

**SEXUAL RISK AVOIDANCE EDUCATION GRANT
REQUEST FOR APPLICATION**

FY 2018-2019

RFA#18-002

**Florida Department of Health
Division of Community Health Promotion
Bureau of Family Health Services**

July 23, 2018

Pre-Application Conference Call

August 3, 2018 - 10:00 am

**Call: 888-670-3585
Passcode: 298-688-5090**

Application Deadline:

August 24, 2018

This is not a competitive solicitation subject to the notice or challenge provisions of Section 120.57, 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.

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TIMELINE

Schedule Event	Date of Event	Information
RFA Released and advertised	July 23, 2018	http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/grant-funding-opportunities/index.html http://www.myflorida.com/apps/vbs/main_menu
Deadline for submission of written questions	July 31, 2018	All questions must be submitted electronically to SexualRiskAvoidance@flhealth.gov
Conference call to address written questions	August 3, 2018 10:00 a.m. EST	Conference Call Number: 888-670-3525 Participant Passcode: 298-688-5090
Deadline for proposals (no fax or emailed copies of proposals accepted)	August 24, 2018	U.S. Mail: Florida Department of Health Office of the Deputy Secretary of Operations Division of Administration Office of Contracts 4052 Bald Cypress Way, Bin B-08 Tallahassee, FL 32399-1703
Anticipated completion of the grant application evaluations	September 6, 2018	
Anticipated Posting of Intent to Award	September 10, 2018	Posted electronically via http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/grant-funding-opportunities/index.html http://www.myflorida.com/apps/vbs/main_menu
Anticipated grant start date	October 1, 2018	

Section 1.0 INTRODUCTION

1.1 Definitions

- A. Adolescent Health Program: The Department's program responsible for the management and oversight of the Sexual Risk Avoidance Education grant.
- B. Applicant: An entity applying for funding under this Request for Application.
- C. Completer: A parent or a significant adult, an adult that has a formative influence on a youth, of a youth who completes an hour-long department-approved SRAE class, or a youth who completes at least 75 percent of an approved sexual risk avoidance curriculum series.
- D. Contract Manager: An individual designated by the Department to be responsible for the monitoring and management oversight of the agreement and Scope of Work.
- E. Curriculum Developer: The entity with sole proprietary ownership of the curriculum, student workbooks, and supplemental materials.
- F. Department: The Florida Department of Health.
- G. Focal Population: A specific group of youth identified by the Department as the focus of sexual risk avoidance education services.
- H. Parent: A mother, father, or guardian of a youth.
- I. Provider: An applicant awarded an agreement with the Adolescent Health Program to provide sexual risk avoidance education.
- J. Sexual Risk Avoidance Education (SRAE) Class: A course of instruction on sexual risk avoidance using an effective curriculum.
- K. Sexually Transmitted Disease (STD): Any contagious disease that is transmitted through direct person to person sexual contact through the exchange of semen, blood, or any other body fluid or by direct sexual contact with affected body area of an individual who has a sexually transmitted disease.
- L. SRAE Curriculum: Curricula that has been evaluated with proven outcomes for adolescent health and is approved for use by the Adolescent Health Program.
- M. State Sexual Risk Avoidance Grant: An initiative that gives youth information and skills that are intended to help them avoid all the possible negative consequences of teen sex, including but not limited to, the physical consequences of STDs and pregnancy.
- N. Youth: A person between the ages of 10-19 years old.
- O. Youth Leader: A person between the ages of 12 and 19 used by the provider as a peer educator or guest speaker.
- P. Unduplicated: A parent or significant adult who has not previously completed a one-hour department-approved SRA education class in the current grant year, or a youth who has not previously completed 75 percent or more of an approved sexual risk avoidance education curriculum series within the current grant year.

1.2 Grant Authority

This project is funded with Federal Title V funding authorized and appropriated in accordance with section 510 of the Social Security Act (42 U.S.C. § 710), as amended by section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123), and as further amended by section 701 of Division S of the Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141).

1.3 Notice and Disclaimer

- A. This is not a competitive solicitation subject to the notice or challenge provisions of Section 120.57(3), Florida Statutes.
- B. Grant awards will be determined by the Department at its sole discretion based on the availability of funds and the evaluation of the applications. The Department reserves the right to offer multiple grant awards as it deems in the best interest of the state of Florida and the Department. Additionally, the Department reserves the right to negotiated budgetary changes with Applicants prior to the offer of a grant award or execution of the Standard Contract.
- C. If, during the grant funding period, the authorized funds are reduced or eliminated by the federal grantor agency, the Department may immediately reduce or terminate the grant award by written notice to the grantees. No such termination or reduction, however, will apply to allowable costs already incurred by the grantees to the extent that funds are available for payment of such costs.
- D. Individuals receiving funds under this grant will be responsible for the completion of all tasks and deliverables as stated in the contract.
- E. The Department reserves the right to reject any or all applications. The Department reserves the right to:
 - 1. Add, remove, and revise requirements during the grant period.
 - 2. Negotiate annual schedule of events during the grant period.
 - 3. Add, remove, and revise required policy areas during the grant period.

1.4 Grant Purpose

The overarching purpose of Florida’s State Sexual Risk Avoidance Education grant is to delay sexual activity, reduce teen births, teenage pregnancy, and reduce sexually transmitted diseases among Florida youth ages 10 to 19 by promoting sexual risk avoidance.

1.5 Available Funding

A total of \$1,500,000 of funding is available as part of this funding opportunity. The number of awards will depend upon the amount of funds available and the number and quality of the applications received. Awards will range from \$100,000 to \$300,000 per year. Applicants may submit only one application for consideration under this Request for Applications (RFA). Subject to future availability of funds, the Department reserves the right to renew or continue any grants resulting from this RFA.

1.6 Matching Funds

Projects funded under this RFA are not required to provide any match or in-kind services.

1.7 Renewal or Continuation

Contracts may be renewed or continued, in whole or in part, by the Department on a yearly basis for up to one additional funding period, and are subject to the same terms and conditions set forth in the initial contract. Renewals must be in writing, made by mutual agreement, and will be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department and will be subject to the availability of funds.

Section 2.0 PROGRAM OVERVIEW

2.1 Background

The SRA Education grant works within the Department's mission to promote, protect, and improve the health and safety of all people in Florida through integrated state, county, and community efforts. Over the last 18 years, SRA education funding has provided school and community-based SRA education services to help delay teen sexual activity, reduce teen pregnancy, and reduce the transmission of sexually transmitted diseases by promoting sexual risk avoidance. The Adolescent Health Program, through a competitive procurement process, contracts with Applicants to promote SRA education in Florida.

2.2 Focal Population

Proposals submitted in response to this RFA will focus on youth that reside within the geographical area that the proposed project will serve. Particular attention will be given to those groups which are most likely to contain high-risk factors such as high teen pregnancy rates, high teen birth rates, low high school graduation rates, high percentage of youth living in poverty, and high teen sexually transmitted disease rates.

2.3 Program Expectations

- A. The overall SRA education program goal is to increase the participation of youth and parents in SRA education in order to achieve the program's purpose.
- B. SRA education program services must be designed and implemented to meet the identified needs of the focal population. All SRA education programs must primarily focus on SRA education, promote positive community values, and encourage healthy choices for youth. Activities must include the delivery of SRA education classes to youth as the primary focus using curriculum approved by the Adolescent Health Program. All classes must be delivered in the timeframe required by the curriculum developer. Providers will be required to submit monthly reports that document the SRA education classes held, the number of youth in attendance, the number of service hours provided, the number of youth completing the various program services offered, and the locations in which services are provided.
- C. Providers must use curricula that are in accordance with the State Sexual Risk Avoidance Education Grant components and priorities established under section 510 of Title V of the Social Security Act. The curricula approved for use include:
 - 1. Promoting Health Among Teens – www.etr.org;
 - 2. Making A Difference – www.etr.org;

3. Real Essentials – www.myrelationshipcenter.org;
 4. Love Notes – www.dibbleinstitute.org; and
 5. Choosing the Best – www.choosingthebest.com.
- D. Providers receiving State Sexual Risk Avoidance Education Grant funding cannot use funds to focus on issues other than SRAE and must not perform or promote activities that are inconsistent with the Adolescent Health Program requirements.
 - E. Providers must offer education and materials to parents in school and community settings.
 - F. Providers are encouraged to provide the SRA curriculum in a variety of settings including, but not limited to public and private schools, religious institutions, local community centers, youth camps, juvenile justice programs, alcohol and drug rehabilitation settings, after-school programs, other existing youth development programs, and college and university campuses. Providers are also encouraged to provide services in counties that do not have existing state or federally funded SRA education programs.
 - G. Program Expansion: Providers are encouraged to support the Department in efforts to expand the SRA education grant into Florida counties that are not currently receiving SRA education. Providers must clearly state whether the county or counties intended for SRA education program services are currently receiving state or federal funding for SRA education. Provider must indicate if the county or counties proposed for implementation are receiving services and Provider will be servicing a different geographical area within the county or community.
 - H. Religious Advisory: The Adolescent Health Program adheres to the federal guidelines for exclusion of the teaching or practicing of religion within funded programs. Provider programs will not teach or promote religion and are required to be accessible to any interested participant, regardless of religious affiliation. Violation of these guidelines will result in termination of the contract at the sole discretion of the Department.

2.4 **Services to be Provided**

2.4.1 Scope of Services:

- A. Provider must deliver SRA education to youth using the curricula identified in Section 2.3.
- B. SRA education classes must be provided in the settings identified within Provider's submitted calendar of events. Classes must not be provided in settings where other sources of federal or state funding are being used to deliver SRAE during the same grant period.
- C. Provider may use youth leaders as peer educators or guest speakers. Youth leaders must be older than or comparable in age to the youths engaged in the program. Provider must develop a protocol for the training and use of youth leaders as mentors or leaders prior to implementing youth leaders. An adult

leader or instructor must accompany youth leaders whenever they are engaged with youth participants.

