

RESOLUTION NO. 2005-314

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, PROVISIONS, CONDITIONS, AND REQUIREMENTS OF AN AGREEMENT BETWEEN ST. JOHNS COUNTY, FLORIDA, AND EPIC COMMUNITY SERVICES AUTHORIZING THE CHAIR OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE THE AGREEMENT ON BEHALF OF THE COUNTY

WHEREAS, the St. Johns County Government is providing grant funds to the EPIC Community Services which are to be disbursed by St. Johns County, Florida, in an amount not to exceed forty thousand dollars (\$40,000.00), for the purpose of providing Community Prevention Programs – Parent and Youth Outreach; and,

WHEREAS, the County has reviewed the terms, provisions, conditions, and requirements of the Agreement; and

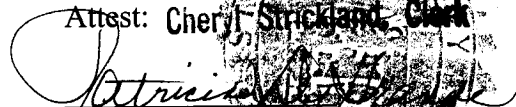
WHEREAS, the County has determined that accepting the terms of the Agreement, and entering into said Agreement will serve the interests of the County.

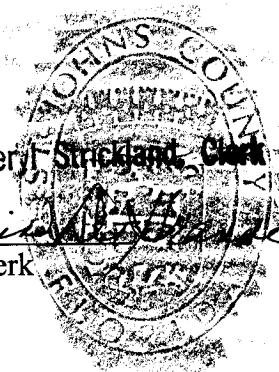
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.

Section 2. The Board of County Commissioners hereby approves the terms, provisions, conditions, and requirements of the Agreement between the St. Johns County Government, Florida, and EPIC Community Services, and authorizes the Chair of the Board of County Commissioners to execute the Agreement on behalf of the County.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 18th day of October, 2005.

Attest: Cheryl Strickland, Clerk

Deputy Clerk



BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: 
Bruce A. Maguire, Chair

RENDITION DATE 10-20-05

Res. 05-314

CFSA # _____
CFDA # _____
Contract No. _____

STANDARD NONPROFIT CONTRACT/Unit of Service Funding Source: General Fund

**CONTRACT BETWEEN
THE ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
And
EPIC Community Services**

THIS CONTRACT is entered into and effective the 1st day of October, 2005, between St. Johns County, hereinafter referred to as "**COUNTY**" and EPIC Community Services a Nonprofit Corporation existing under the laws of the State of Florida and, hereinafter referred to as "**PROVIDER**".

WHEREAS, COUNTY believes it to be in the public interest to provide certain activities to the St. Johns County residents through the **PROVIDER** according to this Contract, the agency's intent as stated in the proposal and attachments and/or exhibits, and all other terms and conditions as specified.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein **COUNTY** and the **PROVIDER** agree as follows:

ARTICLE I SCOPE OF SERVICES

Through EPIC's Prevention Unit, we intend to offer a two-pronged approach to assist with other community efforts to prevent substance use and abuse among St. Johns County youth - "**Parent to Parent**" and a **Youth Outreach Component**.

The "**Parent to Parent**" program is a new program designed to prevent adolescent substance abuse by informing, educating and sharing important prevention information with parents as well as parenting techniques and strategies. This will empower parents in helping their children avoid the pitfalls of substance abuse (as well as provide the knowledge to help a child who has already begun experimenting or using alcohol or other drugs). In a unique partnership with the St. Augustine/St. Johns County Chamber of Commerce, "**Parent to Parent**" will focus primarily on reaching parents in the workplace.

The **Youth Outreach Component** is a continuing and expanded program of EPIC's, which will target youth in community places where they gather - recreation centers, after-school sites, faith-based institutions, etc. We plan to implement an outreach model in reaching youth that may be considered at a greater risk for future alcohol and drug abuse, i.e. latch key children, single parent youth, etc. Our program is designed to prevent adolescent substance abuse by helping children to fully understand the dangerous effects of substance abuse and provide opportunities to build and strengthen their social skills to handle emotional issues such as anger, personal and family conflict, and peer pressure. Too often these issues are the catalyst for a youth's first use of drugs and alcohol is a manner of helping them to cope.

The "**Parent to Parent**" Series and **Youth Outreach Component** are both multi-faceted education and prevention services offering proven effective prevention strategies that provide opportunities for individuals to increase their knowledge, skills and abilities to make safe, responsible decisions with regards to preventing the onset of substance use. Strategies offered include Prevention Education for youth and young adults, youth, adults and families for a total of 2760 individuals served throughout all geographic areas of St. Johns County.

