COMMUNITY–BASED TOBACCO PREVENTION INTERVENTIONS
REQUEST FOR APPLICATIONS
RFA #: 14-010

APPLICATION GUIDELINES

FY 2015-2016

Florida Department of Health
Bureau of Tobacco Free Florida

Application Deadline:

November 6, 2014

Authorized under Section 381.84, Florida Statutes

Disclaimer – NOTE: The receipt of applications in response to this grant opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a grant from the Florida Department of Health.

This grant opportunity is not subject to Section 120.57 (3) Florida Statutes.
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It is the applicants’ responsibility to regularly check the Vendor Bid System.
Section 1.0 INTRODUCTION

1.1 Definitions

1.1.1 General Definitions

1.1.1.1 Area Health Education Centers (AHEC) – The organizations the Bureau of Tobacco Free Florida is legislatively mandated to contract with to conduct the AHEC cessation initiative.

1.1.1.2 CDC – Centers for Disease Control and Prevention.

1.1.1.3 Department – The Florida Department of Health (DOH)

1.1.1.4 Provider – The agency or organization responsible for providing the specified services approved by DOH.

1.1.1.5 RFA – Request for Application.

1.1.1.6 Standard Contract – Basic outlining of legal and programmatic requirements by the State Department of Health for entering into agreement with a separate party.

1.1.1.7 Subcontractor – An individual or entity, which signs a contract and is retained to perform or satisfy any portion of the obligations of this contract. (A subcontractor does not receive a W-2, Wage and Tax Statement and is not considered an employee.)

1.1.2 Program Specific Definitions

1.1.2.1 Automated Tobacco Activity Collection System (ATACS) - A system used by the Department for planning, monitoring, and documenting short and long term tobacco prevention intervention goals and outcomes. This allows the Department to review progress towards the Centers for Disease Control and Prevention's (CDC) Best Practices for Comprehensive Tobacco Control Programs to ensure the Work Plan adheres to the goal, outcome, strategy, and activity standards, allows for the collection of data related to quarterly progress towards Work Plan goals, allows for the need to document the necessity for any changes to the annual Work Plan commitments, and provides reports to evaluate progress and ensure accountability. ATACS is a 24 hour a day, 7 day a week online system utilized by the Bureau of Tobacco Free Florida (BTFF), contracted program evaluators, contracted providers and other authorized users.

1.1.2.2 Bureau of Tobacco Free Florida (BTFF) - Bureau within the Department of Health also known as Florida’s Comprehensive Statewide Tobacco Education and Use Prevention Program. It is also called the Program.

1.1.2.3 Grantee - The grantee is responsible for coordinating and implementing the tobacco prevention program outlined in the application. If several organizations join to propose an intervention, the grantee will be the fiscal agent for the others.

1.1.2.4 Key Staff - Any staff member with 50% or more of his/her position description dedicated to tobacco prevention and control responsibilities within the proposed community intervention tobacco grant.

1.1.2.5 Policy – a procedure, incentive, or voluntary practice of governments and other institutions.
Stand-Alone Community Tobacco Free Partnership - Brings together a diverse group of individuals and organizations with various skills and expertise to address a specific issue. The purpose of a Stand-Alone Community Tobacco Free Partnership includes, but is not limited to, implementing activities of the annual Work Plan in the areas of preventing initiation of tobacco use among youth and young adults, eliminating secondhand smoke exposure, and promoting cessation from tobacco use. Stand-alone Community Tobacco Free Partnerships are required to adopt bylaws that focus on tobacco prevention and control and have an agenda focused on tobacco control. Stand-alone Community Tobacco Free Partnerships are formed to reduce the burden of tobacco use and shape tobacco-free norms so that tobacco becomes less desirable, acceptable, and accessible.

Students Working Against Tobacco (SWAT) – A statewide youth organization working to mobilize and educate Florida youth about tobacco prevention. SWAT promotes youth leadership and community involvement while focusing primarily on policy change.

Tobacco Free Florida (TFF) Campaign - Department’s statewide tobacco youth prevention and adult cessation media campaign which includes all campaign activities/services for the TFF campaign, including but not limited to the following components: graphic design and printing, media production, media buying, public relations and web/interactive.

Young Adults - Floridians ages 18-24.
Youth - Floridians ages 11-17.

Work Plan: Provider must create an annual Work Plan within the ATACS each contract year. A Work Plan contains the goals, objectives, strategies, annual budget, and activities Provider commits to complete toward its BTFF approved policy initiatives.

Program Authority

Article X, Section 27, Florida Constitution, requires the Florida Legislature to annually fund a comprehensive, statewide tobacco education and control program using tobacco settlement money. The Constitution further requires the tobacco program to conform to the CDC Best Practices, as amended, in order to implement effective population-based interventions and strategies. The program is implemented through section 381.84, Florida Statutes.

(http://www.cdc.gov/tobacco/stateandcommunity/best_practices/index.htm)

Notice and Disclaimer

Grant awards will be determined by the Department at its sole discretion based on the availability of funds and the evaluation of the applications. Additionally, the Department reserves the right to negotiate the final terms and conditions of the grant award.

If during the grant funding period, the authorized funds are reduced or eliminated by the Florida Legislature, the Department may immediately reduce or terminate the grant
award by written notice to the grantees. No such termination or reduction, however, shall apply to allowable costs already incurred by the grantees to the extent that funds are available for payment of such costs.

It is the intent of this provision to prohibit the sale of goods or services developed using BTFF grant funds to other BTFF Grantees.

Grantees receiving funds under this grant are responsible for the completion of all tasks and deliverables as stated in the contract. Purchase of goods or services from another community intervention grantee, Area Health Education Center (AHEC) or any other BTFF funded entity will require prior approval from BTFF which reserves the right to reject any of these purchases.

The Department reserves the right to reject any and all applications.

The Program reserves the right to:
- Add, remove, and revise requirements during the grant period.
- Negotiate annual Work Plans during the grant period
- Add, remove, and revise required policy areas during the grant period

All staff receiving payment through this grant must be tobacco free and must not use electronic nicotine delivery systems.

**Important:** The application is for the purpose of applicant selection. Final negotiation of the Work Plan will be completed after grant award.

1.4 **Program Purpose**

The CDC has determined that tobacco use is the single most preventable cause of death in the United States and a leading cause of many long term chronic health conditions. The purpose of the Florida Community Based Tobacco Prevention Interventions Program is to reduce Floridian’s tobacco use and exposure to secondhand smoke. The BTFF is seeking applications from organizations to promote policy and system change to impact social norms about and de-normalization of tobacco use.

1.5 **Available Funding**

The BTFF has an estimated amount of $11,014,524.00 for Community-Based Tobacco Prevention Intervention grants for the 2015 – 2016 project period. Specific county funding availability is provided within Appendix I.

1.6 **Grant Renewal**

If funding is available and grantee performance is acceptable, grants awarded under this RFA may be renewed by the Department for one three-year period.
The renewal of grants is not guaranteed and shall be contingent upon satisfactory performance by the provider with regards to implementation and execution of the program, the achievement of program outcomes, satisfactory performance evaluations as determined by the Department, and subject to the availability of funds.

The renewal shall be in writing and subject to the same terms and conditions set forth in the original grant. The renewal may not include any compensation for costs associated with the renewal.

1.7 **Program Evaluation**

All activities of the BTFF are evaluated by an external, independent evaluator to inform program and policy direction, monitor and document short, intermediate, and long term population outcomes, ensure accountability, and evaluate the effectiveness of the program in meeting its goals.

The community interventions are included as part of the evaluation as they are part of the comprehensive statewide tobacco program and contribute, along with the other program components of the BTFF, to the success of the programmatic goals. Data reported into ATACS by the grantees, along with several other state-level surveillance data sources, are used to inform policy direction and evaluate the community interventions contribution to progress in achieving the programmatic goals.

Section 2.0 PROGRAM OVERVIEW

2.1 **Background**

Tobacco addiction is among the leading preventable causes of morbidity and mortality in Florida and in the United States. The list of illnesses caused by tobacco use is long and contains many of the most common causes of death, including heart disease, stroke, lung disease, many forms of cancer, and vascular diseases.

Cigarette use alone, results in an estimated 480,000 deaths each year in the US, including 32,300 deaths in Florida. Secondhand smoke causes 742,000 deaths each year among adult non-smokers in the United States with 2,520 of those deaths among Floridians. The tobacco industry spends close to $562.6 million in Florida annually to market its products, (Sources: [http://www.tobaccofreekids.org/facts_issues/toll_us/florida](http://www.tobaccofreekids.org/facts_issues/toll_us/florida) [http://www.tobaccofreekids.org/facts_issues/toll_us/](http://www.tobaccofreekids.org/facts_issues/toll_us/) )
The Program works within the Department’s mission to promote and protect the health and safety of all people in Florida by working towards comprehensive tobacco prevention and control efforts. Over the last seven years, the BTFF, through a competitive procurement process, has contracted with providers to establish or maintain tobacco-related activities in each county. Historically, grantees have addressed local policy and systems interventions recommended by the BTFF based upon the CDC’s *Best Practices for Comprehensive Tobacco Control Programs*. Local policy changes are in the form of resolutions, proclamations, or voluntary policies to address tobacco use or avoidance.

Grantee activities will be community-based and have the potential to change social norms about, and de-normalize tobacco use through policy, environmental and systems change.

### 2.2 Priority Areas

#### SCOPE OF SERVICES/FUNDING PRIORITIES

All grantee activities must be consistent with recommendations for effective program components contained in the *CDC 2014 Best Practices for Comprehensive Tobacco Control Programs*. Applicants that are awarded a grant will submit required documentation and data to be utilized in program evaluation.

### 2.3 Program Expectations

#### MAJOR PROGRAM GOALS

The following are the primary program goals designed to achieve the program purpose:

1. Prevent initiation of tobacco use among Florida’s youth and young adults.
2. Eliminate Floridians’ exposure to secondhand smoke.
3. Promote quitting among Florida’s adults and youth.
4. Sustain the infrastructure for Tobacco Free Florida.

Policy, social norm and system change are the major components needed to achieve and sustain these goals.

