



**COMMUNITY-BASED ORGANIZATION (“CBO”)
GRANT APPLICATION GUIDANCE DOCUMENT NO. CBO2425
FOR HUMAN AND SOCIAL SERVICES**

**ATTENDANCE IS STRONGLY ENCOURAGED
AT ONE PRE-APPLICATION CONFERENCE**

ISSUING DEPARTMENT:

**Miami-Dade County, Office of Management and Budget –
Grants Coordination**

**Stephen P. Clark Center 111 NW 1st Street, 22nd Floor
Miami, Florida 33128**

**Contracting Officer: Linda Schotthoefer, Program Coordinator
Telephone: (305) 375-4923
Email: CBOgrant@miamidade.gov**

**NO LATER THAN 11:59 P.M. ON WEDNESDAY, JANUARY 31, 2024.
APPLICATIONS MUST BE SUBMITTED THROUGH THE MIAMI-DADE COUNTY
 (“MDC”) OFFICE OF MANAGEMENT AND BUDGET (“OMB”)
GRANTS COORDINATION PORTAL ACCESSIBLE AT
WWW.MIAMIDADE.GOV/GRANTS. **(DIRECT LINK)****

THE RESPONSIBILITY FOR SUBMITTING AN APPLICATION ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE APPLICANT. THE COUNTY WILL NOT BE RESPONSIBLE FOR DELAYS CAUSED BY UNRELIABLE CONNECTIONS BY INTERNET SERVICE PROVIDERS, FAILURE OF COMPUTER DEVICES, OR ANY OCCURENCE.

ALL EXPENSES INVOLVED WITH THE PREPARATION AND SUBMISSION OF APPLICATIONS, OR ANY WORK PERFORMED IN CONNECTION THEREWITH, SHALL BE BORNE BY THE APPLICANT(S).

REQUESTS FOR ADDITIONAL INFORMATION OR INQUIRIES MUST BE MADE IN WRITING ONLY AND RECEIVED BY THE COUNTY’S CONTACT PERSON LISTED ON PAGE ONE OF THIS APPLICATION GUIDANCE. THE COUNTY WILL ISSUE RESPONSES TO INQUIRIES AND ANY CHANGES TO THIS SOLICITATION IT DEEMS NECESSARY IN WRITTEN ADDENDA ISSUED PRIOR TO THE APPLICATION DUE DATE.

PROPOSERS WHO OBTAIN COPIES OF THIS APPLICATION GUIDANCE FROM SOURCES OTHER THAN MIAMI-DADE COUNTY’S OFFICE OF MANAGEMENT AND BUDGET - GRANTS COORDINATION, OR ITS WEBSITE, RISK THE POSSIBILITY OF NOT RECEIVING ADDENDA AND ARE SOLELY RESPONSIBLE FOR THOSE RISKS.

MIAMI-DADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, GENDER IDENTITY, RACE, ANCESTRY, NATIONAL ORIGIN, CREED, RELIGION, COLOR, FAMILIAL STATUS, SEXUAL ORIENTATION, PREGNANCY, OR DISABILITY.

FY 2024-2025 HUMAN AND SOCIAL SERVICES COMMUNITY-BASED ORGANIZATION (CBO) GRANT APPLICATION GUIDANCE NO. CBO2425

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To request a copy of any ordinance, resolution and/or administrative order cited in these Guidelines, Applicants must contact the Clerk of the Board at (305) 375-5126.

To access the Office of Management and Budget Grants Coordination Portal and the online grant application, visit www.miamidade.gov/grants (or [link directly](#)).

FY 2024-2025 HUMAN AND SOCIAL SERVICES COMMUNITY-BASED ORGANIZATION (CBO) GRANT APPLICATION GUIDANCE NO. CBO2425

1.0 Overview and Background (Definitions)

Miami-Dade County Office of Management and Budget - Grants Coordination (OMB) is accepting applications from nonprofit 501(c)(3) organizations for the provision of human and social services for Miami-Dade County residents. Refer to Applicant Eligibility, Section 3.0.

The County anticipates making grant awards for an initial 12-month period, with an initial Grant Agreement Period starting January 1, 2025 through December 31, 2025, with up to two one-year options to renew at the County's sole discretion and based on availability of funds and program performance.

Applications must be completed and submitted through the Miami-Dade County Office of Management and Budget (OMB) - Grants Coordination Portal located on the OMB website, www.miamidade.gov/grants (or [link directly](#)). Completed applications must be submitted no later than 11:59 p.m. on Wednesday, January 31, 2024. Applicants are encouraged to submit their application(s) 24 hours in advance to respond to any system rejections or alerts about missing or incomplete sections as no additional time will be permitted to remedy such alerts after the application deadline.

Grants will be awarded in the range of \$25,000 (minimum award) to \$600,000 (maximum award) per application per year. Multiple applications are allowed, with up to four applications per organization. Organizations are limited to just one application per funding category. The same Project cannot be submitted in multiple categories. Regardless of the number of applications submitted by an organization, a single organization cannot be awarded more than \$600,000 in total.

Applications must define a target population (e.g., children, teens/youth, adults, families, older adults or other) and feature services and results aligned with one of four funding categories: 1) Health and Well-Being; 2) Education Supports; 3) Basic Needs and Personal Emergencies; or 4) Public Safety Supports. A broad range of sub-categories is included in the Scope of Services (Section 2.3).

It is anticipated that the Board of County Commissioners (Board) will consider the total amount of funds available as part of the County's budget process for Fiscal Year (FY) 2024-2025. The current amount is \$14,991,000 (FY 2022-2023). This includes 152 annually recurring grants to 122 organizations. The average grant is currently \$98,625 per year.

All Applicants are strongly encouraged to attend one of the Pre-Application Conference sessions. The schedule for these and other technical assistance sessions for Applicants are included in the schedules in Section 3.3.

1.1 Background

Miami-Dade has a history of providing grants to nonprofit organizations and other community-based organizations (CBOs) through the OMB CBO Grant Program.

Guiding Principles:

- Funding should focus on the greatest needs.

- Funding should support projects that demonstrate they fill an unmet need.
- Funding should focus on addressing client issues early, before they turn into crisis.
- Programs and services must be effective, fit community need(s), and be accountable based on the relative size of the investment of grant funds.
- Multi-year funding should be based on annual performance and outcomes.
- Local funds should be utilized to leverage other public and private funding.
- Some reasonable Indirect Costs or Administrative Costs should be allowed.
- Maintaining continuity of community-based services is important; but this should be balanced with ensuring services can evolve with the community.
- Programs and services should be based, wherever possible, on proven practices, be evidence-based, have a proven track record, and be scale appropriate.
- Programs and services should be culturally appropriate and client-centered and demonstrate active and engaged connections within communities served.
- Funding should promote community/consumer leadership, citizenship, and civic participation.
- Funding should promote cooperation and collaboration among agencies (e.g., by service area, population, and/or geography) and avoid duplication.
- The funding process should be flexible, and services comprehensive and holistic.
- Funding should be used to supplement, not supplant, funding from other sources.
- Funding should be consistent with County policies and priorities ([Strategic Plan link](#))

Historical Information: In 2022, the Office of the Mayor directed OMB to reimagine current approaches to the CBO grant process. The purpose was to identify opportunities to streamline and simplify the process, making it more inclusive for less developed CBOs, and to strengthen County-CBO partnerships in service to the community. On September 1, 2022, the Board adopted Resolution No. R-806-22, which extended the County's current funding contracts with CBOs through September 30, 2023 and called for a report on development of the next CBO grant process.

In December 2022, a community engagement effort was launched to gain input from key stakeholders. It was designed to build upon previous results of Thrive305, the County government's largest community engagement effort to date, and surface stakeholder input regarding community issues and populations in need, the role of CBOs, and the County's ongoing CBO Grant Program. Residents, leaders of CBOs, and subject matter experts completed 1,298 surveys. The County hosted 13 online discussion forums (attendance of 195) and opened an online portal for public comments (23 submissions). Other activities involved a review of population data and local reports, identification of departmental interactions with CBOs, and consideration of major new investments by the County and community partners. Staff also considered relevant links between the nonprofit sector and County interests in engagement, technology, and resilience.

On April 20, 2023, the Mayor issued a report to the Board that identified four funding categories and percentage amounts, enhancements to the application and contracting processes, and timeline options. Based on Board feedback in response to the report, staff subsequently finalized recommendations for the grant process. On May 16, 2023, the Board accepted the report (Legislative Item File No.: 230973). On November 7, 2023, the Board approved

Resolution No. R-976-23 approving and authorizing this grant application process.

1.2 Definitions

The following words and expressions used in this Grant Application Guidance document shall be construed as follows, except when it is clear from the context that another meaning is intended:

TERM(S)	DEFINITION
1. Applicant	The firm, entity, or organization submitting a response to this grant application process.
2. Contract or Agreement or Grant Agreement	Attachment A containing the terms and conditions for which Provider must enter to receive grant funding pursuant to this process.
3. County	Miami-Dade County, a political subdivision of the State of Florida.
4. Department	Miami-Dade County Office of Management and Budget (OMB) - Grants Coordination.
5. Direct Costs	Costs that are directly related to or used by Provider or its staff, or subcontractors, specifically for the client Services being funded in this Agreement. These costs include, but are not limited to, payroll for staff that work directly to provide the Services contemplated in this agreement and work with the clients, equipment or supplies used by clients as a part of the Program, or portions of building costs that are equal to the portion of the building used exclusively for client services contemplated in this Agreement
6. Employee	Any person hired and paid by the Provider to furnish part-time or full-time labor hours in connection with the services to the County, whether directly or indirectly on behalf of the Provider.
7. Grant Application Guidance	This Community-Based Organization (CBO) Grant Application Guidance document No. CBO2425, and all associated addenda and attachments.
8. Grants Coordination Portal	The Miami-Dade County Office of Management and Budget (OMB) - Grants Coordination Portal. This web-based platform is where Applicants will log in to complete applications and access forms, applicant assistance resources and other information including potential addenda. Accessible online at www.miamidade.gov/grants (or link directly).
9. Indirect Costs, Administrative Costs, Overhead Costs	Costs that are not directly related to or used specifically by Provider for the client services contemplated in this Agreement but that are nonetheless used or incurred while providing the Services being funded through this grant agreement. These costs include, but are not limited to: rent for administrative space and related utilities; payroll of management, administrative, and clerical personnel that do

	not directly serve clients in the course of their general work responsibilities; insurance; office supplies that are not used by clients for program activities; audit fees; accounting/bookkeeping salaries or fees; database maintenance, including staff that enters, updates and/or analyzes data; information technology support; software and licenses; janitorial fees that are not incurred for services to the clients; human resources costs, including payroll costs and background screenings required for personnel that do not directly serve clients in the course of their general work responsibilities, subcontractors, and volunteers that do not deliver services directly to clients; and capital equipment for general office use, including copiers (or copier leases), and scanners.
10. Process	Any part of this grant distribution process including but not limited to grant application, review, and award.
11. Provider	The Applicant that receives any award of a grant agreement from the County as a result of this grant application process.
12. Scope of Services	Section of this Grant Application Guidance document which details the work to be performed by the Provider.
13. Services, Program, Project	All matters and things that will be required to be done by the Provider in accordance with the Scope of Services and Guidelines.
14. Subcontractor	Any person, firm, entity, or organization, other than the employees of the Provider, who furnishes labor toward, or who performs some aspect of, the Services or the administrative aspects of the Services.

1.3 Cone of Silence

Pursuant to Section 2-11.(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" will be applied to this grant Process from the time this Process is advertised until written funding recommendations are issued.

Prohibited communications:

While the Cone of Silence is in effect, potential Applicants, service providers, lobbyists, or consultants are prohibited from communicating about this Process with:

- the County's professional staff including, but not limited to:
 - the County Mayor and County Mayor's staff,
 - the County Commissioners or their respective staffs; and
 - any members of the grant review and selection committee.

Allowable communications:

These restrictions do not apply to, among other communications:

- oral communications with the Contracting Officer, as identified above, provided communication is limited to matters of the Process already contained in the online Grants Coordination Portal accessible at www.miamidade.gov/grants (or [link directly](#))

- oral communications with the vendor outreach and support staff of the Strategic Procurement Department provided communication is limited to matters of the Process already contained in the Grant Application Guidance document;
- oral communications at pre-application conferences and technical assistance workshops, oral presentations before selection committees, oral communications regarding contract negotiations during any duly noticed public meeting, written communications facilitated within the Grants Coordination Portal as a normal part of the Process, and public presentations made to the Board during any duly noticed public meeting; and
- written communications at any time with any County employee, official, or members of the Board as long as the author copies the Clerk of the Board on such communications.

Written communications to staff may be in the form of e-mails to the Contracting Officer, Linda Schotthoefer, at cbogrant@miamidade.gov with a copy to the Clerk of the Board at clerkbcc@miamidade.gov.

1.4 General Information

This Process is for distribution of grants to CBOs. It is not a competitive procurement process for the selection of persons or entities to construct public improvements, to provide supplies, materials, or services, or to lease any County property. This is not a competitive procurement process for the purchase of goods and services. Normal procurement processes do not apply except those the County has expressly opted to incorporate herein.

The County may, at its sole and absolute discretion, accept or reject any and all responses or parts of any and all responses; further negotiate project scope(s) and budget(s); postpone or cancel the Process at any time; or waive any irregularities in the Process or in the responses received. The County reserves the right to request and evaluate additional information from any Applicant after the submission deadline. Applications shall be irrevocable until grant award unless the Application is withdrawn. Withdrawals must be in writing only, addressed to the County Contracting Officer.

Applications and supporting information and materials submitted by the Applicant will be available for public inspection in compliance with Chapter 119, Florida Statutes. Applicants should not submit information which the Applicant considers proprietary, confidential, or a trade secret. All submissions will be treated as public record irrespective of whether the Applicant marks any part as confidential, proprietary, or a trade secret. Submissions shall be deemed conclusively as a waiver of any trade secret or other protection, which would otherwise be available to the Applicant.

Nothing in this Process shall in any way be utilized to request documentation relating to or authorizing consideration of an Applicant's social, political, or ideological interests when determining if the Applicant is a responsible vendor or give a preference to an Applicant based on the Applicant's social, political, or ideological interests.

Bankruptcy:

Any Applicant may be found non-responsive if, at the time of application submission, the Applicant is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Applicant under federal bankruptcy law or any state insolvency law

Public Entity Crime:

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has

been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for category Two (\$10,000) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Lobbyist Contingency Fees:

In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, Applicants may not pay anyone a contingency fee bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision making process.

2.0 Funding Categories and Scope of Services

Grant investments will be made in four funding categories listed below and described in the **Scope of Services** (Section 2.3). The percentage amounts shown below are the anticipated portions of available funds to be awarded in each category. Final availability of funds and final amounts per category are at the sole discretion of the Board.

Funding Category	Amount*
Health and Well-Being	38%
Education Supports	25%
Basic Needs and Personal Emergencies	25%
Public Safety Supports	12%
TOTAL	100%

* It is anticipated that the Board will consider the total amount of funding available for this Process during the County budget process for Fiscal Year (FY) 2024-2025. The current amount of annual reoccurring grant awards to CBOs is \$14,991,000 (FY 2022-2023). This does not include one-time or other grants awarded to CBOs through other processes or departments.

2.1 Target populations

Population categories of interest to the County are listed below. These are reflected in the Application and (if a grant is awarded) will be a part of a CBOs regular grant reporting.

- Children Example categories are young children (0-5) vs. children (6-12)
- Teens/Youth Ages 13-17 with flexibility for programs that spill into young adults
- Adults Age 18 and older (with or without children)
- Families Age 18 and older (multigenerational involving at least one adult)
- Older Adults Age 65 and older, but with flexibility to set the age threshold

Target populations to be served by each Project will be further defined by Applicants. Examples of aspects that may chiefly define a target population include, but are not limited to:

- Education levels or issues (e.g., third graders, students who scored below a

threshold on a test, etc.)

- Geographic areas (e.g., a neighborhood, zip codes, school district, region, etc.)
- Health conditions/status (e.g., with serious mental illness, survivors of cancer, etc.)
- Income or economic status (e.g., low-income, at or below 120% of the Federal Poverty Level, etc.)
- Shared cultural, ethnic, or racial identities
- Special populations based on any other shared identity, background, condition, status, experience, or involvement, etc. that chiefly defines the population served (not exhaustive):
 - Child welfare involved
 - Children of incarcerated parents
 - Family caregivers
 - Farmworkers
 - Fathers, mothers, new mothers, etc.
 - Homeless individuals, families, teens, chronically homeless, etc.
 - Immigrants or new entrants
 - Incarcerated or reentering individuals
 - Justice-involved youth
 - LGBTQ community members
 - Limited English proficiency
 - People with disabilities
 - Uninsured or under-insured
 - Veterans
 - Victims of crime, trafficking, etc.

2.2 Scope of Services

County interests (for this Process) within each funding category are summarized below. Combined, these make up the scope of services to be considered for funding through this Process.

At the sole discretion of the County, and in accordance with Implementing Order 3-15, when executing grant agreements for this Process, the County may allow renegotiation of the contract scope within a service area or funding category to make non-material amendments or modifications.

Common interests that cut across all funding categories include leveraging the capacity of CBOs to provide direct services that (a) reach underserved and vulnerable populations; (b) use approaches that are client-centered and culturally appropriate; (c) deliver high quality services and measure impact; (d) add value to, and avoid duplication of, major investments by the County and leading community institutions such as The Carrie Meek Foundation, The Children's Trust, The Health Foundation of South Florida, The Miami Foundation, United Way Miami (not an exhaustive list); (e) leverage additional private and public funding as a result of receiving County funds through this process; and (f) coordinate with other service providers and create client linkages. Guiding Principles for this Process (as described in Section 1.1) reflect these and other general interests. The County also has an interest in developmental partnerships led by high-capacity CBOs (as described in Section 3.0(E)).

Large private and public institutions in our community such as hospitals, schools, universities, The Children's Trust, the County, the courts and many others plan, fund, or directly deliver services. Therefore, CBOs that work in such sectors are encouraged to explain in their applications how their CBO role and the services envisioned in the Application complement, not duplicate, these efforts.

Category 1: Health and Well-Being:

Through the Process, the County seeks opportunities to invest in CBO services that will positively impact resident health and well-being. To be considered for funding in this category, CBO Projects should feature direct services that complement, not duplicate, the medical services that are the primary focus of local hospitals, federally qualified health centers (FQHCs), school-based health centers, and other institutions that receive major County, state, and federal funding for this purpose. Due to the health disparities that persist among many of the community health indicators tracked by the Florida Department of Health, competitive proposals will demonstrate potential to reach and engage underserved and vulnerable populations, embody practices that are client-focused and culturally appropriate, and work with families to address persistent barriers to services where possible. The latter may require linking clients to other service providers that can help address a variety of barriers. Collectively, across all Projects funded in this category, the County seeks to address a range of health issues, support health at every age, extend services to a diverse client base, and support services in a variety of geographic areas in our community.

CBO Projects serving any local population may be considered for funding for:

- Community-based services that address mental health issues and/or support emotional well-being
- Community-based services that address substance abuse and co-occurring disorders
- Home and community-based services for people with disabilities (all ages)
- Home and community-based services to address aging and the needs of older adults
- Community-based infant and maternal health services
- Disease prevention services and health promotion to increase health-enhancing opportunities and practices (e.g., fitness and physical activity, participation in community sports programs that include a focus on health outcomes, healthy eating and nutrition, safety and injury prevention, etc.) and/or decrease health-compromising practices (e.g., excessive alcohol use, drug use, tobacco use, risky sexual behaviors, etc.)
- Services for health literacy, navigation supports, and public benefits enrollment

Regarding medical services: To avoid overlap with the network of hospitals FQHCs, and other institutions that make up the medical services system, the County will not fund direct medical services. Applications that propose the provision of direct medical services will not be considered.

Limitations on residential mental health services: Community-based mental health services may be provided in a variety of community settings – from homes to drop-in centers, club house facilities, schools, shelters, detention centers, assisted living facilities, supportive housing, group homes, etc. However, hospital stays and extended residential stays are not allowable. The exception is crisis stabilization stays of up to 14 days.

Category 2: Education Supports:

Through this Process, the County seeks opportunities to invest in CBO services that support personal development and success in school and throughout life. Therefore, this category encompasses multiple generations. First, Projects may focus on the development and educational success of young children (0-5), children (6-12), and teens (13-17), as well as the preparation of teens for college, vocational training, or work. In addition, engaging parents in their child's education may be an important program focus. As needed, Projects for teens may be extended to include young adults. For example, in alignment with other community programming, CBOs may continue serving students with disabilities or youth transitioning from foster care into their early 20s.

Beyond education for children and teens, the County is also open to considering highly compelling lifelong learning opportunities in two areas: first people with disabilities that will benefit from ongoing education opportunities to help them thrive at home and at work. Next, educational strategies may also focus on older adults who are managing the transition from work to retirement and who may benefit from training and educational support focused on using technology, managing finances, and alternative employment.

CBO Projects serving any local population may be considered for funding for:

- Quality early learning services and parent information, education, and engagement – all with a focus on increasing school readiness among children (ages 0-5)
- Academic support services for school-aged children and teens that positively impact grades, school attendance, and classroom behavior (e.g., after-school programs, summer camps, tutoring, homework completion, truancy interventions, literacy interventions, etc.)
- Enrichment services for children and teens that foster development of social and emotional skills; new experiences and exposure; and mastery of new skills (e.g., after-school programs, summer camps, mentoring programs, volunteer and community service, clubs and leadership development, character development, arts programming, STEM programming, participation in sports programs with a focus on leadership, teamwork, and belonging, etc.)
- Parent engagement and education to support student success
- Transition-focused services that prepare high school students for college, vocational training, or careers (e.g., career exploration, mentorships, internships, test preparation, application assistance, navigation assistance, etc.)
- Education strategies and services that support job success and independent living for youth and adults with disabilities
- Education strategies and services that support technology, financial, and employment and retirement transitions for older adults

Inclusion: Applications for Projects for general populations of young children, children, or teens should include an explanation of how those with disabilities and special needs may be included.