- D. Parents are required to be included as an integral part of the SRA education grant services. Presentations for parents must receive prior approval for use from the contract manager and include an emphasis on explaining adolescent growth and development; risk and protective factors; the benefits of sexual risk avoidance; information on prevention of teen pregnancy and sexually transmitted diseases; development of parent and child communication skills; and the need to establish positive relationships with schools, teachers, and community resources. Parent presentations must be at least one hour, contain medically-accurate, up to date information, and receive approval from the Department prior to use.

2.4.2 Participants to be Served:

- A. General Description: Provider will focus on youth that reside within the geographical area that the proposed project will serve. Particular attention will be given to those groups who are at greatest risk for teen births and sexually transmitted diseases.
- B. Contract Limits:
- The minimum number of participants to be serviced at each particular funding level each year is as follows:

Category	Funding Amount	Number of Unduplicated Youth	Number of Unduplicated Parents
A	\$100,000	350	70
B	\$150,000	525	105
C	\$200,000	700	140
D	\$250,000	875	175
E	\$300,000	980	275

- Provider must use the curricula listed below:

Curriculum	Number of Classes	Number of Minutes per Lesson
Making a Difference	8	60
Promoting Health Among Teens	8	60
Choosing the Best-Way	6	50
Choosing the Best-Path	8	50
Choosing the Best-Journey	8	50
Choosing the Best-Life	8	50
Choosing the Best-Soul Mate	5	50
Real Essentials	8	50
Love Notes	8	50

2.4.3 Manner of Service Provision:

A. Service Tasks: To be in compliance with SRA education program requirements, Provider will perform the following tasks:

1. Recruit staff and volunteers to provide SRA education classes within 45 days of contract execution. Train staff and volunteers to provide SRA education to participants within 75 days on recruitment.
2. Prepare a calendar of events, in a format provided by the Department, within 60 days of contract execution and submit it to the Contract Manager for review. Include locations for SRA education classes in the calendar of events.
3. Submit parent presentations to the contract manager for review and approval 30 days before delivery.
4. Deliver SRA education curriculum to the minimum number of unduplicated youth as specified for the category selected in the chart identified in section 2.4.2.B.1. Deliver a curriculum selected from chart the identified in section 2.4.2.B.2. as specified. Provide sign-in sheets approved by the Department for participants to complete at each SRA education class. Ensure youth sign-in sheets contain the participant's name, age, gender, and race. Maintain the sign-in sheet and submit them to the Contract Manager with the monthly report.
5. Deliver an approved SRA presentation to the minimum number of unduplicated parents as specified for the category selected in the chart identified in section 2.4.2.B.1. Provide sign-in sheets approved by the Department for participants to complete at each SRA education presentation. Maintain the sign-in sheet and submit them to the Contract Manager with the monthly report.
6. Establish collaborative relationships with schools and other community organizations.
7. Distribute approved marketing and media products as directed by the Department throughout the contract. Document the amount of marketing and media products distributed each month in the monthly report.
8. Maintain an operational e-mail account throughout the contract term. Monitor the email account monitored daily. The e-mail account will be used to facilitate immediate and continuous communication access by the Department, youth, parents, and community partners.
9. Participate in Department-sponsored workshops and technical assistance trainings as directed by the Department throughout the contract term. Document any workshops or trainings attended during the month in the monthly report.

10. Designate staff members to participate in scheduled conference calls or webinars hosted the Department throughout the contract term. Ensure a minimum of one staff member participates on any conference call or webinar as directed by the Department. Document any conference call or webinar attended during the month in the monthly report.
11. Develop a monthly report each month that includes, at a minimum, the information specified in the above tasks. Submit the monthly report to the Contract Manager within 15 days following the end of each month but no later than submission of the monthly invoice.

B. Staffing Requirements:

1. Staff Levels:

- a. Provider must maintain an adequate administrative organizational structure and support staff sufficient to implement its responsibilities under the contract. In the event of non-compliance, the Department will require corrective action from Provider within 45 days.
- b. The Provider must ensure that individual personnel files, including approved timesheets, are maintained for all employees paid with funds provided through the contract and for all volunteers utilized in the provision of program services and activities.

2. Training:

- a. Curriculum Training: All staff delivering SRA education to youth must be trained in their selected curriculum prior to delivering services. Provider is responsible for obtaining curriculum training for staff initially and as the curriculum developers require. Providers must submit a copy of proof of training to the Department. Provider is responsible for the cost of the curriculum training. Provider will be responsible for obtaining curriculum training for new staff due to staff changes or new hires after the initial training.
- b. Annual Technical Assistance: All staff with a significant role on the SRA education grant must attend the annual technical assistance conducted by the Department each year before delivering services. The annual training is scheduled during the first quarter after the contract is signed and is held at the Department's location in Tallahassee, Florida, unless otherwise rescheduled or relocated by the Department. The cost of this training will be provided by the Department. Provider must adhere to the state of Florida's travel guidelines when calculating expenses.

3. Professional Qualifications: Provider will be responsible for ensuring staff and volunteers have the education, experience, and training necessary to

successfully carry out their duties, including any professional licensure or certification, which may be required by law.

4. Background Screening:

- a. Provider must ensure that all employees and volunteers, regardless of age, are screened in accordance with sections 110.1127 (3)(a), (3)(c), (4) and 435.04, Florida Statutes. Initial screening includes fingerprint checks through the Florida Department of Law Enforcement and the Federal Bureau of Investigation. Independent contractors, volunteers, students, interns, and other persons in positions of trust or responsibility must also comply with the background screening requirements.
- b. Provider is deemed the “employing agency” and “employer” for purposes of applying these statutes. Provider must initiate background screening, including fingerprinting, at the time a person accepts a job offer or a volunteer agrees to perform services for the organization. No employee or volunteer will perform services related to this program with a background screening that reflects the offenses listed in section 435.04(2), Florida Statutes. Employees and volunteers are not allowed to provide services until a favorable background screening result is received. The background screening results must be retained on file at Provider’s location and made available for review during the programmatic monitoring review. Failure to comply with background screening requirements may result in termination of any contract.

5. Special Accommodations: Any person requiring special accommodations because of a disability must notify the contact person as listed at least five work days prior to any application opening or meeting. If hearing or speech impaired, individuals must notify the contact person by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

C. Service Location and Equipment:

1. Service Delivery Location: Services and activities must be conducted at the locations approved by the Adolescent Health Program. These locations must be readily accessible to the focal population. Services and activities may also be conducted at other appropriate locations identified and approved in advance by the Contract Manager.
2. Changes in Locations: The Department may request changes in service delivery locations, if deemed necessary, to preclude duplication of SRA education services and activities. Provider may request changes in service locations to ensure delivery to communities with the highest teenage birth rates, repeat teen birth rates, or the highest STD rates as indicated by the Department’s most current version of FLORIDA HEALTH CHARTS. Provider must notify the Department in writing at least seven

days prior to initiating any changes in the location of services and activities.

3. Changes in Administrative Location: Provider’s administrative office’s mailing address will be the primary business location. Operational expenses incurred for the personal convenience of staff is unallowable without prior approval from the Contract Manager. All correspondence and overnight packages will be mailed to Provider’s administrative office location. Provider must notify the Department in writing at least 30 days prior to any change in its administrative office location.

4. Equipment and Software: Provider will be responsible for securing and maintaining all equipment, computer software, and office supplies necessary to carry out its duties and responsibilities, and assumes all liability for the use of such equipment. Such equipment may include, but is not limited to desks, desk chairs, computers, scanners, projectors, telephones, and copiers. Provider must maintain computer and software capability for operation, at a minimum, Microsoft Office compatible software and e-mail. Provider is required to use any additional software or programs implemented by the Department. Title or ownership to all property and equipment of a non-expendable nature purchased with contract funds is vested with the Department and the state of Florida. Upon the conclusion or termination of the contract, possession of non-expendable property and equipment valued in excess of \$1,000 will revert to the state of Florida.

D. Deliverables:

1. Number of Youth Participants: Provide a curriculum to the total number of unduplicated youth via the total number of classes as specified in Section 2.4 throughout the grant year. Youth participants must complete a minimum of 75 percent of the curriculum and activities to be considered a youth completer. Youth participant attendance must be supported and documented by sign-in sheets in accordance with these requirements. The minimum number of classes and minutes that must be completed per curriculum to obtain a 75 percent completion rate is listed below:

Curriculum	Number of Lessons for 75%	Total Number of Minutes for 75%
Making a Difference	6	360
Promoting Health Among Teens	6	360
Choosing the Best – Way	5	225
Choosing the Best – Path	6	300
Choosing the Best – Journey	6	300
Choosing the Best – Life	6	300
Choosing the Best – Soul Mate	5	188
Real Essentials	6	300
Love Notes	6	300

2. Number of Parents: Provide an approved presentation to a total number of unduplicated parent completers as specified in Section 2.4 throughout the grant year. Parents must complete at least one one-hour long presentation to be considered a parent completer. Parent attendance must be supported and documented by sign-in sheets in accordance with these requirements.

E. Provider Responsibilities:

1. Reports: The following reports must be completed and delivered to the Department within the format and timeframes indicated below.
 - a. Calendar of Events: A properly completed calendar of events must be submitted within 60 days following the effective date of the contract. An updated calendar must be submitted each month with the monthly report. Include, at a minimum, the following information in the Calendar of Events for each grant year:
 - 1) A list of schools or other locations where the SRA education classes will be delivered.
 - 2) The scheduled dates and times for each SRA education class.
 - 3) The SRA curriculum that will be used throughout the contract year.
 - 4) Individuals responsible for carrying out the identified activities.
 - 5) Projected number of youths or parents to participate in SRA education activity at each location.
 - b. Required Documents: The following documents must be completed and submitted within 15 days following the end of each month for payment:
 - 1) Invoice
 - 2) Expenditure Report
 - 3) Youth Sign-in Sheets
 - 4) Parent Sign-in Sheets
 - 5) Calendar of Events
 - c. Other supporting documentation must be provided upon request to the Department. Provider must also comply with any federal performance measurement collection requirements.
2. Public Records: Keep and maintain public records, as defined by Chapter 119, Florida Statutes that are required by the Department to perform the services required by the contract. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed that

provided in Chapter 119, Florida Statutes, or as otherwise provided by law. Ensure that public records that are exempt or that are confidential and exempt from public record disclosure are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Provider does not transfer the public records to the Department. Upon completion of the contract, transfer to the Department at no cost, all public records in possession of Provider or keep and maintain public records required by the Department to perform the contract services. If Provider transfers all public records to the Department upon completion of the contract, Provider will destroy any duplicate public records that are exempt or confidential and exempt. If Provider keeps and maintains public records upon completion of the contract, Provider will meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request of the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department. The Department may unilaterally terminate this contract if Provider refuses to allow access to all public records made or maintained by Provider in conjunction with this contract, unless the records are exempt from section 24(a) of Art. I of the State Constitution and section 119.07(1), Florida Statutes.