### 2.4 Current and Prior Funded Projects

The Department is committed to continuity of the current state and community interventions and enhancements to meet the needs of all Floridians for the prevention and cessation of tobacco use. The Department is searching for Grantees with the capacity to deliver innovative options and provide the highest quality services possible to Florida’s residents.

The Department desires the successful Grantee to have the following qualifications and demonstrated prior work experience:
1. Mobilized or contributed to the mobilization of the community regarding a specific public health issue or community concern resulting in a policy change.
2. Maintained or participated in a community partnership implemented to advocate for or change a specific public health issue or community concern.
3. Advocated for or changed a specific public health issue or community concern.
4. Used media to bring public awareness for a specific public health issue or community concern.
5. Possess the organizational capacity required to make a change to a specific public health issue or community concern.

2.5 Project Requirement


The provider selected through this RFA process shall be responsible for meeting the following requirements within its geographical area:

1. Initiate services within 30 days of execution of the contract with the Department.
2. Align local media, marketing, and public relations materials with the Department’s statewide tobacco prevention media campaign. The Department’s statewide campaign materials must be used to promote local initiatives. If statewide campaign materials are not available for a specific tobacco topic or target audience, the Department will advise on what materials can be used. Local marketing efforts must compliment the statewide campaign and not be a duplication of the statewide campaign.
   Marketing initiatives include but are not limited to:
   - Sponsorship and presence at local events to promote or attain policy changes or to create tobacco free social norms
   - Sponsorship of local sports teams to promote or attain policy changes or to create tobacco free social norms
   - Signage at local parks, sports fields, playgrounds, etc. to promote or attain policy changes or to create tobacco free social norms
   - Advertisements in yearbooks, school newspapers, community newspapers, etc. to promote or attain policy changes or to create tobacco free social norms
   - Additional media purchased to increase saturation of statewide campaign.
3. Work collaboratively with other DOH tobacco-related funded projects, providers and contractors, and local and statewide non-profit agencies and partners to support community and inter-agency initiatives.
4. Develop, complete and submit strategy plans (a planning tool used to identify policy scope, summarize community readiness for proposed policies, identify tobacco free partnership strengths and challenges in achieving policy and analyze decision maker support of proposed policies) as required by the BTFF.

5. Prepare a draft of the annual Work Plan.

6. Implement and complete the activities outlined in the currently approved Work Plan.

7. Attend all meetings, trainings, conference calls, and webinars as determined by the Department.

8. Obtain required Department approval prior to initiating any initiatives such as marketing, sponsorships, and training.

9. Inform other tobacco prevention programs and partners, including, but not limited to DOH local offices, schools, and community organizations, of their work in the county where the project is operating.

10. Participate in the Department’s statewide campaigns and observances as required by the Department.

11. Contact and meet with state and local elected officials in order to educate them on the importance of TFF’s efforts.

12. Maintain existing stand-alone community tobacco free partnership.

13. Maintain one county chapter of the Students Working Against Tobacco organization.

14. Conduct policy advocacy as detailed in approved annual Work Plan. Based upon the table provided in Appendix II, county specific policy advocacy activities will be directed toward the following policy types:
   - Policy to reduce smokeless tobacco use (Smokeless) - Grantees will be expected to educate the public on the dangers of smokeless tobacco use. Grantees will begin with voluntary organizational policy change and may progress to city/county policy to restrict the use of smokeless tobacco and reduce pro-smokeless tobacco influences.
   - Policy to counteract tobacco product marketing at the retail point of sale - Grantees are tasked with educating communities about the impact of tobacco industry marketing in the retail environment, and illustrating how this can impact youth initiation. Community grantees will be developing a local understanding (concern) of the issues. This education will help to develop a comprehensive policy network strategy.
   - Policy to prevent and reduce tobacco use among young adults (YA) - Grantees will be expected to establish tobacco free campus policy at college and/or university institutions. Additional policy outcomes include the adoption of voluntary smoke-free bars and smoke-free housing policies that primarily impact young adults.
   - Policy to create smoke-free multiunit housing (SFMUH) - Grantee will be expected to assist / work with market rate, subsidized and public multiunit housing properties to establish voluntary smoke-free housing policies.
   - Policy to create smoke-free environments other than housing (SHS) - Grantees will be expected to educate the public on the dangers of secondhand smoke. Grantees will be expected to establish smoke-free policies in the community.
including but not limited to the establishment of voluntary policies at local venues.

- **Policy to create tobacco free worksites (TFW)** - Grantees will be expected to work with employers to establish worksite policies that create tobacco free grounds and increase employee access to proven tobacco cessation services. For employers offering employee health insurance, grantees will encourage employers to increase insurance coverage for proven tobacco cessation treatments and services. For employers that do not offer employee health insurance, grantees will encourage employers to link and refer employees to Tobacco Free Florida’s 3 Free and Easy Ways to Quit services.

15. Communicate and report project performance in a manner established by the Department.

16. Collaborate and cooperate with the Department and any contracted providers as requested.

17. Provider must notify the Contract Manager within five business days of any change or event in the corporate status, e.g. administrative dissolution, etc.

18. Participate in the Department’s statewide campaigns as requested.

19. Contact and meet with local elected officials in order to complete policy change work and to educate on tobacco prevention and promotion activities.

20. Prepare and submit the Quarterly Progress Update (QPU) through the ATACS system to the Contract Manager within 15 days following the end of each quarter. The QPU reporting may include the following documentation but is subject to change:
   a) Financial information for each quarter including personnel expenses, direct expenses and indirect expenses.
   b) An Executive Summary of the quarterly progress made on Work Plan objectives.
   c) Strengths, weaknesses, opportunities and threats (SWOT) analysis for each quarter.
   d) Details of the progress made toward approved policy-specific, measurable, achievable, realistic and timely (S.M.A.R.T.) objectives for each quarter.
   e) Details of progress made towards approved non-policy S.M.A.R.T. objectives specific to each quarter.
   f) Details of interim policy benchmarks once required community intervention policy(ices) have been achieved.
   g) Details of all Work Plan activities specific to the quarter as specified in the approved Work Plan.
   h) Upload all Work Plan activity and specific backup documentation into the ATACS system.

Grantees will be required to report performance measures in the Work Plan on a quarterly basis which support their achievement of the Major Program Goals of the BTFF identified in **Section 2.3**. Grantees will be required to report the activities achieved in support of programmatic goals. The actual performance measures will be determined by the Program and communicated to the successful grantees after the grants are awarded.
Section 3.0  TERMS AND CONDITIONS OF SUPPORT

3.1 Eligible Applicants

Entities eligible to submit applications must be legal business entities with an office in Florida and include, but are not limited to, schools, health care providers, community organizations, and not-for-profit 501(c)(3) entities.

3.2 Eligibility Criteria

To be eligible to receive a grant, all corporations, limited liability companies or partnerships and their sub-contractors seeking to do business with the State shall be registered with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617 and 620, F.S.

3.3 Minority Participation

In keeping with the One Florida Initiative, the Department encourages minority business participation in all its procurements. Applicants are encouraged to contact the Office of Supplier Diversity at 850-487-0915 or visit its website at http://osd.dms.state.fl.us for information on becoming a certified minority vendor or for names of existing certified minority vendors who may be available for subcontracting or supplier opportunities.

3.4 Period of Support

The initial project term shall be for a funding period of three years beginning July 1, 2015 and ending June 30, 2018.

3.5 Use of Grant Funds

The Department will provide payment to the successful grantee for allowable costs that are reflected in the proposed budget and approved by the Department.

Allowable and Unallowable Costs:

Allowable and unallowable expenditures are defined by at least one of the following:
2. Sections 112.061, 286.27, 381.84, and 215.97, Florida Statutes
3. Florida Administrative Code Chapter 691-5
Section 4.0 APPLICATION REQUIREMENTS

4.1 Application Forms

Applicants must use the official forms attached to this RFA. Alternate forms may not be used. Any alteration of the forms will result in disqualification.

4.2 Order of Application Package

Applications for funding must address all sections identified below and in as much detail as requested. The provision of extraneous information should be avoided. Prospective applicants must adhere to specified page limits.

The completed online application must include all of the following components:
The grantor shall provide forms for the following components:
1. Cover Page (Attachment I)
2. Main Application Template (Attachment II) and all other required completed Attachments (III-VI)
   No form is available for the following components. The applicant must adhere to stated page limits for each component.
3. Letters of Support
4. Organizational Chart
5. Staff Resumes
6. Certification of Drug Free Work Place
7. Certification of Tobacco Free Staff (per Section 1.3 Notice and Disclaimer)

4.3 COVER PAGE

Each application must include a signed Cover Page. The template for the Cover Page can be found in Attachment I. A PDF copy of the signed Cover Page must be uploaded into the online application. Instructions for downloading and uploading a signed copy of the Cover Page are provided within the online application.

4.4 APPLICATION FOR FUNDING

During the online application process, an Application Template will be available to complete and submit at the following web link:
http://www.orau.org/BTFF_Apps
An example of this template is included in Attachment II. You must follow the instructions and adhere to page limitations as defined in the template. You may expand the response fields to questions as needed as long as page limitations are adhered to both at a section and total level.

4.4.1 Budget Information
Applicants must provide a proposed budget for the first year of the project using the format provided in Attachment III.
4.4.2 **Budget Narrative**
Each expenditure detailed in Attachment III must be accompanied by a narrative (Attachment IV) that justifies how the expenditure relates to the stated goals of the proposed project. See the Budget Narrative (Attachment IV) for instructions.

4.4.3 **Current and Prior Funded Projects**
To demonstrate prior work experience, the applicant shall submit its organization’s Current and Prior Funded Projects in Attachment V.

4.4.4 **Staff Qualification Survey**
Applicants must complete a Staff Qualification Survey (Attachment VI) for each staff member who will work on this project.

4.5 **LETTERS OF SUPPORT**
Applicants must submit a Letter of Support from four Collaborative Partners. Each letter submitted on a Partner Organization letterhead must identify the partner including the main contact, their role, and their contribution to the project. The letters must describe the past, present, and anticipated future working relationship with the applicant along with a description of anticipated successes and the expected relationship within the next six years with the applicant. Letters of support must be signed by an authorized representative of the partner organization.