Across all areas Applications may also be developed for a total or predominant focus on those with disabilities.

Category 3: Basic Needs and Personal Emergencies:

Through this Process, the County seeks opportunities to invest in CBO services that will ensure residents that are food insecure, lacking necessities, or experiencing a personal or family emergency have somewhere to turn for help in getting back on track. CBOs may be well positioned in the community to see families in crisis due to persistent poverty, barriers presented by immigration status, or life events such as a job loss, eviction, divorce, house fire, or other. To be considered for funding in this area, CBO projects should **complement, not duplicate, the efforts of** the Homeless Trust, the HOMES Program (emergency rent, mortgage, and utilities), and other County and community investments including but not limited to other efforts of the Community Action and Human Services Department (CAHSD) and the Public Housing and Community Development Department (PHCD).

CBO Projects serving any local population may be considered for funding for:

- Navigation and public benefits enrollment services for a broad range of programs that may address immediate needs and increase client stability
- Food pantries, episodic food deliveries, and episodic distribution of food and other supplies
- Homeless supports (e.g., filling demonstrable gaps in resources and services at shelter sites, identifying and recruiting landlords to participate in programs to house vulnerable populations, responding to emerging needs among the diverse homeless population, providing immediate stabilization before linking clients to services, etc.)
- Legal services, including but not limited to those experiencing legal immigration issues, housing issues, and more; services may be delivered from a central office or rotate to shelters, churches, CBO sites, etc.

Distinctions regarding types of emergencies: Services to assist with personal and family emergencies are different than services required for community-wide emergency planning and recovery (for hurricanes, pandemics, and other community-wide emergencies). Although CBOs funded in all categories may naturally take on roles during community-wide disasters, the CBO funding awarded through this Process is intended to support consistent services for residents throughout the year

Overlapping interests: Food-related services in this funding category are generally accessed or provided on an intermittent basis to address immediate hunger and food insecurity issues. In contrast, home and community-based services in the Health and Well-Being category are generally provided on a regular basis to address basic nutrition, sustain independent living arrangements, and (in the case of congregate meals) provide opportunities for socialization.

Category 4: Public Safety Supports:

Through this Process, the County seeks opportunities to invest in services that will

positively impact support related to a variety of public safety concerns. CBOs may add value as trusted and specialized sources of assistance for victims of all ages, as well as those that are justice-involved. To be considered for funding in this area, services should complement, not duplicate, the services provided by the County's Coordinated Victims Assistance Center (CVAC) and departments focused on policing, victim advocate services, and juvenile services. Note that the County made a new and substantial investment in 2023 in the Community Violence Intervention Initiative, which earmarked more than \$7 million for allocation to CBOs (in partnership with The Carrie Meek Foundation) This complements the County's ongoing investments in the Peace and Prosperity Initiative, and continued support for the Case Management Referral Program (in partnership with The Children's Trust and Miami-Dade County Public Schools). These investments will be taken into consideration throughout this Process.

CBO Projects serving any local population may be considered for funding for:

- crime prevention, intervention, and re-entry services
- victim/survivor assistance services regarding crime or sexual assault (children or adults); human trafficking prevention, intervention, and recovery services
- domestic violence prevention and intervention services (occurs between intimate partners)
- older adult abuse education, prevention, and intervention services
- child abuse and neglect prevention and intervention services; foster care and adoption supports and transition services (for children and families)
- dating violence education, prevention, and intervention services
- Services to prevent and address bullying, hate, and cyberbullying, especially among children and youth

3.0 Application Requirements and Process

- A. **Applicant Eligibility:** Eligibility to apply for funding is limited to 501(c)(3) organizations that directly provide human and social services in Miami-Dade County that benefit residents. A copy of the IRS letter of determination of 501(c)(3) status, in the legal name of the Applicant organization dated prior to the Application submission deadline, must be submitted with the Application. The County, at its sole discretion, may consider extenuating circumstances that prevent the Applicant from uploading that information in the Application package, (as long as justification, explanation, and supporting documentation is provided). However, if an Applicant is not a 501(c)(3) at the time of the Application submission deadline, the Application will be deemed non-responsive.
- B. **Multiple Applications:** A separate Application is required for every Project proposed. An organization may submit up to four Applications (for up to four Projects) but submissions are limited to just one Application (one Project) per each of the four main funding categories. The same Project cannot be submitted in multiple categories. *If Applicants submit more Applications than allowed, per category or overall, the County may, at its sole and absolute discretion, determine the categories and accept or reject any and all responses.*

- C. **Minimum and Maximum Amounts:** Grants will range from \$25,000 to \$600,000. For an individual Project, the minimum annual amount of the request is \$25,000 in County funds. No less than that may be requested, and no less than that may be awarded. For all Projects proposed by an Applicant, the maximum combined annual amount is \$600,000 in County funds per year. No more than that may be requested, and no more than that may be awarded. Note: Funds received from other County processes or departments will not count against the \$600,000 limit. Only County funds from this grant Process will be counted toward the maximum of \$600,000 per year.
- D. **Allowable Services:** Only Projects for direct client services will be considered and recommended for funding through this Process. Projects must align with the funding categories and scope of services (refer to Section 2.3). Other considerations:
- Education, training, and outreach directly to residents, individual clients, families, caregivers, or at-risk people will be considered direct services (allowed). Applicants are encouraged to play advocacy roles on an ongoing basis as well as during community emergencies, provided the nature of the Project is maintained primarily as a direct client services Project. CBO leaders add value when they champion problem-solving in their fields or lend a voice to client experiences. Examples of allowable advocacy activities are public education, outreach, research and identification of needs, analysis of impact on residents, and telling client stories.
 - As any responsible business, Applicants are encouraged to attend to a reasonable level of professional development, training, quality assurance, evaluation, process improvements, and more provided the nature of the Project is maintained primarily as a direct client services Project (allowable within limits). Any such activities must directly support the quality or effectiveness of the funded Program.
- E. **Points for Developmental CBO Partnerships (Optional):** Applicants can earn up to 10 points where developmental partnerships with other CBOs or individuals are embedded into a cohesive Project design. This concept involves a relatively higher-capacity Applicant subcontracting with an organization or individuals that, due to limited capacity, may be challenged to apply for funding on their own.

As reflected in the scoring criteria (Sections 3.23-3.25). Partnerships should (1) align with County interests in leveraging and supporting grassroots CBOs as a community asset for reaching and serving residents; (2) directly support achievement of Project goals (which must remain chiefly focused on direct service delivery and client outcomes); and (3) include meaningful developmental opportunities for the CBO partner (that are co-determined by the Applicant and the CBO partner). If such a partnership is proposed, the developmental activities will be built into the contract and treated as deliverables. Note the subcontracted amounts for such developmental partnerships specified in the Application cannot be reduced after the funds are awarded.

- F. **Administrative Costs:** For this Process, the County has placed an upper limit or cap on Indirect or Administrative Costs not to exceed twenty-five percent (25%) of each program allocation from the County. In accordance with IO 3-15, these costs will be determined by OMB. All Indirect or Administrative costs must relate to the Program being funded by the County. The extent to which administrative costs are viewed as reasonable and justified will impact how this section is scored. Financial information for

each Project must be complete and reasonable compared to what the Project may need, and responsible in terms of expenditures. Applicants will follow instructions and prompts in the online grant system, the Grants Coordination Portal, accessible at www.miamidade.gov/grants (or [link directly](#)) to complete and upload the budget form provided (Excel), and access additional aides if needed. Technical assistance (TA) workshops will be offered to all Applicants, and those with limited budgeting experience are strongly encouraged to attend. See the schedule in Section 3.4.

Competitive budgets will:

- specify the total cost of the Project (i.e., adding up all annual costs projected into a single total, regardless of the funding source);
- separate Administrative Costs (Indirect Costs) from Direct Costs; use calculations to show if and how a portion of costs normally associated with administration (e.g., rent, technology services, etc.) may be counted as Direct Costs because they are used by clients;
- specify which costs, or portions of costs, will be covered by the County grant award verses other sources; and
- meet the criteria of being complete, reasonable, and responsible with costs justified (showing quantities, amounts and calculations where applicable). All Indirect and Administrative costs must relate to the Program being funded by the County.

G. **Audit Requirements:** A certified financial audit will be used to consider whether an Applicant organization is on sound financial footing and able to implement a funded service on a reimbursement basis. However, for this Process, lack of an audit is not a barrier to applying if the organization can provide the alternative information and documentation described in this Section.

- If an Applicant has or is required (by other federal, state, County, or private funders, or accrediting bodies, or other) to have an annual certified public accountant opinion and related financial statements, then the Applicant must submit in their Application a complete copy of the organization's most current certified audit, including related management letters.
- If a certified audit is not available, the Applicant must submit (listed in order of preference):
 - certified financial statements; or
 - non-certified financial statements; or
 - a description of how the Program will be implemented on a reimbursement basis, and a detailed explanation for how the organization plans to ensure the County will receive accurate financial information (minimally including bank statements) throughout the duration of a contract, and three most recent bank statements.

In any case, standard organizational financial documents required of all Applicants (as listed in Section 7.0) are the annual, agency-wide operating budget (current) and the organization's IRS Form 990 (or 990-N, 990-EZ, or 990-PF). IRS Form 990 must be in the name of the Applicant organization. Failure to submit the IRS form may cause the County to reject the Application and the Application may not be forwarded to an Evaluation/Selection Committee.

H. **Miami-Dade County Oversight:** The Office of Management and Budget – Grants

Coordination (OMB) is responsible for the continued development and implementation of the CBO Grant Process for Human and Social Services, including contract oversight and administration and management of the provider process.

- I. **Access:** The CBO Grant Application Guidance document (CBO2425) for Human and Social Services is available through a dedicated link that may be accessed at www.miamidade.gov/grants (or [link directly](#)). This is the same path for access to all application materials and subsequent addendum in the Grants Coordination Portal.

3.1 Anticipated Timeline

Any and all dates may be revised at the County’s sole discretion.

Application Guidance Released	11/30/23
Pre-Application Conferences (see schedule in Section 3.3)	12/8 – 12/13/23
Applicant Assistance Sessions (see schedule in Section 3.4)	12/16 – 1/16/24
Deadline for Receipt of Written Questions (5:00 p.m.)	1/19/24
Final Addendum posted to the Grants Coordination Portal	1/24/24
Application Submission Deadline 11:59 p.m. Eastern Time (after which portal closes) <i>Note: Applicants are advised to submit 24 hours in advance.</i>	1/31/24
Staff Review and Organizing of Applications	2/1 – 2/15/24
Selection Committees Kickoff Meetings and Trainings	2/21 – 3/13/24
Review/Selection Committee Process	3/13 – 6/14/24
Mayor Issues Preliminary Recommendations for Grant Awards	6/17-6/28/24
Appeals Process	7/8 – 7/31/24
Mayor Issues Final Recommendations to the Board	7/31/24
Legislative process/BCC Review and Finalized Awards <i>(Subject to change based on the 2024 Board meeting Calendar)</i>	8/1 – 10/16/24
Applicant Notification and Contract Negotiation/Development Period	10/18-12/20/24
Anticipated Contract Period Begins	1/1/25

3.2 Designated Contact Person

The designated Contracting Officer is: Linda Schotthoefer, Program Coordinator, Office of Management and Budget. Phone: (305) 375-4923. Email: cbogrant@miamidade.gov. Questions from Applicants should be sent in writing in an email to cbogrant@miamidade.gov and with a copy to the Clerk of the Board at clerkbcc@miamidade.gov.

Under the Cone of Silence provisions, the written submission of questions or attendance at a Pre-Application Conference or technical assistance session will be the only opportunities to ask technical questions about this Process.

3.3 Pre-Application Conference

All Applicants are strongly encouraged to attend a conference for an overview of the Process, basic requirements, and Grants System. Conferences are offered online and in person, and an on-demand recording of a session will also be posted to the Grants Coordination Portal.

TOPICS	LEVEL	FORMAT	TIME	DATE
Pre-Application Conference	All CBOs	In-person	2:00-4:00 p.m.	12/8/23
Pre-Application Conference	All CBOs	Live/online (Zoom)	6:00-8:00 p.m.	12/11/23
Pre-Application Conference	All CBOs	Live/online (Zoom)	10:00-noon.	12/13/23
Pre-Application Conference	All CBOs	(Recording)	On demand	12/13/23

3.4 Technical Assistance Workshops

Workshops are open to all. Note the experience levels that indicate anticipated content appropriate for beginner, intermediate, or advanced levels.

TOPICS	LEVEL	FORMAT	TIME	DATE
WEEKDAYS:				
Ready: Application Requirements	Beginner	Live/online (Zoom)	1:00-2:30 p.m.	1/4/24
Ahead: Post-Award Requirements	Beg.-Inter.	Live/online (Zoom)	1:00-2:30 p.m.	1/5/24
Results and Client Outcomes	Beg.-Inter.	Live/online (Zoom)	1:00-2:30 p.m.	1/8/24
Program Budget	Beg.-Inter.	Live/online (Zoom)	1:00-2:30 p.m.	1/9/24
Developmental CBO Partnerships	Advanced	Live/online (Zoom)	10:00-11:00 a.m.	1/10/24
Developmental CBO Partnerships	Advanced	Live/online (Zoom)	1:00-2:00 p.m.	1/16/24
EVENING				
Ready: Application Requirements	Beginner	Live/online (Zoom)	6:30-8:00 p.m.	1/8/24
Ahead: Post-Award Requirements	Beg.-Inter.	Live/online (Zoom)	6:30-8:00 p.m.	1/9/24
Results and Client Outcomes	Beg.-Inter.	Live/online (Zoom)	6:30-8:00 p.m.	1/10/24
Program Budget	Beg.-Inter.	Live/online (Zoom)	6:30-8:00 p.m.	1/11/24
SATURDAY (INTENSIVE)				
Ready: Application Requirements	Beg.-Inter.	In-person)	10:30-11:30 a.m.	12/16/23
Results and Client Outcomes (Includes 1 hr. break; lunch not provided)	Beg.-Inter.	In-person	11:30 a.m.- 2:00 p.m.	12/16/23
Program Budget	Beg.-Inter.	In-person	2:00-3:30 p.m.	12/16/23
Ahead: Post-Award Requirements	Beg.-Inter.	In-person	3:30-4:00 p.m.	12/16/23
RECORDED:				
Ready: Application Requirements	Beginner	(Recording)	On demand	TBD
Ahead: Post-Award Requirements	Beg.-Inter.	(Recording)	On demand	TBD
Program Budget	Beg.-Inter.	(Recording)	On demand	TBD
Results and Client Outcomes	Beg.-Inter.	(Recording)	On demand	TBD
Developmental CBO Partnerships	Advanced	(Recording)	On demand	TBD

3.5 Written Aides

TOPICS	LEVEL	FORMAT	TIME	DATE
Navigating Grants Coordination Portal	All CBOs	Informational aide	On demand	N/A
Ready: Application Requirements	Beginner	Informational aide	On demand	N/A
Developmental CBO Partnerships	Advanced	Informational aide	On demand	N/A
Ahead: Post-Award Requirements	Beginner	Informational aide	On demand	1/5/23
Program Budget	Beg.-Inter.	Informational aide	On demand	N/A
Results and Client Outcomes	Beg.-Inter.	Informational aide	On demand	N/A

3.6 Additional Information/ Addenda

Requests for additional information or clarifications must be made in writing with a copy to the Clerk of the Board and submitted via e-mail to the Designated Contracting Officer (as in Section 3.2) no later than 5:00 p.m. on January 19, 2024. The written request must contain the Applicant's name, organization, phone number, and email address in the body of the email, and a reference to this grant process in the subject line: CBO2425, Human and Social Services

Miami-Dade County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addenda or addendum issued prior to the Application Due Date through the Grants Coordination Portal. Proposers should not rely on

any representations, statements, or explanations other than those made in this Grant Guidance document or other written addenda/um. Where there appears to be conflict between the Guidance document and any addenda/um issued, the last addenda/um issued shall prevail. It is the Applicant's responsibility to review all addenda/um.

3.7 Application Deadline and Submission Instructions

Potential Applicants should pre-register with the Office of Management and Budget – Grants Coordination to ensure they receive updated information in the event changes about this Process must be communicated. Go to www.miamidade.gov/grants and follow links to *CBO Application Guidance Document (CBO-2425) for Health and Human Services* (or [link directly](#)).

Applications must be completed and submitted in the online Grants Coordination Portal, **no later than 11:59 P.M. (Eastern Time) on Wednesday, January 31, 2024**, after which time the system will close.

Applicants are encouraged to submit their application(s) **24 hours in advance** to allow time to respond to any system rejections or alerts about missing or incomplete sections as no additional time will be permitted to remedy such alerts after the application deadline.

To get started, Applicants must:

1. Go to the Office of Management and Budget – Grants Coordination Portal accessible online through www.miamidade.gov/grants (or [link directly](#)).
2. Create a ZoomGrants account – just one account per Applicant organization. If more than one person from your organization will be working in the Application, the same login credentials may be shared and/or the main person may add others to the account as “collaborators” or email “contacts.”
3. Follow instructions and prompts within the Grants Coordination Portal to complete the Application. The system will save progress so Applications may be completed over time. If multiple people are working within the Application at the same time, the most recent edits will be saved.

Once in the portal: Applicants will enter information in response to questions. They will upload documents and follow prompts to navigate the information and materials (refer to Section 4.0 to review the narrative questions and documentation).

3.8 Minimum Requirements

Applications will be screened by Miami-Dade County's Office of Management and Budget - Grants Coordination to ensure compliance with the minimum requirements for this Process below. Applications that do not meet the minimum requirements will be deemed unresponsive.

1. Timely and complete submission of the application package
2. Must provide an IRS letter of determination documenting 501(c)(3) status
3. Must provide services in Miami-Dade County
4. Must provide an IRS Form 990 in the name of the proposing organization
5. Must submit one (1) copy of the Applicant's last completed certified financial audit including related management letter, or alternative documentation outlined in Section 3.0 (G)
6. Must provide copies of the two (2) most recent independent site visit monitoring reports issued by applicable funding sources, or an explanation of why they are not

available

3.9 Pre-Selection Site Visits

Miami-Dade County reserves the right, at its sole discretion, to conduct a pre-selection site visit to review the administrative, programmatic, and fiscal operations of any organization that is being considered for funding as a part of this Process.

3.10 Pre-Selection Presentations

Miami-Dade County reserves the right, at its sole discretion, to require finalists for this Process to make a face-to-face presentation to the Evaluation/Selection Committee.

3.11 Modifications

Modifications and/or additions received after the application due date will be considered late and not reviewed.

3.12 Grant Process Postponement or Cancellation

If for any reason funds are not allocated or available, Miami-Dade County reserves the right to postpone or cancel this Process at any time. Miami-Dade County may, at their sole and absolute discretion, reject any and all, or parts of any and all applications; re-advertise this Process; postpone or cancel this Process; or waive any irregularities in this Process, or in the applications received as a result of this Process.

3.13 Costs Incurred by Proposers

Any and all expenses involved in the preparation and submission of an application, or any work performed in connection with development and submission of an application shall be borne by the Applicant(s). No payment will be made for any responses received by Miami-Dade County or for any other effort required of or made by the Applicants prior to commencement of work, as defined by a contract to be entered into between Miami-Dade County and the entity approved for funding.

3.14 Changes/Updates of Applicant's Location or Contact Information

It is the responsibility of the Applicant to update its application and ZoomGrants account concerning any changes in its contact information (i.e., telephone number, address, e-mail address).

3.15 Withdrawal of Applications

Applications shall be irrevocable until contracts are awarded unless the application is withdrawn. An application may be withdrawn, in writing only, addressed to Miami-Dade County's designated Contracting Officer for this Process as directed above.

3.16 Proprietary/Confidential Information

Applicants are hereby notified that all information submitted as part of, or in support of, applications will be available for public inspection after opening of applications, in compliance with Chapter 119, Florida Statutes, popularly known as "Public Records Law." Also, all meetings held in conjunction with this process shall be held in compliance with Chapter 286 Florida Statutes, popularly known as the "Sunshine Law."

3.17 Vendor Registration

Prior to being recommended for award, the Applicant shall complete a Miami-Dade County Vendor Registration in the Vendor Portal by the Strategic Procurement Department: https://www.miamidade.gov/global/service.page?Mduid_service=ser1555532436896147; or, contact the Strategic Procurement Department at (305) 375-5773, or by e-mail at ISD-

VSS@miamidade.gov, for assistance. Then, the recommended Proposer shall affirm that all information submitted with its Vendor Registration is current, complete and accurate. In the event the Miami-Dade County Vendor Application is not properly completed within the specified time, contracting and payment may not be completed.

Please note that it is not necessary to complete a vendor registration or complete vendor affidavits prior to submitting the application for this process. These documents will only be necessary if the proposing organization is recommended for a funding award under this competitive solicitation process.

3.18 Aspirational Policy Regarding Diversity

Pursuant to Resolution No. R-1106-15, Miami-Dade County vendors (i.e., Subrecipients) are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of solicitations unless permitted by law.