EPIC is seeking funds to continue Prevention services to parents and youth in St. Johns County. This funding request will continue to provide a portion of the required match for a Drug Free Communities Support Program grant (DFCSP) from the US Health and Human Services, Center for Substance Abuse Prevention awarded to EPIC Community Services on behalf of The Prevention Coalition of St. Johns County. The Prevention Coalition has authorized EPIC to serve as the grant manager and fiscal agent for the Coalition's federal grant and to assist with acquiring local match funds. This request to the County supports a part of this mandate.

The federal Drug Free Communities Support Program grant is funded for \$100,000 per year with the purpose to assist a local community coalition to build its capacity in order to prevent and/or reduce substance abuse among youth. This year, one half of the \$100,000 is funding the Prevention Coalition Coordinator position and associated expenses. The other half of the \$100,000 grant is being spent on a Bullying Prevention Program for youth, which is a federal model program to prevent substance abuse.

Program(s) must be implemented to serve residents of St. Johns County in accordance with the approved proposal(s), exhibits/attachments.

ARTICLE II TERM OF CONTRACT

This Contract shall begin **October 1, 2005** and end **September 30, 2006** unless terminated as specified in Article VIII, Suspension/Termination.

ARTICLE III COMPENSATION AND REPORTS

A. Contract Payment

The **COUNTY** will make payments to the **PROVIDER** and the **PROVIDER** agrees to accept as full compensation the total amount not to exceed **\$40,000**. Payments will be authorized only for services provided during the term of the contract and prior to the payment request date. Payment is subject to the provisions of Article III B Deferred Payment/Return of Funds and Article VIII, Suspension/Termination. Funding is contingent upon the availability of funds.

The **COUNTY** has agreed to purchase the service(s) listed in Article I. This contract is for the payment of a fixed number of units of service at the fixed unit rate.

Program	Unit Description	Units purchased by County	Unit rate reimbursed by County	Total
Community Prevention Series: Parent & Youth Outreach	Unit = 1 non-direct staff hour	1,099.50 Units	\$36.38	\$40,000

B. Deferred Payment/Return of Funds

The **COUNTY** may defer payment to the **PROVIDER** for noncompliance with contract deliverables or program requirements.

If as a result of monitoring or audit, units of service provided are not documented a payment may be deferred. If units are found to be unallowable, no future payments will be made until the full amount of overpayment is remitted to St. Johns County or a repayment agreement is accepted by St. Johns County. If the monitoring or audit occurs after the term of this contract, the **PROVIDER** will be required to remit funds to the **COUNTY** in accordance with the repayment conditions below.

The **PROVIDER** agrees to return to the **COUNTY** any overpayments due to funds disallowed pursuant to the terms of this Contract. Such funds shall be considered **COUNTY** funds and must be refunded to the **COUNTY** within thirty (30) days of receiving notice from the **COUNTY** in writing regarding the overpayment. Should repayment not be made in a timely manner, the **COUNTY** will charge interest of one (1) percent per month compounded on the outstanding balance after forty (40) calendar days after the date of notification or discovery. The **PROVIDER** will be required to reimburse the **COUNTY** for any acts of non-compliance resulting in disallowed costs or fines.

C. Contract Deliverables

1. Required Reports (check if included in contract)

- EXHIBIT 1- Payment Request for Unit rate contract- Due: Monthly by the 20th of the following month.** Must be based upon approved unit rates and actual uncompensated units provided during the reporting period. Payment will be made upon receipt and approval by the **COUNTY** of a completed Payment Request. Copies of supporting documentation for units provided during the reporting period must be attached to the Payment Request.
- EXHIBIT 2 – Program/Demographics – Due: April 30, 2006 and October 31, 2006.**
- EXHIBIT 3 – Performance Outcomes Report – Due: April 30, 2006 and October 31, 2006.**
- EXHIBIT 4 - Unit Rate Analysis Report – Due: 20 days following the end of**

each quarter.

EXHIBIT 5 - Certificate of Insurance - Insert in contract.

2. Required Documents

Audited Financial Statement and Management Letter for fiscal year(s) in which contract funds are expended - **Due: 180 days following the end of PROVIDER'S fiscal year(s).**

Monitoring Reports - A copy of monitoring reports from other funding agencies to the **PROVIDER** will be due to the **COUNTY** no later than **30 days** after receipt by the **PROVIDER**. Copies of monitoring reports must include the **PROVIDER'S** response to the funding agency.

D. Contract Closeout

- √ Partnering for Results: Unit Rate Analysis Report - **Due: 30 days following end of contract.**
- √ Partnering for Results: Final Payment Request - **Due: 10 days following end of contract.**

ARTICLE IV AUDITS, MONITORING, AND RECORDS

A. Monitoring

The **PROVIDER** agrees to permit persons duly authorized by the **COUNTY** and the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the **PROVIDER** and/or interview any clients and employees of the **PROVIDER** to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the **PROVIDER** reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the **PROVIDER** of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring the **COUNTY** will deliver to the **PROVIDER** a written report regarding the manner in which services are being provided. The **PROVIDER** will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the **COUNTY** with a reasonable and acceptable justification for not correcting the noted shortcomings. The **PROVIDER'S** failure to correct or justify the deficiencies within the time specified by the **COUNTY** may result in the withholding of payments, being deemed in breach or default, or termination of this Contract.