If the Provider has questions regarding the application of Chapter 119, Florida Statutes, to the Provider's duty to provide public records relating to this contract, contact the custodian of public records at (850)245-4005, PublicRecordsRequest@flhealth.gov or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.

3. Monitoring by the Department: Provider must permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, goods, and services of Provider, which are relevant to the contract, and interview any clients or employees of Provider to assure the Department of satisfactory performance of the terms and conditions of the contract. Following the Department's monitoring, at its sole and exclusive direction, the Department may provide Provider with a written report or take other actions including the assessment of financial consequences.
4. Monitoring Methodology: Monitoring will be accomplished using a combination of a review of written reports and other documents submitted, site visits and desk top reviews, and telephone calls. The Department may attempt, but is not required, to give at least 14 calendar days notification prior to the date of any site visit. Notification of any documents or data that must be compiled and ready for departmental review during the site visit will be given in advance of the site visit. The Department is not precluded from reviewing other documents or data not indicated in the prior notification during the site visit. The Department reserves the right to conduct unannounced visits for contract

management. All Provider services will be monitored to determine acceptable programmatic performance and compliance with the contract terms and conditions. The Contract Manager will review and evaluate the performance under the terms of the contract and will develop a written report within 30 days after the monitoring review indicating any concerns, deficiencies, recommendations or necessary corrective actions required of Provider. Provider will have up to 30 days from receipt of the report to provide a written response to the Contract Manager stating the action that has been taken or intends to take in response to the concerns, deficiencies, recommendations, or necessary corrective action noted in the Department's report.

5. Provider must coordinate with the Adolescent Health Program to ensure integrated health promotion and to avoid an overlap in services. Provider may also coordinate with other local service providers or entities for the purpose of service delivery or to ensure non-duplication of services. Other local service providers or entities include, but are not limited to, government agencies, county health departments, and other state or federally funded SRA education grant Providers. Failure of other entities does not alleviate the Provider from any accountability for tasks or services the Provider is obligated to perform pursuant to the resulting grant award.

F. Method of Payment:

1. The Department will pay for the delivery of service units provided and allowable expenditures in accordance with the payment schedule and deliverables. The total dollar amount to be paid will not exceed the selected funding category and is subject to the availability of funds and to federal appropriation. The total amount of cash committed is equal to the selected funding category.
2. Service Units: The unit cost for each deliverable by Provider will be paid at \$235.00 per unduplicated youth completer and \$250.00 per unduplicated parent completer.
3. Payment Schedule: The Department agrees to pay for the service units and deliverables at the specified unit prices each month. The service units for which payment is requested must not exceed the total number of units authorized either singularly or cumulatively by totaling service units on previous invoices. Payment is contingent upon the submission of the required monthly documentation, approval of documentation by the Contract Manager, and compliance with all other requirements.
4. Supporting Documentation Requirements: Provider must maintain accurate records documenting the total number of participants as well as participant names, dates, and time of services offered. Documents must be clear, concise, and easily auditable.
5. Financial Consequences: Pursuant to sections 215.971 and 287.058, Florida Statutes, the Department will reduce or withhold payment if

Provider fails to submit any required reports, perform any task or services within the established timeframes, or meet any deliverable. The exact amount of any financial consequences will be included in the contract.

G. Special Provisions:

1. Non-expendable Property Clause: Non-expendable property is defined as tangible property of a non-consumable nature that has an acquisition cost of \$1,000.00 or more per unit and that has an expected useful life of at least one year and hardback bound books that are not circulated to students or the general public, the value or cost of which is \$250.00 or more. Hardback books with a value or cost of \$250.00 or more will be classified as an operating capital outlay (OCO) expenditure.

All such property purchased will be listed on the property records of the Provider. Said listing must include a description of the property model number, manufacturer's serial number, funding source, information needed to calculate the federal and/or state share, date of acquisition, unit cost, property inventory number and information on the location, use and condition, transfer, replacement or disposition of the property. All such property purchased must be inventoried annually and an inventory report will be submitted to the Department along with the final expenditure report. A report of non-expendable property will be submitted to the Department along with the expenditure report for the period in which it is purchased. Title (ownership) to all non-expendable property acquired with funds from this program will be vested in the Department upon completion or termination of the contract. At no time will the Provider dispose of non-expendable property purchased except with the permission of and in accordance with instructions from the Department.

A formal request is required prior to the purchase of any item of non-expendable property not specifically listed in the approved contract budget.

2. Monthly Documentation: Monthly documentation submitted that has inaccuracies or deficiencies may be returned via regular or overnight mail in order for Provider to make the necessary revisions or corrections. The Contract Manager will make the determination if any documents can be submitted to the Department electronically.
3. Contract Renewal: The contract may be renewed up to one year beyond the initial grant award. Such renewals will be made by mutual agreement, contingent upon satisfactory fiscal and programmatic performance evaluations as solely determined by the Department and is subject to the availability of funds.
4. Rights to Data: Where activities supported produce original writings, sound recordings, pictorial reproductions, drawings or other graphic representations, and works of any similar nature, the Department has the right to use, duplicate and disclose such materials, in whole or in part, in any manner, for any purpose whatsoever, and to have others acting on

behalf of the Department to do so. If the materials so developed are subject to copyright, trademark, patent, or legal title, every right, interest, claim, or demand of any kind to any patent, trademark, copyright, or application for the same will vest in the state of Florida. No person, firm, or corporation will be entitled to use the copyright, patent, or trademark without the written consent of the Department.

5. Provider must repay the Department within 45 days of termination or non-renewal of the contract any funds provided by the Department to Provider that have been misappropriated or not expended in accordance with the performance standards and specifications of the contract.

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 including, but are not limited to, schools, health care providers, community and faith-based 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, partnerships, and their sub-contractors seeking to do business with the State must be registered with the Florida Department of State in accordance with the provisions of Chapters 607, 608, 617 and 620, Florida Statutes.

3.3 Corporate or Non-Corporate Status

- A. For all corporate Applicants, proof of corporate status must be provided with the application. Tax-exempt status is not required, except for applications applying as non-profit organizations. Tax-exempt status is determined by the Internal Revenue Service Code, section 501(c)(3). Acceptable evidence includes:
 1. A statement from a state taxing body, State Attorney General, or other appropriate state official certifying that the Applicant has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
 2. Non-corporate Applicants must provide documentation that verifies the official not for profit status of an organization in accordance with Chapter 617 Florida Statutes.

3.4 Period of Support

The initial project term will be for a funding period of one year beginning October 1, 2018 and ending September 30, 2019.

3.5 Use of Grant Funds

- A. Funds under this award can be used for allowable costs that are reflected in the proposed budget and approved by the Department.
- B. Allowable and unallowable expenditures are defined by at least one of the following:
1. Reference Guide for State Expenditures found at
 2. http://www.myfloridacfo.com/aadir/reference_Guide/reference_guide.htm
 3. Sections 112.061, Section 286.27, Section 215.97, Florida Statutes
 4. Office of Management and Budget (OMB) Circulars A-110-Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
 5. A-133-Audit of States, Local Governments, and Non-Profit Organizations
 6. A-122-Cost Principles for Non-Profit Organizations
 7. A-87-Cost Principles for State and Local, and Indian Tribal Governments
 8. A-21-Cost Principles for Educational Institutions
 9. Catalog of Federal Domestic Assistance (CFDA)
 10. Code of Federal Regulations (CFR)
- C. Once federal funds are allocated to a state agency, the Florida Department of Financial Services considers the funding to be subject to the same standards and policies as funding allocated by the State legislature. Section 17.29, Florida Statutes, gives the Chief Financial Officer (CFO) the authority to prescribe any rule they consider necessary to fulfill their constitutional and statutory duties, which include, but are not limited to, procedures or policies related to the processing of payments from any applicable appropriation. The powers and duties of the CFO are set forth in Chapter 17, Florida Statutes. Section 17.03(1), Florida Statutes requires that the CFO of the state of Florida, using generally accepted auditing procedures for testing or sampling, will examine, audit, and settle all accounts, claims, and demands against the State.
- D. The following lists of allowable and unallowable costs were created solely to be used as a helpful guide for prospective Applicants and grant awardees. These lists do not supersede the federal or state definitions of allowable and unallowable costs.
1. Allowable Costs: All expenditures must be reasonable and necessary to provide the services described in the contract and include, but are not limited to the following:
 - a. Personnel salaries and fringe benefits
 - b. In-state travel in accordance with Section 112.061, Florida Statutes and Department of Health policies and procedures
 - c. Office space, furniture, and equipment
 - d. Program related expenses, such as office supplies, postage, copying, telephone, utilities, insurance, advertising, and subscriptions to SRA education related publications.
 - e. Computer hardware and software
 - f. Direct service provision and activities
 - g. Promotional activities
 - h. Media and marketing activities

- i. SRA education curricula and supporting material
 - j. Financial compliance audit if required
 - k. Level II background screening
2. Unallowable Costs: Unallowable costs are expressly prohibited expenditures. Unless specifically authorized by law, the expenditure of state funds for the following items related to professional and occupational licenses are not allowable:
- a. Florida or other bar dues
 - b. Professional license fees
 - c. Occupational license fees
 - d. Driver license fees
 - e. Other fees for licenses required for an individual to pass the examination for any of the above licenses, unless the training is directly related to the person's current official duties related to delivery of the program services.
 - f. Examination fees for professional occupational or other licenses for a Person to perform his or her official duties.
 - g. Cash awards to employees or ceremony expenditures
 - h. Entertainment costs, including food, drinks, decorations, amusement, diversion, and social activities and any expenditure directly related to such costs as tickets to shows or sporting events, meals, lodging, rentals, or transportation
 - i. Organizational affiliations, fund raising and public relations
 - j. Deferred payments to employees as fringe benefit packages
 - k. Severance pay and unearned leave
 - l. Capital improvements, alterations or renovations
 - m. Lease or purchase of vehicles
 - n. Development of major software applications
 - o. Direct client assistance (monetary)
 - p. Indirect costs
 - q. Conference sponsorship
 - r. Personal cellular telephones
 - s. Meals not in accordance with Section 112.061, Florida Statutes
 - t. Appliances for the personal convenience of staff, including microwave ovens, refrigerators, coffee pots, portable heaters, fans, etc.
 - u. Water coolers, bottled water
 - v. Penalty on borrowed funds or statutory violations or penalty for late/nonpayment of taxes
 - w. Supplanting of other federal, state, and local public funds expended to provide SRA education and other youth development program services and activities

Section 4.0 APPLICATION REQUIREMENTS

4.1 Application Forms

Applicants must use the official forms attached to this RFA. Alternate forms will not be accepted or reviewed.