4.6 **ORGANIZATIONAL CHART**
Provide an organizational chart that includes the project staff and local partner organizations and indicates how each member relates to each other. The chart should label key staff, partner organizations and core partner contacts necessary to achieve the program objectives. Labels should also include the functional role of partner organizations.

4.7 **PROJECT RESUMES**
Applicants shall submit resumes for each staff member who will work on this project.

4.8 **CERTIFICATION OF DRUG FREE WORKPLACE**
Applicants shall provide certification of a drug free workplace on the applicant organization’s letterhead.

4.9 **CERTIFICATION OF TOBACCO FREE STAFF**
Applicants shall provide certification that all staff working on this project are tobacco free and do not use electronic nicotine delivery systems.
Section 5.0 REQUIRED CONTENT OF THE NARRATIVE SECTION

It is the intent of the BTFF to direct the activities of this grant towards interventions that will make the largest public health impact. The Program has analyzed county tobacco-related policy achievements, county demographics, and data collected through multiple administrations of the Florida Youth Tobacco Survey, Behavior Health Risk Factor Surveillance System and the Florida Adult Tobacco Survey to establish the need for specific policy types in each county. See Attachment II for all information pertaining to the required content of the narrative section.

5.1 Appendices

All appendices must be clearly referenced and support elements of the narrative.

I. County Budget Allocation
II. County Policy Assignment
III. Professional Staffing Qualification
IV. Department of Health Standard Contract
V. Financial and Compliance Audit

Section 6.0 SUBMISSION OF APPLICATION

6.1 Application Deadline

Applications must be received by November 6, 2014.

6.2 Submission Methods

INSTRUCTIONS FOR SUBMITTING APPLICATIONS:

1. Only electronic applications received through the online application system will be accepted for this RFA. (Mailed or Hand-Delivered Applications will not be accepted).
2. Pages should be single-spaced, numbered, with one-inch margins.
3. The font size must be 11 points, the type must be Arial.
4. Application, to include all components as listed in Section 4.2, must be submitted as one PDF file.
5. The file size of the uploaded application file must not exceed 5 MB
6. Contents of the application must be in the order of the outline defined in Section 4.2.
7. Appended material may not be used to circumvent the page limit for the application.
8. Applications shall not contain personally identifiable information (PII). PII includes information such as social security numbers and birth dates.
9. PDF files must not require special certificates or passwords to open.
10. All forms required to be completed will be available on the application submission site.
11. The Program will not accept multiple county applications in a single application. If an applicant desires to submit applications for multiple counties, separate electronic applications must be submitted for each county.
12. It is the responsibility of the applicant to assure the application is submitted at the place and time indicated in the timeline. If the deadline has passed, the system will prevent application submission.
13. Applicants should anticipate that the volume of online activity may increase as the application deadline approaches and this may slow upload times. Applicants are encouraged to submit online applications well in advance of the deadline to avoid any delays due to busy servers or other potential internet failures. Your date and time stamp of receipt is based on when the submission is complete, not when the process began.
14. No late applications will be accepted, under any circumstances, regardless of the reason(s) for its late submission. The submission site will not allow late submissions.

6.3 Where to Send Your Application

To complete the application process:

1. You may access the submission site and submit questions regarding this RFA at: http://www.orau.org/BTFF_Apps
2. The submission site will contain detailed application completion instructions and will guide the applicant through the application process. Sections of the application include downloadable Microsoft Word forms to simplify preparation and submission. Do not alter the forms or delete instructions contained in the forms. Pictures and objects may be added to the content of the form as part of the applicant’s application.
3. An application cannot be changed after the submission due date. Errata sheets or replacement files will not be accepted after the application deadline. If an application has been submitted and the applicant wishes to change the submitted application before the deadline, resubmit the revised application following the same submission process. The revised version must contain the same title and vendor as the original version and must contain the word “revised” in the file name. You may contact technical assistance at (865) 851-4089 if assistance is needed to access the submission site.

IMPORTANT: Resubmission must occur before the application deadline in order to be eligible for consideration.
Section 7.0 EVALUATIONS OF APPLICATIONS

7.1 Receipt of Applications

Applications will be screened upon receipt. **If the applicant doesn’t submit all required components as described in Section 4.0, the application will not be considered for review.** Complete applications are those that include the required forms in the Required Forms Section of this application. Incomplete applications will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.

7.2 How Applications are Scored

<table>
<thead>
<tr>
<th>Scoring Scale for the Community–Based Tobacco Prevention Interventions Application Guidelines</th>
<th>Score (whole numbers only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes/No Questions: 10, 16, 22, 28, 30, 32, 37, 38</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No Questions – The Reply for this criterion is yes.</td>
<td>5</td>
</tr>
<tr>
<td>Yes/No Questions – The Reply for this criterion is no.</td>
<td>0</td>
</tr>
<tr>
<td><strong>Other Questions:</strong> 1,2,3,4,5,6,7,8,9,11,12,13,14,15,17,18,19,20,21,23,24,25,26,27,29,31,33,34,35,36</td>
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<tr>
<td>The Reply for this criterion demonstrates and/or describes extensive competence, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and comprehensive understanding of the requirements and/or planning for the unforeseen. The Evaluator could not determine any significant limitations or concerns.</td>
<td>5</td>
</tr>
<tr>
<td>The Reply for this criterion demonstrates and/or describes clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, and/or a sound understanding of the requirements. The Evaluator could determine only minor limitations or concerns.</td>
<td>4</td>
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<tr>
<td>The Reply for this criterion demonstrates and/or describes a fundamental competency, adequate capability, basic approach to the subject area, apparently feasible but somewhat unclear solutions, a fair understanding of the requirements and/or a lack of staff experience and skills in some areas. The Evaluator could determine notable limitations or concerns.</td>
<td>3</td>
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<td>The Reply for this criterion demonstrates and/or describes a minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, a lack of understanding of the requirements and/or a lack of demonstrated experience and skills. The Evaluator could determine serious flaws and concerns.</td>
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<tr>
<td>The Reply for this criterion demonstrates and/or describes a significant or complete lack of understanding, an incomprehensible approach, and/or a significant or complete lack of skill and experience</td>
<td>1</td>
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<tr>
<td>The Reply for this criterion is so severely flawed as to render an essential element of the criterion unworkable or the criterion is not addressed.</td>
<td>0</td>
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</table>
7.3 **Grant Awards**

The Department seeks to have a tobacco-free community partnership in all Florida counties. An estimated 67 awards may be granted depending on the availability of funding. Only one award will be made for each county.

7.4 **Award Criteria**

Funding decisions will be determined by the Department after consultation with the Tobacco Education and Use Prevention Advisory Council on the basis of merit as determined by the RFA.

7.5 **Funding**

The Department of Health reserves the right to revise proposed plans and negotiate final funding prior to execution of contracts.

7.6 **Awards**

Awards will be listed on the website at:
http://www.doh.state.fl.us/Admin/General_Services/Purchasing/grants_funding.htm


on or about January 27, 2015.

**Section 8.0 REPORTING AND OTHER REQUIREMENTS**

8.1 **Post Award Requirements**

Funded applicants will be required to negotiate with the BTFF staff to create and finalize the Work Plan.
ATTACHMENTS

Attachment I: Cover Page

Title of Project:

Amount of Grant Funds Requested: Country to be Served:

Applicant Name:

Title: Lead Agency Name:

Telephone Number & Extension: Fax Number:

Email Address: Federal ID#

Mailing Address:

Applicant Organization Type: □ Schools □ Public

□ Non-Profit 501(c)

□ Health Care Facility □ Private

□ County Health Department □ For-Profit □ Other

Official Authorized to Certify Application

Name:

Title:

Organization Name:

Telephone Number & Extension: Fax Number:

Email Address:

Mailing Address:

Please note: The application is for the purpose of applicant selection. Final negotiation of the Work Plan will be completed after grant award.

Certification

By signing below the duly authorized representative certifies that all information, facts and figures are true and correct and that if awarded a grant, the agency will comply with the RFA, the Standard Contract, all applicable State and federal laws, regulations, grant terms and conditions, action transmittals, review guides, and other instructions and procedures for program compliance and fiscal control. The signatory is certifying that these funds will not be used to supplant other resources nor for any other purposes other than the funded program. The organization also agrees to comply with the terms and conditions of the Department as it relates to criminal background screening of the Chief Executive Officer, Executive Director, program director, direct-service staff, volunteers, and others.

Signature & Certification of Authorized Official: Date:

_________________________
REQUIRED CONTENT OF THE APPLICATION

All applicants must complete Sections 5.1, 5.2, 5.3, 5.4 and 5.5 of this application. To successfully complete this application, each applicant must refer to the County Policy Assignment, contained in Appendix II, to determine their required, assigned policy types. Each applicant is required to complete application questions only for the policy types assigned. All applicants must complete application questions for both required Outcomes in Goal 4.

Application contains the official forms of this RFA. Any alteration to the application template will result in disqualification of the application.

5.1 Project Summary

Applicants shall provide a concise one-page summary of the proposed project in 500 words or less. The proposed project should identify the main purpose of the project, Partnership activities, population to be served and expected outcomes. If a grant is awarded, the summary may be used by the Department in publications and on public websites to describe this project. The Project Summary may also be used to brief state officials and others about the proposed project.

5.2 Statement of Need (2 page limit)

BTFF is seeking qualified applicants to:

- Maintain a Stand-Alone Community Tobacco Free Partnership
- Maintain one county chapter of the Students Working Against Tobacco organization.
- Continue policy advocacy. Policy advocacy activities will be directed toward the following policy types unless otherwise directed by BTFF:
  - reduce smokeless tobacco use,
  - counteract tobacco product marketing at the retail point of sale,
  - prevent and reduce tobacco use among young adults,
  - create smoke-free multifamily housing,
  - create smoke-free environments other than housing, and
  - create tobacco free worksites.

The Statement of Need shall be used to describe the need for the proposed project specific to each county where funds are being sought. The Statement of Need is not to exceed two pages. Applicants shall identify in narrative form the following information:

1. Target county demographics: Describe the target county, including the number of cities and towns and characteristics of the population, education,
Attachment II: Application Template

Lead Agency: ___________________ Applicant Name: ___________________ County: ___________________

income, health status, demographics, number, and percent of smokers.