PROVIDER must supply **COUNTY** with copies of all monitoring reports of programs that are funded by the **COUNTY** including agency response, within thirty (30) days of receipt.

B. Audits and Inspections

The **PROVIDER** will make all records referenced in Article IV. C., and all items included on financial statements available for audit or inspection purposes at any time during normal business hours and as often as **COUNTY** deems necessary.

The Clerk of Courts Internal Audit Division, the Federal or State grantor agency (if applicable), St. Johns County employees, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of **PROVIDER** or Certified Public Accountant (CPA) that are pertinent to the contract, in order to make audits, examinations, excerpts, transcripts and copies of such documents. If contract non-compliance or material weaknesses in the organization are noted, the **COUNTY** or other authorized representatives have the right to unlimited access to records during an audit or inspection. This includes timely and reasonable access to a **PROVIDER'S** personnel for the purpose of interview and discussion related to such documents.

C. Records

The **PROVIDER** shall retain all financial, client demographics, and programmatic records, supporting documentation, statistical records, and other records which are necessary to document service provision, expenditures, income and assets of the **PROVIDER** by funding source, program, and functional expenses category during the term of this contract and five (5) years from the date of contract expiration. If any litigation, claim, negotiation, audit, or other action involving the records has been initiated before the expiration of the 5-year period, the records shall be retained for one (1) year after the final resolution of the action and final resolution of all issues that arise from such action.

D. Independent Audit

For contracts where the total compensation, disbursement, grant, or reimbursable expense (or any combination thereof) exceeds three hundred thousand dollars (\$300,000.00), then an original, bound audit of the **PROVIDER'S** financial statements must be submitted to the **COUNTY**, in the form, format, and timeframe noted below, or elsewhere in this contract.

For contracts where the total compensation, disbursement, grant, or reimbursable expense (or any combination thereof) **does not exceed** three hundred thousand dollars (\$300,000.00), then an original, bound audit is not required, unless the COUNTY determines that an independent audit is warranted (base on among other things, the use of such funds), and provides the **PROVIDER** with a written explanation detailing the reason and/or rationale supporting the **COUNTY'S** determination that such an independent audit is warranted. Under those circumstances, the **COUNTY'S** written explanation will set forth the form, format, and timeframe for the independent audit.

An original, bound audit of the **PROVIDER'S** financial statements in accordance with Generally Accepted Accounting Principals (GAAP), and/or current Generally Accepted Government Auditing Standards (GAGAS) as applicable, including the auditor's opinion, requisite reports on internal control and compliance if required, management letter addressing internal controls, and management's response to such letter, must be submitted to the **COUNTY** no later than one hundred eighty (180) days following the end of **PROVIDER'S** fiscal year(s) along with any corrective action plan if applicable. Failure to submit the report within the required time frame will result in the withholding of payment

requested, or termination of the contract by the **COUNTY**.

The audit must be conducted by an independent, licensed certified public accountant and must be in accordance with the General Accounting Office (GAO) Yellow Book, generally accepted Government Auditing Standards, OMB Circular A-133 "**Audits of States, Local Governments and Non-Profit Organizations**" if applicable, the Florida Single Audit Act (F.S. 215.97) if applicable, and the Auditor General Rule 10.550 (Government) or 10.650 (Not For Profit) as applicable. The audit must specifically identify the programs that are funded by this St. Johns County contract either in the statement of functional expenses, revenues and expenditures, footnotes, schedule of Federal awards and State financial assistance or as supplemental data in the financial statements. The statement should be consistent with programs detailed in the corresponding proposal(s), exhibit(s), and attachment(s).

ARTICLE V AMENDMENTS

PROVIDER must request a contract amendment in writing detailing the nature of and justification for the requested amendment. The **COUNTY** reserves the right to approve or deny all contract amendments. An approved amendment shall be documented on the contract amendment form and signed by both parties.

ARTICLE VI CONTRACTOR STATUS

A. Independent Contractor

It is the Parties' intention that the **PROVIDER** will be an independent contractor and not the County's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Florida revenue and taxation law, Florida Worker's Compensation law and Florida Unemployment Insurance Law. The **PROVIDER** will retain sole and absolute discretion in the judgment of the manner and means of carrying out the **PROVIDER'S** activities and responsibilities hereunder. The **PROVIDER** agrees that it is a separate and independent enterprise from the public employer, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the **PROVIDER** and **COUNTY**, and **COUNTY** will not be liable for any obligation incurred by the **PROVIDER**, including, but not limited to, unpaid minimum wages and/or overtime premiums.