4.2 Order of Application Package

1. Cover Page (**Attachment I**)
2. Table of Contents
3. Narrative
 - A. Project Summary
 - B. Statement of Need
 - C. Project Description
 - D. Project Design
 - E. Management Plan
 - F. Collaboration
4. Proposed Budget Summary (**Attachment II**)
 - A. Budget Narrative (**Attachment III**)
5. Written Assurance of Compliance (**Attachment IV**)
6. Performance History
 - A. Most Recent Progress Report (if applicable)
 - B. Most Recent Monitoring Tool (if applicable)
7. Compliances and Certifications
 - A. Civil Rights Compliance Checklist (**Attachment V**)
 - B. Certification Regarding Lobbying (**Attachment VI**)
 - C. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts (**Attachment VII**)
 - D. Financial Compliance Audit (**Attachment VIII**)
8. Appendices
9. Application Checklist (**Attachment IX**)

4.2.1 Cover page: Each copy of the application must include the Cover Page. The template for the Cover page can be found in **Attachment I**. A copy of the signed Cover Page must be attached to the application.

4.2.2 Table of Contents (Two-page limit): Each copy of the application must contain a table of contents identifying major sections of the application, as identified in Section 4.2, Order of Submission, with page numbers.

4.2.3 Narrative Section: The point values listed for each section in the Evaluation Criteria (Attachment X) will be used in scoring the application.

- A. Project Summary (One-page limit): The Project Summary will be used to brief state officials and others about the proposed project. Applicants must provide a succinct one-page summary of the proposed project in 500 words or less. The project summary will identify the main purpose of the project, the focal population

to be served, types of services offered, the area to be served, expected outcomes, and the total amount of grant funds requested.

- B. Statement of Need (Two-page limit): The Statement of Need will be used to describe the need for the proposed project. Applicants must identify in narrative form the following information:
1. Focal population and geographic area proposed to be served.
 2. Need for the proposed SRA education program services and activities in the local community, including any gaps (unmet needs) in services. Include data related to adolescent sexual health, including teen birth, pregnancy, and STD data. Also include comparison of data for the proposed project geographic area with statewide averages to demonstrate relative need for the project.
 3. Whether there are any other state or federally-funded teen age pregnancy prevention education programs operating in the county or local community proposed to be served.
 4. Risk factors and other health and social indicators that contribute to adolescent sexual risk behavior in the defined geographic area of application.
 5. Any racial, ethnic, and other health disparities related to adolescent pregnancies that exist within the local community.
 6. The sources of all data and statistics used to validate the need.
- C. Project Description (Three-page limit): The Project Description must clearly state the following:
1. The age group of the priority focal population is between the ages of 10 and 19.
 2. The geographic area by zip code or neighborhood boundaries where services will be provided. Provide the site locations where specific services will be provided and explain why those sites were chosen.
 3. Each local programmatic objective proposed to be accomplished by the project, the planned results, and the manner in which the results are to be achieved. Each objective must be directly related to achievement of the stated program goals identified in section 2.3 and must be quantifiable and measurable. At a minimum, include objectives related to recruitment of youth participants and the delivery of the SRA education, parent involvement, and increasing community support for SRA education.
 4. The intended outcomes or specific changes expected to result from the program activities.
 5. The activities or actions that will be undertaken to achieve the local programmatic objectives, including timelines with beginning and ending dates, and the persons who will be responsible for each activity or action.
 6. The roles and responsibilities of other organizations that will be involved in implementing the project, if any.
- D. Project Design (Four-page limit): The Project Design must describe how the project will actually be delivered. Applicants must identify in narrative form the following information:

1. The intended program structure implementation strategy in compliance with sections 2.3 and 2.4.
2. The total number of youth participants proposed to be served during the project period. As required in section 2.4, the project must serve no fewer than the number of unduplicated youths in accordance with requested funding category.
3. How the Applicant will comply with the curriculum developer's implementation requirements.
4. The total number of youths expected to complete at least 75 percent of the various program activities provided during the project period.
5. Brief description or listing of the services and activities that make up the proposed project.
6. Describe the service delivery methods that will be used by the Applicant with an emphasis on intensity and duration of services and activities. The description must include the types of instructional activities and approaches that will be used which are built upon a strong foundation of documented research and effective learning strategies for reaching and engaging a youth audience.
7. Identify the number of parents to be served during the project period. The project must serve no fewer than the number of unduplicated parents in accordance with requested funding category.
8. Describe the methods that will be used to recruit and actively engage parents in the project services.

E. Management Plan (Two-page limit): This section will be used by the Applicant to describe the Applicant's ability to successfully carry-out the proposed project and to sustain the program once grant funding ends. This section must include a brief description of the organization and its approach to managing the project, including proposed staffing for the project. Applicants must also provide supporting documentation.

1. Narrative:
 - a. 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.
 - b. A synopsis of corporate qualifications indicating the Applicant's ability to manage and complete the proposed project.
 - c. The Applicant's operating hours.
 - d. Description of how the program will be staffed with paid staff and volunteers. Identify the number and type of positions needed, which positions will be full-time and which will be part-time, and qualifications proposed for each position, including type of experience and training required. Particularly address the experience and training requirements of instructors, counselors, administrative and management staff, and volunteers. If the program will use volunteers, explain in detail how they will be recruited.

- e. Description of the organization's plan to provide orientation and on-going training to ensure that staff and volunteers are properly trained to deliver program services and activities.
- f. Description of the organization's plan for financially sustaining the local project once the funding period ends.

2. Applicants must provide the following documentation:

- a. Table of organization or organizational chart.
- b. Documentation that verifies official status of Community-Based Organization (501(c)(3) status).
- c. Documentation that verifies the official not for profit status of an organization in accordance with Chapter 617, Florida Statutes.
- d. Current roster of the Board of Directors, including names, addresses, and telephone numbers.
- e. Copy of the management letter from most recent financial audit.
- f. Copy of responses to most recent programmatic or administrative monitoring report from current or past funding sources.
- g. Letters of support or commitment to the proposed project from an Authorized official such as the Administrator or Director of the local County Health Department, if applicable.

F. Collaboration (One-page limit): The Collaboration section will be used by the Applicant to describe the Applicant's efforts to partner with other organizations within the local community to deliver the proposed project as described in the Program Description and Project Design for the benefit of the identified focal population. Collaboration will also be considered as a means of ensuring program sustainability once grant funding ends. Applicants must identify in narrative form the following information:

- 1. The coordination and collaborative process used to plan and implement the proposed project. Explain who was involved, how these relationships will be maintained, the expected roles and responsibilities, and provide assurance that there is no duplication or over-lap of services.
- 2. The identity of each collaborative partner and their part in the collaboration. Describe their role, activities, and expected outcomes as a result of their input.
- 3. How members of the focal population and the local community will be involved in project implementation.
- 4. Applicants must also provide the following supporting documentation as part of Appendices. Appendices do not count toward page limit.
 - a. Letters of agreement or commitment from schools, school districts, and other local organizations where program activities will be implemented.
 - b. Agreements or letters of support with other collaborative partners, identifying their role and contribution to the project.

4.2.4 Budget Form and Budget Narrative: The Proposed Budget Summary and Budget Narrative provides a breakdown and explanation of all requested cost items that will be incurred by the proposed project as they relate to the Program Description and Program

Design. The method of cost presentation will be a line-item budget using the format found in **Attachment II**. Justification for all cost items contained in the Proposed Budget Summary must be described in a separate Budget Narrative, the format for which is contained in **Attachment III**. Only cost allocations under the terms of the RFA and applicable federal and state cost principles may be included in the line-item budget. All requested costs must be reasonable and necessary to perform the services and activities proposed in the Application. Applicants must recognize that costs do not remain static; the budget must reflect the various phases and activities of planning, organizing, implementation, evaluation and dissemination.

Note: If funding is requested in an amount greater than the ceiling of the award range, the application will be considered non-responsive and will not be entered into the review process. The application will be returned with notification that it did not meet the submission requirements.

- A. Budget Summary: All costs contained in the Budget Summary must be directly related to the services and activities proposed to be provided and identified in the application.
 - B. Budget Narrative: Provide justification and details for all cost items, including computations, contained in the Budget Summary. Include only expenses directly related to the project and necessary for program implementation.
- 4.2.5 Written Assurance of Compliance: Applicants will include with the Appendices the written assurance of compliance (**Attachment IV**) signed by the authorized official.
- 4.2.6 Grant Performance History: Applicants who have received SRA education funding within the last five years are required to submit their most recent progress report and most recent monitoring tool.
- 4.2.7 Compliances and Certifications: Applicants must provide supporting documentation under Compliances and Certifications:
- A. Civil Rights Compliance Checklist (**Attachment V**)
 - B. Certification Regarding Lobbying (**Attachment VI**)
 - C. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts (**Attachment VII**)
 - D. Financial Compliance Audit (**Attachment VIII**)
- 4.2.8 Appendices: All appendices must be clearly referenced and support elements of the application.