3.19 Rights of Protest

This Section describes the appeals procedure for this Process. The basis of any appeal for these grants is limited to the failure on the part of the County to follow the process outlined in this Grant Application Guidance document. Disagreements with the terms of this Process shall not form the basis of an appeal. Neither shall a disagreement with the scoring and evaluation of a proposal form the basis of appeal, unless the Appellant alleges and demonstrates that the scoring and evaluation failed to follow the process outlined in this Grant Application Guidance document. A written intent to file an informal protest shall be filed with the Clerk of the Board at clerkbcc@miamidade.gov and emailed to the Contracting Officer, Linda Schotthoefer, at cbogrant@miamidade.gov within five (5) County workdays of the filing of the Mayor's Preliminary recommendation of the grant awards. The Mayor's recommendation to award will be emailed to all Applicants for this Process. The five-day period (excluding weekends and holidays) begins on the County workday after the filing of the Mayor's recommendation. Such written intent to file an informal protest shall state the particular grounds on which it is based.

The protester shall then file all pertinent documents and supporting evidence with the Clerk of the Board at clerkbcc@miamidade.gov and email to the Contracting Officer, Linda Schotthoefer, at cbogrant@miamidade.gov within four (4) County workdays after the last date to file the written intent of informal protest. A decision regarding the validity of the informal protest will be made within five (5) County workdays of the last day to file pertinent documents and supporting evidence by a three (3) member Informal Appeals Panel appointed by the issuing department. This five-day period begins on the County workday after the last date to file pertinent documents and supporting evidence. Appellants will be notified of the Panel's decision within one (1) day of the Informal Appeals Panel's meeting. This one-day period begins on the County workday after the meeting.

Protesters shall have the right to appear at a publicly noticed meeting of the Informal Appeals Panel and will be provided the opportunity to make an oral presentation and answer questions from the Informal Appeals Panel. The Informal Appeals Panel may limit the time of the Protester's oral presentation, but the Protesters shall have at least two (2) minutes to make an oral presentation to the Informal Appeal Panel. The County may, at its sole discretion, extend the time periods set forth in this Section.

3.20 Exception to the Application Guidance

Applicants may take exceptions to any of the terms of this Application Guidance unless the Grant Application Guidance document specifically states where exceptions may not be taken. Exceptions will only be considered from the selected Applicant(s) who have responded to the Process as specified. All exceptions taken must be specific, and the Applicant must indicate clearly what alternative is being offered to allow the County a meaningful opportunity to evaluate it. No exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Application Guidance. Applications taking such exceptions may, in the County's sole discretion, be deemed non-responsive.

All exceptions shall be referenced by utilizing the corresponding Section, paragraph, and page number in this Grant Application Guidance document. However, the County is under no obligation to accept any exceptions. If no exception is stated, the County will assume that the Applicant will accept all terms and conditions.

3.21 Preliminary Screening and Due Diligence.

All proposals will be screened by OMB for compliance with minimum criteria as described in Section 3.8 of this Guidance document. Proposals that meet the minimum criteria will be considered reviewable. For proposals identified for funding by the Evaluation/selection Committees, an additional due diligence search and organizational review will be conducted by OMB staff for the Applicant and any proposed subcontractors utilizing a standard checklist (Attachment B). Results will be shared with the Applicant, and Applicants shall be given the opportunity to respond in writing. The results of this review will be reported to the Board at the time a recommendation for funding is provided by the Mayor.

3.22 Past Performance

An Applicant's past performance as a Provider or subcontractor on Miami-Dade County contracts may be taken into account in evaluating the proposals received for funding under this Application Guidance.

3.23 Individual and Committee Application Rating and Ranking

Reviewable applications will be evaluated by Evaluation/Selection Committees comprised of approximately one non-voting chair representing the issuing department and five (5) voting members including appointees of Miami-Dade County and external appointees where possible. The County will strive to ensure committees are balanced with regard to ethnicity and gender, and that all reviewers are screened for any potential conflicts of interest. Committee members will have the appropriate professional experience and/or knowledge to evaluate proposals. Committee members will receive training and information from OMB focused on the nature of the funding priorities, the use of the rating form, use of the Grant System, communication, Cone of Silence regulations, rating criteria, scoring, and other pertinent areas of the evaluation process. Evaluation/Selection Committees will be organized by the types of services and other details featured in applications. Larger committees comprised of sub-committees may be assembled for service areas that receive a large volume of applications. At the sole discretion of the County, the County may coordinate review of an individual application by any of the Evaluation/Selection Committees convened for this purpose and/or coordinate review by more than one committee. Members of the same committee will be assigned the same portfolio of applications to review. They will access the assigned applications and scoring templates using the online Grants Coordination Portal and/or request assistance to access printed copies.

Evaluation/Selection Committee members will evaluate and rank applications on the criteria listed below. Up to 110 points may be assigned per application. This includes up to 10 points available to award to Applicants that include developmental partnerships within their applications (as described in Section 3.0-E). The scoring criteria also affords committee members the option to

subtract up to 5 points for significant or frequent past performance issues.

Section	Maximum Points
1. Organizational Experience	5
2. Statement of Need	20
3. <u>Program Plan</u>	40
a. Target Population	10
b. Program Delivery	20
c. Results	10
4. Staff and Volunteer Capacity	10
5. Budget and Financial Capacity	20
6. Collaboration and Coordination	5
Score	100
7. ADD: Points for Developmental Partnerships	10
8. DEDUCT: Past Performance	-5

3.24 Committee Recommendations

The work of the committees begins with each member reviewing the Applications assigned to their committee and independently assigning a score. This method is used to surface a variety of initial thoughts. Diversity of opinions (and scores) is expected. It is used to create meaningful discussion about the nuances of each application. In addition to assigning numerical scores committee members will have the opportunity to add comments to individual applications, which they will be encouraged to do as a part of their training.

Individual Committee members' scores will be totaled and averaged to yield the Committee's aggregate final score for each application. These final scores will determine the ranking and will serve as one factor to be considered as the evaluation process continues. Individual committees will be convened in person to consider both aggregate and individual scoring results. Deviations from averages will be noted and outliers identified for further discussion by the group. Systematically, the committee will consider one application at a time. For deviations and outliers, individual members with the highest and lowest scores will share their logic and rationale for their scores, and other committee members will be invited to share their reactions and perspectives. Any aspect of an application may be discussed. Individuals may re-assess and adjust their scores (if they feel it is warranted based on any new, different, or reconsidered ideas).

In instances where due to the number of applications received, multiple subcommittees are formed, each subcommittee will meet separately as previously described to review, discuss, and score the applications assigned to that subcommittee. Then all subcommittees will reconvene as a committee of the whole to review and discuss the final rankings across all of the subcommittees. The committee of the whole will then consider the overall funding recommendations.

Additional factors that may be considered by Evaluation/Selection Committees in making funding recommendations include, but are not limited to:

- The total amount of funding allocated for services under this Process
- The amount of funding allocated for each funding category
- The satisfactory review of each of the applications by the Evaluation/Selection Committee

- The distribution of services within that service category
- Previous program performance
- Report card issues or other concerns
- The range or diversity of service types achieved within that category
- Any interests unique to each funding category, as specified in the Grant Application Guidance document

With the assistance of staff, the Evaluation/Selection Committees and the County reserve the right to review and/or fund a proposal from a different category of funding than that which was requested.

Evaluation/Selection committees will consider and discuss staff recommendations and all of the above factors when developing funding recommendations and rationale. Evaluation/Selection Committees will utilize a consensus-based process for determining final recommended funding allocations. At the discretion of the Evaluation/Selection Committee, an application with a lower score may be recommended for funding instead of an application with a higher score in order to achieve maximum geographic coverage for a particular service.

3.25 Application Evaluation Criteria

Criteria to be used to evaluate applications will include, but not be limited to, the following:

1. Organizational Experience _____ 5 points

Applicant identifies all required elements of organization’s history, as delineated (e.g., date of incorporation, structure (part of a national organization, etc.), location, mission statement, types of services offered, general contract or grant management experience, etc.)

Applicant includes all required supporting documents in the form of attachments to the application that are relevant to history, longevity, experience, and professional operations (e.g., IRS letter of determination of 501(c)(3) status in the name of the Applicant, roster of the agency's Board of Directors. Annual operating budget for the organization, Form 990 tax documents, certified financial audit with management letters (if available), or alternatives to the audit as stated in Section 3.0(G)).

Documents support a positive view of the Applicant’s organization as experienced, professional, and stable.

2. Statement of Need _____ 20 points

Applicant clearly describes the types of conditions, problems, gaps in services and/or program needs that will be addressed.

Applicant provides supporting statistics and cites sources. Local data is included. Data is relevant and compelling.

Applicant makes a strong case for County funding in the context of other available funding, resources, and services and provides supporting statistics and cites sources.

Applicant lends other insights based on experience and knowledge of the community to be served.

3. Program Plan _____40 points

Target Area/Population (Sub-points 10)

Applicant provides clarity on the specific clients to be served. If there are multiple sub-groups being served, details about the groups and the respective types/levels of services they are receiving is evident.

Applicant provides compelling reasons for the selected target geographic area(s), target population(s) to be served, service location(s), and the number of people to be served.

Program Delivery (Sub points 20)

Applicant provides program goals that are clear, logical in terms of the target audience and issues being addressed, and compelling.

Applicant describes:

- a. proposed program/services in detail and includes all required information;
- b. how the target population will be recruited and retained;
- c. client eligibility;
- d. current caseload;
- e. service schedule (days, hours, etc.) and location(s);
- f. accessibility of services in terms of schedule, location, transportation, childcare, etc.;
- g. program model or evidence-based practice that serves as the basis for the program;
- h. all major service components (frequency and duration) so it is clear what each client is receiving from the program; and
- i. cost effectiveness of the program/services.

Applicant clearly explains the agency's cultural and linguistic competency to provide these services, and if staff is reflective of the target population.

Applicant provides a compelling explanation of the agency's connections to this specific community, and how the agency/staff is uniquely qualified to provide services in the target area and work with this target population.

Demonstrates a clear understanding of the population and area and strong ties with the community to be served.

Results (Sub-points 10)

Overall, Applicant's information points to strong benefits for the clients served.

Applicant identifies reasonable and logical primary workload measures and primary performance/outcome measures for the program that are specific, measurable, achievable, results focused, and time bound. Reference “outputs” and “client outcomes” in the Grants Coordination Portal.

Applicant explains process for monitoring, evaluating, and ensuring the quality of services.

Applicant has a practice, process, or system in place for documenting clients served, services provided, and outcomes achieved.

Client outcomes are measurable, achievable, results- focused, and time-bound – and compelling in terms of how they are helping their clients.

4. Staff and Volunteer Capacity_____10 points

Applicant provides a staffing plan noting the name and qualifications of the Project Manager (single point of contact), total number of staff, position titles, lines of authority and/or supervision (reporting structure), and whether staff is on-board or will have to be hired.

Applicant also adequately describes the job duties for each position and attaches resumes of key staff.

Based on the project application, the Applicant has enough people and with the right qualifications and skills to get the job done. If an agency does not have a lot of staff, they have developed ways of engaging their board, volunteers, interns, parents, or others.

Applicant offers a compelling explanation for how the agency/staff is uniquely qualified to provide services in the target area and work with this target population.

Applicant describes agency's and key staff's experience in providing the proposed services, working in the target area, and working with the identified target population.

Applicant adequately describes programmatic, administrative, and fiscal management capabilities.

5. Budget and Financial Capacity_____20 points

Applicant submits a complete, accurate, reasonable, cost effective, and well justified unit cost and budget.

Applicant provides a thorough and realistic description of how they will be able to implement the proposed services on a reimbursement basis and provide relevant third-party supporting documentation (e.g. a certified financial audit if they have one; and if not, alternatives to the audit as stated in Sections 3.0(G)).

The Applicant has a practice, process, or system in place for documenting expenditures.

The balance of administrative costs (Indirect Costs) compared to Direct Costs is reasonable, well justified, and fits what the program needs.

Other funders are contributing to this project and the agency has opportunities to use the County dollars to generate a match (and provides a thorough explanation).

For future financial projections, the agency provides a reasonable and sound explanation for why they have confidence in those funds being raised by the time the project starts, and what their other sources or backup plan may be if they do not get the funding requested.

6. Collaboration and Coordination _____ 5 points

Applicant identifies the existing, and meaningful collaborations, partnerships, or coordination of services with other organizations within the community, if any, and has attached copies of any formal MOUs or collaborative agreements as required.

Applicant adequately explains how the agency will coordinate services with other providers that serve your target population and area to ensure that other needs are addressed in a comprehensive way.

Applicant demonstrates the capacity to leverage other services, funding, and/or resources.

TOTAL POINTS: _____ 100 points
PLUS: TWO SCORING OPPORTUNITIES BELOW

7. ADD: Points for Developmental CBO partnerships _____ 10 points

Reviewers will use the criteria below to assign up to 10 additional points for special developmental collaborations (described in Section 3.0(E)).

Applicant fits the mold of a relatively high-capacity organization that has created a special developmental partnership within the proposed Project. The partner fits the mold of a CBO or individual with less capacity that may otherwise be challenged to implement a project on their own. There is potential for mutual benefit.

The partnership will directly support the goals of the Project, which remains focused on client services – and where the new partner has a meaningful role.

It also includes a professional or organizational development opportunity for the new partner, which was co-developed by both partners. That component

has been sufficiently developed (i.e., with a specific goal, method, schedule, and anticipated result for a professional/organizational development outcome).

8. Past Performance_____Minus up to 5 points

Applicant's past performance includes documented performance or compliance issues on the CBO Report Card, or monitoring reports, or other. These issues will vary, but common considerations are their severity, how long they've been going on, if there is a pattern or cluster of issues, and what signs if any indicate they are actively attempting to resolve issues vs. not.

Applicant failed to satisfactorily meet all its outcomes and performance measures in contracts with the County (or other agencies or funders).

3.26 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the Applicant(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. Upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the applications remaining in consideration based upon the written documents combined with the oral presentation.

3.27 Negotiations

The County may award a Grant Agreement on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Applicant's best terms from a monetary and technical standpoint. The Evaluation/Selection Committee will evaluate, score, and rank applications, and submit the results of their evaluation to the Mayor with their recommendation.

Any Applicant recommended for negotiations may be required to provide to the County their most recent certified audit and/or statements as of a date not earlier than the end of the Applicant's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent IRS tax filing will be accepted if a certified audit or financial statements are unavailable.

Any Applicant recommended for negotiations may be required to provide to the County information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Applicant, any of its employees or subcontractors is or has been involved within the last three years.

3.28 Grant Award

Any Grant Agreement, resulting from this Process, will be submitted to the Mayor or designee for approval. All Applicants will be notified in writing when the Mayor or designee makes an award recommendation. The grant award, if any, shall be made to the Applicant whose application shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest described in Section 3.19, the County's decision of whether to make a grant award and to

which Applicant(s) shall be final.

3.29 Selection and Notification of Funded Applications

The Evaluation/Selection Committee's final scores, rankings, and recommendations will be submitted to the Mayor who will make the final funding recommendations. The Mayor's funding recommendations will be forwarded to the Board. All Applicants will be notified of the final award recommendations. It is anticipated that Grant Agreement negotiations with Miami-Dade County will begin on or about October 1, 2024.

3.30 Miami-Dade County Conditions of Grant Award

All organizations awarded funding through this process will be entering into a Grant Agreement with Miami-Dade County, a sample of which is included as Attachment A. The Agreement and accompanying attachments are included for informational purposes only. They should not be completed and included with the Application. Applicants may rely on the Completion Checklist at the end of this document to clarify the items that must be included with the application.

4.0 Application Questions, Guidance, and Documentation

Applicants will respond to questions or prompts in the online Application within the Grants Coordination Portal. Narrative sections align with the components to be reviewed by the Evaluation/Selection Committees. As noted below, some open-ended questions will be accompanied by forms or entered data. Many questions will be complemented by the documents that will be a part of the Application package. The relevance of documents to specific questions is noted below. For Applicants submitting more than one application, some information may be shared across applications, or common information can be copied.

1. Organizational Experience (5 points): Describe your organization's background, experience, and strengths. Upload key organizational documents.

Guidance: Highlight organizational history, structure, and experience; and name your organization's top 1-3 strength(s) relevant to implementation of the Project. Examples are how long the organization has been in business, current priorities, how the organization is structured (part of a national organization, etc.), mission, abbreviated summary of the types of services offered, etc. Examples of areas where Applicants may describe strengths include operations, grant management, leadership, programmatic, collaboration, etc.

- a. Provide organizational documents. Upload to the Grants Coordination Portal an IRS letter of determination of 501(c)3 status in the name of the Applicant; annual agency-wide budget; a current roster of the agency's Board of Directors; the most recent IRS Form 990 (any version); and a certified financial audit and related management letters (if available), If a certified audit is not available, submit
- b. alternative documentation as identified in Section 3.0(G).

2. Statement of Need (20 points): What are the conditions, problems, gaps in services, or gaps in specific program needs (or opportunities) that will be addressed by your Project?

Guidance: Describe the conditions, problem, gaps in services, or gaps in specific program needs (or opportunities). Clearly state the reason that funding is required from Miami-Dade County (in the context of there being other available funding, resources, and services). Provide the most recent available data to support your response and cite data sources. Use local data where possible. Complement all

with any local knowledge, learning, or insights you may have gained about those impacted – and specify the ways you may have engaged clients in informing those perspectives (e.g., survey, focus groups, observation of trends, etc.) Briefly state how your proposed program would meet the need(s) or fill the gap(s) (and go deeper into how the program would work in your response to the next question).

Program Plan (40 points):

- a. **Target population (10 sub-points).** What are the specific characteristics of the target population to be served by your Project, and why did you decide to serve this group? How many will you serve per year, and how will you recruit and retain them?

Guidance: Refer to Section 2.1 of this Grant Application Guidance document for information on population groups. Note the County interest in tracking clients across age groups, and the flexibility Applicants are allowed to define special populations. Be aware that limiting your response to serving “everyone” or “county-wide” may be vague unless there is more explanation or justification. If your program reaches County-wide, identify the geographical areas where most of last year’s clients lived (regions, districts, neighborhoods, or zip codes). If you lack data from last year, project the specific clients based on where and how you intend to recruit and advertise.

- b. **Program Delivery (20 sub-points).** What are the practical goals of the Program, and how are the services delivered on a regular basis and throughout the year to meet the specific needs of the target population described above?

Guidance: Describe the main activities your organization undertakes to achieve your goals. It may help to consider how clients progress through the program from start to finish. Emphasize the specific approaches you’ve included in your program to match the unique needs, experiences, and strengths of the people served. Share any agency connections to the specific community, and how your organization/staff is uniquely qualified to provide services in the target area and work with this target population. Describe how you focus on making sure the services are of high quality. Other details Applicants may want to emphasize are:

- i. All major service components, including follow-up after the proposed services are provided;
- ii. Program model or evidence-based practice that serves as the basis for the program (and for organizations adapting models or building their own models, describe why and how you are adapting/developing your own and how it’s working);
- iii. Client eligibility; how different groups of clients may be engaged in different components (e.g., third graders vs. parents the program engages to support them) current caseload; number of clients served at any given time;
- iv. How the target population will be recruited and retained;
- v. Service schedules (days, hours, etc.) Note - How often do clients

“attend,” and for how long each time, and for what period throughout the year;

- vi. Location(s) and accessibility of services in terms of schedule of activities and open hours, location, transportation, childcare, etc.; any special accommodations provided; and
- vii. Cost effectiveness of the program/services.

Results (10 sub-points) What do you define as “results” for the Program? What do you expect those results to be in year one if your Program is funded (numbers)? How do you go about monitoring and tracking those (i.e., systems and practices in place)?

Guidance: Approaches to recording and communicating results will vary from one Applicant to the next. All Applicants will enter projected results information into the Grants Coordination Portal in a narrative format and then select a small number of those results that can be formatted as specific measures in a table. To proceed, first follow the format and instructions in the Portal to quantify at least two (2) key activities/efforts of staff and the immediate results (referred to in the Portal as “outputs”). Note that the number (#) of clients served satisfies one of the two basic requirements. The second will be satisfied by quantifying a key service (refer to many examples in the portal). Next, if possible, follow the format, instructions, and examples in the Portal to include one or more client improvements (referred to in the Portal as “client outcomes”). These should represent measurable improvements you can measure in clients’ knowledge, skills, attitudes, behaviors, status, condition, or environment. Note the technical assistance workshops and additional guides offered to assist Applicants (Sections 3.4 and 3.5).

- i. Ideal: CBO partners will have (or develop) at least two main measures that are specific, measurable, achievable, results-focused, and time-bound (SMART). Some Applicants will have sophisticated practices and systems in place for measuring and reporting those; others will not. For CBOs with less-developed systems, a lack of formal outcomes measures should not be a barrier to applying but note the minimum requirements specified in the Grants Coordination Portal.
- ii. Other: Agencies funded through this Process should have step-by-step method they can describe to indicate how they will document and report to the County the number of clients served by the program each month, indicate the services they received, and provide back-up document (e.g., a simple sign-in sheet, Excel attendance records, other).
- iii. Other: While “client satisfaction” may not technically be an outcome, it can be valuable. Describe if and how you are using it, what the results have been. If you have other ways of identifying results, add those.

3. Staff and Volunteer Capacity (10 points). What is your plan for using staff and volunteers to implement this Project?

Guidance: Describe the extent to which you have enough people with the right skills and qualifications to cover all that is needed to successfully implement the Program. Describe your programmatic, administrative, and fiscal management staffing capabilities including your process or system for documenting clients, services, client follow-up, external referrals, outcomes, and expenditures. Explain your process for monitoring, evaluating, and ensuring the quality of services. Describe how Subcontractors may be part of your strategy. If applicable, describe how board members, interns, or other community volunteers may be a part of your strategy (and the specific ways you intend to engage them).