B. Subcontracts

Primary roles and responsibilities of **PROVIDER** cannot be subcontracted. It is mutually agreed that any County-funded program component that is subcontracted by **PROVIDER** must have a written contract upon execution of this contract. The **PROVIDER** must ensure each subcontractor conforms to the terms and conditions of this contract and must be subject to indemnification as stated in Article VII.

ARTICLE VII RISK MANAGEMENT

A. Indemnification

The **PROVIDER** will defend, hold harmless, and indemnify the **COUNTY** from and against any and all liability, loss, claims, damages, wages or overtime compensation due its employees, costs, attorneys' fees, and expenses of whatever kind or nature which the **COUNTY** may sustain, incur, or be required to pay either by reason of the loss or improper use of any monies disbursed or to be disbursed hereunder including but not limited to fraud, embezzlement, or dishonesty on the part of any person represented or employed by the **PROVIDER**, or by reason of the intentional or negligent act of the **PROVIDER** or its agents, representatives and/or employees.

The **PROVIDER** further agrees that it will, at its own expense, defend any and all claims, actions, suits, or proceedings that may be brought against the **COUNTY** in connection with the above and satisfy, pay, and discharge any and all judgments or other resolution of claims that may be entered against the **COUNTY** in any such action or proceedings.

The **PROVIDER** further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the Contract. All individuals hired are employees of the **PROVIDER** and not of the **COUNTY**.

B. Insurance

The **PROVIDER** agrees to secure and maintain the insurance coverage outlined below during the term of this Contract. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The **PROVIDER** shall furnish Certificates of Insurance to the **COUNTY** prior to the commencement of operations. The **PROVIDER** agrees that this insurance requirement shall not relieve or limit **PROVIDER'S** liability and that the **COUNTY** does not in any way represent that the insurance required is sufficient or adequate to protect the **PROVIDER'S** interests or liabilities, but are merely minimums. It is the responsibility of the **PROVIDER** to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance ***naming St. Johns County Board of County Commissioners as Certificate Holder*** will be attached to this contract as an exhibit. Certificate(s) must be provided for the following:

1. **Workers' Compensation**– The **PROVIDER** shall maintain during the life of this Contract, adequate Workman's Compensation Insurance and Employer's Liability Insurance in at least such amounts as are required by the law for all of its employees (if four or more) per Florida Statute 440.02.
2. **Professional Liability** – The **PROVIDER** shall maintain during the term of this Contract, standard Professional Liability Insurance in the amount of \$1,000,000 per occurrence
3. **Comprehensive General Liability** - The **PROVIDER** shall maintain during the life of this Contract, Comprehensive General Liability Insurance in the amount of \$1,000,000 per occurrence to protect the **PROVIDER** from claims for damages for bodily injury,

including wrongful death, as well as from claims or property damages which may rise from any operations under this Contract whether such operations be by the PROVIDER or by anyone directly employed by or contracting with the **PROVIDER**.

The General Liability Policy Certificate shall name "**St. Johns County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials**" as "**Additional Insured**". The **PROVIDER** agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.

4. **Business Auto Liability** – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
 - \$100,000 bodily injury per person (BI)
 - \$300,000 bodily injury per occurrence (BI)
 - \$100,000 property damage (PD) or
 - \$300,000 combined single limit (CSL) of BI and PD
5. **Directors & Officers Liability** – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.
6. **Fidelity Bonding** – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

C. Notice of cancellation or modification

St. Johns County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the **St. Johns County Risk Manager, P. O. Box 349, St. Augustine, FL 32085-0349**.

ARTICLE VIII SUSPENSION/TERMINATION

A. Suspension

The **COUNTY** reserves the right to suspend funding for failure to comply with the requirements of this contract.

In the event **PROVIDER** ceases operation for any reason or files for protection from creditors under bankruptcy law, any remaining unpaid portion of this Contract, less funds for expenditures already incurred, shall be retained by the **COUNTY** and the **COUNTY** shall have no further funding obligation to the **PROVIDER** with regard to those unpaid funds.

B. Termination by COUNTY

The **COUNTY** may at any time and for any reason cancel this Contract by giving twenty-four (24) hours written notice to the **PROVIDER** by Certified Mail following a determination by the Board of County Commissioners, at its sole discretion, that such cancellation is in the best interest of the people of the county. From the date of cancellation, neither party shall

have any further obligation unless specified in the termination notice.