4.9 Authorized Signatory

The signature on the application must be that of an authorized official of the organization. An authorized official is an officer of the prospective Applicant's organization who has legal authority to bind the organization to the provisions of the RFA and the subsequent grant award. The authorized signature certifies that all information, facts, and figures are true and correct and that if awarded a grant, the Applicant 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.

Section 5.0 APPLICATION SUBMISSION

5.1 Application Deadline

Applications must be received by August 24, 2018.

5.2 Submission Methods and Where to Send Application

A. Instructions for submitting applications:

1. Only applications sent by U.S. Mail, courier, or hand delivered will be evaluated for this RFA. Faxed or emailed applications will not be evaluated.
2. One original application, four paper copies of the application, and one electronic copy of the application on a USB drive, and all supporting documents must be submitted. The original copy of the application must be signed in blue ink to indicate the original signature or it must be stamped original.
3. Pages must be single-spaced, numbered, with one-inch margins.
4. The font size must be 11 points, the type must be Arial.
5. Application is to include all components as listed in Section 4.2.
6. Contents of the application must be in the order of the outline defined in Section 4.2.
7. Appended material must not be used to circumvent the page limit for the application.
8. Applications must not contain personally identifiable information (PII). PII includes information such as social security numbers and birth dates.
9. 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 application will not be accepted.
10. No late applications will be accepted, under any circumstances, regardless of the reason(s) for its late submission.

Section 6.0 EVALUATION OF APPLICATION

6.1 Receipt of Applications

Applications will be screened upon receipt. If the Applicant does not 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 components and forms of this application.

6.2 How Applications Are Evaluated and Scored

Applications will be reviewed and scored using SRA evaluation Criteria form.
Attachment X.

6.3 Grant Award

Applicants will be awarded the amount requested as it complies with the funding threshold in Section 2.4.3.E. Awards will only be granted if funding is available.

6.4 Award Criteria

Funding decisions will be determined by the Department on the basis of merit as determined by the RFA.

6.5 Funding

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

6.6 Awards

Awards will be listed on the website at:
<http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/grant-funding-opportunities/index.html> and
http://www.myflorida.com/apps/vbs/main_menu. Notification will occur by Close of Business September 10, 2018.

Section 7.0 REPORTING AND OTHER REQUIREMENTS

7.1 Post Award Requirements

Funded Applicants will be required to submit schedule of events within 60 days of effective date of contract.

Section 8.0 REQUIRED FORMS

8.1 Attachments:

- A. Cover Page
- B. Budget Summary
- C. Budget Narrative
- D. Written Assurance of Compliance
- E. Civil Rights Compliance Checklist
- F. Certification Regarding Lobbying
- G. Certification Regarding Debarment
- H. Financial and Compliance Audit
- I. Application Checklist
- J. Evaluation Criteria

8.2 Application Evaluation

This form (**Attachment X**) is the standard evaluation criterial for all work plan proposals.

**Sexual Risk Avoidance Grant
Cover Page and Certification**

Organization Name:
Amount of Grant Funds Requested:
County or Counties to be Served:
Primary Contact Name:
Primary Contact Title:
Primary Contact Telephone with Extension:
Primary Contact Email Address:

Organization Federal ID Number:
Organization Mailing Address:
Organization Type (check one):
 Non-Profit 501(c)(3) **School** **School District** **For-Profit** **Other**

**Organization's Authorized Official
Name:**
Title:
Telephone Number and Extension:
Email Address:
Mailing Address:

Special Note: This application is for the purpose of selection. Final negotiation of the work plan and budget will be completed after the grant award.

By signing below, the duly authorized representative certifies that all information, facts and figures are true and correct and that if awarded, the agency will comply with the funding opportunity, the Scope of Work, 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 of Health as it relates to criminal background screening of the Chief Executive Officer, Executive Director, program director, direct-service staff, volunteers, and others.

Certification of Authorized Official

Signature

Date

Budget Narrative

A justification for all costs associated with the proposed program must be provided. The budget narrative must provide detailed information to support each line item contained in the proposed budget summary. The narrative should include justification for personnel, expenses and match.

PERSONNEL (SALARY AND FRINGE, A and B)

Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
Ex. Terry Smith	Government Operations Consultant	Program Direction	\$35,000	20%	100%
Summary of Tasks: Coordinating monthly technical assistance, reviewing and monitoring grant budget, monitoring reports for grant compliance					
Salary Total Computation: Annual Salary x Percent of Time on Grant = Total \$35,000					
Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total \$7,000					
Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
		Select A Responsibility			
Summary of Tasks:					
Salary Total Computation: Annual Salary x Percent of Time on Grant = Total Click here to enter text.					
Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total Click here to enter text.					

Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
		Select A Responsibility			
Summary of Tasks:					
Salary Total Computation: Annual Salary x Percent of Time on Grant = Total Click here to enter text.					
Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total Click here to enter text.					

Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
		Select A Responsibility			
Summary of Tasks:					
Salary Total Computation: Annual Salary x Percent of Time on Grant = Total Click here to enter text.					
Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total Click here to enter text.					

Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
		Select A Responsibility			
Summary of Tasks:					
Salary Total Computation: Annual Salary x Percent of Time on Grant = Total Click here to enter text.					

Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total [Click here to enter text.](#)

Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
		Select A Responsibility			

Summary of Tasks:

Salary Total Computation: Annual Salary x Percent of Time on Grant = Total [Click here to enter text.](#)

Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total [Click here to enter text.](#)

Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
		Select A Responsibility			

Summary of Tasks:

Salary Total Computation: Annual Salary x Percent of Time on Grant = Total [Click here to enter text.](#)

Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total [Click here to enter text.](#)

Employee Name	Position Title (if applicable)	Primary Responsibility	Annual Salary/Hourly Wage	Fringe Benefit Percent	Percent of Time on Grant
		Select A Responsibility			

Summary of Tasks:

Salary Total Computation: Annual Salary x Percent of Time on Grant = Total [Click here to enter text.](#)

Fringe Total Computation: Salary Total x Fringe Benefits Percent = Total [Click here to enter text.](#)

EXPENSES

C. Staff Travel – Itemize the cost of the local travel and mileage expenses for personnel by purpose. Show the basis of the calculation. Travel expenses are limited for reimbursement as authorized in Section 112.061 Florida Statutes. Mileage is reimbursed at \$0.445 cents per mile. Show computation.
[Click here to enter text.](#)

D. Training and Seminars – Itemize costs associated with required or anticipated staff training or seminars by purpose and include associated costs (mileage, per diem, meals, hotel, registration fees, etc.) Travel expenses are limited for reimbursement as authorized in Section 112.061 Florida Statutes. **Any and all conference travel must be requested and approved in writing by the program office in advance.** Show computation.
[Click here to enter text.](#)

E. Equipment (\$1,000 and under) – List each equipment item to be purchased. Indicate whether equipment is to be purchased or leased and why it is necessary for program operation. Show computation.
[Click here to enter text.](#)

F. Equipment (Over \$1,000) - List each equipment item to be purchased. Indicate whether equipment is to be purchased or leased and why it is necessary for program operation. Show computation.
[Click here to enter text.](#)

G. Consumable Office Supplies – List program-related supplies by type (office supplies, copy paper, postage, etc.) that are expendable or consumed during the course of the grant year. Show computation.
[Click here to enter text.](#)

H. Rent/Telephone/Utilities – Itemize program-specific costs to implement the program by pro-rata share or applicable percentage of the total costs of these items. List each item separately and show the formula used to derive total program costs. Show computation.
[Click here to enter text.](#)

I. Curricula/Educational Materials – Itemize the costs of program related curricula, including consumable workbooks and other educational materials proposed to be used by the program. Show computation. Click here to enter text.

J. Field Trips – Itemize any field trips proposed as a component of program implementation. Detail the educational or community service related benefits of each field trip and how it relates to the goals and objectives of the program. Itemize costs associated with each field trip including transportation, admission fees, etc. Show computation. Click here to enter text.

K. Community Events – Itemize any community events that will occur during the grant year as part of program implementation. Community events paid for with grant funds must be directly related to grant messaging. Events should be submitted for approval before implementation. Show computation. Click here to enter text.

L. Insurance – Indicate the cost of maintaining comprehensive liability insurance for the program. Show computation. Click here to enter text.

M. Promotion and Marketing Materials – 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 materials and how they related to achievement of the programmatic goals and objectives. Show computation. Click here to enter text.

N. Media Advertising – Itemize the costs of media advertising related to marketing and promotion of the program and marketing. Detail the programmatic benefits to be derived from the advertising and how it relates to achievement of the programmatic goals and objectives. Show computation. Click here to enter text.

O. Additional – List and describe any other expenses related to the program that are not specifically listed above. Show the justification and computation for each line item. Show computation. Click here to enter text.

STATE SEXUAL RISK AVOIDANCE EDUCATION
WRITTEN ASSURANCE OF COMPLIANCE

The applicant hereby provides assurance that it will comply with the following:

A. The applicant shall make every effort to provide accurate materials and information to all clients they serve under the State Sexual Risk Avoidance Grant by

- Assuring that selected curricula and supplementary materials are the most current editions available.
- Providing or having available, the reference source for any and all statements of a medical nature to ensure medical accuracy.
- Ensuring that any out-of-date medical facts, data and statistics or other information or research is updated to reflect the most currently accepted medical facts, data and statistics or other information for the topic.