- a. Resumes and job descriptions: For key staff or Subcontractor positions assigned to this Project, summarize qualifications in the narrative and provide (upload) resumes and job descriptions (a job description if there is a vacancy for key staff that will be hired to work on this Project).
- b. Staff plan: Complete a basic Staff Plan for the Project by completing the designated table in the Grants Coordination Portal (as a part of the online application). Include the name and qualifications of the Project Manager (single point of contact) and total number of staff who will be working on this Project. List each position and input key details (e.g., full- vs. part-time; filled vs. vacant (and projected hiring date), portion of time assigned to the project, portion of that time that is administrative (Indirect Cost) vs. direct service delivery, etc.

4. Budget and Financial Capacity: What is the total budget of the proposed Project, and how does it reflect general interests in ensuring costs are reasonable?

Guidance: As prompted in the Grants Coordination Portal, enter basic budget data (total cost of the Project, amount of funds requested (this Process), amount already secured by the Applicant, and amount that would need to be found/raised by the start of the Project).

Form: Use the Excel form within the Grants Coordination Portal (Library tab) to create a Total Program Budget. Include total revenue and total expenses (regardless of multiple funders supporting one Project):

- a. The form separates Indirect Costs (Administrative Costs) from Direct Costs. These are defined in Section 1.2. The latter are for things used directly by clients. Note, there may be some expenses often thought of as Administrative Costs where a *portion* could be categorized as a Direct Cost. Examples are the portion of your building (rent) that is used to provide children's physical therapy; the computer lab (equipment) that is used by teens in the life skills program; and the van (transportation) that transports older adults to meal sites. Any portions of such costs added to the Direct Cost Section must include a brief justification statement and calculation (e.g., \$900 rent calculated as 20% x \$1800/month). For smaller organizations where one person may be divided between both administration and direct service delivery, salaries and fringe benefits may be divided in the same way. The justification/calculation should be clearly shown on the form (and this could be further clarified by uploading a resume that shows both roles). Note the technical assistance workshops and other guides offered to assist Applicants with this topic (Sections 3.4 and 3.5)

- b. There is a specific Indirect (or Administrative) Cost cap not to exceed twenty-five percent (25%) of each Program allocation from the County, as determined by OMB, imposed in this Process, but Applicants must strive to create a reasonable budget that is well-justified and explained throughout. All Indirect or Administrative costs must relate to the Program being funded by the County.
- c. Other information featured in the form is line item expenses, overall cost per client, total balance of Direct Costs vs. Indirect (Administrative) Costs, and the share of the overall budget, Indirect Costs, and line-item amounts assigned to the County.

Narrative: Applicants are encouraged to use the narrative and follow-up questions in the Grants Coordination Portal to clarify or add context to:

- a. Applicant's organizational abilities to implement the Project on a reimbursement basis (which requires discipline and a system for tracking and submitting documentation of expenses as well as sufficient cash flow to sustain the program between payments).
- b. Diversification of funding for the Project (e.g., the status of other revenues raised vs. projected for the Project and how the Project would be impacted if other projected revenues did not materialize).
- c. In-kind and volunteer supports for the Project.
- d. Appropriateness of any expense (and justification).
- e. Overall cost per client.
- f. Level of Indirect (Administrative) Costs overall as well as the portion attributed to the County.

Organizational documents: Documents uploaded as part of the Application package that may be considered here are the organization-wide budget, the financial audit and management letters (or alternatives to the audit noted in Section 3.0(G)), IRS Form 990, or other.

5. Collaboration and Coordination (10 points). What are your organization's most meaningful collaborations, partnerships, or coordination efforts related to this Project?

Guidance: Name the ways your organization collaborates and coordinates with others that may have a direct or indirect positive impact on this Project. Emphasize coordination with providers that serve your same target population and/or geographic area are gaining greater access to a range of services they need. For the most significant relationships, attach any partnership agreements for reviewers to consider. Summarize the purpose of the collaboration, the partners, partners roles, and the resulting benefit for clients or the organization. Note: If you are initiating a Developmental CBO Partnerships, use the separate section (below) to share that partnership so you may be awarded additional points.

Document: If a Subcontractor represents a key collaboration, the Subcontractor agreement (and in the case of a nonprofit Subcontractor) the IRS proof of 501(c)(3) status of the Subcontractor should also be uploaded.

6. Developmental CBO partnerships (ADD: Up to 10 additional points): Describe the Developmental CBO partnership your organization is embedding into its project design. Include a status update.

Guide: Name your partner(s) and very briefly summarize the motivation behind the

partnership, and any broader mutual benefits envisioned. 1) Describe how this partnership aligns with the County's interest in leveraging grassroots organizations to reach and serve residents. 2) Describe how this partnership will support the client services and what portion of the Project budget will be shared with the CBO partner). 3) In specific and practical terms, describe the developmental component to be undertaken (i.e., goal, method, schedule, and anticipated outcome/benefit for the professional/organizational development of the CBO partners. Note the extent to which those goals were co-developed. Add other notes as needed.

5.0 Grant Agreement Terms and Conditions

All organizations awarded funding through this Process will be entering into a Grant Agreement with Miami-Dade County. The agreement attached as Attachment A to this Grant Application Guidance document is for informational purposes only. The agreement will not be submitted with the grant Applications. If awarded a grant, Applicant will be expected to comply with the terms and conditions of the template Grant Agreement.

5.1 Agreement Period and Renewals

The Grant Agreement period for this Process will be for a twelve (12) month period with an anticipated commencement date of January 1, 2025 and up to two one-year options to renew based on the organization's performance, and at the sole discretion of the County.

5.3 Personnel

In submitting their application, Applicants are representing that the personnel in their applications shall be available to perform the services described, barring illness, accident, or other unforeseeable events of a similar nature, in which case the Applicant must be able to provide a qualified replacement. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Applicant under its sole direction, and not employees or agents of the County.

5.4 Grant Agreement Process

The successful Applicant(s) will be required to submit all documents deemed necessary at the County's sole discretion for development of the Grant Agreement (i.e., revised budget, scope of service, vendor application, and affidavits).

5.5 Rules, Regulations, and Licensing Requirements

The Applicant shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein including but not limited to those applicable to conflict of interest and collusion. Applicants are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the Program for which it submitted an application, including but not limited to Chapter 11A of the Code of Miami-Dade County, Executive Order No. 11246 "equal Opportunity" and as amended by the Executive order No. 11375, as supplemented by the department of Labor Regulation (41cFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders, and laws relating to people with disabilities.

No individual or entity who is in arrears in any payment under a contract, promissory note or other loan document with the County, or any of its agencies or instrumentalities, including the Public Health Trust, either directly or indirectly through a corporation, partnership or joint venture in which the individual has a controlling financial interest as defined in 2-11.1(b) (8) of the Miami-Dade County Code shall be allowed to receive any additional county contracts, purchase orders or extensions of county contracts until either the arrearage has been paid in

full, or the County has agreed in writing to a repayment schedule

5.6 Meeting Obligations through Fraud (Section 2-8.4.1 of County Code)

If, for any reason, the Applicant should attempt to meet its obligations under the awarded agreement through fraud, misrepresentation or material misstatement, the County shall, whenever practicable, terminate the agreement by giving written notice to the provider of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. The County may terminate or cancel any other contracts which such individual or entity has with the County. Any individual or entity who attempts to meet its obligations with the County through fraud, misrepresentation or material misstatement may be debarred from County contracting for up to five (5) years. Any Applicant who makes false or misleading or fraudulent statements in response to this award application may, in the sole discretion of the County, be deemed ineligible for an award.

5.7 Specific Terms and Conditions

A copy of the draft Grant Agreement is provided as Attachment A.

6.0 Application Next Steps

A. Access to the Grants Coordination Portal

- Go to the Miami-Dade County Office of Management and Budget – Grants Coordination website at www.miamidade.gov/grants (or [link directly](#)).
- Click on *CBO Grant Process (CBO2425)*.
- Access link to Grants Coordination Portal and related information.

B. Get started in the Grants Coordination Portal

- The Portal contains the online Application; all applications must be completed and submitted through this system.
- For those submitting multiple applications system features will allow sharing of standard organizational information across more than one application.
- Create a ZoomGrants account – just one account per Applicant organization. If more than one person from your organization will be working in the Application, the same login credentials may be shared and/or the main person may add others to the account as “collaborators” or email “contacts.”
- Follow instructions and prompts within the Portal to complete the Application. The system will save progress so applications may be competed over time. If multiple people are working within the Application at the same time, the most recent edits will be saved.

C. Attend a Pre-Application Conference (Schedule, Section 3.3). All Applicants are strongly encouraged to attend.

D. Review the Schedule of Technical Assistance Workshops (Schedule, Section 3.4). Workshops are open to all applicants. The schedule denotes workshops designed for Beginner, Intermediate, or Advanced levels. Written tools listed in Section 3.5 align with workshop topics (and can be accessed in the Library tab of the Grants Coordination Portal). Submit Written Questions during the designated period (Sections 1.3, 3.1, and

3.6).

E. **Complete the Application within the Grants Coordination Portal no Later Than 11:59 p.m. on January 31, 2024.** Use the Grants Coordination Portal available at www.miamidade.gov/grants (or [link directly](#)).

- Applicants are encouraged to submit their application 24 hours in advance. The system may reject an incomplete application, so submitting in advance will provide time to supply the missing information.
- Follow the prompt in the Portal to submit the documents below as a part of your application package.

7.0 Checklist of Documents Applicants Will Include in Their Application.

The documents listed below should be uploaded through the Grants Coordination Portal available at www.miamidade.gov/grants (or [link directly](#)). Follow system prompts to upload and/or enter the following into the system: At the point of upload (in the Portal) note any documents labelled “required.” For these, the system will not recognize your application as complete until an upload action has been completed.

#	ITEM	APPLIES TO:
<i>Organizational Documents</i>		
1	Board of Director's Listing	All Applicants
2	Bylaws	All Applicants
3	Articles of Incorporation	All Applicants
4	501(c)(3) status of Applicant IRS letter of determination	All Applicants
5	<p>Incorporation: Current Certificate of Status, Florida Department of State - Division of Corporations (FDOS-DOC) (www.sunbiz.org)</p> <p>Must certify the proposing organization is organized under the laws of the State of Florida or authorized to conduct business in the State of Florida, the date of filing, that all fees and penalties have been paid, that the Proposer’s most recent Annual Report has been filed with the FDOS-DOC, that the status is active, and the Proposer has not filed Articles of Dissolution or a Certificate of Withdrawal;</p> <p>OR “Detail by Entity Name” and Annual Report documentation (www.sunbiz.org) showing Applicant’s FEI/EIN Number, status as “Active”, and the “Filed Date” of the most current Annual Report must be within this calendar year.</p>	All Applicants
<i>Financial Documents</i>		
6	Annual Agency-Wide Budget (Current)	All Applicants
7	IRS Form 990 (or 990-N, 990-EZ, or 990-PF)	All Applicants
8	Certified Financial Audit, including related management letters.	For Applicants with an audit
	<u>If a Financial Audit is not available, the Applicant must submit</u>	

9 (a-c)	<p>(listed in order of preference):</p> <p>(a) certified financial statements;</p> <p>(b) non-certified financial statements; or</p> <p>(c) a description of how the Project will be implemented on a reimbursement basis AND a detailed explanation for how the organization plans to ensure the County will receive accurate financial information (minimally including bank statements) throughout the duration of a contract AND three most recent bank statements.</p>	Alternative for Applicants without audits
9	Total Program Budget (Access the form in the portal)	All Applicants
<i>Contract Compliance</i>		
10	Copy of last 2 monitoring reports by a funder (if applicable)	Applicants monitored by funders
<i>Staffing</i>		
11	<p>Copy of resumes for key personnel included in the proposed program budget</p> <p>Note: For vacant positions, the job descriptions (below) will suffice.</p>	All Applicants
12	<p>Job descriptions for key personnel included in the proposed program budget</p> <p>Note: Both resumes and job descriptions will complement the <i>Staffing Plan</i>, which will be entered directly into the online application.</p>	All Applicants
13	Collaboration agreements, Memorandums of Understanding (MOUs), or other to highlight existing and/or planned collaboration with any partners or sub-contractors featured as part of this program.	If applicable

ATTACHMENTS:

Attachment A: Agreement and additional attachments that accompany the Agreement. Note: All are included for informational purposes only (refer to Section 5.0).

- Agreement Attachment A: Scope of Work
- Agreement Attachment B: Line Item Budget
- Agreement Attachment B-1-CB: Payment Procedures – Cost Based
- Agreement Attachment B-1-PB: Payment Procedures – Performance Based
- Agreement Attachment C: Due Diligence Affidavit
- Agreement Attachment C-1: State Public Entities Crime Affidavit
- Agreement Attachment D: Screening Affidavit
- Agreement Attachment E-CB: Monthly Payment Request – Cost Based
- Agreement Attachment E-PB: Monthly Payment Request – Performance Based
- Agreement Attachment F: Monthly Progress Report
- Agreement Attachment G: Quarterly Actual Expenditure Report
- Agreement Attachment H: Closeout Report

Agreement Attachment I: Subcontractors and Suppliers (awards of \$100,000 or more)
Agreement Attachment J: Authorized Signature Form

Attachment B: Due Diligence Checklist: Informational (refer to Section 3.21).

**ATTACHMENT A -
RESOLUTION EXHIBIT 1**

XXXX-XXXX

**FY XXXX-XXXX
County General Funds
Ordinance(s) # _-___ & _-___**

- Cost-based
- Performance-based

THIS DOCUMENT IS SUBJECT TO CHANGE PURSUANT TO CHANGES IN APPLICABLE LAW

GRANT AGREEMENT

This grant Agreement made and entered into by and between Miami-Dade County, a political subdivision of the State of Florida, through its Office of Management and Budget, Grants Coordination division (hereinafter referred to as "County" or "OMB"), having its principal office at 111 NW 1st Street, 22nd Floor, Miami, Florida 33128, and the grantee, _____, a corporation organized and existing under the laws of the State of Florida, having its principal office at _____ (hereinafter referred to as "Provider" or "Grantee"), states conditions and covenants for the rendering of human and social services (hereinafter referred to as "Services") for the residents of Miami-Dade County.

WHEREAS, the Provider provides or will develop services of value to the County and has demonstrated an ability or desire to provide these services; and

WHEREAS, the County is desirous of assisting the Provider in providing those services and the Provider is desirous of providing such services; and

WHEREAS, the County has appropriated grant funds for the proposed services; and

WHEREAS, in Resolution No. _____, the Miami-Dade County Board of County Commissioners has approved _____ grant contract to the Provider;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

ARTICLE 1. DEFINITIONS

The following words and expressions used in this Agreement shall be construed as follows, except when it is clear from the context that another meaning is intended:

A. The words "Agreement," "Contract," or "Contract Documents" shall mean collectively these terms and conditions, the Scope of Work (Attachment A), and the Budget Documents (Attachment B) and all other attachments hereto, as well as all amendments or budget modifications issued hereto.

B. The words "Contract Manager" shall mean Miami-Dade County's Director of the Office of Management and Budget ("OMB") or the Director's designee, or the duly authorized representative designated to manage the Contract.

C. The word "Days" shall mean Calendar Days, unless otherwise specifically noted.

D. The word "Subcontractor" or "Subconsultant," shall mean any person, entity, firm, or corporation who furnishes labor toward, or who performs some aspect of, the Scope of Services or the administrative aspects described in this Agreement (examples include providing transportation/food services; instructional services, including teachers and/or camp counselors etc.). This does not include employees of the Provider or contractors of the Provider who are regularly and continuously funded under this Agreement to work with clients and provide direct services to clients pursuant to the Scope of Services.

E. The words "Services" or "Program," shall mean all matters and things required to be done by the Provider in accordance with the provisions of this Agreement and the Scope of Services, Attachment A.

F. The word "Review" shall mean inspection of original documentation and retention of copies of such documents associated with the administrative, fiscal, and programmatic functions of the Program(s) supported by Miami-Dade County General Funds.

G. The term "Program Income" shall refer to the income received by the Provider directly from the Services funded under this Agreement or generated as a result of the use of the County's General Fund award.

H. The term "Corrective Action Plan" shall refer to a set of actions taken by the Provider to correct an issue, problem, non-compliance or underperformance, and or a plan to improve performance and/or reduce risk.

I. The terms "Indirect Costs," "Administrative Costs," or "Overhead Costs" or "Administrative and Overhead Costs" shall mean costs that are not directly related to or used specifically by Provider for the client services contemplated in this Agreement but that are nonetheless used or incurred while providing the Services being funded through this grant agreement. These costs include, but are not limited to: rent for administrative space and related utilities; payroll of management, administrative, and clerical personnel that do not directly serve clients in the course of their general work responsibilities; insurance; office supplies that are not used by clients for program activities; audit fees; accounting/ bookkeeping salaries or fees; database maintenance, including staff that enters, updates and/or analyzes data; information technology support; software and licenses; janitorial fees that are not incurred for services to the clients; human resources costs, including payroll costs and background screenings required for personnel that do not directly serve clients in the course of their general work responsibilities, subcontractors, and volunteers that do not deliver services directly to clients; and capital equipment for general office use, including copiers (or copier leases), scanners, furniture, computers (if not used by clients for a core activity pursuant to this agreement).

J. The term "Direct Costs" shall mean costs that are directly related to or used by Provider or its staff, or subcontractors, specifically for the client Services being funded in this Agreement. These costs include, but are not limited to, payroll for staff that work directly to provide the Services contemplated in this agreement and work with the clients, equipment or supplies used by clients as a part of the Program, or portions of building costs that are equal to the portion of the building used exclusively for client services contemplated in this Agreement.

K. The term "Non-compliance" shall refer to failure to act in accordance with the requirements established by this Agreement including, but not limited to, the items identified as a breach in Article 1 of this Agreement.

ARTICLE 2. AMOUNT PAYABLE

Subject to available funds, the maximum provisional amount payable for services rendered under this grant agreement shall not exceed:

Name of Program \$

Both parties expressly acknowledge that by making this grant, the County assumes no obligation to provide financial support of any type whatever in excess of the total grant amount. It is the

ongoing responsibility of the Provider to maintain sufficient financial resources to meet expenses incurred during the period between the provision of Services and payment by the County. Cost overruns are the sole responsibility of the Grantee. All services undertaken by the Provider before the County's execution of this Contract shall be at the Provider's risk and expense. Grant funds will be supplied to the Grantee once the award is approved and subject to the conditions and limitations as outlined in the Agreement and its accompanying articles and attachments.

Availability of funding under this contract is at the County's sole discretion and is contingent upon an appropriation by the Miami-Dade County Mayor and the Board of County Commissioners ("Board") and on the availability of funds. In the event that County funds on which the Agreement is dependent do not materialize or are withdrawn, the Agreement is terminated, and the County has no further liability to the Grantee, beyond that already incurred by the termination date. In the event of a County revenue shortfall, the total grant may be reduced accordingly. Such termination or reduction of the total grant shall not affect the responsibility of the Grantee under the Agreement as to those funds distributed. Both parties agree that should County funding be reduced, the amount payable under this Contract may be proportionately reduced at the sole discretion and option of the County.

ARTICLE 3. EFFECTIVE TERM

Both parties agree that this is a twelve-month contract and that the Effective Term of this Agreement shall commence on January 1, 2025, and terminate at the close of business on December 31, 2025, regardless of when this Agreement is executed. The County, at its sole discretion and subject to approval by the Board and appropriation of funds, reserves the right to exercise the option to renew this contract for two, one-year periods, beyond the Effective Term.

ARTICLE 4. SCOPE OF SERVICES

The Provider shall render services in accordance with the Scope of Services, incorporated herein and attached hereto as Attachment A. The Scope of Services must clearly indicate the time frames for the delivery of each of the funded services.

The Provider shall implement the Scope of Services in a manner deemed satisfactory to the County. Any modification or amendment to the Scope of Services shall not be effective until approved by the County and the Provider in writing.

ARTICLE 5. BUDGET SUMMARY

The Provider shall submit a Program budget for each Program being funded under this Agreement. The Provider agrees that all expenditures or costs shall be made in accordance with the Budget, which is attached herein and incorporated hereto as Attachment B. In no event shall the budget under this Agreement include total administrative costs in excess of twenty-five percent (25%) of each Program allocation.

The Provider may request budget modifications to amend the Budget during the term of this Agreement. Budget modification requests must be submitted to OMB no later than thirty (30) days prior to the expiration of this Agreement, or December 1, 2025.

A. Direct Cost line item modifications. The Provider may shift funds within a Program Budget between existing Direct Cost line items in Attachment B pursuant to the following restrictions: 1) without a budget modification if the change to the amount of County funds for the line items does not exceed twenty percent (20%); or 2) with a budget modification requested by the Provider's designated representative as stated on the Authorized Signature Form attached hereto, and approved by the OMB, if the changes to a line item exceed twenty percent (20%).

B. Indirect Cost line item modifications. The Provider may shift funds within a Program Budget between Indirect Cost line items in Attachment B pursuant to the following restrictions: 1) without a budget modification, if the change to the amount of County funds for line items does not exceed twenty percent (20%); or 2) with a budget modification requested by the Provider's designated representative as stated on the Authorized Signature Form attached hereto, and approved by the OMB, if the changes to a line item exceed twenty percent (20%).

C. New line items. A budget modification is required in order to add new line items in either category, Direct Costs or Indirect Costs.

D. Limitation. Modifications that would shift County funds from Direct Cost line items to Indirect Cost line items are not allowed except in the event of unusual financial hardship, as determined by the County, which the Provider may detail in a budget modification requested by the Provider's designated representative as stated on the Authorized Signature Form attached hereto, and subject to the discretion and approval of the County.