C. Termination by PROVIDER

The **PROVIDER** may at any time and for any reason cancel this Contract by giving seventy-two (72) hours prior written notice to the **COUNTY** by Certified Mail of such and specifying the effective date.

COUNTY'S obligation to make any payments under any provision of this Contract shall cease on the effective date of termination.

ARTICLE IX ASSURANCE, CERTIFICATIONS, AND COMPLIANCE

The **PROVIDER** agrees that compliance with these assurances and certifications constitutes a condition of continued receipt of or benefit from funds provided through this Contract, and that it is binding upon the **PROVIDER**, its successors, transferees, and assignees for the period during which services are provided.

The **PROVIDER** further assures that all contractors, subcontractors, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of statutes, regulations, guidelines and standards. By acceptance of this funding, the **PROVIDER** assures and certifies the following:

- A. That they will comply with all applicable laws, ordinances, and regulations of the United States, the State of Florida, the **COUNTY**, and the municipalities as said laws, ordinances, and regulations exist and are amended from time to time. In entering into this contract, the **COUNTY** does not waive the requirements of any **COUNTY** or local ordinance or the requirements of obtaining any permits or licenses that are normally required to conduct business or activity contemplated by the **PROVIDER**.
- B. That they will comply with all Federal, State and local anti-discrimination laws that are applicable to the **PROVIDER**.
- C. That they will administer their programs under procedures, supervision, safeguards, and such other methods as may be necessary to prevent fraud and abuse, and that it will target its services to those who most need them.
- D. That if clients are to be transported under this contract, the **PROVIDER** will comply with the provisions of Chapter 427, Florida Statutes, which requires the coordination of transportation for the disadvantaged.
- E. That any products or materials purchased with contract funds shall be procured in accordance with the provisions of Chapter 403.7065, Florida Statutes, which refers to the procurement of products or materials with recycled content.
- F. That they will comply with Chapter 39.201, Florida Statutes, that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the

child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the Central Abuse Hotline (1-800-342-3720).

- G. That they will comply with Chapter 415.1034, Florida Statutes, that any person who knows or has reasonable cause to suspect that a vulnerable and or disabled adult has been abused, neglected, or exploited, shall immediately report such knowledge or suspicion to the National Center on Elder Abuse Hotline (1-800-962-2873).
- H. That if personnel in programs under this contract work directly with children or youths and vulnerable or disabled adults, the **PROVIDER** will comply with the provisions of Chapters 435.03 and 435.04, Florida Statutes, which requires employment screening.
- I. That they will comply with Chapter 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the legislature, State or county agencies.
- J. That they will notify the **COUNTY** immediately of any funding source changes and/or additions from other sources that are different from that shown in the **PROVIDER'S** application. This notification must include a statement as to how this change in funding affects provision of service as well as the use of and continued need for **COUNTY** funds.

That they will acknowledge support for activities funded wholly or in part by **COUNTY** funds.

- K. That they will notify the **COUNTY** of any SIGNIFICANT changes to the **PROVIDER** organization to include Articles of Incorporation and Bylaws within ten (10) working days of the effective date.

ARTICLE X HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPPA)

St. Johns County, pursuant to the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") is a "covered entity" as the law defines that term. Any "personal health information" ("PHI") as defined by the law that the **COUNTY** receives pursuant to this Agreement is subject to the disclosure and security requirements of HIPAA. Transfer of information to the **COUNTY** sufficiently "de-identified" to no longer be considered PHI is encouraged as being in the best interest of client PHI confidentiality to the extent that client services are unaffected. Particular methods to accomplish the highest levels of client service coupled with PHI confidentiality shall be an on-going task of the effected staffs of the **COUNTY** and **PROVIDER**.

ARTICLE XI NOTICES

Official notices concerning this Contract shall be directed to the following authorized representatives:

PROVIDER:

Name: Patricia Greenough
Title: Executive Director
Agency: EPIC Community Services
Address: 1400 Old Dixie Highway
St. Augustine, FL 32084
Telephone: 904-829-2273
Fax: 904-824-0724
Email : **patti@epiccommunityservices.org**

COUNTY:

Name: Gloria Benischeck
Title: Contracts Manager
Health & Human Svcs. Dept.
Address: 1955 US 1 South, Suite D9
St. Augustine, FL 32086
Telephone: (904) 825-6801 ext. 253
Fax: (904) 823-2646
Email: **gbenischeck@co.st-johns.fl.us**

The signatures of the **two** persons shown below are designated and authorized to sign all applicable reports:

Patricia Greenough
Name (Print)
Patricia Greenough
Signature
Executive Director
Title (Print)

OR

Cathy Savarese
Name (Print)
Cathy Savarese
Signature
Finance Director
Title (Print)

In the event that either party designates different representatives after execution of this contract, notice of the name and address of the new representative will be rendered in writing by authorized officer of **PROVIDER** to the **COUNTY**. The notification shall be attached to originals of this Contract.