B. The applicant shall provide all necessary documentation to satisfy state and federal performance measures including but not limited to demographics, attendance, curriculum fidelity and service quality

C. The applicant shall maintain a values-neutral approach that focuses on sexual risk avoidance through health promotion and does not include religious or moral instruction

Signature of Authorized Official

Title of Authorized Official

Date



STATE OF FLORIDA
DEPARTMENT OF HEALTH

CIVIL RIGHTS COMPLIANCE CHECKLIST

CONTRACT # _____

Facility / Program	County	
Address	Completed By	
City, State, Zip Code	Date	Telephone

Briefly describe the geographic area served by the program/facility and the type of services provided:

Minimum Requirements	Complies?			COMMENTS If, No or N/A, Explain briefly	Local - County procedures or policy refs
	Yes	No	N/A		
Requirement: DOH Policy – Designation of Compliance Officer. Programs and facilities that employ 15 or more persons must designate at least one person to coordinate efforts to comply with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI); HHS Assurances; as well as Section 504 of the Rehabilitation Act of 1972 (Section 504), the ADA of 1990 (ADA), and the Age Discrimination Act of 1975.					
1. Has your organization assigned the local responsibility for insuring compliance with the HHS Assurances for Title VI of the Civil Rights Act of 1964 (Title VI) , as amended, under the contract between the Florida Department of Health and the U.S. Department of Health and Human Services to someone in your organization?	Y	N			
1a. Who is designated as the local Title VI Coordinator?					
1b. What is this person's position title?					
2. Have all contracted service providers with 15 or more employee designated a Title VI Coordinator?	Y	N			
- a Section 504 coordinator:	Y	N			
- a contact person for ADA and Limited English Proficiency (LEP) requests	Y	N			
3. Has your organization appointed an employee with compliance monitoring responsibilities for Section 504, ADA, and the Age Discrimination Act of 1975? If not the same as the Title VI coordinator (#1 above), provide the name, position title and contact information.	Y	N			
Requirement: DOH Policy – Equal Access and Participation (Participation). Programs and facilities will maintain and record statistics which will document equal access and participation in compliance with Title VI, including participant demographics and program qualification requirements, including numbers applying for services, enrollment, and number not enrolled.					

Florida Department of Health
 Equal Opportunity Section
COMPLIANCE REVIEW (Continued)

Minimum Requirements	Complies?		N/A	COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy refs
	YES	NO			

Requirement – Equal Access and Participation: Reporting Community Outreach and Advocacy

4. Does your organization document the dissemination of information to the community (including clients, potential clients and advocacy groups) about HHS's Title VI programs and your organization's commitment to compliance with civil rights and non-discrimination?	Y	N			
4.a – Does your organization regularly meet or communicate with community organizations and advocacy groups?	Y	N			
4.b – What community organizations and advocacy groups do you communicate regularly with, and how? (List on a separate sheet)	Y	N			

Requirement – Equal Access and Participation: Reporting Compliance

5. Does your organization record and maintain statistics which will document equal access and participation in compliance with Title VI ?	Y	N			
5.a – Do your records identify participants and applicants in each program at each center or location, and if so, do you record race, color, national origin, age, gender and disability status?	Y	N			
5.b – Are the participation rates reported to the EO Section – and how often?	Y	N			
5.c – Do you report the number and enrollment rates of applicants and the number of participants who complete each program?	Y	N			
5.d – Do you offer and collect participant satisfaction surveys for each program?	Y	N			
5.e – Who has physical custody of the records on applicants and participants, and surveys?	Y	N			

Requirement - Equal Access and Participation: Limited English Proficiency and Auxiliary Aids Plan

6. Does your organization annually review the Department's LEP and Auxiliary Aids Plan (LEP/AA) and incorporate any changes in the local LEP/AA Plan provisions?	Y	N			
6.a Who is designated as the LEP/AA Plan contact and coordinator?	(Name, Title and Phone number)				

Florida Department of Health
 Equal Opportunity Section
COMPLIANCE REVIEW (Continued)

Minimum Requirements	Complies?		N/A	COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy refs
	YES	NO			
6.b Does the above individual annually review and update the local resources and referrals for your organization?	Y	N			

Requirement - Equal Access and Participation: Communications

6.c Does your organization provide an updated list of local resources and referrals to staff and/or training , to provide information on how to access the list of resources? If so, does it include the following:	Y	N			
6.c.1. Description of auxiliary aids available for use in each phase of the service delivery process	Y	N			
6.c.3. Does the organization have a requirement for training for direct services field staff, institutional staff and other staff who deal with the public? If so, does it include the following:	Y	N			
6.c.3a. Procedures to be used by direct service staff in requesting appropriate auxiliary aids	Y	N			
6.c.3b. Florida Relay Service (FRS) phone number (711) publicized for communications	Y	N			
6.c.3c. Full range of communication options, at no cost	Y	N			
6.c.3d. A list of formal arrangements with interpreters who can accurately and fluently express and receive in sign language? The names, addresses, phone numbers and hours of availability of interpreters must be readily available to direct services employees.	Y	N			
6.c.3e. – Accessibility to supplemental hearing devices as needed.	Y	N			
6.c.3f. - Use of written communication in lieu of verbal communications.	Y	N			
6.c.3g. – Use of Flash cards to communicate.	Y	N			
6.c.3h. At least one telecommunications device, or an arrangement to share a TDD line with other facilities.	Y	N			
6.c.4. Information that use of family members may be used only if they are specifically requested by a hearing impaired person.	Y	N			

Florida Department of Health
 Equal Opportunity Section
COMPLIANCE REVIEW (Continued)

Minimum Requirements	Complies?		N/A	COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy refs
	YES	NO			
7. Does the organization have a written Monitoring Procedure which includes:					
- Description of how client needs are assessed.	Y	N			
- Approval responsibility for request for and obtaining the requested auxiliary aid or interpreter	Y	N			
- Standard time for DOH to provide service(s)	Y	N			
- FRS phone number (711) publicized	Y	N			
- Name of CHD/CMS Director or Administrator is provided and displayed	Y	N			
- Name and contact information for local EO Coordinator, ADA Coordinator and to request LEP/AA Plan services displayed in each location	Y	N			
- Name and contact information for the DOH EO Manager is provided and displayed	Y	N			
- A procedure (including Poster) for notifying clients and applicants of the availability of auxiliary aids and procedures for requesting an auxiliary aid	Y	N			
7a - List of Locations where DOH Posters have been posted; and when the last On-site was done to ascertain Posters are visible and current?	Y	N			
7b - Training and Meeting Notices contain required contact information to request services	Y	N			

Requirement: DOH Policy - Notice of Title VI Rights and Complaint Procedures – Programs/facilities must make available to their participants, beneficiaries or any other interested parties information on their right to file a complaint of discrimination with either the Florida Department of Health or the United States Department of Health and Human Services (HHS). The information may be supplied verbally or in writing to every individual, or may be supplied through the use of an equal opportunity policy poster displayed in public areas of the facility.

8. Does your organization inform participants, beneficiaries or other interested parties of their right to file a complaint of discrimination with either the DOH or the U S Department of Health and Human Services (HHS)?	Y	N			
8a – How do you inform and instruct your employees and provider personnel of the commitment to compliance with federal regulations regarding nondiscrimination?	Y	N			
8b – Do you have an established procedure for reporting internal grievance or complaints for possible discrimination or civil rights violations?	Y	N			

Florida Department of Health
 Equal Opportunity Section
COMPLIANCE REVIEW (Continued)

Minimum Requirements	Complies?		N/A	COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy refs
	YES	NO			
8c – Have your local procedures been reviewed and approved by the DOH EO Section?	Y	N			
8d – Has your organization provided all participants or applicants for services with contact information for the state Equal Opportunity office (EO Section) in Tallahassee?	Y	N			
8e – Have your employees or applicants for employment been provided with contact information for the Department Equal Opportunity office (EO Section) in Tallahassee and informed of their right to file a discrimination complaint ?	Y	N			
8f – Is there a written record made of information regarding a person’s request to file a complaint and who provided it?	Y	N			
8g. Does your organization ensure the EO Section is informed of any report by a client or employee of possible or alleged violation of discrimination laws within recommended time frames?	Y	N			

Requirement: DOH Policy - Reporting Requirements: Self-Evaluation (Physical Accessibility). Programs and facilities must conduct a self-evaluation to identify any accessibility barriers, using the four step process that includes (1) evaluate current practices and policies to identify any that do not complaint with Section 504 or the ADA; modify policies and practices that do not meet requirements; take remedial steps to eliminate any discrimination that has been identified; and maintain the self-evaluation on file. Assure the program/facility is physically accessible to disabled individuals. Physical accessibility includes designated parking areas, curb cuts or level approaches, ramps and adequate width to entrances. The lobby, public telephone, restroom facilities, water fountains, information and admissions offices should be accessible. Door widths and traffic areas of administrative offices, cafeterias, restrooms, recreation areas, counters and serving lines should be observed for accessibility. Switches and controls for light, heat, ventilation, fire alarms, and other essentials should be installed at an appropriate height for accessibility for mobility-impaired individuals.

9. Has your organization, and each program, conducted and submitted a self-evaluation in the past three to five years? (Forms: Program Self-Evaluation, Communication Access, and an ADA Facility Accessibility Checklist(s))	Y	N			
9a –Has a copy of each completed self-evaluation been provided to the compliance officer and the DOH EO Section?	Y	N			
9b – Has there been any new construction or renovation work done on the facility in which the programs are provided since the last self-evaluation?	Y	N			
9c – Was a self-evaluation completed following completion of the work or provided by the contractor	Y	N			
9d – Has your organization identified any areas in which compliance should or could be improved?	Y	N			

Florida Department of Health
 Equal Opportunity Section
COMPLIANCE REVIEW (Continued)

Minimum Requirements	Complies?		N/A	COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy refs
	YES	NO			
9e – What has the organization done to address previous compliance issues or to improve compliance in the previous year?	Y	N			

Requirement: DOH Policy - Reporting Requirements: Training.

10. Has the local compliance officer or designee completed DOH's EO training in the last 3 years?	Y	N			
10a. Have all employees completed DOH's orientation to EO rights: in New Hire training, or in the last 3 years, or when new policies or procedures have been promulgated?	Y	N			

Requirement: DOH Policy- Reporting Requirements: Staff Recruitment and Selection

11. Are recruitment and selection files maintained for not less than two years after the selection is processed?	Y	N			
12. Do recruitment announcements include the "Equal Employment Opportunity" nondiscrimination statement (tagline) in all job vacancy announcements?	Y	N			
13. Is there any written guidance regarding advertising position vacancies in local newspapers? In minority newspapers?	Y	N			
14. Are other methods used to publicize job vacancies? If so, describe.	Y	N			

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

Contract # _____

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

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit [*Standard Form-LLL, "Disclosure of Lobbying Activities"*](#), in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352 (1996). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Application or Contract Number

Name of Organization

Address of Organization

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
CONTRACTS / SUBCONTRACTS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each provider whose contract/subcontract contains federal monies or state matching funds must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. DOH cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred", "suspended", "ineligible", "person", "principal", and "voluntarily excluded", as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the contract manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will consist of federal monies, to submit a signed copy of this certification.
7. The Department of Health may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the contract manager's file. Subcontractor's certifications must be kept at the contractor's business location.