Indirect Costs –There is a fixed cap on Indirect Costs. No more than twenty-five percent (25%) of each Program allocation from the County can be used to pay for Indirect Costs, as determined by OMB. Notwithstanding, the County reserves the right to review all costs (County and non-County funded) for Provider payroll of executive staff and management, and to limit or change the amount of County funds that may be applied to executive staff or management compensation. Further, in the event of misuse or mismanagement of County funds, as determined in the sole discretion of the County, the County retains the sole authority and discretion to modify and/or eliminate the Provider budget for Indirect Costs.

ARTICLE 6. INDEMNIFICATION BY PROVIDER

A. If the Provider is a Government Entity. For causes of action where Florida Statute 768.28 applies, Provider's duty to indemnify and hold harmless the County is subject to the sovereign immunity limitations and claims bill requirement contained in section 768.28, Florida Statutes. In all other actions, Provider shall indemnify, defend, and hold harmless the County and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners, principals or subcontractors. Additionally, Provider shall pay all claims and losses in connection therewith and shall investigate and, at the option of the County, defend all claims, suits, or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon, subject to the limitations of section 768.28, Florida Statutes, as may be amended. Provider expressly understands and agrees that any insurance protection provided by Provider or self-insurance shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

B. All Other Providers. Provider shall indemnify, defend, and hold harmless the County and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners, principals, or subcontractors. Additionally, Provider shall pay all claims and losses in connection therewith and shall investigate and, at the option of the County, defend all claims,

suits, or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection provided by Provider shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the County or its officers, employees, agents, and instrumentalities as herein provided.

C. **Term of Indemnification.** The provisions of Article 6 shall survive the expiration or termination of this Contract.

ARTICLE 7. STAFFING REQUIREMENTS

The Provider shall maintain an organizational structure and adequate programmatic, administrative, and support staff sufficient to fulfill its obligations under this Agreement. The Provider shall ensure that employees responsible for program compliance have sufficient qualifications and experience and receive appropriate grant administrative and program compliance training. Funded personnel shall occupy positions and perform duties consistent with their assigned job descriptions. The Provider shall report to the County, in writing and on a monthly basis, any staffing changes affecting the funded Program(s), including funded employee(s) separation, termination, new hires, and change in title or duties/positions.

In the event the County determines that the Provider's staffing levels do not conform to those in the approved Scope of Services and Budget, the County will advise the Provider in writing and the Provider will have thirty (30) days to remedy the identified staffing deficiencies. Failure to comply may result in the suspension of payments until the deficiencies are corrected. In addition, if, after the remedy period, staffing levels still do not conform to those in the Scope of Services and Budget, the County may, in its sole discretion, modify and/or reduce the amount(s) budgeted for Provider's personnel costs under this Agreement.

ARTICLE 8 PROOF OF LICENSURE AND BACKGROUND SCREENING

A. **Licensure.** The Provider agrees to comply with all federal, state, or local laws, regulations, ordinances, or resolutions requiring the Provider to be licensed or certified to provide services or to operate the facilities outlined in the Scope of Services, and shall furnish to the County a copy of all required current licenses or certificates within sixty (60) days of execution of this Agreement. Examples of services or operations requiring licensure or certification include, but are not limited to, childcare, day care, nursing homes, and boarding homes.

The County shall not disburse any funds until it is provided with such licenses or certificates. Failure to provide the licenses or certificates within sixty (60) days of execution of this Agreement may result in termination of this Agreement at the County's sole discretion.

B. **Background Screenings.** Where applicable, Provider agrees to comply with all federal, state, and local laws, regulations, ordinances, and resolutions regarding any and all background screenings of its employees, volunteers, subcontractors, and independent contractors, including, but not limited to: Florida Statutes, Chapters 39, 393, 394, 397, 402, 408, 409, 413, 429, 430, 435, 775, 782, 787, 800, 826, 827, 943, 984, 985, 1012; Sections 26-37 through 26-39, 2-8.6.5, and 8A-281 through 8A-287 of the Code of Miami-Dade County; Titles 58, 59, 63 and 65 of the Florida Administrative Code. Provider's failure to comply with any applicable laws, regulations, ordinances and resolutions regarding background screening is grounds for a material breach and termination of this contract at the sole discretion of the County.

The Provider shall furnish the County with a Background Screening Affidavit (Attachment D) as proof that it is in compliance with the foregoing provisions. In the event the Provider fails to

furnish such proof to the County, the County shall not disburse any further funds and this Contract may be subject to termination at the sole discretion of the County.

- C. **E-Verify.** By entering into this Contract, the Contractor and its Subcontractors are jointly and severally obligated to comply with the provisions of Section 448.095, Florida Statutes, as amended, titled "Employment Eligibility." The Contractor affirms that (a) it has registered and uses the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Contractor; (b) it has required all Subcontractors to this Contract to register and use the E-Verify system to verify the work authorization status of all new employees of the Subcontractor; (c) it has an affidavit from all Subcontractors to this Contract attesting that the Subcontractor does not employ, contract with, or subcontract with, unauthorized aliens; and (d) it shall maintain copies of any such affidavits for duration of the Contract.

If County has a good faith belief that Contractor has knowingly violated Section 448.09(1), Florida Statutes, then County shall terminate this contract in accordance with Section 448.095(5)(c), Florida Statutes. In the event of such termination the Contractor agrees and acknowledges that it may not be awarded a public contract for at least one (1) year from the date of such termination and that Contractor shall be liable for any additional costs incurred by the County because of such termination.

In addition, if County has a good faith belief that a Subcontractor has knowingly violated any provisions of Sections 448.09(1) or 448.095, Florida Statutes, but Contractor has otherwise complied with its requirements under those statutes, then Contractor agrees that it shall terminate its contract with the Subcontractor upon receipt of notice from the County of such violation by Subcontractor in accordance with Section 448.095(5)(c), Florida Statutes.

Any challenge to termination under this provision must be filed in the Circuit or County Court by the County, Contractor, or Subcontractor no later than twenty (20) calendar days after the date of contract termination. Public and private employers must enroll in the E-Verify System (<http://www.uscis.gov/e-verify>) and retain the I-9 Forms for inspection

ARTICLE 9. CONFLICT OF INTEREST

The Provider agrees to abide by and be governed by the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance codified at Section 2-11.1 et al. of the Code of Miami- Dade County ("County Code"), as amended, Ordinance No. 01-199, as well as with section 617.0832, Florida Statutes, as amended, regarding director conflict of interests, which are incorporated herein by reference as if fully set forth herein, in connection with the Provider's contract obligations hereunder. Additionally, the Provider agrees to:

A. Prohibit members of the Provider's board of directors from directly or indirectly receiving any funds paid by the County to the Provider under this Agreement.

B. Prohibit members of the Provider's board of directors from voting on matters relating to this Agreement which may result in the board member directly or indirectly receiving funds paid by the Provider under this Agreement.

C. Prohibit members of the Provider's board of directors from voting on any matters relating to this Agreement if they are related to the person or entity seeking a benefit from the Provider.

D. Prohibit employees of the Provider from directly or indirectly receiving any funds paid

by the County to the Provider under this Agreement, with the exception of the employee's salary, fringe benefits, or properly documented transportation and other expenses associated with the services and activities contemplated in this Agreement, in accordance with the approved contract Budget (Attachment B) and the agency's current policies and procedures.

E. Maintain a written nepotism and conflict of interest policy that applies to hiring, providing services to clients, procuring supplies or equipment, prohibiting a member of the Board of Directors from appointing a relative to any position of employment within the agency in which they serve, and prohibiting a member of a Board of Directors from accepting a paid position within the agency they serve without first recusing themselves from the Board of Directors. The Provider shall notify the County of any continued or new occurrences during this contract where two or more relatives serving as Provider board members or employees at the same point in time. Notification shall be made in writing within thirty (30) days of execution the Agreement for continued occurrences or within thirty (30) days of new occurrences.

F. Immediately disclose and justify in writing to the OMB any business transactions between the Provider on one side, and its board member(s) or its staff on the other side (including, but not limited to, for example, situations where the Provider leases office space from one of the Provider's Board members or staff), as well as all related-party transactions with shareholders, partners, officers, directors, or employees of any entity that is doing business with the Provider that are funded, partially or entirely, under the Agreement with the County, or are in any way related to the County-funded program. As used in this section, the term "related-party transaction" shall refer to a business deal or arrangement between two parties who are joined by a special relationship (family member or relative, stockholder, related corporation) prior to the deal or arrangement.

G. Implement procedures to protect against fraud and co-mingling of funds in regard to debit card and credit card purchases, if debit cards and/or credit cards are utilized by the Provider.

H. Ensure that, at the time this Agreement is entered into and for the duration of this Agreement, no employee or person in the position of authority for the Provider who exercises any function or responsibilities in connection with this Agreement (including, but not limited to, any board member, officer, manager, or supervisor employed by the Provider), is receiving any of the Services funded under this Agreement. Notwithstanding the foregoing provision, any employee, board member, officer, manager, or supervisor employed by the Provider who does not exercise any function or responsibilities in connection with this Agreement and who is eligible to receive any of the Services may utilize such Services if he/she can demonstrate that he/she does not have direct responsibility or role over the Service and that such utilization is permissible pursuant to Section 2-11.1 et al. of the County Code.

NOTE: "Indirectly" for purposes of this Section includes payment of funds paid by the County to the Provider under this Agreement which are ultimately paid to an organization in which the Provider's employee or board member has a "controlling financial interest," meaning, (1) ownership, directly or indirectly, of ten percent (10%) or more of the outstanding capital stock in any corporation, or (2) a direct or indirect interest of ten percent (10%) or more in a firm, partnership, or other business entity or nonprofit organization.

If the County determines the Provider has breached this Section, or upon notification pursuant to Section F (related party transactions), the County may take all appropriate action in its sole discretion, including but not limited to seeking an opinion from the Miami-Dade Commission on Ethics and Public Trust and suspending payment until the matter has been resolved to the County's satisfaction.

ARTICLE 10. NOTICE REQUIREMENTS

In addition to any other notice requirement outlined in this Agreement, Provider agrees to notify the County of any changes that may affect the County supported Program(s) under this Agreement within ten (10) days from the date of such a change's occurrence. It is also understood and agreed between the parties that any written notice addressed to OMB, which is delivered by U.S. Mail or emailed to OMB, and any written notice addressed to the Provider, which is delivered by U.S. Mail or by email, shall constitute sufficient notice to either party.

All notices required or permitted under this Agreement which are delivered by U.S. Mail shall be deemed sufficiently served if delivered by Registered or Certified Mail, with return receipt requested; or delivered personally; or delivered via fax or by email. All notices shall be delivered to the following addresses:

(1) To the County

ATTENTION: Daniel T. Wall
Assistant Director
Office of Management and Budget – Grants Coordination
111 NW 1st Street, 22nd Floor
Miami, FL 33128-1902
Phone: (305) 375-4742
Fax: (305) 375-4049
Email: dtw@miamidade.gov

(2) To the Provider

Name of Person
Title
Name of Agency
Address
City, State Zip Code
Phone: (305)
Fax: (305)
Email:

Either party may at any time designate a different mail or email address and/or contact person by giving written notice as provided above to the other party.

ARTICLE 11. AUTONOMY

Both parties agree that this Agreement recognizes the autonomy of the contracting parties and implies no affiliation between the contracting parties. It is expressly understood and intended that the Provider is only a recipient of funding support and is not an agent or instrumentality of the County. Furthermore, the Provider's agents and employees are not agents or employees of the County.

ARTICLE 12. BREACH OF AGREEMENT: COUNTY REMEDIES

A. **Breach.** A breach by the Provider shall have occurred if the Provider fails to meet the terms and conditions of this Agreement, including but not limited to the following: (1) the Provider fails to provide the Services outlined in the Scope of Services or fails to meet expected performance levels within the Effective Term and in the sole discretion of the County; (2) the Provider ineffectively or improperly uses the County funds allocated under this Agreement; (3) if applicable, the Provider does not furnish the County proof of licensure/certification or verification of background screening; (4) the Provider fails to submit, or submits incorrect or incomplete (a) proof of expenditures to support disbursement requests or advance funding disbursements, or (b) detailed reports of expenditures or final expenditure reports; (5) the Provider does not submit, or submits incomplete or incorrect, required reports, or submits reports that indicate that expected performance levels are not being met; (6) the Provider refuses to allow the County access to records or refuses to allow the County to monitor, evaluate, and review the Provider's program; (7) the Provider discriminates under any of the laws outlined in Article 20 of this Agreement; (8) the Provider attempts to meet its obligations under this Agreement through fraud, misrepresentation, or material misstatement; (9) the Provider fails to correct deficiencies found during a monitoring, evaluation, or review within the specified time as described in communication from OMB; (10) the Provider fails to issue prompt payments to small business subcontractors or follow dispute resolution procedures regarding a disputed payment; (11) the Provider fails to submit official board minutes (if requested), or proof of tax status, as required by Article 16 of this Agreement; (12) the Provider fails to meet any of the terms and conditions of the Miami-Dade County Vendor Registration, including any and all required County affidavits, or the State Affidavit (Attachment C-1); or (13) the Provider fails to fulfill in a timely and proper manner any and all of its obligations, covenants, agreements and stipulations in this Agreement. Waiver of breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

B. **County Remedies.** If the Provider breaches this Agreement, the County may pursue any or all of the following remedies:

1. The County may suspend payment in whole or in part under this Agreement by providing written notice to the Provider of such suspension and specifying the effective date thereof, at least five (5) days before the effective date of suspension. If payments are suspended, the County shall specify in writing the actions that must be taken by the Provider as condition precedent to resumption of payments and shall specify a reasonable date for compliance. The County may also suspend any payments in whole or in part under any other contracts

entered into between the County and the Provider. The Provider shall be responsible for all direct and indirect costs associated with such suspension, including attorney's fees. The County may also, in the County's sole discretion, recapture a proportionate amount of funding if expected performance levels under this Agreement are not met by Provider in the County's sole discretion

The County may terminate this Agreement by giving written notice to the Provider of such termination and specifying the effective date thereof. In the event of termination, the County may: (a) request the return of all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports prepared and secured by the Provider with County funds under this Agreement; (b) recapture a proportionate amount of County funding or seek reimbursement of County funds allocated to the Provider under this Agreement; (c) terminate or cancel any other contracts entered into between the County and the Provider. The Provider shall be responsible for all direct and indirect costs associated with such termination, including attorney's fees.

2. The County may seek enforcement of this Agreement, including but not limited to filing an action in a court of appropriate jurisdiction. The Provider shall be responsible for all direct and indirect costs associated with such enforcement, including attorney's fees.
3. The County may debar the Provider from future County contracting. Any individual or entity who attempts to meet its contractual obligations with the County through fraud, misrepresentation, or material misstatement may be debarred from County contracting for up to five (5) years.
4. Any other remedy available at law or equity.

C. Failures or waivers to insist on strict performance of any covenant, condition, or provision of this Contract by the County shall not be deemed a waiver of any rights or remedies, nor shall it relieve the Provider from performing any subsequent obligations strictly in accordance with the term of this Agreement. No waiver shall be effective unless in writing and signed by the parties. Such waiver shall be limited to provisions of this Agreement specifically referred to therein and shall not be deemed a waiver of any other provision. No waiver shall constitute a continuing waiver unless the writing states otherwise.

D. **Damages Sustained.** Notwithstanding the above, the Provider shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Agreement, and the County may withhold any payments to the Provider until such time as the exact amount of damages due the County is determined. The County may also pursue any remedies available at law or equity to compensate for any damages sustained by the breach. The Provider shall be responsible for all direct and indirect costs associated with such action, including attorney's fees.

ARTICLE 13. TERMINATION BY EITHER PARTY

Notwithstanding anything to the contrary in Article 13, both parties agree that this Agreement may be terminated for convenience and without cause by either party hereto by written notice to the other party of such intent to terminate at least thirty (30) days prior to the effective date of such termination. Pursuant to Implementing Order 3-15, the Director of OMB or the Director's Designee is authorized to terminate this Agreement on the behalf of the County.

ARTICLE 14. PAYMENT PROCEDURES

The County agrees to pay the Grantee for services rendered under this Agreement pursuant to the attached Scope of Services (Attachment A) based on the payment schedule, the line item budget, or both, which are incorporated herein and attached hereto as Attachment B. Payment shall be made in accordance with procedures outlined in Attachment B-1 and, if applicable, the Sherman S. Winn Prompt Payment Ordinance (Ordinance No. 94-40). The payment structure for this Agreement is noted on the upper left-hand corner of this contract. Further guidance on the payment process and requests for payment may be found in Attachment B-1.

ARTICLE 15. ALLOWABLE AND PROHIBITED USE OF FUNDS

A. Allowable Use of Funds. The grant is awarded to the Provider with the understanding that the Provider is performing a public purpose through the Programs and Services being funded herein. All grant funding should be used by the Provider toward the performance of this public purpose. The Provider shall use the funds under this Agreement to cover the expenses included in, and under the terms and conditions defined in, the Program budget(s) in Attachment B to this contract. The Provider agrees that all sources and uses of the funds in the Provider's bank account where County funds paid pursuant to this Agreement are deposited shall be related to the Provider's official business activities and Program operations.

B. Unallowable Expenses. County funds paid pursuant to this Agreement shall not be used for expenses of or related to: expenses of a personal nature; political and sectarian activities; lobbying; litigation-related legal fees, whether pre-suit, in court, or relating to administrative proceedings; financial investment services; investments; financing costs; bank fees; debt; mortgages; loans; lines of credit; credit cards; interest payments; late fees or other penalties; regulatory fines or penalties; tax fees, penalties, or liens; or for activities prohibited by federal, state or local law, or for any expense(s) not allowable pursuant to the Provider's Program budget(s) and corresponding budget justification(s) in Attachment B to this contract and pursuant to the Scope of Services, as determined in the sole discretion of the County.

The use of County funds for food and beverages as incentives for the Provider's workers, including but not limited to the provision of food and beverages in association with a conference or convention, is strictly prohibited and shall be deemed an ineligible expense. The purchase of food and beverages shall only be considered an eligible expense if the Provider has been expressly contracted to provide meal or food services, which shall in all instances exclude the purchase of alcoholic beverages, or where food provision is essential to supporting specific programming (including, but not limited to, providing healthy snacks in an afterschool activity).

C. Adverse Actions or Proceeding. The Provider shall not utilize County funds to retain legal counsel for any action or proceeding against the County or any of its agents, instrumentalities, employees, or officials. The Provider shall not utilize County funds to provide legal representation, advice, or counsel to any client in any action or proceeding against the County or any of its agents, instrumentalities, employees, or officials.

D. Religious Purposes. County funds shall not be used for religious purposes.

E. Commingling Funds. The Provider shall not commingle funds provided under this Agreement with funds used for purposes other than those listed in this Agreement. The Provider shall establish an internal tracking mechanism, which may include establishment of general ledger funds or accounts, to segregate financial activity related to this Agreement.

F. **Program Income and Fundraising.** On a monthly basis, the Provider shall track, record, and disclose to OMB any Program income, or fundraising collections, from or related to the Program(s) funded under this Agreement. The Provider shall use such Program income or fundraising collections to cover expenses for the County funded Program(s). The Provider's audits shall contain a Program Income Schedule, if program income or fundraising collections are accrued, detailing program income and fundraising collections realized under this Agreement and copies of said schedule will be provided to the County.

ARTICLE 16. REQUIRED DOCUMENTS, RECORDS, REPORTS, AUDITS, MONITORING, REVIEW, REPORT CARDS, AND TRAINING

A. **Florida Department of Agriculture and Consumer Services Registration.** If applicable, pursuant to Chapter 496, Florida Statutes, known as the Solicitations of Contributions Act, the Provider must register with the Florida Department of Agriculture and Consumer Services and submit to the OMB proof of registration upon request.

B. **Board of Director Requirements.** The Provider shall ensure that the Provider's Board of Directors is apprised of the programmatic, fiscal, and administrative obligations under this Agreement funded through County Funds by providing, upon request, the official signed minutes of its Board meeting wherein the Programs funded under this Agreement are discussed. Provider must also maintain proof that it has been sharing the results of all County monitoring reports with its Board at meetings where a quorum of its Board is achieved. The Provider shall furnish the County with copies of the minutes of such Board meetings upon request. These minutes may be redacted to show only those portions of the meeting relating to this Agreement and County monitoring reports.

C. **Proof of Tax Status.** The Provider is required to submit to the County the following documentation: (a) The I.R.S. tax exempt status determination letter; (b) the most recent I.R.S. Form 990 or I.R.S. Form-EZ or I.R.S. Form 990-N; (c) the annual submission of I.R.S. Form 990 or I.R.S. Form 990-N within six (6) months after the Provider's fiscal year end; (d) IRS Form 941 - Quarterly Federal Tax Returns within sixty (60) days after the quarter ends and if the Form 941 or RT-6 reflects a tax liability, proof of payment must be submitted within sixty (60) days after the quarter ends.

D. **Business Application.** The Provider shall be a registered vendor with the County's Department of Procurement Management for the duration of this Agreement. It is the responsibility of the Provider to file the appropriate Vendor Application and to update the Application file for any changes for the duration of this Agreement, including any option years.

E. **Accounting Records.** The Provider shall institute internal fiscal controls and shall keep books and accounting records which conform to the Generally Accepted Accounting Principles (GAAP) in the United States, and identify the County funds and the related expenditures, and income. The Provider shall submit to the County a copy of its fiscal policies and procedures during the annual monitoring visit. These policies and procedures should include proper agency segregation of duties. During the monitoring visit, the Provider shall submit bank statements and bank reconciliations which must include, at a minimum, the signature or initials of the staff person reviewing and approving the monthly bank reconciliations, which should be different than the staff person who prepared the reconciliations. Electronic or non-electronic signatures are acceptable. These bank records must reflect a positive balance at the end of each month. Bank records and statements may be redacted to only show items pertaining to use of Miami-Dade County funding.