ARTICLE XII SPECIAL PROVISIONS

If needed, **PROVIDER** may be called upon to assist **COUNTY** during a natural disaster or emergency.

ARTICLE XIII ALL TERMS AND CONDITIONS INCLUDED

This contract and its attachments, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is legally determined unlawful or unenforceable, the remainder of the contract shall remain in full force and effect and such terms or provisions shall be stricken.

ARTICLE XIV GOVERNING LAW; SEVERABILITY

This contract shall be construed according to the laws of the State of Florida. Venue for any State administrative and/or legal action arising under this contract shall be in St. Johns County, Florida. Venue for any federal legal action arising under this contract shall be in the United States District

Court, Middle District of Florida.

ARTICLE XV SEVERABILITY

If any word, phrase, sentence, part, section, subsection, or other portion of this contract, or any application thereof, to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, other portion, or the proscribed application thereof, shall be severable, and the remaining portions of this contract, and all applications thereof, not having been declared void, shall remain in full force, and effect.

IN WITNESS THEREOF, PROVIDER and COUNTY have caused this 12-page contract and all Contract Exhibits and Attachments as indicated on next page to be executed by their undersigned officials as duly authorized.

PROVIDER:

By: Patricia Greenough, M.Ed.

Patricia Greenough
(Signature of authorized officer)

Executive Director

9/23/05
Date

COUNTY: ST. JOHNS COUNTY

By: Bruce A. Maguire

Bruce A. Maguire
(Signature of authorized officer)

Chair, Board of County Commissioners

10-20-05
Date

**STATE OF FLORIDA
COUNTY OF ST. JOHNS**

The foregoing instrument was acknowledged before me this 20th day of SEPTEMBER, 2005, by PATRICIA GREENOUGH who is personally known

to me or who has produced _____ as identification and who did did not take an oath.

ANN B. BROWN
Notary Public, State of Florida
My comm. expires March 5, 2007
Comm. No. DD 181735

NOTARY:

By: Ann B. Brown
Notary of Public (Signature)
ANN B. BROWN
Name (typed)

ATTEST: CLERK OF CIRCUIT COURT

By: Patricia DeGrande
Title: Deputy Clerk
Date: 10-20-05

**APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE**

By: Michael J. Hunt
Title: Deputy County Attorney
Date: 9/15/05

EXHIBIT 1

**PAYMENT REQUEST
UNIT COST CONTRACT**

Mail to: Attn: Gloria Benischek, Contracts Manager
Health & Human Services Department
1955 US 1 South, Suite D9
St. Augustine, FL 32086

Contract No. _____
Funding Source _____
Fiscal Year _____
Reporting period: _____

Agency: EPIC Community Services
Mailing Address: 1400 Old Dixie Highway
St. Augustine, FL 32084

Check appropriate line: _____

Phone: (904) 829-2273

Please call Social Services with any questions:
Tel: (904) 825-6801 Fax: (904) 823-2646
E-Mail: gbenischek@co.st-johns.fl.us

Regular Payment _____
(due 20th of month following)

E-MAIL: teresa@epiccommunityservices.org

Final Payment _____
(due Oct. 10, 2006)

FAX: (904) 824-0724

a. NAME OF EACH PROGRAM RECEIVING FUNDING FROM ST. JOHNS COUNTY	ANNUAL BUDGET			CURRENT MONTH			YEAR-TO-DATE			I. FUNDS REMAINING (Col.E-Col.K)		
	b. TOTAL NUMBER SERVICE UNITS PROJECTED FOR PROGRAM	c. TOTAL NUMBER SERVICE UNITS TO BE FUNDED BY ST. JOHNS COUNTY	d. UNIT COST FUNDED BY ST. JOHNS COUNTY	e. TOTAL FY2006 BUDGET AMOUNT	f. # TOTAL UNITS PROVIDED IN CURRENT MONTH	g. # UNITS BILLED TO ST. JOHNS COUNTY CURRENT MONTH (Col. D X Col.G)	h. AMOUNT BILLED TO ST. JOHNS COUNTY CURRENT MONTH	i. # UNITS BILLED TO ST. JOHNS COUNTY YEAR TO DATE	j. TOTAL UNITS PROVIDED IN PROGRAM YEAR TO DATE		k. AMOUNT BILLED TO ST. JOHNS COUNTY YEAR TO DATE	l. NUMBER OF ST. JOHNS COUNTY FUNDED UNITS REMAINING (Col.C-Col.G)
Community Prevention Series: Youth & Parent Outreach	5,193.00	1,099.51	\$36.38	\$39,999.99		\$0.00	\$0.00				1,099.51	\$39,999.99
				\$0.00		\$0.00	\$0.00				0.00	\$0.00
				\$0.00		\$0.00	\$0.00				0.00	\$0.00
TOTAL	5,193.00	1,099.51		\$39,999.99	0.00	\$0.00	\$0.00	0.00	0.00	\$0.00	1,099.51	\$39,999.99

TOTAL REQUEST \$0.00

I certify that all services on this report have been performed in compliance with applicable statutes and regulations, and in accordance with the approved County contract.

