

**AGREEMENT FOR
NON-PROFIT AGENCY SERVICES**

THIS AGREEMENT ("Agreement") is entered into by and between Manatee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Manatee County Girls Club, Inc. d/b/a Just for Girls, a not for profit corporation, existing under the laws of the State of Florida, hereinafter referred to as "Agency", as of October 1, 2016.

WHEREAS, the County is a political subdivision of the State of Florida empowered to provide social support services to disadvantaged or at risk residents of Manatee County, Florida, to promote the general health, safety, and welfare; and

WHEREAS, the Agency is a not for profit corporation organized under the laws of the State of Florida for the purpose of providing social support services to disadvantaged or at risk residents of Manatee County, Florida; and

WHEREAS, it is in the best interest of the health, safety and welfare of the residents of Manatee County, Florida, and serves a valid public purpose, for the County to enter into this Agreement with the Agency to provide funding for the "Program" of services, as further defined herein, to be provided by the Agency to residents of Manatee County.

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

ARTICLE 1: SCOPE OF SERVICE. The Agency covenants and represents to County that Agency shall provide a program of services as described in Attachment A, hereinafter referred to as the "Program."

ARTICLE 2: CONTRACT DOCUMENTS. The Agency shall comply with the following attachments which are attached and made a part of this Agreement:

- Attachment "A" - Program Description**
- Attachment "B" - Payments**
- Attachment "C" - Special Conditions**
- Attachment "D" - Insurance Certificate**
- Attachment "E" - Out of School Time Standards**

In the event of a conflict between the terms and conditions provided in the body of this Agreement and any attachment or exhibit hereto, the provisions contained within the body of this Agreement shall prevail unless the term or provision in the attachment or exhibit specifically states that it shall prevail.

ARTICLE 3: LIMITATION OF COSTS AND PAYMENTS. Agency shall be paid by County an amount not to exceed \$858,047.00 in accordance with Attachment B for the provision of the Program. No agent or employee of the County may authorize an increase in the above amount. Any increase in total compensation must be authorized in writing pursuant to a written amendment to this Agreement approved by the Board of County Commissioners.

ARTICLE 4: CONTRACT DURATION; SUBJECT TO BUDGET AND APPROPRIATION.

i. Unless renewed or terminated as provided in this Agreement, this Agreement shall remain in full force and effect for a period of one (1) year, commencing on October 1, 2016 and ending on September 30, 2017. The Program, whether provided before or after the execution of this Agreement, shall be provided by the Agency in accordance with all requirements and terms of this Agreement.

ii. This Agreement may be renewed by written amendment for one additional term of one (1) year, for a maximum total of two (2) years.

iii. This Agreement (including without limitation the obligation of the County to pay the amount set forth in Article 3) if executed prior to October 1, 2016, is subject to and contingent upon the County's Board of County Commissioners budgeting and appropriating sufficient legally available revenues for the 2016/17 County fiscal year (and for the subsequent fiscal year, if this Agreement is renewed pursuant to Section 4.ii, above) to fund such payments. Accordingly, the Agency shall not commence the services to be provided hereunder unless and until the

County provides Agency with written notice to commence services, which shall serve as confirmation that such funds have been budgeted and appropriated. Such written notice shall constitute a condition precedent to the effectiveness of this Agreement. In the event that the County does not provide such written confirmation on or before September 30, 2016, this Agreement shall be of no effect.

ARTICLE 5: TERMINATION.

i. This Agreement may be terminated by either party for any reason or for no reason by giving to the other party no less than thirty (30) days written notice of intent to terminate. County may terminate this Agreement immediately by delivery of written notice to Agency upon determining that Agency has failed to comply with the terms of this Agreement. If Agency fails to comply with the terms of this Agreement, the County Administrator may, upon written notification to Agency withhold payment until Agency complies with the conditions or terms. The notice shall specify the manner in which the Agency has failed to comply with this Agreement.

ii. Upon expiration or termination of this Agreement for any reason, the Agency shall prepare all final reports and documents required by the terms of the Agreement up to the date of termination. Agency's final request for payment and other documents required shall be submitted to County within thirty (30) calendar days after termination of this Agreement. County shall not be responsible for any charges, claims or demands not received within the thirty (30) day period.

iii. In the event that this Agreement encompasses multiple programs (Attachment A1, A2 etc.), any single Program may be terminated consistent with Article 5, Termination, and all terms and conditions of this Agreement shall remain in full force and effect to the extent they apply to any Program (s) that has not been terminated.

ARTICLE 6: NOTICES. All notices or written communications required or permitted hereunder shall be deemed to have been given when received if hand delivered or when deposited in the U.S. mail, postage paid and addressed as follows:

If mailed to Agency: Manatee County Girls Club, Inc d/b/a Just for Girls
ATTN: Executive Director
1011 21st St. East
Bradenton, FL. 34208

If by hand delivery: 1011 21st St. East
Bradenton, FL. 34208

If mailed to County: Manatee County Community Services Department
ATTN: Director
P. O. Box 1000
Bradenton, FL 34206

If by hand delivery: Manatee County Community Services Department
1112 Manatee Avenue West
Suite 303
Bradenton, FL 34205

Notice of termination or withholding of payment shall be served by certified or registered mail, return receipt requested or by hand delivery. Either party may designate a different recipient or address by written notice to the other party.

ARTICLE 7: GENERAL CONDITIONS.