CERTIFICATION

- (1) The prospective provider certifies, by signing this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Name: _____ Title: _____

Signature: _____ Date: _____

- (3) By initialing, the Contract Manager certifies that the prospective provider does not have an active exclusion record in the [System for Award Management \(SAM\)](#) database.
Initials: _____ Verification Date: _____

07/16

FINANCIAL AND COMPLIANCE AUDIT ATTACHMENT

The administration of resources awarded by the Department of Health to Provider may be federal or state financial assistance as defined by 2 C.F.R. § 200.40 and/or section 215.97, Florida Statutes, and subject to audits and/or monitoring by the Department of Health, as described in this section. For this contract, the Department of Health has determined the following relationship exist:

1. _____ **Vendor.** Funds used for goods and services for the Department of Health's own use and creates a procurement relationship with Provider which is not subject to compliance requirements of the Federal/State program as a result of the contract.
2. _____ **Recipient/Subrecipient of state financial assistance.** Funds may be expended only for allowable costs resulting from obligations incurred during the specified contract period. In addition, any balance of unobligated funds which has been advanced or paid must be refunded to the state agency. As well as funds paid in excess of the amount to which the recipient/subrecipient is entitled under the terms and conditions of the contract must be refunded to the state agency.
3. _____ **Recipient/Subrecipient of federal financial assistance.** Funds paid in excess of the amount to which the recipient/subrecipient is entitled under the terms and conditions of the contract must be refunded to the state agency. In addition, the recipient/subrecipient may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award.

MONITORING

In addition to reviews of audits conducted in accordance with 2 C.F.R. Part 200, subpart F (formerly OMB A-133) and section 215.97, Florida Statutes, monitoring procedures may include, but not be limited to, on-site visits by Department of Health staff, limited scope audits, and/or other procedures. By entering into this contract, 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 Provider is appropriate, Provider agrees to comply with any additional instructions provided by the Department of Health to Provider regarding such audit. 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 Provider is a State or local government or a non-profit organization as defined in 2 C.F.R. Part 200, subpart F.

1. In the event that Provider expends \$750,000 or more in Federal awards during its fiscal year, Provider must have a single or program-specific audit conducted in accordance with the provisions of 2 C.F.R. § 200.501. EXHIBIT 1 to this contract indicates Federal resources awarded through the Department of Health by this contract. In determining the Federal awards expended in its fiscal year, 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 2 C.F.R. §§ 200.502-.503. An audit of Provider conducted by the Auditor General in accordance with the provisions of 2 C.F.R., subpart F will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, Provider shall fulfill the requirements relative to auditee responsibilities as provided in 2 C.F.R. §§ 200.508-.512.
3. If Provider expends less than \$750,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 C.F.R. § 200.501(d) is not required. In the event that Provider expends less than \$750,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 C.F.R. § 200.506, 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 contracts with the Department of Health shall be based on the contract's requirements, including any rules, regulations, or statutes referenced in the contract. The financial statements shall disclose whether or not the matching requirement was met for each applicable contract. 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 contract involved. If not otherwise disclosed as required by 2 C.F.R. § 200.510, the schedule of expenditures of Federal awards shall identify expenditures by funding source and contract number for each contract 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 Provider's fiscal year end.

PART II: STATE FUNDED

This part is applicable if Provider is a nonstate entity as defined by section 215.97(1)(n), Florida Statutes.

1. In the event that Provider expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Provider (for fiscal years ending June 30, 2017 or thereafter), 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; Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT I to this contract indicates state financial assistance awarded through the Department of Health by this contract. In determining the state financial assistance expended in its fiscal year, 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, 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 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If Provider expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 or thereafter), an audit conducted in accordance with the provisions of section 215.97, Florida Statutes, is not required. In the event that Provider expends less than \$750,000 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 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 contracts with the Department of Health shall be based on the contract'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 contract. 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 contract involved. If not otherwise disclosed as required by Florida Administrative Code Rule 69I-5.003, the schedule of expenditures of state financial assistance shall identify expenditures by contract number for each contract 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 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 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 contract as outlined throughout this document and pursuant to law.

PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 C.F.R. § 200.512 and section 215.97(2), Florida Statutes, will be submitted by or on behalf of Provider directly to each of the following:
 - A. The Department of Health as follows:

SingleAudits@flhealth.gov

Pursuant to 2 C.F.R. § 200.521, and section 215.97(2), Florida Statutes, Provider shall submit an electronic copy of the reporting package and any management letter issued by the auditor to the Department of Health.

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the Single Audit Data Collection Form, Exhibit 4. Files which exceed electronic email capacity may be submitted on a CD or other electronic storage medium and mailed to:

Florida Department of Health
Bureau of Finance & Accounting
Attention: Single Audit Review
4052 Bald Cypress Way, Bin B01
Tallahassee, FL 32399-1729.
 - B. The Federal Audit Clearinghouse (FAC), the Internet Data Entry System (IDES) is the place to submit the Federal single audit reporting package, including form SF-SAC, for Federal programs. Single audit submission is required under the Single Audit Act of 1984 (amended in 1996) and 2 C.F.R. § 200.36 and § 200.512. The Federal Audit Clearinghouse requires electronic submissions as the only accepted method for report compliances. FAC's website address is: <https://harvester.census.gov/sac/>
 - C. Other Federal agencies and pass-through entities in accordance with 2 C.F.R. §200.331 and § 200.517.
 - D. Additionally, copies of state financial assistance (CSFA) reporting packages required by Part II of this contract shall be submitted to the Auditor General's Office (one electronic and one paper copy of the financial reporting package).
 - The electronic copy should be emailed by or on behalf of Provider directly to the Auditor General's Office at: flaudgen_localgovt@aud.state.fl.us.
 - Paper copies mail to:
Auditor General's Office
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450
2. Any reports, management letter, or other information required to be submitted to the Department of Health pursuant to this contract shall be submitted timely in accordance with 2 C.F.R. § 200.512, Florida Statutes, and Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
3. Providers, when submitting financial reporting packages to the Department of Health for audits done in accordance with 2 C.F.R. § 500.512 or Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to Provider in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

Provider shall retain sufficient records demonstrating its compliance with the terms of this contract 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 the Auditor General access to such records upon request. 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

Contract #: _____

EXHIBIT 1

Federal Award Identification #: _____

Department's Federal Award Date: _____ Department's Federal Award Indirect Rate: _____

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

Federal Agency 1 _____ CFDA# _____ Title _____ \$ _____

Federal Agency 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 section 215.97, Florida Statutes: CSFA# _____ Title _____
\$ _____

State financial assistance subject to section 215.97, Florida Statutes: CSFA# _____ Title _____
\$ _____

TOTAL STATE FINANCIAL ASSISTANCE AWARDED PURSUANT TO SECTION 215.97, FLORIDA STATUTES
\$ _____

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

Financial assistance not subject to section 215.97, Florida Statutes or 2 C.F.R. § 200.40: \$ _____

Financial assistance not subject to section 215.97, Florida Statutes or 2 C.F.R. § 200.40: \$ _____

Matching and Maintenance of Effort *

Matching resources for federal Agency(s):

Agency: _____ CFDA# _____ Title _____ \$ _____

Maintenance of Effort (MOE):

Agency: _____ CFDA# _____ Title _____ \$ _____

*Matching Resources, MOE, and Financial Assistance not subject to section 215.97, Florida Statutes or 2 C.F.R. § 200.306 amounts should not be included by Provider when computing the threshold for single audit requirements totals. 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, MOE, and Financial Assistance not subject to section. 215.97, Florida Statutes or 2 C.F.R. § 200.306 is not considered State or Federal Assistance.

EXHIBIT 2

PART I: AUDIT RELATIONSHIP DETERMINATION

Providers who receive state or federal resources may or may not be subject to the audit requirements of 2 C.F.R. § 200.500, and/or section 215.97, Florida Statutes, 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 2 C.F.R. § 200.501, and/or section 215.97, Florida Statutes. Providers who are “higher education entities” as defined in Section 215.97(2)(h), Florida Statutes, and are recipients or subrecipients of state financial assistance, are also exempt from the audit requirements of Section 215.97(2)(a), Florida Statutes. 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.

For the purpose of an audit, the Provider has been determined to be:

- _____ Vendor not subject to 2 C.F.R. § 200.501 and/or section 215.97, Florida Statutes
- _____ Recipient/subrecipient subject to 2 C.F.R. § 200.501 and/or section 215.97, Florida Statutes
- _____ Exempt organization not subject to 2 C.F.R. § 200.501; For Federal awards for-profit subrecipient organizations are exempt as specified in 2 C.F.R. § 200.501(h).
- _____ Exempt organization not subject to section 215.97, Florida Statutes, for state financial assistance projects, public universities and community colleges. Exempt organizations must comply with all compliance requirements set forth within the contract.

NOTE: If Provider is determined to be a recipient/subrecipient of federal and or state financial assistance and has been approved by the department to subcontract, it must comply with section 215.97(7), Florida Statutes, and Florida Administrative Code Rule 69I-.5006, [state financial assistance] and 2 C.F.R. § 200.330 [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:

1. 2 C.F.R. Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. Reference Guide for State Expenditures
3. 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 2 C.F.R. § 200.401(5) (c).