Signature of authorized representative _____

DATE _____

FOR ST. JOHNS COUNTY USE ONLY
CERTIFIED BY: _____
DATE: _____
AUTHORIZED BY: _____
DATE: _____

Exhibit 2

DEMOGRAPHICS REPORT (Demographics of Clients Served in Program)

DEMOGRAPHICS OF CLIENTS SERVED IN PROGRAM

Program Name: EPIC Community Services

UNDUPLICATED CLIENT CHARACTERISTICS

Reporting Period : ↙ October 1, 200__ through March 31, 200__ ↘ April 1, 200__ through September 30, 200__		# of Clients served in Program	
AGE GROUP			
	5 and under		
	6 - 12 years		
	13 - 17 years		
	18 - 59 years		
	60 -64 years		
	65 & over		
	Not collected		
	Total		
GENDER		Children (0-17)	Adults (18 & up)
	Male		
	Female		
	Not collected		
	Total		
RACE			
	American Indian or Alaska Native		
	Asian		
	Black or African American		
	Native Hawaiian or Pacific Islander		
	White		
	Unknown		
	Not collected		
	Total		
ETHNICITY			
	Hispanic or Latino		
	Haitian		
	Other		
	Unknown		
	Not collected		
	Total		
LEGAL RESIDENCE AT REFERRAL			
	32033		
	32145		
	32080		
	32082		
	32084		
	32085		
	32086		
	32092		
	32095		
	32259		
	Out of County		
	Not Collected		
	Total		
INCOME LEVEL			
	\$0-\$19,152.00 Annually		
	\$19,153.00-\$23,490 Annually		
	\$23,491.00-\$28,728.00 Annually		
	\$28,729.00-\$33,516.00 Annually		
	\$33,517.00-\$38,304.00 Annually		
	\$38,305.00-\$43,092.00 Annually		
	Over \$43,093.00 Annually		
	Not collected		
	Total		

EXHIBIT 3

PERFORMANCE OUTCOME REPORT

Page 1 of 2

Provider Name: EPIC Community Services Reporting Period: 10/01/05-03/31/06
04/01/06-09/30/06

Program: Community Prevention Series: Parent & Youth Outreach

Outcome # 1: 70% of parents will increase their knowledge of effective parenting skills after completing a parenting course.

Service Description: Outreach strategies, best practice strategies, including Parent to Parent Program, Parenting Wisely and Youth Prevention Education curriculum, parenting materials and resource directory; crisis intention and referral.

Required Documentation: Pre/Post Test Scores; parents self-reporting of use of acquired skills.

(Column 1)	(Column 2)	(Column 3)	(Column 4)
Projected # Served Annually	Actual # Served Year to Date	Total # Achieving Outcome Year to Date	% Clients Achieving Outcome (Column 2/Column 3)
160			

Outcome # 2: 70% of parents will increase their knowledge of consequences of youth substance abuse and strategies to help prevent children from engaging in alcohol and drug abuse.

Service Description: Outreach strategies, best practice strategies, including Parent to Parent Program, Parenting Wisely and Youth Prevention Education curriculum, parenting materials and resource directory; crisis intention and referral.

Required Documentation: Pre-/Post Test Scores

(Column 1)	(Column 2)	(Column 3)	(Column 4)
Projected # Served Annually	Actual # Served Year to Date	Total # Achieving Outcome Year to Date	% Clients Achieving Outcome (Column 2/Column 3)
160			

Instructions: *Outcome:* What is the desired result of the program? *Service Description:* How is the result being accomplished? *Required Documentation:* What written documentation is being collected to support the results?
Column 1 – Total annual number of clients projected to be served in this program per proposal. **Column 2** –

Actual number of clients served in program year to date. **Column 3** – Total number of clients served that met outcome. **Column 4** – Percent of clients served that met outcome (column 2 divided by column 3)
 S:\INTSVCS\STANDARD FORMS\PFR Outcomes Report 2006.doc

Outcome # 3: 70% of youth completing the AOD Education Prevention Series will develop new social skills.

Service Description: Alcohol and Other Drug (AOD) prevention series for youth

Required Documentation: Observation forms and surveys from teachers; universal prevention Activity form and comparison of pre/post tests.