Subject to, and notwithstanding anything to the contrary in Article 16, Section S, Public Records, all such records will be retained by the Provider for not less than five (5) years beyond

the term of this Agreement and shall be made available for review upon request from County authorized personnel. The Provider shall reconcile its bank statements within a month after they become available from the bank as attested by the dates, and the signatures or initials of the staff preparing, reviewing, and approving the monthly bank reconciliations. The Provider's checks or other forms of payment shall be signed or approved, electronically or non-electronically by authorized staff of the Provider.

F. Financial Audit. If the Provider has or is required to have an annual certified public accountant's opinion and related financial statements, the Provider agrees to provide these documents and any management letter and related responses to the OMB within the earlier of thirty (30) days after receipt of the auditor's report or nine (9) months after the end of the Provider's fiscal year, for each year during which this Agreement remains in force or until all funds received pursuant to this Agreement have been so audited, whichever is later. In the event that the documents provided under this section contain deficiencies or other matters of concern, the Provider shall provide to the County for review any additional documentation to address the County's concerns. What constitutes a deficiency and/or matter of concern shall be determined at the County's sole discretion. Failure to address concerns pursuant to this section to the County's satisfaction shall be a breach of this contract.

G. Access to Records: Audit. The County reserves the right to require the Provider to submit to an audit by an auditor of the County's choosing or approval, and to review any independent audit performed on the Provider for reasons of compliance with funding requirements of any other governmental agency or financial institution. The Provider shall provide access to all of its records which relate to this Agreement at its place of business during regular business hours. The Provider agrees to provide such assistance as may be necessary to facilitate their review or audit by the County to ensure compliance with applicable accounting and financial standards.

H. Quarterly Reviews of Expenditures and Records. The County Commission Auditor may perform quarterly reviews of Provider expenditures and records. Subsequent payments to the Provider shall be subject to a satisfactory review of Provider records and expenditures by the County Commission Auditor, including but not limited to, review of supporting documentation for expenditures and the existence of sufficient documentation to support eligible expenditures. The Provider agrees to reimburse the County for ineligible expenditures as determined by the County Commission Auditor.

I. Recordkeeping. The Provider shall maintain and shall require that the Provider's subcontractors and suppliers maintain complete and accurate program and fiscal records to substantiate compliance with the requirements set forth in the Scope of Services. Subject to, and notwithstanding anything to the contrary in Article 16, Section S, Public Records, the Provider and its subcontractors and suppliers shall retain such records, and all other documents relevant to the services furnished under this Agreement, for a period of five (5) years from the expiration date of this Agreement.

J. Confidentiality Requirements. The Provider shall comply with all applicable state and federal statutes and regulations for the protection of confidential client records and electronic exchange of confidential information. Provider shall establish and implement policies and procedures that ensure compliance with the applicable law. "Confidential" shall be used in this section to describe information that is confidential under applicable law. The policies and procedures must ensure, at a minimum, that:

1. There is is a controlled and secure area for storing and maintaining active confidential information and files, including but not limited to medical records;
2. Confidential records are not removed from the Provider's premises, unless

otherwise authorized by law or upon written consent from the County;

3. Access to confidential information is restricted to authorized personnel of the Provider, the County, and/or the United States Office of the Inspector General;
4. Records are not left unattended in areas accessible to unauthorized individuals;
5. Access to electronic data is controlled;
6. Written authorization, signed by the client, is obtained for release of copies of client records and/or information. Original documents must remain on file at the originating provider site;
7. An orientation is provided to new staff persons, employees, and volunteers. All employees and volunteers must sign a confidentiality pledge, acknowledging their awareness and understanding of confidentiality laws, regulations, and policies;
8. Procedures are developed and implemented that address client chart and medical record identification, filing methods, storage, retrieval, organization and maintenance, access and security, confidentiality, retention, release of information, copying, and faxing.

K. Progress Reports. The Provider shall furnish the OMB with monthly progress/performance reports in accordance with the activities and goals detailed in Attachments A and G of this Agreement. The reports shall explain the Provider's progress for the month and, in the event that its activities are seasonal, must clearly indicate when specific services and related expenditures will occur. The data should be quantified when appropriate. A corrective action plan must accompany all progress reports that indicate that the Provider is not meeting its expected service goals or expected performance levels. The final progress report shall be due no later than thirty (30) days after the expiration or termination of this Agreement.

L. Client Records. The Provider shall maintain and shall require that the Provider's subcontractors maintain records that show the clients that received services, and indicate the type and date of services provided, as supporting information for monthly progress reports (Attachment F). Where appropriate, and based on the type of service provided, the Provider shall maintain a separate individual client file for each client/family served. This client file shall include all pertinent information regarding case activity. Subject to applicable law, these client files shall be subject to the audit, monitoring and inspection requirements under Article 16, Sections G, H, I, J, L, and M, and any other relevant provisions of this Agreement.

M. Monitoring and Performance Review. The Provider agrees to permit County authorized personnel to monitor, review, and evaluate the program/work which is the subject of this Agreement. Provider agrees the County Mayor or Mayor's designee may make unannounced, on-site visits during normal working hours to the Provider's headquarters and/or any location or site where the services contracted for are performed.

OMB shall monitor fiscal, administrative, and programmatic compliance with all the terms and conditions of the Agreement. The Provider shall permit the OMB to conduct site visits, client assessment surveys, and other techniques deemed reasonably necessary by the County to fulfill this monitoring function. Subject to applicable law, the OMB will also have the right to inspect original documentation regarding fiscal, administrative, and programmatic matters and may retain copies of such documentation for verification purposes. Such documentation includes, but is not limited to, employee time records that document work hours spent on direct and indirect

duties within the County funded program(s), and documentation to show consistency and adherence in implementing the County funded Program(s) in accordance with the line item budget pursuant to Attachment B of this Agreement.

A report of the OMB's monitoring conclusions may be delivered to the Provider and the Provider will rectify all deficiencies cited within the period of time specified in the County's report. If such deficiencies are not corrected within the specified time frame, the County may suspend payments or terminate this Agreement. If the County suspends or stops payment and if the Provider continues to provide services pursuant to this Agreement, the Provider shall do so at its own risk and understands and agrees that Provider may not be reimbursed or may not receive further payments under this Agreement.

Pursuant to Implementing Order No. 3-15, OMB will issue a Community-Based Organization (CBO) Report Card, based on the findings of a performance review, at least annually, or as otherwise may be required at the County's sole discretion, to track the Provider's status and progress. Ratings will be applied to the areas of: (1) Deliverables (defined as all documentation and any items of any nature submitted by the Provider to the County's Contract Manager for review and approval pursuant to the terms of this Agreement) and Program Achievement; (2) Administration and Contract Compliance; and (3) any other area(s) as deemed appropriate by the County and in its sole discretion. The Report Card will be transmitted by the County Mayor and placed on the Board of County Commissioners' agenda in accordance with rule 5.06(j) of the Board's Rules of Procedure.

The report Card will rate the CBO performance using green, yellow, and red stoplight scale as follows:

1. Green – Five (5) or fewer instances of non-compliance
2. Yellow – More than five (5) instances of non-compliance
3. Red – Any number of instances of non-compliance that merit contract or payment suspension.

The Provider will be notified in writing of the proposed rating and will have no more than ten (10) days from the date of the notice to submit a response to OMB that will be attached to the final Report Card. Additionally, at OMB's sole discretion, an organization may be asked to submit a corrective action plan to address the instances of noncompliance identified in the Report Card. Once a corrective action plan is submitted by the organization, approved by OMB, and the actions outlined in the corrective action plan are completed by the agency, a rating of yellow may be changed to green and a rating of red may be changed to yellow, at the OMB's sole discretion. A rating of red will not be changed directly to green at any time during the contract period. As a result of the Performance Review or any information that may come to the attention of the County, the OMB Director or the Director's designee may, at their sole discretion, terminate or elect not to renew the contract, or suspend payment at any time due to any number of finding(s) or issue(s) including, but not limited to:

1. Lack of fiscal documentation
2. Lack of client records or program documentation
3. Health or safety concerns
4. Required background checks or licenses not completed or current
5. Monies owed to the IRS or another government entity without an approved repayment plan
6. Lack of or a lapse in required insurance
7. Repeat instances of non-compliance from a prior year
8. Being on an active, federal, state, or local debarment list.

The seriousness and significance of instances of non-compliance shall be determined at OMB's sole discretion. All Report Cards conducted during the contract year will be transmitted by the County Mayor to the Board of County Commissioners in accordance with IO 3-15 regardless of whether or not the organization has been terminated or is being recommended for renewed funding.

N. Organizational Review. – Pursuant to Implementing Order No. 3-15, and as defined and set forth therein, the County reserves the right to conduct a partial or complete Organizational Review at any time, as needed.

O. Required Training and Analyses. The County reserves the right to require the Provider to attend mandatory training or technical assistance activities or participate in evaluation studies, quality management activities, and Corrective Action Plan activities. The Provider also agrees to participate in any analyses carried out by or on behalf of the County to evaluate the effectiveness of Provider's client service(s) or the appropriateness and quality of care/service delivery. The County shall notify the Provider in writing of any such required trainings or analyses. Accordingly, the Provider shall permit authorized staff involved in such efforts the right of access to the Provider's premises and records.

P. Disaster Plan/Continuity of Operations Plan ("COOP"). The Provider shall register with the Communities Organized to Respond in Emergencies (CORE) initiative implemented by the Miami-Dade County Emergency Management Department. The Provider shall develop and maintain an Agency Disaster Plan/COOP ("Plan"). At a minimum, the Plan will describe how the Provider establishes and maintains an effective response to emergencies and disasters and must comply with any Emergency Management related Florida Statutes applicable to the Provider. The Plan must be submitted to the OMB no later than thirty (30) days after the execution of this Agreement and is also subject to review and approval of the County in its sole discretion. The Provider will review the Plan annually, revise it as needed, and maintain a written copy on file at the Provider's site.

Q. Homeless Management Information System (HMIS) and Continuum of Care (CoC) Coordinated Intake and Assessment Process. If the Provider is contracted to provide homeless-related services, the Provider agrees to participate in the Homeless Management Information System (HMIS) and the Continuum of Care (CoC) Coordinated Intake and Assessment Process selected and established by the Miami-Dade County Homeless Trust.

1. Participation in the HMIS will include, but is not limited to, input of client data upon intake, annually and at exit. Providers performing outreach will update client files upon client contact. Providers providing rental assistance will record the move-in date in HMIS. The Provider agrees to abide by the terms of any HMIS Agreements. The Provider shall indemnify and hold harmless the County, its agents, and instrumentalities from any and all liability, losses, and damages arising out of or relating to the HMIS system.
2. Participation in the CoC will include, but not be limited to: participation in the CoC's defined process to make and receive referrals for housing and/or services (including the use of the HMIS for such, if required in the Standards of Care); use of any forms required (e.g. Release of Information, Homeless Verification Form, etc.); compliance with the established Standards of Care (<http://www.homelesstrust.org/providers.asp#Standards>); relating to eligibility criteria and timely processing of referrals and cooperation with established prioritizations for placement.

R. Disposition of Equipment Purchased with County Funding. The Provider shall

maintain equipment purchased with County funding and with a purchase value of \$1,000.00 or greater until such equipment has reached its useful life and has been fully depreciated by the Provider. If such equipment is functional beyond this point and the Provider has the means to obtain a replacement of the equipment, the Provider is encouraged to donate the equipment to clients, if appropriate, or to other social service providers in need of such equipment. The Provider must ensure that any confidential information that may be stored in such equipment/devices has been cleared prior to the donation taking place. Donations of such equipment should be reported in the Provider's final report.

S. Public Record. If the Provider meets the definition of "Contractor" as defined in Section 119.0701(1)(a), the Provider shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service;
2. Upon request from the County's custodian of public records identified herein, provide the County with a copy of the requested records or allow the public with access to the public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in the Florida Public Records Act, Miami-Dade County Administrative Order No. 4-48, or as otherwise provided by law;
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement's term and following completion of the services under this Agreement if the Provider does not transfer the records to the County; and
4. Upon completion of the Contract, transfer, at no cost, to the County all public records created, received, maintained and/or directly related to the performance of this Agreement that are in possession of the Provider, or keep and maintain such public records. If Provider transfers all public records to the County upon completion of the Contract, the Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains the public records upon completion of the Contract, the Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

For purposes of this Article, the term "public records" shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the COUNTY.

If considered a "contractor", Provider's failure to comply with the public records disclosure requirement set forth in Section 119.0701 of the Florida Statutes shall be a breach of this Agreement and the County may, at the County's sole discretion, avail itself of any of the remedies for breach set forth under this Agreement or available at law or equity. In the event the Provider fails to meet any of these provisions or fails to comply with Florida's Public Records Laws, the Provider shall be responsible for indemnifying the County in any resulting litigation and the Provider shall defend its claim that any public record is confidential, trade secret, or otherwise exempt from inspection and copying under Florida's Public Records Laws.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

Miami-Dade County
Office of Management and Budget-Grants Coordination
111 N.W. 1st Street, 22nd Floor
Miami, Florida 33128
Attention: Grace Ferreira
Email: Grace.Ferreira@miamidade.gov

T. **No Wrong Door Initiative.** As a recipient of funding from Miami-Dade County, the Provider agrees to implement the "No Wrong Door Initiative" to assist with the connection of Miami-Dade County government and resources to the community. This streamlined approach will make it easier for people to learn about—and access—the services they need. This includes referrals of Provider clients to Miami-Dade's web portal at the time it launches, 311 services for quick access to services, and the community's 211 service.

ARTICLE 17. AUDITS AND INTERNAL REVIEWS BY THE OFFICE OF MANAGEMENT AND BUDGET, OFFICE OF MIAMI-DADE COUNTY INSPECTOR GENERAL AND THE COMMISSION AUDITOR

The Provider understands that it may be subject to an audit, random or otherwise, by the Office of the Miami-Dade County Inspector General or an Independent Private Sector Inspector General retained by the Office of the Inspector General, or the County Commission Auditor.

Office of the Inspector General. The attention of the Provider is hereby directed to the requirements of Section 2-1076 of the County Code in that the Office of the Miami-Dade County Inspector General (IG) shall have the authority and power to review past, present and proposed County programs, accounts, records, contracts and transactions. The IG may, on a random basis, perform audits on all County contracts throughout the duration of said contract (hereinafter "random audits"). This random audit is separate and distinct from any other audit by the County. Grant recipients are exempt from paying the cost of the audit which is normally ¼ of 1% of the total contract amount.

The IG shall have the power to subpoena witnesses, administer oaths and require the production of records. Upon ten (10) days written notice to the Provider from IG, the Provider shall make all requested records and documents available to the IG for inspection and copying. The IG shall have the power to report and/or recommend to the Board of County Commissioners whether a particular project, program, contract, or transaction is or was necessary and, if deemed necessary, whether the method used for implementing the project or program is or was efficient both financially and operationally. Monitoring of an existing project or program may include reporting whether the project is on time, within budget and in conformity with plans, specifications, and applicable law. The IG shall have the power to analyze the need for, and reasonableness of, proposed change orders.

The IG shall have the power to audit, investigate, monitor, oversee, inspect, and review the

operations, activities and performance and procurement process including, but not limited to, project design, establishment of bid specifications, bid submittals, activities of the contractor, its officers, agents and employees, lobbyists, County staff and elected officials in order to ensure compliance with contract specifications and detect corruption and fraud.

The IG is authorized to investigate any alleged violation by a Provider of its Code of Business Ethics, pursuant to Section 2-8.1 of the County Code.

The provisions in this section shall apply to the Provider, its subcontractors, and their respective officers, agents, and employees. The Provider shall incorporate the provisions in this section in all contracts and all other agreements executed by its subcontractors in connection with the performance of this Agreement. Any rights that the County has under this Section shall not be the basis for any liability to accrue to the County from the Provider, its subcontractors, or third parties for such monitoring or investigation of for the failure to have conducted such monitoring or investigation and the County shall have no obligation to exercise any of its rights for the benefit of the Provider, its contractors or third parties.

Nothing in this Agreement shall impair any independent right of the County to conduct audit or investigative activities. The provisions of this section are neither intended nor shall they be construed to impose any liability on the County by the Provider or third parties.

ARTICLE 18. SUBCONTRACTORS AND ASSIGNMENTS

A. **Subcontracts.** The parties agree that no subcontract agreement will be made or let in connection with this Agreement without the prior written approval of the OMB in its sole discretion, which shall not be unreasonably withheld. In the event approval is granted by the County, and subject to the conditions below, a copy of the approved fully executed Subcontractor agreement(s) must be furnished to OMB in order for Subcontractor expenses to be paid under this Agreement. With respect to any subcontract or subcontractor, the Provider agrees as follows:

1. If the Provider will cause any part of this Agreement to be performed by a Subcontractor, before entering into any subcontract hereunder, the Provider will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Services to be performed. The applicable provisions of this Agreement as specified herein will apply to such Subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Provider; and the Provider will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Provider. The services performed by the Subcontractor will be subject to the applicable provisions hereof as if performed directly by the Provider.
2. The Provider, before making any subcontract for any portion of the services, will state in writing to the County the name of the proposed Subcontractor, the portion of the Services which the Subcontractor is to perform, the place of business of such Subcontractor, and such other information as the County may require. The County will have the right to require the Provider not to award any subcontract to a person, firm, or corporation disapproved by the County in its sole discretion.
3. In order to qualify as a Subcontractor satisfactory to the County in its sole discretion, in addition to the other requirements herein provided, the Subcontractor must be prepared to prove to the satisfaction of the County that it

has the necessary facilities, skill and experience, and ample financial resources to perform the Services in a satisfactory manner. To be considered skilled and experienced, the Subcontractor must show to the satisfaction of the County in its sole discretion that it has satisfactorily performed services of the same general type which is required to be performed under this Agreement.

4. The County shall have the right to withdraw its consent to a subcontract if it appears to the County that the subcontract will delay, prevent, or otherwise impair the performance of the Provider's obligations under this Agreement. Provider shall furnish to the County copies of all subcontracts between Provider and Subcontractors and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the County permitting the County to request completion of performance by the Subcontractor of its obligations under the subcontract, in the event the County finds the Provider in breach of its obligations, the option to pay the Subcontractor directly for the performance by such subcontractor. Notwithstanding, the foregoing shall neither convey nor imply any obligation or liability on the part of the County to any subcontractor.

B. Assignments. The parties agree that no assignment will be made or let in connection with this Agreement without the prior written approval of the County and subject to approval by the Board of County Commissioners.

C. If this Agreement involves the expenditure of \$100,000 or more by the County and the Provider intends to use subcontractors to provide the services listed in the Scope of Work (Attachment A) or suppliers to supply the materials, the Provider shall provide the names of the subcontractors and suppliers on the form attached as Attachment I. Provider agrees that it will not change or substitute subcontractors or suppliers from those listed in Attachment I without prior written approval of the County.

D. Prompt Payments to Subcontractors. The Provider shall issue prompt payments to subcontractors that are small businesses (meaning annual gross sales of \$750,000 or less with its principal place of business in Miami-Dade County) and shall have a dispute resolution procedure in place to address disputed payments. Pursuant to the County's Sherman S. Winn Prompt Payment Ordinance (Ordinance No. 94-40), Section 2-8.1.4 of the County Code, Administrative Order No. 3-19, and the Florida Prompt Payment Act, payments must be made within thirty (30) days of receipt of a proper invoice. Failure to issue prompt payments to small business subcontractors or adhere to dispute resolution procedures may be grounds for suspension or termination of this Agreement or debarment.

ARTICLE 19. PURCHASES

The Provider will request three (3) quotes for all single-item purchases that are partially or fully funded by the County and valued at \$1,000 or above and maintain documentation of all three (3) requests and associated documentation, including quotes received, on file. Provider will also obtain quotes for any professional services partially or fully funded by the County in connection with this agreement.

ARTICLE 20. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

It shall be a contractual obligation of the Provider hereunder, that during the term of the Agreement, Provider agrees to abide by and be governed by all applicable federal, state and county laws, including but not limited to the following Miami-Dade County Ordinances, Resolutions, sections of the County Code and federal and state laws:

A. Miami-Dade County False Claims Ordinance ([Article XV.](#)) pertaining to claims that are false, fraudulent, or inflated.

B. "Debarment," [Section 10-38](#) of the County Code pertaining to responsible contractors and debarment of contractors from County work.

C. Miami-Dade County Ordinance [No. 99-5, codified at 11A-60](#) et. Seq. of the County Code pertaining to complying with the County's Domestic Violence Leave Ordinance and requires an employer, who in the regular course of business has fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks to provide domestic violence leave to its employees.

D. Part III, Ch. 2, Art. 1 and Ch. 11A of the County Code, and any payment and performance bond requirements if applicable under the Florida Statutes and F.A.R. 52.222, if applicable.

E. Miami-Dade County Ordinance No. 99-152, prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.

F. "Drug-free workplace requirements for contractors and entities transacting business with Miami-Dade County," [Section 2-8.1.2](#) of the County Code.

G. "Nondiscrimination," [Section 2-8.1.5](#) of Chapter II, Article 1 of the County Code, and the Aspirational Diverse Workforce Policy in Resolution No. R-1106-15 of the Miami-Dade Board of County Commissioners.