**For funding passed through U.S. Health and Human Services, 45 C.F.R. Part 92; for funding passed through U.S. Department of Education, 34 C.F.R. Part 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:

1. Section 215.97, Florida Statutes
2. Florida Administrative Code Chapter 69I-5,
3. State Projects Compliance Supplement
4. Reference Guide for State Expenditures
5. Other fiscal requirements set forth in program laws, rules and regulations

Additional guidance may be obtained at [Audit Guidance](#). *Enumeration of laws, rules and regulations herein is not exhaustive or exclusive. Fund recipients will be held to applicable legal requirements whether or not outlined herein.

End of Text

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 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 Bald Cypress Way, Bin B01 (HAFA), Tallahassee, FL 32399-1729.
- 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 2015-2016 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 SingleAudits@flhealth.gov or by telephone to the Single Audit Review Section at (850) 245-4185.

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)

[] [] [] []	--	[] [] [] [] [] [] [] [] [] [] [] []
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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 #					
[] [] [] []	--	[] [] [] [] [] [] [] [] [] [] [] []			
[] [] [] []	--	[] [] [] [] [] [] [] [] [] [] [] []			
[] [] [] []	--	[] [] [] [] [] [] [] [] [] [] [] []			
[] [] [] []	--	[] [] [] [] [] [] [] [] [] [] [] []			

Name of Entity

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 2 C.F.R. § 200. 512 and/or section 215.97, Florida 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.

AUDITEE CERTIFICATION Date ____/____/____

Date Audit Received From Auditor: ____/____/____

Name of Certifying Official: _____
(Please print clearly)

Title of Certifying Official: _____
(Please print clearly)

Signature of Certifying Official: _____

**Sexual Risk Avoidance Grant
Application Checklist**

CHECKLIST ITEMS	SPECIFICATIONS	Y, N, or N/A
1. Cover Page	Includes authorized signature	
2. Table of Contents	Major application sections are identified with page numbers	
3. Narrative	Does not exceed page limits.	
A. Project Summary		
B. Statement of Need		
C. Project Description		
D. Project Design		
E. Management Plan	Supporting documentation in appendices	
F. Collaboration	Supporting documentation in appendices	
4. Budget Form	Required form used	
A. Budget Summary	All totals balance, does not exceed maximum amount allowed	
B. Budget Narrative	All totals balance, computations are included, justification is included, matches budget summary	
5. Written Assurance of Compliance	Includes authorized signature	
6. Performance History		
A. Most recent progress report (if applicable)		
B. Most recent monitoring tool (if applicable)		
7. Compliances and Certifications		
• Civil Rights Compliance Checklist		
• Certification Regarding Lobbying		
• Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion		
• Financial and Compliance Audit		
8. Appendices		
• Management Plan Supporting Documentation	Organizational Chart, Board of Directors List	
• Collaboration Supporting Documentation	Letters of Support	
• Other Applicant Appendices (as applicable)		
9. Application Checklist		
<i>Application follows the Order of Submission required in Section 4.0. All pages are numbered consecutively, including Appendices. Application is typed in font size Arial 11 with one-inch page margin</i>		
<i>Electronic copy of application included (via CD or USB) with all supporting documentation.</i>		

**APPLICATION EVALUATION CRITERIA
FLORIDA DEPARTMENT OF HEALTH - STATE SEXUAL RISK AVOIDANCE GRANT
REQUEST FOR APPLICATION**

Reviewer: _____ **Applicant Organization:** _____

STATEMENT of NEED (see Section 4.2.3 - B Application Content): Provides information that indicates a comprehensive understanding of the need for and purpose of the local project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 18	Maximum Possible Point Value	Points Awarded
1. How well are the focal population and geographic area to be served by the project identified?	3	
2. How well is the need for SRA education grant services and activities in the local community, including any gaps (unmet needs) in services described? Is data included that relates to adolescent sexual health, such as birth, repeat birth, and STD data for the local community, as well as a comparison of the local data with statewide averages?	3	
3. How well does the application identify whether or not there are other state or federally-funded SRA education programs operating in the same county or local community as the applicant? If there are other programs, how will the applicant ensure that services are not duplicated or funds supplanted? How will the proposed project enhance or differ from existing services?	3	
4. How well are risk factors and other health indicators that the impact focal population identified?	3	
5. How well is information regarding racial/ethnic and other health disparities related to adolescent pregnancies that exist in the local community identified? How well is the information supported by data?	3	
6. How well are the sources of all data and statistics cited?	3	
Total Score for Section	18	

PROJECT DESCRIPTION (see Section 4.2.3 - C, Application Content): Provides a coherent and understandable description of the proposed project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 9.	Maximum Possible Point Value	Points Awarded
1. How well do the applicant’s objectives relate to program goals as identified in Section 2.3 ? How well does the applicant identify the results to be achieved by each objective and the manner in which the results will be achieved?	3	
2. How well are the activities or actions that will be taken to achieve the objectives identified? Are timelines and the persons responsible for each action identified? How well are any other organizations involved in project implementation and their roles identified?	3	
3. How well are the mechanisms that will be used to document and measure the provider’s progress toward meeting the local programmatic objective identified? How reasonable are they?	3	
Total Score for Section	9	

PROJECT DESIGN (see Section 4.2.3 - D, Application Content): Describes how the program services and activities are delivered. Criteria to be considered are listed below. Maximum Possible Points for the Section is 21.	Maximum Possible Point Value	Points Awarded
1. How well do the project structure and related components fully meet or exceed those required in Section 2.4 ?	3	
2. How well are the numbers of unduplicated youth to be served by the project identified? Do they meet or exceed the minimum number required in Section 2.4 with the expectation that a majority of the unduplicated youth participants will complete at least 75% of the various program activities offered?	3	
3. How well is the number of SRA education classes and the related number of sessions identified? Are these numbers in accordance with the requirements of Section 2.4 ?	3	

4. How well are all project services and activities related to the achievement of the overall purpose and goals of the State SRAE grant? If other positive youth development activities are identified, how well has the applicant clearly described how these activities are interwoven into other activities and how they enhance the expected outcomes of participants?	3	
5. How well are instructional activities and approaches for service delivery that are supported by documented research and effective learning strategies, identified?	3	
6. How well do the number of parents and other significant adults to be served by the project meet or exceed the requirements in Section 2.4 , as well as creative and sound methods for recruiting and actively engaging them throughout the grant period?	3	
7. How well are community education activities and implementation strategies throughout the project period identified?	3	
Total Score for Section	21	

MANAGEMENT PLAN (see Section 4.2.3 - E, Application Content): Provides a description of the organization and its capacity to manage the proposed project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 6.	Maximum Possible Point Value	Points Awarded
1. How clearly written is the description of the organization and supporting documentation, as provided in the appendices of the application? Does it clearly demonstrate the capacity and experience of the program to successfully carry out the proposed project?	2	
2. How clearly described is the staffing for the project? How well does the description identify the number and types of full-time, part-time and volunteer positions? Are the qualifications for positions clear?	2	
4. How well written is the applicant's plan for sustaining the project after grant funding ends?	2	
Total Score for Section	6	

COLLABORATION (see Section 4.2.3 - F, Application Content) Describes the organization's collaborative efforts directly related to the proposed project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 9.	Maximum Possible Point Value	Points Awarded
1. How well is the description of the collaborative process used to plan and implement the project clearly identified? How does the applicant describe the process for building and maintaining partnerships? How well does it describe the applicants process for receiving and utilizing feedback from project participants and community partners?	3	
2. How well are collaborative partners identified, including the roles, activities, and expected outcomes for each?	3	
3. How well do the letters of support and collaboration included in the appendices, reflect the narrative in defining partnerships for implementation?	3	
Total Score for Section	9	

BUDGET SUMMARY AND BUDGET NARRATIVE (see Section 4.2.4, Application Content): Provides a separate Budget Summary and Budget Narrative providing a detailed line item breakdown and justification for all cost items to be incurred by the project. Criteria to be considered are listed below. Maximum Possible Score for the Section is 9.	Maximum Possible Point Value	Points Awarded
1. How well does the proposed budget fall within the grant amount guidelines? How well are cost items related to the tasks, services, activities and overall operation of the project as identified in the program description and project design? How well does the proposed budget follow the allowable cost guidelines?	3	
2. How reasonable, necessary, and consistent with the program description and project design are the personnel costs?	3	
3. How well do the separate budget summary and narrative (Attachments II and III) justify each cost item contained in the related budget summary?	3	
Total Score for Section	9	

<p>PERFORMANCE HISTORY (see Section 4.2.6, Application Content): If applicable, this section provides context for applicant who has previously received sexual risk avoidance education funding Maximum Possible Score for the Section is 8.</p>	<p>Maximum Possible Point Value</p>	<p>Points Awarded</p>
<p>1. How well does the recent progress report show the applicant’s record of success in meeting grant deliverables?</p>	<p>4</p>	
<p>2. How well does the recent monitoring tool show the applicant’s record of compliance with grant requirements?</p>	<p>4</p>	
<p>Total Score for Section</p>	<p>8</p>	

<p>Program Expansion</p>	<p>Maximum Possible Point Value</p>	<p>Points Awarded</p>
<p>1. How comprehensive is the applicant’s plan to implement project services and activities in counties where no state or federally-funded SRA education s will be provided during the grant period covered by this funding opportunity. If satisfactory, assign a point value of 20. Applications assigned points for the criterion are not eligible to receive points under criteria 2 below</p>	<p>20</p>	
<p>2. How comprehensive is the applicant’s proposal to implement the project services and activities in one or more counties where state or federally-funded SRA education will be provided during the grant period covered by this funding opportunity, but the proposed project will focus on a different geographic area within the county or local community? If satisfactory, assign a point value of 10. Applications assigned points for this criterion are not eligible to receive points under criteria 1 above</p>	<p>10</p>	
<p>Total Score for Section</p>	<p>10-20</p>	

EVALUATION SCORE SUMMARY

Application Section	Possible Points	Applicant's Score
1. Project Need Statement and Focal Population	18	_____
2. Project Description	9	_____
3. Project Design	21	_____
4. Management Plan	6	_____
5. Collaboration	9	_____
6. Budget Summary and Budget Narrative	9	_____
7. Performance History	8	_____
8. Program Expansion	20	_____

TOTAL POSSIBLE SCORE 100 APPLICANT TOTAL _____