(Column 1) Projected # Served Annually	(Column 2) Actual # Served Year to Date	(Column 3) Total # Achieving Outcome Year to Date	(Column 4) % Clients Achieving Outcome (Column 2/Column 3)
1000			

Instructions: *Outcome:* What is the desired result of the program? *Service Description:* How is the result being accomplished? *Required Documentation:* What written documentation is being collected to support the results?
Column 1 – Total annual number of clients projected to be served in this program per proposal. **Column 2** – Actual number of clients served in program year to date. **Column 3** – Total number of clients served that met outcome. **Column 4** – Percent of clients served that met outcome (column 2 divided by column 3)
 S:\INTSVCS\STANDARD FORMS\PFR Outcomes Report 2006.doc

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/23/2005

PRODUCER (904) 285-3430
The Browning Agency of Ponte Vedra, Inc.
P. O. Box 1729
Ponte Vedra Beach, FL 32004

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED EPIC Community Services Inc.
1400 Old Dixie Highway, Suite C
Saint Augustine, FL 32084-5733

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Essex Insurance Group	
INSURER B: Aiea North America	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	3CP3709	10/1/2004	10/1/2005	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000								
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WC1052251	8/1/2005	8/1/2006	<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 500,000</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$ 100,000	E.L. DISEASE - EA EMPLOYEE	\$ 100,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000
WC STATU-TORY LIMITS	OTH-ER													
E.L. EACH ACCIDENT	\$ 100,000													
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E.L. DISEASE - POLICY LIMIT	\$ 500,000													

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

St Johns County
P O Drawer 300
Saint Augustine, FL 32085-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

James Pierce

EXHIBIT 4
ST. JOHNS COUNTY HEALTH & HUMAN SVCS. DEPARTMENT
AGENCY: EPIC Community Services
PROGRAM: Community Prevention Series: Parent & Youth Outreach
QUARTERLY UNIT RATE REPORT

(A) EXPENSE CATEGORY	(B) BUDGET Per Proposal	(C) EXPENSES FIRST QT. 10/01/05-12/31/05	(D) EXPENSES SECOND QT. 1/1/06-3/31/06	(E) EXPENSES THIRD QT. 4/01/06-6/30/06	(F) EXPENSES FOURTH QT. 7/01/06-9/30/06	(G) EXPENSES TOTAL	(H) PERCENT OF BUDGET	PERIOD	REPORT DUE	CHECK PERIOD
								PERIOD	REPORT DUE	CHECK PERIOD
Salaries	\$99,525.00					\$0.00	0.00%	OCT-DEC	1/31/2006	
Payroll Taxes	\$8,021.00					\$0.00	0.00%	JAN-MAR	4/30/2006	
Employee Benefits	\$18,823.00					\$0.00	0.00%	APR-JUNE	7/31/2006	
Employee Leasing (including fees)	\$0.00					\$0.00	#DIV/0!	JULY-SEPT	10/31/2006	
Advertising	\$4,080.00					\$0.00	0.00%			
Audit	\$1,300.00					\$0.00	0.00%			
Bonding Insurance	\$4,017.00					\$0.00	0.00%			
Contract Labor	\$0.00					\$0.00	#DIV/0!			
Dues and Subscriptions	\$1,300.00					\$0.00	0.00%			
Equipment Rental	\$1,100.00					\$0.00	0.00%			
Mileage	\$5,098.00					\$0.00	0.00%			
Office Expense	\$7,540.00					\$0.00	0.00%			
Professional Services	\$3,400.00					\$0.00	0.00%			
Rent/Mortgage	\$6,000.00					\$0.00	0.00%			
Repairs and Maintenance	\$0.00					\$0.00	#DIV/0!			
Telephone	\$2,680.00					\$0.00	0.00%			
Training Expense/Travel	\$3,602.00					\$0.00	0.00%			
Utilities	\$0.00					\$0.00	#DIV/0!			
Food	\$0.00					\$0.00	#DIV/0!			
Equipment Rental	\$2,000.00					\$0.00	0.00%			
Program supplies/expenses	\$14,880.00					\$0.00	0.00%			
Indirect Costs	\$5,539.00					\$0.00	0.00%			
TOTAL EXPENSES	\$188,905.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%			
NO. OF UNITS	5,193									
TOTAL UNIT COST	\$	36.38	#VALUE!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%			

I certify that the information submitted on this report is, to the best of my knowledge, correct and accurate.

Signed By: _____ Position: _____ Date: _____

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DATE (MM/DD/YYYY)
9/23/2005

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INSURED EPIC Community Services Inc.
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INSURER D:	
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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$ EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WC1052251	8/1/2005	8/1/2006	WC STATUTORY LIMITS OTH-ER
					E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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James Pierce