2. Describe the need for funding to address tobacco prevention in the target county including strengths and challenges of tobacco prevention and control, the prevalence of tobacco-free environments and the attitudes and behaviors related to tobacco use.

Applicants shall cite source(s) of all data and statistics used to validate the need. State surveillance data is available to all applicants at: BTFP Community-Based Tobacco Prevention Interventions RFA

5.3 Objectives

The program SMART objectives are included as part of the response in section 5.4.

5.4 Program Plan (12 page limit)

The Program Plan shall be used to describe proposed strategies and activities to achieve local policy change in all targeted areas as requested below. This program plan should outline activities that will occur during the initial three fiscal year grant term, 2015-2018. Refer to Appendix II to identify Assigned Policy Types by County, in order to ensure responses are only provided for to the policy types assigned to the county for which you are applying.

Goal 1: Prevent initiation of tobacco use among Florida’s youth and young adults.

Required Policy: Policy to reduce smokeless tobacco use (Smokeless)

A. Provide current status of smokeless tobacco policies in the county.
B. Identify specific smokeless policy or policies that will be pursued. Include organization(s) targeted and reasons for selecting the policy and targets.
C. List intended three year outcomes or specific changes expected as a result of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART). Applicants can provide more than one SMART Objective for a three year period.
D. Identify the target decision maker(s) for each SMART Objective.
E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.
F. Describe how population groups disparately affected by tobacco use will be impacted by implementing required policy changes.
G. List each collaborative partner, including youth and/or youth organizations. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

**Required Policy: Policy to Counteract Tobacco Product Marketing at the Retail Point of Sale (POS)**

A. List intended three year outcomes or specific changes expected as a result of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART).

B. Describe the strategies and activities necessary in educating local communities.

C. Describe how population groups disparately affected by tobacco use will be targeted in your efforts.

D. List each collaborative partner including youth and/or youth organizations. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

**Required Policy: Policy to prevent and reduce tobacco use among young adults (Young Adult Interventions)**

A. Provide current status of policies impacting tobacco use among young adults in the county.

B. Identify specific young adult policy or policies that will be pursued. Include organization(s) targeted and reasons for selecting the policy and targets.

C. List intended three year outcomes or specific changes expected as a result of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART). Applicants can provide more than one SMART Objective for a three year period.

D. Identify the target decision maker(s) for each SMART Objective.

E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.

F. Describe how population groups disparately affected by tobacco use are to be impacted by implementing required policy changes.

G. List each collaborative partner. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.
Attachment II: Application Template

Lead Agency:  
Applicant Name:  
County:  

Goal 2: Eliminate Floridian’s exposure to secondhand smoke

Required Policy: Policy to Create Smoke-Free Multi–Unit Housing (SFMUH)

A. Provide current status of multiunit housing policies in the county.
B. List intended three year outcomes or specific changes expected as a result of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART).
C. Identify the multiunit housing sectors to be targeted in this county.
D. Identify key messages to use in targeting decision makers in each housing sector.
E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART objective.
F. Describe how population groups disparately affected by tobacco use are to be impacted by implementing required policy changes.
G. List each collaborative partner. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

Required Policy: Policy to Create Smoke-free Environments Other than Housing (SIH)

A. Provide current status of smoke-free policies other than multiunit housing in the county.
B. Identify specific smoke-free policy or policies other than multiunit housing to pursue. Include organization(s) selected and reasons for selecting the policy and organizations.
C. List intended three year outcomes or specific changes expected as a result of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART). Applicants can provide more than one SMART objective for a three year period.
D. Identify the target decision maker(s) for each SMART objective.
E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART objective.
F. Describe how population groups disparately affected by tobacco use are to be impacted by implementing required policy changes.
G. List each collaborative partner including youth and/or youth organizations. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.
Goal 3: Promote quitting among Florida’s adults and youth

Required Policy: Policy to create Tobacco Free Worksites (TFW).

A. Provide current status of tobacco free worksite policies in the county.
B. List intended three year outcomes or specific changes expected as a result of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART).
C. Identify the chosen worksites in this county.
D. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.
E. Describe how population groups disparately affected by tobacco use are to be impacted by implementing required policy changes.
F. List each collaborative partner. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

Goal 4: Sustain the infrastructure for Tobacco Free Florida

Required Outcome: Maintain a Stand-Alone Community Tobacco Free Partnership

Since 2008, a stand-alone community tobacco free partnership has operated in each county. Maintenance of this stand-alone community tobacco free partnership is a requirement of this grant. This section shall be used by the applicant to describe the agency’s efforts to partner with other organizations within the local community to deliver the proposed project as described in the Program Plan. Collaboration may also be considered as a means of ensuring program sustainability once grant funding ends. Applicants shall identify in narrative form the following information:

Stand-Alone Community Tobacco Free Partnership Details:
- Describe the current Stand-Alone Community Tobacco Free partnership including but not limited to date established, structure of the partnership, members represented (youth and adult organizations), frequency of meetings, activities of the partnership, and successes.
- Highlight known policy successes and challenges within the county.
- Identify changes that will be made to the existing partnership if any to enhance the opportunity for success in achieving required outcomes and policy changes.
- Describe your organization’s anticipated role with the Stand-Alone Tobacco Free Partnership
- Describe how your partnership will collaborate within the community

BTPF Community-Based Tobacco Prevention Interventions
Attachment II: Application Template

Lead Agency: ____________________ Applicant Name: ____________________ County: ____________________

for social norm change to de-normalize tobacco use.

**Required Outcome: Maintain a Students Working Against Tobacco (SWAT) Chapter**

Florida’s Students Working Against Tobacco organization was formed in 1998. Currently, one SWAT Chapter operates in each of Florida’s 67 counties. Maintenance of the county Students Working Against Tobacco Chapter is a requirement of this grant. This section shall be used by the applicant to describe the agency’s efforts to engage youth partners within the SWAT organization in policy advocacy while delivering the proposed project as described in the Program Plan. Applicants shall identify in narrative form the following information:

- Describe the county SWAT Chapter including but not limited to structure of the organization, members represented, frequency of meetings, activities of the organization, and successes and challenges.
- Describe how youth will be mobilized to address policy change in the county.
- Describe how SWAT members will be integrated into the Stand-Alone Community Tobacco Free Partnership and its activities.
- Identify changes that will be made to the existing SWAT structure if any to enhance the opportunity for success in achieving required outcomes and policy changes.
- Describe how SWAT will collaborate within the community for social norm change to de-normalize tobacco use.

**5.5 Management Plan (10 page limit)**

This section shall be used to describe the applicant’s approach to managing the project including proposed staffing for the project and plans to sustain the program once grant funding ends.

Applicants shall identify in narrative form the following information:

1. Background information about the organization and previous grant related experience, if any, including a brief description of projects similar to the one proposed in response to the RFA. Describe the administrative structure of the organization, its overall mission and how it relates to the statement of purpose for this RFA.

2. To demonstrate prior work experience, the successful Grantee shall submit for its organization’s Current and Prior Funded Projects in Attachment V.
Attachment II: Application Template

Lead Agency: ____________________ Applicant Name: ____________________ County: ____________

a. A list of currently funded projects by subject, project dates, project location such as county, city, or region, amount awarded, funding entity including contact information, and anticipated project outcome.
b. A list of previously grant funded projects from the year 2004 to 2014 by subject, project dates, project location such as county, city, region, amount awarded, funding entity including contact information, and project outcome.
c. A list of all previously submitted and not awarded grant funded projects from the year 2004 through 2014 by subject, project dates, project location such as county, city, region, amount requested, funding entity including contact information, and proposed project outcome.
d. A list of all revoked grants.

3. Demonstrable evidence of the organization’s experience related to policy change activities. Also describe applicable experience of other member organizations of the current or proposed tobacco prevention community partnership.

4. Demonstrable evidence of the organization’s experience related to developing and implementing county based tobacco prevention and control initiatives including activities, dates, scope and results.

Organizational Chart:
Provide an organizational chart that includes the project staff, subcontractors and local partner organizations and indicate how each member relates to each other. The chart should label key staff, partner organizations and core partner contacts necessary to achieve the program objectives. Labels should also include the functional role of contributors.

Staffing Plan:
Describe how the program will be staffed (e.g. paid staff and/or volunteers) Identify the number and type of positions needed, which will be full-time and which will be part-time, and qualifications proposed for each position including type of experience and training required. Identify the key staff that will be involved with the project operations and include staff qualifications, duties and experience delivering the proposed activities for this project. (Note: Staff Qualification Surveys and resumes are required for all staff who will work on the project. Completed surveys are not to exceed three pages per staff member).

All staff receiving payment through this grant must be tobacco free and must not use electronic nicotine delivery systems. A letter on agency letterhead certifying staff for this grant will be tobacco free is required with submission of application.
Attachment II: Application Template

Lead Agency: _____________________  Applicant Name: _____________________  County: _____________________

Subcontractor Use and Experience:
Describe any agencies or individuals that would be subcontracted along with their role in implementation of the project and their experience with similar funded initiatives.

All staff receiving payment through this grant must be tobacco-free and must not use electronic nicotine delivery systems.

Training Plan:
Describe the organization’s plans to provide orientation and on-going training to ensure that staff and volunteers are properly trained to reach project outcomes.

Long-term Financial Project Sustainability:
• Describe the organization’s plans for financially sustaining the local project once the funding period ends.
• Describe the organization’s plans for sustaining the project and the Stand-Alone Community Tobacco Free Partnership once the funding period ends.
# Attachment III

**Proposed Annual Budget**

*Note: See Application Guideline 4.3 Compliant Budget Form and Budget Justification Narrative for Instructions*

*Disclaimer: Additionally, the Department reserves the right to negotiate budgetary changes with applicants prior to execution of the Standard Contract.*

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<tr>
<th>Applicant Name:</th>
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<tr>
<th>Country:</th>
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<tr>
<th>Award Amount Requested:</th>
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## Personnel Information

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**Total Personnel** 000 $ - $ -

## Direct Expenses

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**Total Direct Expenses** $ -

## Indirect Expenses

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**Total Indirect Expenses** $ -
## ATTACHMENT IV: Budget Narrative

**Applicant Name:**

**County:**

### Budget Narrative

1. Provide justification and details (including computations) for all budget categories contained in the Budget Summary.
2. Include only expenses directly related to the project and necessary for program implementation.
3. Enter narrative description below each budget category description where indicated below.