H. County Ordinance No. 142-91 codified as Section 11A-29 et seq. of the County Code – Family Leave.

I. Section 2-8.6 of the County Code – Criminal Record.

J. Section 2-8.1 of the County Code – Ownership Disclosure.

K. Chapter 11A of the County Code – prohibiting discrimination.

L. County Resolution R-385-95 – Miami Dade County Disability Nondiscrimination Affidavit, incorporating the following Federal laws and Acts:

1. The Americans with Disabilities Act of 1990 (ADA)
2. Title II, Public Services
3. Title III, Public Accommodation and Services Operated by Private Entities; and Section 504 of the Rehabilitation Act of 1973
4. Title IV, Telecommunications
5. Title V, Miscellaneous Provisions

M. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT - Any person or entity, including any subcontractor or agent of the Provider, that performs or assists the Provider with a function or activity involving the use or disclosure of "individually identifiable health information" (IIHI) and/or "Protected Health Information" (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, the Miami-Dade County Privacy Standards Administrative Order, and any other applicable laws regarding confidential information. The Provider also agrees to:

1. Report to the County any non-permitted use or disclosure of PHI;
2. Make appropriately redacted PHI and other records available to the County for an accounting of disclosures; and
3. Make internal practices, books, and other appropriately redacted records related to PHI available to the County for compliance audits.

N. For congregate and/or home-delivered meal programs, the Provider agrees to furnish proof that it is meeting all applicable local, State, and Federal food safety and hygiene requirements.

O. Worker's Compensation Insurance for all employees of the Provider as may be required by Florida Statutes, Chapter 440.

Further, all funded activities must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation or physical ability, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, as amended (42 U.S.C. 2000d et seq), the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973.

Notwithstanding any other provision of this Agreement, Provider shall not be required pursuant to this Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Provider, constitute a violation of any law or regulation to which Provider is subject, including but not limited to laws and regulations requiring that Provider conduct its operations in a safe and sound manner.

ARTICLE 21. MISCELLANEOUS

A. **Publicity.** It is understood and agreed between the parties hereto that this Provider is funded by Miami-Dade County. Further, by the acceptance of these funds, the Provider agrees that events funded by this Agreement shall recognize and adequately reference the County as a funding source, including those conducted by any subcontractors. The Provider shall ensure that all publicity, public relations, advertisements, and signs recognizes and references the County for the support of all contracted activities. This is to include, but is not limited to, all posted signs, pamphlets, wall plaques, cornerstones, dedications, notices, flyers, brochures, news releases, media packages, promotions, and stationery. The use of the official County logo is permissible for the publicity purposes stated herein and must adhere to the standards established at <https://www.miamidade.gov/branding/logo.asp>. Provider shall submit sample or mockup of such publicity or materials to the County for review and prior approval, which shall not be unreasonably withheld. The Provider shall ensure that all media representatives, when inquiring about the activities funded by this contract, are informed that the County is its funding source.

B. **Governing Law and Venue.** This Agreement is made in the State of Florida and shall be governed according to the laws of the State of Florida. Venue for this Agreement shall be Miami-Dade County, Florida.

C. **Modifications.** Any alterations, variations, modifications, extensions, or waivers of provisions of this Agreement including, but not limited to, amount payable and effective term shall only be valid when they have been reduced to writing, duly approved and signed by both parties and attached to the original of this Agreement.

The County and Provider mutually agree that modification of the Scope of Work, schedule of payments, billing and cash payment procedures, set forth herein are at the County's sole discretion.

Pursuant to Implementing Order 3-15, the Director of OMB or the Director's Designee is authorized to make non-material modifications to this Agreement on behalf of the County.

The Office of the Inspector General shall have the power to analyze the need for, and the reasonableness of proposed modifications to this Agreement.

D. Counterparts. This Agreement is executed in three (3) counterparts, and each counterpart shall constitute an original of this Agreement. Electronic signatures are permissible under FS 668.50 Uniform Electronic Transaction Act for purposes of this agreement.

E. Headings, Use of Singular and Gender. Paragraph headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this Agreement. Wherever used herein, the singular shall include the plural and plural shall include the singular, and pronouns shall be read as masculine, feminine, or neuter as the context requires.

F. Pre-condition to County's Execution of this Agreement. The Provider acknowledges that prior to the County Mayor or Mayor's designee executing this Agreement, the OMB shall engage in a due diligence effort and review ("the Due Diligence Effort and Review") which includes but is not limited to researching background information on the Provider, ensuring the Provider is not in non-compliance with other County contracts, and reviewing the Provider's Scope of Work, budget, affidavits, responses to affidavits and any other proposed or required attachments to this Agreement. All services undertaken by the Provider before the County's execution of this Agreement shall be at the Provider's risk and expense.

G. No Third Parties. The parties expressly agree there are no intended or unintended third-party beneficiaries to this Agreement.

H. Sovereign Immunity. Nothing in this contract shall be considered a waiver of the County's sovereign immunity.

I. Review of this Agreement and Authority to Execute Agreement. Each party hereto represents and warrants that they have consulted with their own attorney concerning and participated in the drafting of each of the terms contained in this Agreement. No inference, assumption, or presumption shall be drawn from the fact that one party or its attorney prepared this Agreement. It shall be conclusively presumed that each party participated in the preparation and drafting of this Agreement. Each person signing this Agreement represents and warrants that they have full authority to execute this Agreement on behalf of the party on whose behalf they have affixed their signature to this Agreement.

J. Totality of Agreement / Severability of Provisions. This Agreement and Attachments, with its recitals on the first page of the Agreement and with its attachments as referenced below contain all the terms and conditions agreed upon by the parties:

- Attachment A: Scope of Work
- Attachment B: Line Item Budget
- Attachment B-1: Payment Procedures
- Attachment C: Due Diligence Affidavit
- Attachment C-1: State Public Entities Crime Affidavit
- Attachment D: Background Screening Affidavit

XXXX-XXXX

Attachment E: Monthly Payment Request

Attachment F: Monthly Progress Report

Attachment G: Quarterly Actual Expenditure Report (PERFORMANCE-BASED CONTRACTS ONLY)

Attachment H: Closeout Report

Attachment I: Subcontractors and Suppliers (CONTRACT AWARDS TOTALING \$100,000 OR MORE)

Attachment J: Authorized Signature Form

No other Agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. If any provision of this Agreement is held

invalid or void, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law and ordinance.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties have executed this Agreement, and its associated attachments, effective as of the contract date herein above set forth.

NAME OF AGENCY

By: _____
Name: _____
Title: _____
Date: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, on this ____ day of _____, 202_, by (name) _____ as _____ (title) _____ for _____ (name of agency) _____. Said person is personally known or produced the following identification _____.

Signature:

Notary Public – State of
Florida, Miami-Dade
County _____

Print
Name: _____

Notary Seal/Stamp:



MIAMI-DADE COUNTY

By: _____
Name: _____
Title: Mayor's Designee
Date: _____

Attest: _____
Board of County Commissioners

By: _____
Print Name: _____

Contract #: _____
Program: _____

ATTACHMENT A - SCOPE OF WORK

**MIAMI-DADE COUNTY OFFICE OF MANAGEMENT AND BUDGET
GRANTS COORDINATION**

SECTION 1: GENERAL INFORMATION

Name of Organization: _____

Program Name: _____

Program Funding Amount: _____ Contract Period: _____

SECTION 2: PROGRAM PLAN

2.1 - Program Narrative/Summary

(The program summary should include a detailed description of the program that will be funded by the Contract. This description should explain the goals of the program, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about.)

2.2 – Client Eligibility and Demographics

a. What target population(s) will this program serve? (i.e., children/students, seniors, adults, families, general population, businesses etc.)

b. What is the age range of clients participating in the program?

c. What are the eligibility standards for clients benefitting from the program? (i.e., low-income children enrolled in public schools, low-income elders that do not qualify for food stamps, youth referred by JSD or DJJ, school-aged children with truancy issues, etc.)

ATTACHMENT A - SCOPE OF WORK

d. In what Commission District(s) are program services provided. (Check all that apply.)

- | | | | | | | | |
|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|
| Countywide: | <input type="checkbox"/> | District 1: | <input type="checkbox"/> | District 2: | <input type="checkbox"/> | District 3: | <input type="checkbox"/> |
| District 4: | <input type="checkbox"/> | District 5: | <input type="checkbox"/> | District 6: | <input type="checkbox"/> | District 7: | <input type="checkbox"/> |
| District 8: | <input type="checkbox"/> | District 9: | <input type="checkbox"/> | District 10: | <input type="checkbox"/> | District 11: | <input type="checkbox"/> |
| District 12: | <input type="checkbox"/> | District 13: | <input type="checkbox"/> | | | | |

Are there other ways you describe the geographic location of clients? (i.e., primary zip codes, municipalities, or neighborhoods)

e. Based on the amount of funding being provided by the County, what is the maximum capacity for the program? (i.e., how many slots can the program accommodate for the amount of funding being provided by the County?)

2.3 – Program Detail

a. If applicable, what are the completion requirements of the program? (i.e., participate in trainings for eight weeks; attend five (5) counselling sessions; demonstrate improvement in the subject matter being addressed; test negative for substance use, etc.)

b. Is there follow up provided for target group (i.e., three (3) month, six (6) month, and nine (9) month)? If so, please describe:

c. Is there any time gap/breaks in your program? (i.e., Summer Break, Winter Break, Holidays)

ATTACHMENT A - SCOPE OF WORK

2.4 – Profile of Services

Activity #1	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output→	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome→	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #2	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output→	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome→	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #3	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output→	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome→	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #4	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output →	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome →	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #5	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output →	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome →	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #6	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output →	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome →	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #7	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output →	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome →	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #8	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output→	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome→	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #9	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output →	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome →	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #10	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output →	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome →	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A - SCOPE OF WORK

Activity #11	
Location(s)	
Number of unduplicated clients	
Frequency	
Objective	
Output→	Content example. Format of Outputs may be revised to fit online templates.
Anticipated Outcome→	Content example. Format of Outcomes may be revised to fit online templates.
Method of Measurement →	Content example. Format of Measures may be revised to fit online templates.

ATTACHMENT A

SECTION 3: ORGANIZATIONAL SUPPORT ACTIVITIES

3.1 - Describe how your organization will publicize availability of this program to the community

3.2 - How will your organization provide continuous quality control of this program, including its staff and operations?

By signing below, I certify that the information provided on this Scope of Work is true and accurate.

CBO

Print Name / Signature

Date

**Miami-Dade
County**

Print Name / Signature

Date

ORIGINAL BUDGET

BUDGET MODIFICATION #1

BUDGET MODIFICATION #2

ATTACHMENT B

Agency Approval: _____

Signature / Date: _____

Print Name: _____

County Approval: _____

Fiscal (cost basis only) - Accountant _____ Supervisor _____

Organization Name

ABCD Agency Inc.

Budget Period

1/1/2025 to 12/31/2025

Object Class Categories	Total Cost to Agency by Revenue Source						Total Cost to Agency For the Budget Period	% Charged to County	% Charged to Other Funding Sources	Total % All Funding	Justification
	County				Other Funding Source(s)						
	Program A Name		Program B Name								
DIRECT COSTS:	Amount	%	Amount	%	Amount	%					
Position/ Name	100	100.0%		0.0%		0.0%	100	100.0%	0.0%	100%	
Fringe Benefits		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Position/ Name		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Fringe Benefits		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Position/ Name		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Fringe Benefits		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Position/ Name		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Fringe Benefits		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Subcontractors		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Participant Meals		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Program Supplies		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Capital Equipment (Items over \$1,000)		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Non-Capital Equipment		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Travel		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
Rent		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
[ADD :LINE ITEMS FOR A CUSTOMIZED BUDGET		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%	

		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
SUBTOTAL	100		-		-		100			

INDIRECT COSTS:

Position/ Name		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
Fringe Benefits		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
Position/ Name		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
Fringe Benefits		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
Insurance:		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
[ADD :LINE ITEMS FOR A CUSTOMIZED BUDGET		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
(NOTE 25% CAP ON USE OF COUNTY FUNDS FOR INDIRECT COSTS)		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
		0.0%		0.0%		0.0%	-	0.0%	0.0%	0%
SUBTOTAL	-		-		-		-			

TOTAL AWARD:	100		-		-		100			
---------------------	------------	--	---	--	---	--	------------	--	--	--

IDC % 0.00% 0.00% 0.00% 0.00%

**ATTACHMENT B-1
PAYMENT PROCEDURES**

A. **Cost-Based Contracts: Reimbursement and Advances.** The parties agree that this is a **cost-based** Agreement and that the Provider shall be paid through reimbursement payment based on the budget approved under this Contract (see Attachment B) and when **complete and proper documentation** of service delivery and incurred expenses are provided to the County. Proper documentation includes, but is not limited to, itemized vendor invoices showing the service date or order date coinciding with the fiscal period (note, itemized list of items purchased must be related to the approved budget and scope of work), proof of payment to include a copy of the cancelled check, or ACH confirmation and a copy of the related bank statement, client lists to substantiate the quantity of materials/supplies ordered, or event listing, payroll register and summary for staff budgeted, and fully executed subcontract agreements, pre-approved by OMB-GC, If the actual performance levels of the program(s) covered by this agreement are less than the expected performance levels, then the County may adjust payments, recapture the funded award, or seek repayment based on the level of performance. The County reserves the right to disallow any expenditures unrelated to the approved budget and scope of work, which may include purchase of items and materials not contemplated in the budget, staff substitutions that were not pre-approved by the County, expenses or modification that do not comply with the terms of Article 5 of the Contract, improperly documented expenses (i.e. lacking invoices, bank statements, cancelled checks, payroll documents, etc.) and expenses incurred outside the contract period. The County, at its sole discretion, may request additional supporting documentation for any expenditures that require further validation. Upon proper and complete execution of this Contract, and submission of a request for payment on the Provider's letterhead, the County may provide the Provider with twenty-five percent (25%) of the Contract amount in advance. The Provider's request for this advance payment must be submitted in writing and must specify the reasons and justifications for such advance payment. It need not be accompanied by a detailed expenditure report. The County shall have the sole discretion in choosing whether or not to provide any advance payments and is not obligated to do so under any circumstances. Advance payments in excess of 25% of the Contract amount may be approved by the Mayor, the OMB Director as the Mayor's Designee, or the OMB Director's designee for this purpose.

B. **Monies Owed to the County.** The County reserves the right, in its sole discretion, to reduce payments to the Provider in order to recapture any monies owed to the County. In accordance with County Administrative Order No. 3-29, a Provider that is in arrears to the County is prohibited from obtaining new County contracts or extensions of contracts until such time as the arrearage has been paid in full or the County has agreed in writing to an approved re-payment plan.

Additionally, in accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Provider to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Provider under this Contract. Such retained amount shall be applied to the amount owed by the Provider to the County. The Provider shall have no further claim to such retained amount(s) which shall be deemed full accord and satisfaction of the amount due by the County to the Provider for the applicable payment due herein.

C. **No Payment of Subcontractors.** In no event shall County funds be advanced or paid by the County directly to any subcontractor hereunder. Payment to approved subcontractors shall be made by the Provider following requirements and limitations as detailed in Article 18 of this Agreement.

D. Requests for Payment. The County agrees to pay all budgeted costs incurred by the Provider that are allowable under the County guidelines. In order to receive payment for allowable costs, the Provider shall submit a Monthly Payment Request Cost Based Contract (Attachment E) and a Monthly Progress Report (Attachment F) on forms provided by the OMB-GC. The OMB-GC must receive the Monthly Payment Request and the Monthly Progress Report no later than the 21st day of the month following the month in which services were provided. The Monthly Payment Request shall reflect the expenses incurred by the Provider for the month in which services were rendered and documented in the Monthly Progress Report. Upon submission of satisfactory required monthly reports, the OMB-GC shall make payment. If the Provider is not meeting its expected expenditure rates, then a corrective action plan must accompany the Provider's Monthly Payment Request.

The County will not approve payments for in-kind or volunteer services provided by the Provider on behalf of the project. The OMB-GC shall accept originals of invoices, receipts, and other evidence of indebtedness as proof of expenditures. When original documents cannot be produced, the Provider must adequately justify their absence in writing and furnish copies as proof of the expenditures.

E. Processing the Payment Request. After the OMB-GC staff reviews and approves the payment request, the OMB will submit a payment request to the County's Finance Department. The County's Finance Department will issue payment via Automated Clearing House (ACH) or mail the check directly to the Provider at the address listed in Article 10 of this Agreement unless otherwise directed by the Provider in writing. The parties agree that the processing of a payment request from date of submission by the Provider shall take a maximum of forty-five (45) days from receipt of a complete and accurate payment request, pursuant to the County's Sherman S. Winn Prompt Payment Ordinance (Ordinance 94-40), Section 2-8.1.4 of the Code of Miami-Dade County, Administrative Order No. 3-19, and the Florida Prompt Payment Act, if supporting documentation/invoices are properly documented as determined by the County in its sole discretion. It is the responsibility of the Provider to maintain sufficient financial resources to meet the expenses incurred during the period between the provision of services and payment by the County.

Failure to submit monthly reimbursement requests with supporting documentation in a manner deemed correct and acceptable by the County, by the 21st day of each month following the month in which the service was delivered, shall be considered a breach of this Agreement and may result in termination of this Agreement.

F. Final Request for Payment. A final request for payment from the Provider will be accepted by the OMB-GC up to thirty (30) days after the expiration of this Agreement. If the Provider fails to comply, all rights to payment shall be forfeited. The request for the final payment may include accruals of the personnel costs listed in Attachment B, which the Provider is obligated to pay after the close of the period for services provided within the term of the Agreement.

G. Closeout Reporting Process/Recapture of Funds. Upon the expiration of this Contract, the Provider shall submit Closeout Report documents to the OMB no more than thirty (30) days after the expiration of this Contract. These documents shall include a cumulative contract year-end summary of the Provider's program performance, the Contract Year-End Closeout Report, and the Property Inventory Report. If after receipt of these documents, the OMB-GC determines that the Provider has been paid funds not in accordance with the Contract, and to which the Provider is not entitled, the Provider shall return such funds to the County or submit appropriate documentation. The County shall have the sole discretion in determining whether the Provider is entitled to such funds and the County's decision on this matter shall be binding.

Additionally, any unexpended or unallocated funds shall be recaptured by the County.

ATTACHMENT B-1 PAYMENT PROCEDURES

A. **Performance-Based Contract: How payment will be made.** The parties agree that this is a performance-based Contract and that the Provider shall be paid on a monthly basis contingent upon the submission of satisfactory Monthly Payment Requests Performance Based Contract (Attachment E), Monthly Progress Report (Attachment F), a satisfactory Quarterly Report of Actual Expenditures Report (Attachment G), and a Final Year-End Closeout Report (Attachment H). The County has the right to withhold payment if the OMB-GC, in its sole discretion, deems any required report to be unsatisfactory. The County shall have the sole discretion in determining if the Provider is entitled to such funds and the County's decision in this matter shall be binding.

Upon proper and complete execution of this Contract, the County may provide the Provider with twenty-five percent (25%) of the Contract amount in advance. Advance payments in excess of 25% of the Contract amount may be approved by the Mayor, the OMB Director as the Mayor's Designee, or the OMB Director's designee for this purpose. Thereafter, for each month of satisfactory performance as documented by the submission of a proper monthly progress report and a quarterly report of actual expenditures approved by the County, the County will pay the Provider the remaining contract amount in 1/11th increments. Monthly disbursements shall occur upon receipt of timely submission of Monthly Progress Report(s) and the Quarterly Report of Actual Expenditures and is contingent upon the Provider's overall satisfactory performance. The Provider will use the approved budget's percent charged to County to track and report expenditures related to this Agreement on the Quarterly Actual Expenditure Report. The Provider is required to maintain documentation of actual expenditures reported on a quarterly basis. If the Provider is not meeting its expected service performance levels and/or expenditure rates, then a corrective action plan must accompany the Monthly Progress Reports and/or Monthly Expenditure Reports. The OMB-GC will provide a submission due date calendar for the Monthly Payment Requests, Monthly Progress Report, the Quarterly Report of Actual Expenditures, and the Final Contract Year-End Closeout Report (Attachments F, G, H, and I).

The County reserves the right to convert this Contract to a cost-based Contract in which the Provider shall be paid through reimbursement payment based on the budget approved under this Contract and when documentation of completed and satisfactory service delivery is provided and supporting documentation of incurred expenditures are provided. Thus, the Provider must maintain appropriate supporting documentation for all expenditures from the beginning of the Contract term (note, proper documentation includes, but is not limited to, itemized vendor invoices showing the service date or order date coinciding with the fiscal period (note, itemized list of items purchased must be related to the approved budget and scope of work), proof of payment to include a copy of the cancelled check, or ACH confirmation and a copy of the related bank statement, client lists to substantiate the quantity of materials/supplies ordered, or event listing, payroll register and summary for staff budgeted, and fully executed subcontract agreements, pre-approved by OMB-GC). The County reserves the right to disallow any expenditures unrelated to the approved budget and scope of work, which may include purchase of items and materials not contemplated in the budget, staff substitutions that were not pre-approved by the County, expenses or modification that do not comply with the terms of Article 5 of the Contract, improperly documented expenses (i.e. lacking invoices, bank statements, cancelled checks, payroll documents, etc.) and expenses incurred outside the contract period. The County, at its sole discretion, may request additional supporting documentation for any expenditures that require further validation. If the actual performance levels of the program(s) covered by this agreement are less than the expected performance levels, then the County may adjust payments, recapture the funded award, or seek repayment based on the level of performance.

Once the County, in its sole discretion, has made the determination to convert to a cost-based method, the Provider shall submit to the OMB-GC, the Monthly Reimbursement form provided by the OMB-GC on a monthly basis. Monthly reimbursement requests (both retroactive and current) and accompanying supporting documentation must be received by the OMB-GC no later than the 21st of the month following the month for which reimbursement is requested.

B. Monies Owed to the County. The County reserves the right, in its sole discretion, to reduce payments to the Provider in order to recapture any monies owed to the County. In accordance with County Administrative Order No. 3-29, a Provider that is in arrears to the County is prohibited from obtaining new County contracts or extensions of contracts until such time as the arrearage has been paid in full or the County has agreed in writing to an approved re-payment plan.

