivered timely, completely and commensurate with required standards of quality. Such goods and/or services will only be delivered to eligible program participants.

If the Contractor fails to meet the prescribed quality standards for services, such services will not be reimbursed under this contract. In addition, any nonconforming goods (including home

delivered meals) and/or services not meeting such standards will not be reimbursed under this contract. The Contractor's signature on the request for payment form certifies maintenance of supporting documentation and acknowledgement that the Contractor shall solely bear the costs associated with preparing or providing nonconforming goods and/or services. The Council requires immediate notice of any significant and/or systemic infractions that compromise the quality, security or continuity of services to clients.

**3.4.6. Financial Consequences for Non-Compliance**

The Contractor shall ensure 100% of the deliverables identified in ATTACHMENT I, Section 1.2.3 Scope of Services are performed pursuant to contract requirements, and as described in ATTACHMENT I, Section 2.3 are identified as major deliverables in this contract. If at any time the Contractor is notified by the Council that it has failed to correctly, completely, or adequately perform these major deliverables, the Contractor will have 10 days to submit a Corrective Action Plan ("CAP") to the Council that addresses the deficiency and states how the deficiency will be remedied within a time period approved by the Contract Manager. The Council shall assess a Financial Consequence for Non-Compliance on the Contractor for each deficiency identified in the CAP which is not corrected pursuant to the CAP. The Council will also assess a Financial Consequence for failure to timely submit a CAP.

**3.4.7. Payment Deduction**

In the event Contractor fails to correct an identified deficiency within the approved time period specified in the CAP, the Council shall deduct, from the payment of the invoice for the following month, 1% of the monthly value of the contract funds for each day the deficiency is not corrected. The Council may also deduct, from the payment of the invoice for the following month, 1% of the monthly value of the contract funds for each day the Contractor fails to timely submit a CAP, beginning the 11th day after notification by the Council of the deficiency. The deduction will be made from the payment for the invoice of the following month. If, or to the extent, there is any conflict between this paragraph and paragraphs 39. and 39.1 of the Master Contract, this paragraph shall have precedence.

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**ATTACHMENT II****1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSISTS OF THE FOLLOWING:**

<b>Program Title</b>	<b>Year</b>	<b>Funding Source</b>	<b>CFDA/ CSFA #</b>	<b>Amount</b>
<b>TOTAL FUNDS CONTAINED IN THIS CONTRACT:</b>				

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:****2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:****MATCHING RESOURCES FOR FEDERAL PROGRAMS**

<b>PROGRAM TITLE</b>	<b>FUNDING SOURCE</b>	<b>CFDA</b>	<b>AMOUNT</b>
<b>TOTAL STATE AWARD</b>			

**STATE FINANCIAL ASSISTANCE SUBJECT TO Sec. 215.97, F.S.**

<b>PROGRAM TITLE</b>	<b>FUNDING SOURCE</b>	<b>CSFA</b>	<b>AMOUNT</b>
Local Services Program	General Revenue	65009	<b>\$100,292.00</b>
<b>TOTAL AWARD</b>			<b>\$100,292.00</b>

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

STATE FINANCIAL ASSISTANCE

Section 215.97, F.S.

Chapter 69I-5, FL Admin Code

**ATTACHMENT III****LOCAL SERVICES PROGRAM****INVOICE REPORT SCHEDULE**

<u>Report Number</u>	<u>Based On</u>	<u>Due to Council On This Date</u>
1	July Advance*	July 1
2	August Advance*	July 1
3	July Expenditure Report	August 5
4	August Expenditure Report	September 7
5	September Expenditure Report	October 7
6	October Expenditure Report	November 7
7	November Expenditure Report	December 7
8	December Expenditure Report	January 6
9	January Expenditure Report	February 7
10	February Expenditure Report	March 7
11	March Expenditure Report	April 7
12	April Expenditure Report	May 5
13	May Expenditure Report	June 7
14	June Expenditure Report	July 10
15	Final Expenditure	July 28

Legend: \* Advance based on projected cash need.

Note # 1: Report #1 and #2 for Advance Basis Contracts cannot be submitted to the Department of Financial Services (DFS) prior to July 1 or until the Contract with the Council has been executed and a copy sent to DFS. Actual submission of the vouchers to DFS is dependent on the accuracy of the expenditure report.

Note # 2: Report numbers 3 through 14 will reflect an adjustment of one tenth of the total advance amount, on each of the reports respectively, repaying advances on the contract. The adjustment will be recorded in Part C, 1 of the report.

Note # 3: Submission of expenditure reports may or may not generate a payment request. If final expenditure report reflects funds due back to the Council, payment is to accompany the report.

Note # 4: Reports submitted after the 10th of the month will be processed the following month. This rule will be strictly enforced.



**ATTACHMENT IV**

**LOCAL SERVICE PROGRAMS**

**BUDGET SUMMARY**

<b>FIXED SERVICES</b>	<b>Total Units</b>	<b>Unit Rate</b>	<b>LSP Funds</b>	<b>Total Reimbursement</b>
Transportation	14,452.00	\$6.94	\$100,292.00	\$100,292.00
<b>TOTAL LSP AGREEMENT AMOUNT</b>			<b>\$100,292.00</b>	<b>\$100,292.00</b>

**ATTACHMENT V**

EXCEL Forms will be emailed in July 2016