**Sub-contract Services:** For each independent subcontractor proposed to be employed by the program provide the name of the vendor if known, or the type of sub-contractual services planned, deliverables planned, frequency of the proposed services, rate of pay, total costs, and procurement method.

**Travel:** Itemize the cost of local travel for personnel including travel purpose, location, and detailed costs. Show the basis of cost calculations. Travel expenses are limited for reimbursement as authorized in Section 112.061 Florida Statutes.

**Food:** Indicate the cost of food to be purchased for use in events and promotions. Include the meeting/even name, cost computation, and total cost. Food costs are limited to 2.5% of total award.

**Marketing/ Media:** Itemize the costs of media advertising related to marketing and promotion of the program and marketing. Include the item description, cost computation, and total cost. Detail the programmatic benefits to be derived from the advertising and how it relates to achievement of the programmatic goals and objectives.

**Office Expenses:** Itemize program related supplies separately by type (office supplies, copy paper, postage, software, etc.) that are expendable or consumed during the course of the program and show the formula used to arrive at total program costs.

**Promotional Items:** Itemize the type and costs of materials to be purchased or developed for use in promoting and marketing the program in the local community. Detail the programmatic benefits to be derived from the promotion and marketing materials and how they relate to achievement of the programmatic goals and objectives. Promotional items are limited to 2.5% of the total award.

**Office Equipment:** Costs may include, but is not limited to computers, telephones, scanners, copiers, fax machines, and equipment maintenance. Itemize each equipment item; include equipment name, purpose/need, vendor (if known) and cost.

**Other Direct Expenses:** List and describe any other expenses related to the program that is not specifically listed above. Breakout and show the computation for each line item.

**Indirect Expenses:** Itemize program specific costs to implement the program by proportionate share or applicable percentage of the total costs of these items. List each item separately and show the formula used to derive at total program costs. Indirect Expenses are limited to 7.5% of the total amount of the award.

---

**BTFF Community Based Tobacco Prevention Interventions**
ATTACHMENT V
CURRENT AND PRIOR FUNDED PROJECTS

a) Current Funded Projects:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Dates</th>
<th>Project Location (County, City, Region)</th>
<th>Amount Awarded</th>
<th>Funding Entity and Contact Information:</th>
<th>Contract Information:</th>
<th>Anticipated Project Outcome</th>
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</table>

d) Revoked Grants or Contracts

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Dates</th>
<th>Project Location (County, City, Region)</th>
<th>Amount Awarded</th>
<th>Funding Entity and Contact Information:</th>
<th>Date and Reason Grant or Contract was Revoked</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Note: Applicants may add additional rows and pages as appropriate.
**ATTACHMENT VI**

*Bureau of Tobacco Free Florida*

*Staffing Qualification Survey*

Applicant Agency ____________________________ County ______________________

**Staffing Qualification Survey (Three Page Limit Per Staff Member)**

The Staff Qualification Survey is an assessment of the Key Personnel Qualifications (K PQs) and Knowledge, Skills and Abilities (KSAs) of individual staff members who will work on the project. Submit a separate survey for each staff member. Not all staff members are expected to possess all K PQs or KSAs, however, the application evaluation will consider the degree to which all K PQs and KSAs are evident among proposed team members. MAXIMUM PAGES PER STAFF MEMBER: 3

Staff member name: __________________________

Title: ______________________________________

Proposed percentage of time spent on community intervention grant: ________________

For each K PQ, listed, choose the statement from the list below that best describes the staff member’s experience and/or training. Please select only one number for each item. Enter the number in the **Experience Rating** column next to the appropriate K PQ.

1. I have not had education, training or experience performing this task.
2. I have had education or training in performing the task, but have not yet performed it on the job.
3. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
4. I have performed this task as a regular part of my job. I have performed it independently and normally without review of my supervisor or senior employee.
5. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

For experience ratings of 3, 4, or 5, enter in the **Evidence of Successful Experience** column a brief description of previous performance that demonstrates the selected level of experience.

<table>
<thead>
<tr>
<th>K PQ</th>
<th>Experience Rating</th>
<th>Evidence of Successful Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Builds and maintains an active diverse community partnership,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reflective of local demographics, which includes youth participation,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>community leaders, agency representation and community members.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Recruits, trains, engages, manages and maintains youth and adult</td>
<td></td>
<td></td>
</tr>
<tr>
<td>volunteer leaders in policy work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Uses a variety of mass media to raise sufficient visibility on a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>local issue to produce policy and</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Community Based Tobacco Prevention Interventions
ATTACHMENT VI
Bureau of Tobacco Free Florida
Staffing Qualification Survey

Applicant Agency: ____________________________ County: ____________________________

<table>
<thead>
<tr>
<th>Social Norm Change</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Analyzes and applies local, state and national data and resources to direct local programming, develop talking points and create educational materials</td>
<td></td>
</tr>
</tbody>
</table>

| Manages financial affairs, including development of an annual budget in accordance with available funding levels, determines financial priorities based upon annual Work Plan, identifies and monitors expenditures to ensure purchases are in support of program goals, and manages procurement and contracting |  |

For each KSA listed, choose the statement from the list below that best describes the staff member’s experience and/or training. Please select only one number for each item. Enter the number in the Qualification Rating column next to the appropriate KPA.

1. I have knowledge of this knowledge, skill or ability.
2. I have had training or experience in this knowledge, skill or ability, but have not yet used it on the job.
3. I have applied this knowledge, skill or ability on the job under close monitoring by a supervisor or senior employee.
4. I have applied this knowledge, skill or ability as a regular part of my job. I have worked independently and normally without review of my supervisor or senior employee.
5. My strength in this knowledge, skill or ability leads others to consult me for assistance because of my expertise.

For qualification ratings of 3, 4, or 5, enter in the Evidence of Successful Experience column a brief description of previous performance that demonstrates the selected level of experience.

<table>
<thead>
<tr>
<th>KSA</th>
<th>Qualification Rating</th>
<th>Evidence of Successful Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of effective community mobilization methods for policy and social norm change within local communities, including sensitivity to target population ethnic and cultural backgrounds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Skill in building productive relationships with state and local policy makers, elected officials |  |  |

Community Based Tobacco Prevention Interventions
ATTACHMENT VI
Bureau of Tobacco Free Florida
Staffing Qualification Survey

Applicant Agency ___________________________ County ________________________

and agency leaders.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Professional communication skills, both verbal (e.g. public speaking, meeting facilitation) and written (e.g. training materials, reports), that build stakeholder commitment.</td>
</tr>
<tr>
<td>4.</td>
<td>Ability to apply strategic planning in order to change policy, social norms and processes in a community setting.</td>
</tr>
<tr>
<td>5.</td>
<td>Ability to remain persistent, even under adversity, and recover quickly from setbacks.</td>
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</table>

Community Based Tobacco Prevention Interventions
Appendix I - Fiscal Year 2015-2016
Award Amounts

<table>
<thead>
<tr>
<th>County</th>
<th>Funding for Fiscal Year 2015-2016</th>
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1 of 1
## Appendix II
County Policy Assignment

<table>
<thead>
<tr>
<th>Goal 1: Prevent initiation of tobacco use among Florida's youth and young adults</th>
<th>Goal 2: Eliminate Floridian's Exposure to Secondhand Smoke</th>
<th>Goal 3: Promote quitting among Florida's adults and youth</th>
<th>Goal 4: Sustain the infrastructure for Tobacco Free Florida</th>
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<tbody>
<tr>
<td>All counties required to conduct activities in the assigned Policy Type</td>
<td>All counties required to conduct activities in the assigned Policy Type</td>
<td>All counties are required to conduct activities in the assigned Policy Type</td>
<td>All counties required to conduct activities in the assigned Outcome Area</td>
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<td>SHS</td>
</tr>
<tr>
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## Appendix II
### County Policy Assignment

<table>
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<th>County</th>
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<tr>
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Appendix II
County Policy Assignment

Stand-Alone Community Tobacco Free Partnership AND Students Working Against Tobacco
APPENDIX III
Professional Staffing Qualifications

During the performance of the funded project, Grantees will be expected to demonstrate appropriate knowledge, skills, and abilities in order to carry out the strategies and activities required to achieve the goals of this program. This includes:

1. Developing and Leading a Team of Community Partners to Achieve Objectives
   a. Building, engaging, and managing a sustainable community organization with diverse membership reflective of local demographics, including youth representation, community leaders, agency representation, and community members.
   b. Recruiting partnership members to take ownership for task results.
   c. Identifying and developing youth and adult leaders within a community partnership through skills assessment, coaching, mentoring, training, and educating with the end result of building capacity within the organization.
   d. Organizing and facilitating effective meetings, trainings, and community events that encourage the open exchange of ideas, opinions, and information.
   e. Building consensus and achieving "buy-in" for specific issues within a partnership, organization, or group setting.
   f. Assessing the contributions of members and providing appropriate recognition.

2. Leading the Development and Implementation of Work Plan Approach and Strategies
   a. Providing vision and guiding strategic direction for all Work Plan goal areas, including but not limited to, developing a comprehensive Strategy Plan with community partnership members for each Work Plan policy area.
   b. Demonstrating sensitivity to clients’ ethnic and cultural backgrounds in the implementation of Program strategies.
   c. Assisting the community partnership in analyzing Program initiatives and determining manageable tasks.
   d. Working cooperatively and effectively to achieve the environmental, systems, and policy changes and objectives identified by the Program.
   e. Using strategic thinking processes to establish quarterly benchmarks for progress; preparing and reviewing quarterly reports to monitor progress towards goals.

3. Affecting Local Policy and Social Norm Change
   a. Building and applying knowledge of the political context at local and state levels for affecting policy change.
   b. Building and applying knowledge of the social and cultural context at the county level for affecting policy change.
   c. Building and applying knowledge of the importance of youth involvement in social norm and policy changes as well as effective methods for engaging youth in a community setting to affect this change.
   d. Mobilizing and facilitating full partnership participation in planning and implementing local policy and norm change.
   e. Engaging key stakeholders, community groups, and local county and city officials to support policy change on a specific issue.