Additionally, in accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Provider to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Provider under this Contract. Such retained amount shall be applied to the amount owed by the Provider to the County. The Provider shall have no further claim to such retained amount(s) which shall be deemed full accord and satisfaction of the amount due by the County to the Provider for the applicable payment due herein.

C. No Payment of Subcontractors. In no event shall County funds be advanced or paid by the County directly to any subcontractor hereunder. Payment to approved subcontractors shall be made by Provider following requirements and limitations as detailed in Article 18 of this Agreement.

D. Monthly Payment Request. The County agrees to pay all budgeted costs incurred by the Provider that are allowable under the County guidelines and that are properly invoiced according to the deadlines stipulated in this contract. In order to receive payment for allowable costs, the Provider shall submit a Monthly Payment Request and a Monthly Progress Report on forms provided by the OMB-GC. The OMB-GC must receive the Monthly Payment Request and the Monthly Progress Report no later than the 21st day of the month following the month in which services were provided. The Monthly Payment Request shall reflect the expenses incurred by the Provider for the month services were rendered and documented in the Monthly Progress Report. Upon submission of satisfactory required monthly reports, the OMB-GC shall make payment.

The County will not approve payments for in-kind or volunteer services provided by the Provider on behalf of the project. The OMB-GC shall accept originals of invoices, receipts and other evidence of indebtedness as proof of expenditures. When original documents cannot be produced, the Provider must adequately justify their absence in writing and furnish copies as proof of the expenditures.

E. Processing the Monthly Payment Request. After the OMB-GC staff reviews and approves the payment request, the OMB-GC will submit a payment request to the County's Finance Department. The County's Finance Department will issue payment via Automated Clearing House (ACH) or mail the check directly to the Provider at the address listed in Article 10 of this Agreement unless otherwise directed by the Provider in writing. The parties agree that the processing of a payment request from date of submission by the Provider shall take a maximum of forty-five (45) days from receipt of a complete and accurate payment request, pursuant to the County's Sherman S. Winn Prompt Payment Ordinance (Ordinance No. 94-40), Section 2-8.1.4

of the County Code, Administrative Order No. 3-19, and the Florida Prompt Payment Act, if supporting documentation/invoices are properly documented as determined by the County in its sole discretion. It is the responsibility of the Provider to maintain sufficient financial resources to meet the expenses incurred during the period between the provision of services and payment by the County.

Failure to submit monthly payment requests, monthly progress reports, and quarterly reports of actual expenditures in a manner deemed correct and acceptable by the County, by the 21st day after the end of the month/quarter in which the service was delivered, shall be considered a breach of this Agreement and may result in withholding payment, non-payment, or termination of this Agreement.

F. Quarterly Actual Expenditures Report. A report of actual expenses incurred in relation to the approved budget in the Agreement must be submitted at the end of each quarter. The due dates for these reports are as follows:

REPORTING PERIOD	DUE DATE
January 1 to March 31	April 21
April 1 to June 30	July 21
July 1 to September 30	October 21
October 1 to December 31	January 30

The report must be completed using the form provided as Attachment G to the Agreement.

H. Closeout Reporting Process/Recapture of Funds. Upon the expiration of this Contract, the Provider shall submit Closeout Report documents to the OMB-GC no more than thirty (30) days after the expiration of this Contract. These documents shall include a cumulative contract year-end summary of Provider’s program performance, the Contract Year-End Closeout Report, and the Property Inventory Report. If after receipt of these documents, the OMB-GC determines that the Provider has been paid funds not in accordance with the Contract, and to which it is not entitled, the Provider shall return such funds to the County or submit appropriate documentation. The County shall have the sole discretion in determining whether the Provider is entitled to such funds and the County's decision on this matter shall be binding. Additionally, any unexpended or unallocated funds shall be recaptured by the County.



**ATTACHMENT C
DUE DILIGENCE AFFIDAVIT**

Applicant Name: _____

Address: _____

Telephone Number: _____

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. Within the past five (5) years, neither the Organization nor its directors, partners, principals, members or board members:
 - (i) have been sued by a funding source for breach of contract or failure to perform obligations under a contract;
 - (ii) have been cited by a funding source for non-compliance or default under a contract;
 - (iii) have been a defendant in a lawsuit based upon a contract with a funding source.

Please list any matters, which prohibit the Organization from making the certifications required, and explain how the matters are being resolved (use separate sheet if necessary):

This is certified by my signature:

Applicant's Signature	Print Applicant's Name	Date
-----------------------	------------------------	------

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, on this ____ day of _____, 2021, by ____ (name) _____ as _____ (title) _____ for _____ (name of agency) _____. Said person is personally known or produced identification.

Signature:

Notary Public – State of
Florida, Miami-Dade County

Print Name:

Notary Seal/Stamp:

CONTRACT # _____

ATTACHMENT C-1
SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted to **Miami-Dade County**

by _____
(Print individual's name and title)

for _____
(Print Name of entity submitting sworn statement)

whose business address is _____

and if applicable its Federal Employer Identification Number (FEIN) is _____
If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. 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 transactions of business with any public entity or with an 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 public entity or agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. 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 an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. 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 an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a 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.

- 5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States within 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 let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 6. 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 of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, on this _____ day of _____, 20__, by _____(name)_____ as _____(title)_____ for _____(name of agency)_____. Said person is personally known or produced identification.

Signature: _____
Notary Public – State of
Florida, Miami-Dade County

Print
Name: _____

Notary Seal/Stamp:

ATTACHMENT D

Affidavit for Level 2 Background Screenings

Affidavit Affirming Compliance with
Background Screening for Provider Personnel
And/or Volunteers, Subcontracted Personnel, as applicable

In accordance with Chapter 435, 402, 39.001, and 1012.465 Florida Statutes, and pursuant to the requirements of Article 9, Background Screening of this Contract, the undersigned affiant makes the following statement under oath, under penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment not to exceed one year and/or a fine not to exceed \$1,000, pursuant to Sections, 837.012 and 775.082, Florida Statutes.

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Before me, the undersigned authority, personally appeared _____
Authorized Provider Representative

of _____, who being by me first duly sworn, deposes and says:
(Name of Contracted Provider)

I swear and affirm that the above-named contracted Provider is compliant with the requirements for personnel background screening detailed in Article 9 of this Contract, including but not limited to Chapter 435, 402, 39.001, and 1012.465 Florida Statutes, and Section 26-38 of the Code of Miami-Dade County, as applicable, for all personnel having direct contact with vulnerable populations or those that have access to their personal information or records.

(Signature of CEO/Exec. Dir.)

Date: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, on this ____ day of _____, 20__, by ____ (name) _____ as _____ (title) _____ for _____ (name of agency) _____. Said person is personally known or produced identification.

Attest:

Notary Public – State of
Florida, Miami-Dade
County _____

Print
Name: _____

Notary Seal/Stamp:

Contracts and Grants Unit Stamp	Fiscal Unit Stamp
	(FOR IWA PURPOSES)

FY 2024-25

MIAMI-DADE COUNTY
OFFICE OF MANAGEMENT AND BUDGET
GRANTS COORDINATION
COST-BASED CONTRACT
MONTHLY PAYMENT REQUEST



Agency Name:	ABCD Agency Inc.	Allocation Amount:	\$100,000
Agency Address:	123 Flagler St. Miami, FL 33130	Contract Number: <small>(Include Allocation Letter)</small>	25-ABCD-A
Remit to Address:	P.O. Box 123456 Miami, FL 33130	Agreement Period:	1/1/2025 - 12/31/2025
Contact Person: Telephone:	John Doe 305-555-5555	Ordinance Number:	
Program Name:	Senior Meals	Date:	

Print Month and Year Below:

Actual operating expenses covering the Month of:	January 2025	are outlined in Column II below:
---	---------------------	---

	I.	II.	III.
Approved Budget Line Items	Approved Budget Amount	Monthly Expenses	OMB Use Only (Do not write in this column)
DIRECT COSTS:			

To avoid delays in payment, provide complete back-up documentation for all expenses listed in Column II and provide appropriate authorization on the signature page

Approved Budget Line Items	I. Approved Budget Amount	II. Monthly Expenses	III. OMB Use Only (Do not write in this column)
INDIRECT COSTS:			
TOTALS:	\$ -	\$ -	

Do not fill out this section:	CASH ADVANCE APPLIED:
	AMOUNT TO PAY:

AUTHORIZATION

I hereby certify that this expense report submitted by the undersigned constitutes approved budget expenses during the period listed above, and that no expenses for which reimbursement is requested has been or will be reimbursed by any other funding sources.

Executive Director / Agency Designee Print Name

Executive Director / Agency Designee Signature

Print Title

Date

County/Department Use Only

C.O. NOTE:

C.O. APPROVED BY: _____

DATE: _____

FISCAL PREPARED BY: _____

DATE: _____

INVOICE #:	
VENDOR #:	
AMOUNT TO PAY:	

SUPPORTING DOCUMENTATION FOR THIS PAYMENT ON FILE WITH DEPARTMENT

ATTACHMENT E

Contracts and Grants Unit Stamp	Fiscal Unit Stamp
(FOR IWA PURPOSES)	

FY 2024-25

**MIAMI-DADE COUNTY
OFFICE OF MANAGEMENT AND BUDGET
GRANTS COORDINATION
PERFORMANCE-BASED CONTRACT
MONTHLY PAYMENT REQUEST**



Agency Name:	ABCD Agency Inc	Allocation Amount:	\$100,000
Agency Address:	123 Flagler St. Miami, FL 33130	Contract Number: <small>(Include Allocation Letter)</small>	25-ABCD-A
Remit to Address:	P.O. Box 123456 Miami, FL 33130	Agreement Period:	1/1/2025 - 12/31/2025
Contact Person:	John Doe	Ordinance Number:	
Telephone:	305-555-5555	Today's Date:	
Program Name:	Senior Meals		

	Print Month and Year Below:	Approved Budget Amount	Monthly Reimbursement
Operating expenses covering the Month of:	February 2025	\$100,000	\$ 6,818.00

Monthly Reimbursements will not equal more than 1/11 of total award, minus any advances received.

AUTHORIZATION

I hereby certify that this expense report submitted by the undersigned constitutes approved budget expenses during the period listed above, and that no expenses for which reimbursement is requested has been or will be reimbursed by any other funding sources.

Executive Director / Agency Designee Print Name

Executive Director / Agency Designee Signature

Print Title

Date

County/Department Use Only

C.O. NOTE:

C.O. APPROVED BY: _____

DATE: _____

FISCAL PREPARED BY: _____

DATE: _____

INVOICE #: _____

VENDOR #: _____

AMOUNT TO PAY: _____

**SUPPORTING DOCUMENTATION FOR THIS PAYMENT ON FILE WITH DEPARTMENT
INCLUDING PERFORMANCE PROGRESS REPORTS USED TO MONITOR THE CBO**



ATTACHMENT F
 MIAMI-DADE COUNTY
 OFFICE OF MANAGEMENT AND BUDGET - GRANTS COORDINATION
 MONTHLY PROGRESS REPORT

Contract #: xx-xxxx

Agency Name:	[xxxxx SAMPLE ONLY - xxxxx]	Allocation Amount:	
Contract Number:	[xxxxx SAMPLE ONLYxxxxx]	Contract Period:	1/1/25 - 12/31/25
Program Name:	[xxxxx SAMPLE ONLYxxxxx]	Progress Report Month:	

		Target	Unit	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Feb-25	Feb-25	Feb-25	Feb-25	Feb-25	YTD	YTD % of Target Achieved
1	Activity		Clients (New)														0	#DIV/0!
			Total Clients (New + Current)															
	Output																0	0%
2	Activity		Clients (New)														0	#DIV/0!
			Total Clients (New + Current)															
	Output																0	0%
3	Activity		Clients (New)														0	#DIV/0!
			Total Clients (New + Current)															
	Output																0	0%
4	Activity		Clients (New)														0	#DIV/0!
			Total Clients (New + Current)															
	Output																0	0%

Explain any variances between the actual and targeted number of clients served and outputs produced (Identify each activity # separately, if applicable):

Activity #	
Activity #	

SECTION 2: MODIFICATIONS

If there are any key changes to the program and/or activity(ies), please describe. For example, proposed change in service location, service interruption of any type, etc.). Please provide explanations and timelines, if applicable. If none, type "none" below.

SECTION 3: PERSONNEL MATTERS

If the program has any key personnel vacancies (budgeted staff and/or executive/operational positions), please complete below.

Name	Position	Separation Date	Estimated Timeline of hiring replacement	Additional Comments

SECTION 4: QUALITY ASSURANCE

Please provide details, frequency, and the person responsible for Quality Assurance Activity. (For example, reviewing clients' records for completeness; verifying eligibility of clients; monitoring nutritional data, etc.).

Quality Assurance Activity	Frequency	Person	Additional Comments

Would your Agency like technical assistance on any aspect of the County's contract? If so, please indicate the topic for which assistance is needed and your Contracts Officer will follow-up with you.

SECTION 6: ACKNOWLEDGEMENT

I hereby certify that the information reported is true and accurate to the best of my knowledge and belief, and that I am authorized by the Agency to complete this document.

_____ Authorized Personnel (Print Name & Title) _____ Authorized Signature _____ Date

ATTACHMENT G
MIAMI-DADE COUNTY
OFFICE OF MANAGEMENT AND BUDGET
QUARTERLY ACTUAL EXPENDITURES REPORT
2024-2025

CONTRACT # _____

AWARD INFORMATION (complete all sections noted with ***)

Agency Name***:

Project Name:

Address***:

Total Award Amount:

Contact Person***:

Agreement Period:

Ordinance No:

Telephone***:

Today's Date***:

BUDGETED AMOUNT / QUARTERLY ACTUAL EXPENDITURES

Check Quarter Below:

Actual expenses for the

1st Quarter (Jan, Feb, Mar)

3rd Quarter (Jul, Aug, Sep)

2nd Quarter (Apr, May, Jun)

4th Quarter (Oct, Nov, Dec)

DIRECT COSTS:

	Approved Budget Amount	Revised Budget (if any)	(This Column is for Dept/ County Use only)	1st Quarter Actual Expenses	2nd Quarter Actual Expenses	3rd Quarter Actual Expenses	4th Quarter Actual Expenses	Y.T.D. Total Expended	Contract Balances
Personnel									
1. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1. Contractor #1	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Contractor #2	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Contractor #3	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Direct Costs:	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

C106

INDIRECT COSTS:

Personnel									
1. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Position	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Indirect Costs	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Indirect Costs	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Indirect Costs	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Indirect Costs:	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses:	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

AUTHORIZATION

I hereby certify that this expense report submitted by the undersigned constitutes approved budget expenses during the period listed above:

PRINT NAME AND TITLE

SIGNATURE

DATE

ATTACHMENT H

Contracts and Grants Unit Stamp	Fiscal Unit Stamp
	(FOR IWA PURPOSES)

(Example content; format may be aligned to online report system)

FY 2024-25

MIAMI-DADE COUNTY
OFFICE OF MANAGEMENT AND BUDGET
GRANTS COORDINATION
CLOSEOUT REPORT
LINE ITEM BUDGET REFLECTING ACTUAL EXPENDITURES



Agency Name:	ABCD Agency Inc.	Allocation Amount:	\$ 100,000.00
Agency Address:	123 Flagler St. Miami, FL 33130	Contract Number: <small>(Include Allocation Letter)</small>	25-ABCD-A
Remit to Address:	P.O. Box 123456 Miami, FL 33130	Agreement Period:	1/1/2025 - 12/31/2025
Contact Person: Telephone:	John Doe 305-555-5555	Ordinance Number:	
Program Name:	Senior Meals	Date:	

	I.	II.	III.
Approved Budget Line Items	Approved Budget Amount	Actual expenses from Jan. 1, 2025 through Dec. 31, 2025	Closeout / Final Amount OMB Use Only (Do not write in this column)
DIRECT COSTS:			

--

	I.	II.	III.
Approved Budget Line Items	Approved Budget Amount	Actual expenses from Jan. 1, 2025 through Dec. 31, 2025	Closeout / Final Amount OMB Use Only (Do not write in this column)
INDIRECT COSTS:			
TOTALS:	\$ -	\$ -	

AUTHORIZATION

I hereby certify that this expense report submitted by the undersigned constitutes approved budget expenses during the period listed above, and that no expenses for which reimbursement is requested has been or will be reimbursed by other funding sources.

Executive Director / Agency Designee Print Name

Executive Director / Agency Designee Signature

Print Title

Date

County/Department Use Only

C.O. NOTE:

C.O. APPROVED BY: _____

DATE: _____

FISCAL PREPARED BY: _____

DATE: _____

FISCAL APPROVED BY: _____

DATE: _____

INVOICE #:

VENDOR #:

AMOUNT TO PAY:

**SUPPORTING DOCUMENTATION FOR THIS PAYMENT ON FILE WITH DEPARTMENT
INCLUDING PERFORMANCE PROGRESS REPORTS USED TO MONITOR THE CBO**

**ATTACHMENT I
 PROVIDER'S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS
 (Ordinance No. 97-104)**

Name of Organization: _____ **Address:** _____

REQUIRED LISTING OF SUBCONTRACTORS ON COUNTY CONTRACT

In compliance with Miami-Dade County Ordinance No. 97-104, if this Agreement is for \$100,000 or more, the Community Based Organization must submit the list of first-tier subcontractors or sub-consultants who will perform any part of the Scope of Work.

The Community Based Organization must complete this information. If the Community Based Organization will not utilize subcontractors, then the Community Based Organization must state "No subcontractors will be used"; do not state "N/A".

<u>NAME OF SUBCONTRACTOR OR SUB-CONSULTANT</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>
--	----------------	-----------------------

REQUIRED LIST OF SUPPLIERS ON COUNTY CONTRACT

In compliance with Miami-Dade County Ordinance No. 97-104, if this Agreement is for \$100,000 or more, the Community Based Organization must submit a list of suppliers who will supply materials for the Scope of Work to the Community Based Organization.

The Community Based Organization must fill out this information. If the Community Based Organization will not use suppliers, the Community Based Organization must state "No suppliers will be used," do not state "N/A."

<u>NAME OF SUPPLIER</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>
-------------------------	----------------	-----------------------

I hereby certify that the foregoing information is true, correct and complete:

Signature of Authorized Representative: _____

Title: _____ *Date:* _____

Firm Name: _____ *Fed. ID No.* _____

Address: _____ *City/ State/Zip:* _____

Telephone: () _____ *Fax:* () _____ *E-mail:* _____

ATTACHMENT J

AUTHORIZED SIGNATURE FORM

DATE: _____

This form certifies the names, titles and signatures of individuals authorized by the Provider to sign contracts, checks, budget revisions, payment requests, and other requests that may be requested by the Office of Management and Budget--Grants Coordination (OMB-GC) for disbursement of funds. Attached hereto and incorporated herein is a certified copy of a duly authorized and executed resolution passed by the Provider's Board that provides for this authorization. These signature authorizations are retained by the OMB-GC for auditing purposes. Should the Provider desire to change the information on this document, a certified and authorized and executed Resolution describing the desired changes should be submitted to the OMB-GC.

NAME (please type)

TITLE (please type)

SIGNATURE

I. Prime Contracts and Subcontracts

_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Checks (List amount limits)

_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Budget Revision Requests

_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Payment Requests

_____	_____	_____
_____	_____	_____
_____	_____	_____



Office of Management and Budget
Grants Coordination
Due Diligence Checklist for CBO 2425

**ATTACHMENT B –
RESOLUTION
EXHIBIT 1**

AGENCY NAME: _____

CBO 2024: _____

DUE DILIGENCE ITEM	COMPLIANT	NON-COMPLIANT	NOT APPLICABLE
MIAMI-DADE COUNTY OFFICE OF INSPECTOR GENERAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VENDOR REGISTRATION <i>(Must be logged into INFORMS to access link)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONIES OWED TO MIAMI-DADE COUNTY			
MIAMI-DADE COUNTY RENT PAYMENTS (if applicable)			
SBD VIOLATIONS REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROOF OF REGISTRATION WITH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENT OF HEALTH LICENSING AND REGULATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLORIDA SUSPENDED VENDOR LIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLORIDA CONVICTED VENDOR LIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACTOR DEBARMENT REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELINQUENT CONTRACTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOAL DEFICIT MAKE-UP REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SYSTEM FOR AWARD MANAGEMENT (SAM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF FLORIDA CORPORATIONS (SUNBIZ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEB SEARCH FOR COMPLIANCE AND PERFORMANCE RECORD (BETTER BUSINESS BUREAU)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCAL PUBLIC RECORDS SEARCH (CLERK OF COURTS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DUNN & BRADSTREET FINANCIAL REPORTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Office of Management and Budget
Grants Coordination
Due Diligence Checklist for CBO 2425**

1. Has the agency submitted a Financial Statement? If not, has the agency submitted one of the following: Tax Returns, Proforma Statements, or Other Financial Documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fiscal year of submitted Financial Statements _____		
2. Were any material weaknesses or significant weaknesses in internal control identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If any findings were identified, please list them below:

Quick ratio:

FORMULA:

Quick Ratio	
$\text{Quick Ratio} = \frac{\text{Total Current Assets} - \text{Inventory} - \text{Prepaid Expenses}}{\text{Current Liabilities}}$	

If the ratio yields a number less than 1, then the CBO may not have sufficient current assets to meet its current financial obligations.

Quick Ratio= —

I certify that I have completed the due diligence search required through Implementing Order No. 3-15 on the previously mentioned agency and that the information mentioned above is correct.

Contracts Officer: _____

Date: _____