4. Developing Effective Educational Outreach
   a. Developing positive working relationships with media organizations and employing effective media advocacy techniques, including media releases and advisory and editorial board meetings, to raise visibility on local issues to affect policy/social norm change.
b. Analyzing and using local, state, and national data to direct local programming, develop talking points, and create educational materials. This includes proficient use of the Florida Community Health Assessment and Reporting Tool Set (CHARTS) system to educate local leaders, the media, and community on data for their community.

c. Developing and delivering effective, audience-appropriate presentations that influence diverse individuals and groups to mobilize around an issue.

d. Identifying and mentoring youth and adult volunteers along with community leaders to become effective community partnership spokespersons.

5. Managing Business Components of the Program

a. Financial
   i. Developing the annual budget in accordance with the funding levels provided by the Program.
   ii. Determining financial priorities based on the annual Work Plan.
   iii. Identifying and monitoring cost-effective approaches to ensure expenses align with Program goals and to ensure efficient and fiscally responsible use of funds.
   iv. Managing procurement and contracting.

b. Evaluation and Compliance
   i. Demonstrating leadership by determining and communicating program standards; encouraging accountability, and modifying standards, if required, to maintain program or policy quality.
   ii. Managing grant activities and documentation to ensure compliance with grant rules, regulations, and deadlines.
   iii. Building and applying knowledge of CDCs Best Practices for Tobacco Control and key outcome indicators for comprehensive tobacco control programs.

c. General Management
   i. Building and applying a high level of organizational skills; verbal and written communication skills; time management skills; and personnel recruiting and supervision skills.
   ii. Building and applying effective leadership skills such as flexibility, persistence, and ability to determine objectives, set priorities, and anticipate potential threats and opportunities.
APPENDIX IV
STATE OF FLORIDA
DEPARTMENT OF HEALTH
STANDARD CONTRACT

THIS CONTRACT is entered into between the State of Florida, Department of Health, hereinafter referred to as the Department, and [Name], hereinafter referred to as the Provider.

The Parties Agree:

1. The Provider Agrees:

   a. To provide services in accordance with the conditions specified in Attachment I.

   b. To comply with the requirements of §287.058, Florida Statutes (F.S.)

      To provide units of deliverables, including reports, findings, and drafts as specified in Attachment I, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Part A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. Where applicable, to submit bills for any travel expenses in accordance with §112.061, F.S. The Department may, if specified in Attachment I, establish rates lower than the maximum provided in §112.061, F.S. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, F.S., made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

   c. To the Following Governing Law

      1. Florida law

          a. This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.

          b. If this contract is valued at $1 million or more, the provider agrees to refrain from any of the prohibited business activities with the Governments of Sudan and Iran as described in §239.473, F.S. Pursuant to §287.135(9), F.S., the Department shall bring a civil action against any company that falsely certifies its status on the Scrutinized Companies with Activities in Sudan or the Iran Petroleum Energy Sector List. The provider agrees that the Department shall take civil action against the provider as described in §287.135(9)(a), F.S., if the provider fails to demonstrate that the determination of false certification was made in error.

      2. Federal Law

          a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.

          b. If this agreement includes federal funds and more than $2,000 of federal funds will be used for construction or repairs, the provider shall comply with the provisions of the Compliance "Anti-Kickback Act (18 U.S.C. 637 and 40 U.S.C. 270c), as supplemented by the Department of Labor regulations (29 CFR Part 3, "Contractor's and Subcontractor's Public Building or Public Works Financed in Whole or in Part by Loans or Grants from the United States"), and §112.061, F.S. The Department may, if specified in Attachment I, establish rates lower than the maximum provided in §112.061, F.S. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, F.S., made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

          c. If this agreement includes federal funds and this provision shall not be used for the performance of experimental, developmental, or research work, the provider shall comply with 37 CFR, Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Governmental Grants, Contracts and Cooperative Agreements.

          d. If this contract contains federal funds and is over $100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 13671(e) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1366 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the Department.

          e. If this contract contains federal funding in excess of $100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Standard Form LLC, as required. If a Disclosure of Lobbying Activities form, Standard Form LLC, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.

          f. Not to employ unauthorized aliens. The Department shall consider employment of unauthorized aliens a violation of §274(a) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and §101 of the Immigration Reform and Control Act of 1986. Such violation shall be cause for unilateral cancellation of this contract by the Department. The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all new employees hired during the contract term by the provider. The provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Contractors meeting the terms and conditions of the E-Verify System are deemed to be in compliance with this provision.


          h. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to $1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
D. Audits, Records, and Records Retention

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices, which sufficiently and properly reflect all revenues and expenditures of funds under the Department under this contract.

2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

3. Upon completion or termination of the contract, the provider will cooperate with the Department to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Section I, paragraph D.2. above.

4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the Department.

5. Persons duly authorized by the Department and federal auditors, pursuant to 45 CFR, Part 62, Subpart Q, shall have full access to and the right to examine any of provider’s records and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

6. To provide a financial and compliance audit to the Department as specified in Attachment ______ and to ensure that all related party transactions are disclosed to the auditors.

7. To include in these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

8. If Exhibit 2 of this contract indicates that the provider is a recipient or subrecipient, the provider will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, and/or §215.97 F.S., as applicable and conform to the following requirements:
   a. Documentation. To maintain separate accounting of revenues and expenditures of funds under this contract and each CSFA or CPDA number identified on Exhibit 1 attached hereto in accordance with generally accepted accounting practices and procedures.

   Expenditures which support provider activities not solely authorized under this contract must be allocated in accordance with applicable laws, rules and regulations, and the allocation methodology must be documented and supported by competent evidence.

   Provider must maintain sufficient documentation of all expenditures incurred (e.g. invoices, canceled checks, payroll detail, bank statements, etc.) under this contract which evidences that expenditures are:
   1) allowable under the contract and applicable laws, rules and regulations;
   2) reasonable; and
   3) necessary in order for the recipient or subrecipient to fulfill its obligations under this contract.

   The aforementioned documentation is subject to review by the Department and/or the State Chief Financial Officer and the provider will timely comply with any requests for documentation.

   b. Financial Report. To submit an annual financial report stating, by line item, all expenditures made as a direct result of services provided through the funding of this contract to the Department within 45 days of the end of the contract. If this is a multi-year contract, the provider is required to submit a report within 45 days of the end of each year of the contract. Each report must be accompanied by a statement signed by an individual with legal authority to bind recipient or subrecipient by certifying that these expenditures are true, accurate and directly related to this contract.

   To ensure that funding received under this contract in excess of expenditures is remitted to the Department within 45 days of the earlier of the expiration of, or termination of, this contract.

9. Public Records. Keep and maintain public records that ordinarily and necessarily would be required by the provider in order to perform the service, provide the public with access to such public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed that provided in Chapter 119, F.S., or as otherwise provided by law, ensure that public records that are exempt or that are confidential and exempt from public record retention requirements are not disclosed except as authorized by law, and meet all requirements for retaining public records and transfer to the public agency at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the agency.

E. Monitoring by the Department

To permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the Department of satisfactory performance of the terms and conditions of this contract. Following each evaluation the Department will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider’s performance of the
terms and conditions of this contract. The provider will correct all noted deficiencies identified by the Department within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the Department, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the Department; and (3) the termination of this contract for cause.

F. Indemnification
1. The provider shall be liable for and shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including attorneys' fees and costs, arising out of any act, omission, negligence, or errors or omissions by the provider, its agents, or employees during the performance or operation of this contract or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property.
2. The provider's inability to evaluate liability or its evaluation of liability shall not excuse the provider's duty to defend and indemnify within seven (7) days after such notice by the Department as is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the Department. The Department's failure to notify the provider of a claim shall not release the provider of the duty to defend. NOTE: Paragraph I.F.1. and I.F.2. are not applicable to contracts executed between state agencies or subdivisions, as defined in §706.28, F.S.

G. Insurance
To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, unless it is a state agency or subdivision as defined by §706.28, F.S., the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protection for the provider and the client to be served under this contract. The limits of coverage under each policy maintained by the provider do not limit the provider's liability and obligations under this contract. Upon the execution of this contract, the provider shall furnish the Department written verification supporting both the determination and existence of such insurance coverage. Such coverage may be evidenced by a self-insurance program established and operated under the laws of the State of Florida. The Department reserves the right to require additional insurance as specified in Attachment I where appropriate.

H. Safeguarding Information
Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient or the responsible parent or guardian when authorized by law.

I. Assignments and Subcontracts
1. No subcontracts for the performance of services shall be made without prior written approval of the Department, which shall not unreasonably withhold. Any sub-lease, assignment, or transfer occurring while the contract is in effect shall be void.
2. The provider shall be responsible for all work performed and all expenses incurred with the project. If the Department permits the provider to subcontract any part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the Department against such claims.
3. The State of Florida shall at all times be entitled to assign or transfer, in whole or part, its rights, duties, or obligations under this contract to another governmental agency in the State of Florida, upon giving prior written notice to the provider. In the event the State of Florida approves transfer of the provider's obligations, the provider remains responsible for all work performed and all expenses incurred in connection with the contract. In addition, this contract shall bind the successors, assigns, and legal representatives of the provider and any legal entity that succeeds to the obligations of the State of Florida.

4. The contractor shall provide a monthly Subcontractor Expenditure Report summarizing the participation of certified and non-certified minority subcontractors/materiel suppliers for the current month, and project to date. The report shall include the names, addresses, and dollar amount of each certified and non-certified MBE participant, and a copy must be forwarded to the Contract Manager of the Department of Health. The Office of Supplier Diversity (850-487-0516) will assist in furnishing names of certified minority suppliers. The Department of Health, Minority Coordinator (850-928-4119) will assist with questions and answers.

5. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the Department in accordance with §227.0895, F.S. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid by the provider to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

J. Return of Funds
To return to the Department any overpayments due to unearned funds or funds disallowed and any interest attributable to such funds pursuant to the terms of this contract that were disbursed to the provider by the Department. In the event that the provider or its independent auditor discovers that overpayment has been made, the provider shall repay said overpayment within 40 calendar days without prior notification from the Department. In the event that the Department discovers an overpayment has been made, the Department will notify the provider by letter of such a finding. Should repayments not be made in a timely manner, the Department will charge interest of one (1) percent per month compounded on the outstanding balance after 40 calendar days after the date of notification or discovery.

K. Incident Reporting
Abuse, Neglect, and Exploitation Reporting
In compliance with Chapter 415, F.S., an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-987-ABUSE).

L. Transportation Disadvantaged
If clients are to be transported under this contract, the provider will comply with the provisions of Chapter 427, F.S., and Chapter 41-2.
M. Purchasing
1. It is agreed that any articles which are the subject of, or are required to carry out this contract shall be purchased from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) identified under Chapter 548, F.S. in the same manner and under the procedures set forth in §548.515(2) and §4(2). F.S. For purposes of this contract, the provider shall be deemed to be substituted for the Department as a deal with PRIDE. The clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, 1-800-645-6450.

2. Procurement of Materials with Recycled Content
It is expressly understood and agreed that any products or materials which are the subject of, or are required to carry out this contract shall be procured in accordance with the provisions of §403.7005; and §287.045, F.S.

3. MyFloridaMarketPlace Vendor Registration
Each vendor doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, shall register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.030(3), F.A.C.

4. MyFloridaMarketPlace Transaction Fee
The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide procurement system. Pursuant to §267.057(23), F.S. (2000), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the provider shall pay to the State.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, the vendor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee. The provider shall receive credit for any Transaction Fee paid by the provider for the purchase of any item(s) if such item(s) are returned to the provider through no fault, act, or omission of the provider. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor’s failure to perform or comply with specifications or requirements of the agreement. Failure to comply with these requirements shall constitute grounds for declaring the vendor in default and recovering procurement costs from the vendor in addition to all outstanding fees. Providers delinquent in paying transaction fees may be excluded from conducting future business with the State.

N. Civil Rights Requirements
Civil Rights Certification: The provider will comply with applicable provisions of Department of Health publication, “Methods of Administration, Equal Opportunity in Service Delivery.”

O. Independent Capacity of the Contractor
1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the Department.
2. Except where the provider is a state agency, the provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Nor shall the provider represent to others that it has the authority to bind the Department unless specifically authorized to do so.
3. Except where the provider is a state agency, neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to state retirement or state leave benefits, or to any other compensation of state employment as a result of performing the duties and obligations of this contract.
4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State of Florida.
5. Unless justified by the provider and agreed to by the Department in Attachment I, the Department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.
6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider’s officers, agents, employees, subcontractors, or assignees shall be the responsibility of the provider.

P. Sponsorship
As required by §286.25, F.S., if the provider is a non-governmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: Sponsored by (provider’s name) and the State of Florida, Department of Health. If the sponsorship reference is in written material, the words State of Florida, Department of Health shall appear in at least the same size letters or type as the name of the organization.

Q. Final Invoice
To submit the final invoice for payment to the Department no more than ____ days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the Department will not honor any requests submitted after the abovementioned period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the Department.

R. Use of Funds for Lobbying Prohibited
To comply with the provisions of §218.147, F.S., which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

S. Public Entity Crime and Discriminatory Vendor
1. Pursuant to §287.133, F.S., the following restrictions are placed on the ability of persons convicted of public entity crimes to transact business with the Department. When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid or contract or provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the Department.

Contract # ____________________________
any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, F.S., for CATEGORY TWO for a period of 3 months from the date of being placed on the convicted vendor list.

2. Pursuant to §287.154, F.S., the following restrictions are placed on the ability of persons convicted of discrimination to transact business with the Department. When a person or entity has been placed on the discriminatory vendor list for a conviction for discrimination, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, F.S., for CATEGORY TWO for a period of 3 months from the date of being placed on the discriminatory vendor list.

T. Patents, Copyrights, and Royalties
1. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in any way connected herewith, the provider shall refer the discovery or invention to the Department to be referred to the Department of State to determine whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.

2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the Department of State. Any and all copyrights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.

3. The provider, without exception, shall indemnify and save harmless the State of Florida and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or patented invention, process, or article manufactured by the provider. The provider has no liability when such claim is solely and exclusively due to the Department of State's alteration of the article. The State of Florida will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for the Department of State, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

U. Construction or Renovation of Facilities Using State Funds
Any state funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the state a security interest in the property at least to the amount of the state funds provided for at least 5 years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of state funding for this purpose, the provider agrees that, if it disposes of the property before the Department's interest is vacated, the provider will refund the proportionate share of the state's initial investment, as adjusted by depreciation.

V. Electronic Fund Transfer
The provider agrees to enroll in Electronic Fund Transfer, offered by the State Comptroller's Office. Questions should be directed to the EFT Section at (850) 410-9465. The previous sentence is for notice purposes only. Copies of Authorization form and sample bank letter are available from the Department.

W. Information Security
The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, §348.29, §348.004, §342.65, and §456.057, F.S. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Health Information Security Policies, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the Department's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality.

II. THE DEPARTMENT AGREES:
A. Contract Amount
To pay for contracted services according to the conditions of Attachment I in an amount not to exceed _______ subject to the availability of funds. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

B. Contract Payment
Pursuant to §215.422, F.S., the Department has five (5) working days to inspect and approve goods and services, unless the bid specifications, Purchase Order, or this contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to §55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, contact the fiscal office or contract administrator. Payments to health care providers for hospitals, medical, or other health care services, shall be made not more than 30 days from the date eligibility for payment is determined, at the daily interest rate of 0.03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Interest penalties less than one dollar will not be enforced unless the vendor requests payment. Invoice payment requirements do not start until a properly completed invoice is provided to the Department.

C. Vendor Ombudsman
A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or (850) 342-2762, the State of Florida Chief Financial Officer's Hotline.
III. THE PROVIDER AND THE DEPARTMENT MUTUALLY AGREE

A. Effective and Ending Dates
This contract shall begin on _____ or on the date on which the contract has been signed by both parties, whichever is later. It shall end on

B. Termination
1. Termination at Will
This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination Because of Lack of Funds
In the event funds to finance this contract become unavailable, the Department may terminate the contract upon no less than twenty-four (24) hours notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the provider will be compensated for any work satisfactorily completed prior to notification of termination.

3. Termination for Breach
This contract may be terminated for the provider’s non-performance upon no less than twenty-four (24) hours notice in writing to the provider. If applicable, the Department may employ the default provisions in Chapter 60A-1.008(3), F.A.C. Waiver of breach of any provisions of this contract 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 contract.

C. Renegotiation or Modification
Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties.

D. Official Payee and Representatives (Names, Addresses and Telephone Numbers)
1. The name (provider name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made is:

2. The name of the contact person and street address where financial and administrative records are maintained is:

3. The name, address, and telephone number of the contract manager for the Department for this contract is:

4. The name, address, and telephone number of the provider’s representative responsible for administration of the program under this contract is:

5. Upon change of representatives (names, addresses, telephone numbers) by either party, notice shall be provided in writing to the other party and said notification attached to originals of this contract.

E. All Terms and Conditions Included
This contract and its attachments as referenced, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract supersedes all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

I have read the above contract and understand each section and paragraph.

In WITNESS WHEREOF, the parties hereto have caused this _____ page contract to be executed by their undersigned officials as duly authorized.

PROVIDER:

SIGNATURE:

PRINT/TYPE NAME:

TITLE:

DATE:

STATE AGENCY 29 DIGIT FLAIR CODE:

FEDERAL ID# (or SSN):

PROVIDER FISCAL YEAR ENDING DATE:

STATE OF FLORIDA, DEPARTMENT OF HEALTH

SIGNATURE:

PRINT/TYPE NAME:

TITLE:

DATE:

Contract # ________
APPENDIX V

FINANCIAL AND COMPLIANCE AUDIT

The administration of resources awarded by the Department of Health to the provider may be subject to audits and/or monitoring by the Department of Health, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, and Section 215.97, F.S., (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department of Health staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the provider agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Health. In the event the Department of Health determines that a limited scope audit of the provider is appropriate, the provider agrees to comply with any additional instructions provided by the Department of Health to the provider regarding such audit. The provider further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the provider is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the provider expends $500,000 or more in Federal awards during its fiscal year, the provider must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Department of Health by this agreement. In determining the Federal awards expended in its fiscal year, the provider shall consider all sources of Federal awards, including Federal resources received from the Department of Health. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the provider conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, paragraph 1, the provider shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

3. If the provider expends less than $500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the provider expends less than $500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such audit must be paid from provider resources obtained from other than Federal entities.)

4. An audit conducted in accordance with this part shall cover the entire organization for the organization’s fiscal year. Compliance findings related to agreements with the Department of Health shall be based on the agreement’s requirements, including any rules, regulations, or statutes referenced in the agreement. The financial statements shall disclose whether or not the matching requirement was met for each applicable agreement. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health agreement involved. If not otherwise disclosed as required by Section 310(b)(2) of OMB Circular A-133, as revised, the schedule of expenditures of Federal awards shall identify expenditures by funding source and contract number for each agreement with the Department of Health in effect during the audit period. Financial reporting packages required under this part must be submitted within the earlier of 30 days after receipt of the audit report or 9 months after the end of the provider’s fiscal year end.

Revised 5/2014
PART II: STATE FUNDED

This part is applicable if the provider is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the provider expends a total amount of state financial assistance equal to or in excess of $500,000 in any fiscal year of such provider (for fiscal years ending September 30, 2004 or thereafter), the provider must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services, Chapters 10.050 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), and Rules of the Auditor General. Exhibit 1 to this agreement indicates state financial assistance awarded through the Department of Health by this agreement. In determining the state financial assistance expended in its fiscal year, the provider shall consider all sources of state financial assistance, including state financial assistance received from the Department of Health, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1, the provider shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapter 10.050 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the provider spends less than $500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the provider spends less than $500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the provider resources obtained from other than State entities).

4. An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to agreements with the Department of Health shall be based on the agreement's requirements, including any applicable rules, regulations, or statutes. The financial statements shall disclose whether or not the matching requirement was met for each applicable agreement. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health agreement involved. If not otherwise disclosed as required by Rule 69J-5.003, Fla. Admin. Code, the schedule of expenditures of state financial assistance shall identify expenditures by agreement number for each agreement with the Department of Health in effect during the audit period. Financial reporting packages required under this part must be submitted within 45 days after delivery of the audit report, but no later than 9 months after the provider's fiscal year end for local governmental entities. Non-profit or for-profit organizations are required to be submitted within 45 days after delivery of the audit report, but no later than 9 months after the provider's fiscal year end. Notwithstanding the applicability of this portion, the Department of Health retains all right and obligation to monitor and oversee the performance of this agreement as outlined throughout this document and pursuant to law.

PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the provider directly to each of the following:

Revised 5/2014
A. The Department of Health as follows:

SingleAudits@fhealth.gov

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to Bureau of Finance & Accounting, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HFAA), Tallahassee, FL 32399-1729.

B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections 320 (d), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

C. Other Federal agencies and pass-through entities in accordance with Sections 320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Sections 320(f), OMB Circular A-133, as revised, the provider shall submit a copy of the reporting package described in Section 320(c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department of Health as follows:

SingleAudits@fhealth.gov

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to Bureau of Finance & Accounting, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HFAA), Tallahassee, FL 32399-1729.

3. Additionally, copies of financial reporting packages required by Part II of this agreement shall be submitted by or on behalf of the provider directly to each of the following:

A. The Department of Health as follows:

SingleAudits@fhealth.gov

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to Bureau of Finance & Accounting, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HFAA), Tallahassee, FL 32399-1729.

B. The Auditor General's Office at the following address:

Auditor General's Office
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Revised 5/2014
4. Any reports, management letter, or other information required to be submitted to the Department of Health pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Providers, when submitting financial reporting packages to the Department of Health for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the provider in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

The provider shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued, and shall allow the Department of Health or its designee, the CFO or Auditor General access to such records upon request. The provider shall ensure that audit working papers are made available to the Department of Health, or its designee, CFO, or Auditor General upon request for a period of six years from the date the audit report is issued, unless extended in writing by the Department of Health.

End of Text
EXHIBIT – 1

1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Program 1  CFDA#  Title  $  
Federal Program 2  CFDA#  Title  $  

TOTAL FEDERAL AWARDS  $  

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

State financial assistance subject to Sec. 215.97, F.S.: CSFA#  Title  $  
State financial assistance subject to Sec. 215.97, F.S.: CSFA#  Title  $  

TOTAL STATE FINANCIAL ASSISTANCE AWARDED PURSUANT TO SECTION 215.97, F.S.  $  

Matching and Maintenance of Effort *

Matching resources for federal program(s)  CFDA#  Title  $  
Maintenance of Effort (MOE)  CFDA#  Title  $  

*Matching resources and MOE amounts should not be included by the provider when computing threshold amounts. However, these amounts could be included under notes in the financial audit or footnoted in the Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA). Matching or MOE is not State/Federal Assistance.

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

Revised 5/2014
PART I: AUDIT RELATIONSHIP DETERMINATION

Providers who receive state or federal resources may or may not be subject to the audit requirements of OMB Circular A-133, as revised, and/or Section 215.97, Fla. Stat. Providers who are determined to be recipients or subrecipients of federal awards and/or state financial assistance may be subject to the audit requirements if the audit threshold requirements set forth in Part I and/or Part II of Exhibit 1 is met. Providers who have been determined to be vendors are not subject to the audit requirements of OMB Circular A-133, as revised, and/or Section 215.97, Fla. Stat. Regardless of whether the audit requirements are met, providers who have been determined to be recipients or subrecipients of Federal awards and/or state financial assistance must comply with applicable programmatic and fiscal compliance requirements.

In accordance with Sec. 210 of OMB Circular A-133 and/or Rule 69I-5.006, FAC, provider has been determined to be:

____ Vendor not subject to OMB Circular A-133 and/or Section 215.97, F.S.
____ Recipient/subrecipient subject to OMB Circular A-133 and/or Section 215.97, F.S.
____ Exempt organization not subject to OMB Circular A-133 and/or Section 215.97, F.S. For Federal awards, for-profit organizations are exempt; for state financial assistance projects, public universities, community colleges, district school boards, branches of state (Florida) government, and charter schools are exempt. Exempt organizations must comply with all compliance requirements set forth within the contract or award document.

NOTE: If a provider is determined to be a recipient/subrecipient of federal and/or state financial assistance and has been approved by the department to subcontract, they must comply with Section 215.97(7), F.S., and Rule 69I-5.006, FAC [state financial assistance] and Section _-400 OMB Circular A-133 [Federal awards].

PART II: FISCAL COMPLIANCE REQUIREMENTS

FEDERAL AWARDS OR STATE MATCHING FUNDS ON FEDERAL AWARDS. Providers who receive Federal awards, state maintenance of effort funds, or state matching funds on Federal awards and who are determined to be a subrecipient, must comply with the following fiscal laws, rules and regulations:

STATES, LOCAL GOVERNMENTS AND INDIAN TRIBES MUST FOLLOW:
2 CFR 225 subpart OMB Circular A-87 – Cost Principles*
OMB Circular A-102 – Administrative Requirements**
OMB Circular A-133 – Audit Requirements
Reference Guide for State Expenditures
Other fiscal requirements set forth in program laws, rules and regulations

NON-PROFIT ORGANIZATIONS MUST FOLLOW:
2 CFR 230 subpart OMB Circular A-122 – Cost Principles*
2 CFR 215 subpart OMB Circular A-110 – Administrative Requirements
OMB Circular A-133 – Audit Requirements
Reference Guide for State Expenditures
Other fiscal requirements set forth in program laws, rules and regulations

EDUCATIONAL INSTITUTIONS (EVEN IF A PART OF A STATE OR LOCAL GOVERNMENT) MUST FOLLOW:
2 CFR 220 subpart OMB Circular A-21 – Cost Principles*
2 CFR 215 subpart OMB Circular A-110 – Administrative Requirements
OMB Circular A-133 – Audit Requirements
Reference Guide for State Expenditures
Other fiscal requirements set forth in program laws, rules and regulations

*Some Federal programs may be exempted from compliance with the Cost Principles Circulars as noted in the OMB Circular A-133 Compliance Supplement, Appendix 1.
**For funding passed through U.S. Health and Human Services, 45 CFR 92; for funding passed through U.S. Department of Education, 34 CFR 80.

STATE FINANCIAL ASSISTANCE. Providers who receive state financial assistance and who are determined to be a recipient/subrecipient, must comply with the following fiscal laws, rules and regulations:

Revised 5/2014
Section 215.97, Fla. Stat
Chapter 694-5, Fla. Admin. Code
State Projects Compliance Supplement
Reference Guide for State Expenditures
Other fiscal requirements set forth in program laws, rules and regulations

Additional audit guidance or copies of the referenced fiscal laws, rules and regulations may be obtained at http://www.doh.state.fl.us/ by selecting "Contract Administrative Monitoring" in the drop-down box at the top of the Department's webpage. * Enumeration of laws, rules and regulations herein is not exhaustive or exclusive. Recipients will be held to applicable legal requirements whether or not outlined herein.

Revised 5/2014
EXHIBIT 3

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF SINGLE AUDIT REPORTS

Single Audit reporting packages ("SARP") must be submitted to the Department in an electronic format. This change will eliminate the need to submit multiple copies of the reporting package to the Contract Managers and various sections within the Department and will result in efficiencies and cost savings to the Provider and the Department. Upon receipt, the SARP's will be posted to a secure server and accessible to Department staff.

The electronic copy of the SARP should:

- Be in a Portable Document Format (PDF).
- Include the appropriate letterhead and signatures in the reports and management letters.

Be a single document. However, if the financial audit is issued separately from the Single Audit reports, the financial audit reporting package may be submitted as a single document and the Single Audit reports may be submitted as a single document. Documents which exceed 8 megabytes (MB) may be stored on a CD and mailed to: Bureau of Finance & Accounting, Attention: Single Audit Review, 4052 Bldg Cypress Way, Bl 501 (HAFA), Tallahassee, FL 32390-1729.

- Be an exact copy of the final, signed SARP provided by the Independent Audit firm.
- Not have security settings applied to the electronic file.
- Be named using the following convention: [fiscal year] [name of the audited entity exactly as stated within the audit report].pdf. For example, if the SARP is for the 2009-10 fiscal year for the City of Gainesville, the document should be entitled 2010 City of Gainesville.pdf.
- Be accompanied by the attached "Single Audit Data Collection Form." This document is necessary to ensure that communications related to SARP issues are directed to the appropriate individual(s) and that compliance with Single Audit requirements is properly captured.

Questions regarding electronic submissions may be submitted via e-mail to SingleAudit@fhealth.gov or by telephone to the Single Audit Review Section at (850) 245-4444 ext. 4188.

Revised 5/2014
Single Audit Data Collection Form

GENERAL INFORMATION

1. Fiscal period ending date for the Single Audit.
   Month / Day / Year

2. Auditee Identification Number
   a. Primary Employer Identification Number (EIN)
   b. Are multiple EINs covered in this report?  Yes □ No □
   c. If "yes", complete No. 3.

3. ADDITIONAL ENTITIES COVERED IN THIS REPORT
   Employer Identification #

4. AUDITEE INFORMATION
   a. Auditee name:
   b. Auditee address (number and street)
      City
      State
      Zip Code
   c. Auditee contact
      Name:
      Title:
   d. Auditee contact telephone ( )
   e. Auditee contact FAX ( )
   f. Auditee contact E-mail

5. PRIMARY AUDITOR INFORMATION
   a. Primary auditor name:
   b. Primary auditor address (number and street)
      City
      State
      Zip Code
   c. Primary auditor contact
      Name:
      Title:
   d. Primary auditor contact telephone ( )
   e. Primary auditor E-mail
   f. Audit Firm License Number

6. AUDITEE CERTIFICATION STATEMENT — This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 and/or Section 215.97, Fla. Statutes, for the period described in Item 1; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the aforementioned Circular and/or Statute; (3) the attached audit is a true and accurate copy of the final audit report issued by the auditor for the period described in Item 1; and (4) the information included in this data collection form is accurate and complete. I declare the foregoing is true and correct.

AUDIT CERTIFICATION
Date __/__/____
Date Audit Received From Auditor: __/__/____
Name of Certifying Official: ____________________________
Title of Certifying Official: ____________________________
Signature of Certifying Official: _________________________

Revised 5/2014