A: MAINTENANCE OF RECORDS; AUDITS

i. Agency shall maintain records, accounts, property records, and personnel records in accordance with generally accepted accounting principles, as deemed necessary by County to assure proper accounting of funds and compliance with the provisions of this Agreement.

ii. Agency shall provide County's representative all necessary information, records and contracts required by this Agreement as requested by County's representative for monitoring and evaluation of services within three (3) business days following the date of such request, or as otherwise agreed upon with County's Representative. Agency's information shall be made available to County for audit, inspection or copying during normal business

hours and as often as County may deem necessary, except for client records protected by client confidentiality rules or regulations established by State or Federal law. In cases where client confidentiality applies, Agency shall provide requested records in a fashion which maintains confidentiality. County shall have the right to obtain and inspect any audit pertaining to the performance of this Agreement or Agency made by any local, State or Federal agency. Agency shall retain all of its records and supporting documents related to this Agreement in accordance with all applicable laws, rules and regulations; in the absence of any other requirement, such records and supporting documents will be retained by Agency for at least three years after the termination of this Agreement.

iii. Prior to receiving any funds under this Agreement Agency shall provide the following:

1. Agency who at any time in the past 2 years or is expected in the current year to have a budget of \$1,000,000 or more shall submit an audited financial statement and related management letters received, not more than two years old, from an independent certified public accountant registered in the State of Florida.
2. Agency who in the past 2 years and the current year has a budget of less than \$1,000,000 shall submit a compilation, not more than two years old, from an independent certified public accountant registered in the State of Florida.

iv. The submission of documentation by Agency shall serve as agency's certification and representation that the information contained therein is true and correct. Agency recognizes that County has relied upon or will rely upon audits provided by Agency in making its determination to provide funds to Agency in the manner provided in this Agreement and if at any time County determines that the information submitted is not true and correct, County may immediately terminate this agreement and seek to recover any funds paid to Agency.

v. All forms referenced in this Agreement not attached herein shall be provided or approved by County's Representative and shall be completed and submitted by Agency to County as requested.

B: PUBLIC RECORDS. By accepting award of this Agreement, Agency acknowledges that the portion of its books and records related to its contracting activities with County may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act.

With respect to the services provided pursuant to this Agreement, Agency shall comply with the requirements of the Florida Public Records Law as specifically set forth in Florida Statute 119.0701.

FOR PURPOSES OF RESPONDING TO PUBLIC RECORDS REQUESTS, AGENCY MAY CONTACT THE COUNTY'S RECORDS CUSTODIAN INDICATED BELOW:

Deborah M. Scaccianoce
Records Division Manager
P.O. Box 1000
Bradenton, FL 34206
debbie.scaccianoce@mymanatee.org
941-742-5845 (x 5845)

C: COMPLIANCE WITH LAWS; NON-DISCRIMINATION. The performance of this Agreement shall be in compliance with all applicable laws, orders and codes of Federal, State, and local governments and the Americans with Disabilities Act. Additionally, Agency covenants and agrees that no person shall on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation or beliefs be excluded from participation in, be denied the benefits of employment by agency, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the County in any manner that is in violation of any provision of the Constitutions of the United States and the State of Florida, or any applicable code, rules or laws.

D: LICENSES. Agency shall obtain any licenses required to provide the Program and maintain full compliance with any licensure requirements. Copies of reports provided to or by any licensing or regulatory agency shall be made available upon request of County's Representative.

E: CONTRACTUAL LIABILITY. The relationship of the Agency to the County shall be that of an independent Contractor. Nothing herein contained shall be construed as vesting or delegating to the Agency or any of the officers, employees, personnel, agents, or subcontractors of the Agency any rights, interest or status as an employee of the County. The County shall not be liable to any person, firm or corporation that is employed by, contracts with or provides goods or services to the Agency in connection with the Program or for debts or claims accruing to such parties. Agency shall promptly pay, discharge or promptly take such action as may be necessary and reasonable to settle such debts or claims.

F: SUBCONTRACTORS. A part of the consideration provided by County hereunder is based upon the need to establish and maintain a fiscally sound not-for-profit entity to provide the Program to serve the interests and welfare of the residents of Manatee County. Therefore, Agency agrees that the Program shall be provided by volunteers or employees of Agency, and not by subcontractors (except as authorized in Section 7 of the Special Conditions). Nothing herein shall preclude employment of personnel through a lease or similar arrangement with the approval of County's representative, or contracts or leases for materials, supplies, facilities and other support services for Agency's program.

G: NON-ASSIGNABILITY. Agency may not assign, transfer, or encumber this Agreement or any right or interest in this Agreement.

H: AGENCY'S REPRESENTATIVES. Within thirty days from the date of execution of this Agreement by both parties, Agency shall provide the County with a list of representatives authorized to act on behalf of the Agency. The list of authorized representatives shall be approved by the Agency's Board of Directors.

I: AGENCY'S DIRECTORS. Agency's paid staff shall not be a voting or elected member of the Agency's Board of Directors, and its directors shall not have, by virtue of their employment, recurring conflicts of interest between their employment and their legal duties to the Agency. To avoid conflicts in the contract monitoring process, no current officer or employee of the Manatee County Community Services Department may serve on Agency's governing board.

J: OTHER OBLIGATIONS OF AGENCY.

i. Agency shall use its best efforts to attend and participate in meetings regarding county funding, as requested by the County's Representative.

ii. Agency shall maintain tax-exempt status under the Internal Revenue Code.

iii. The funds paid to Agency by County are not for the benefit of any individual but are provided to assist Agency in developing and maintaining a program of services deemed beneficial to the health, safety and welfare of the community. Matters contained in this Agreement such as target populations, client eligibility and unit of service costs whether covering all or a portion of Agency's cost of providing the Programs, are provided to apportion payment to Agency and represent the minimum level of service Agency must provide during the term of this Agreement.

iv. Payment of County funds for this program is for the actual expenses associated with the Program. The parties acknowledge that payment for part of the cost of the Program may be available from other governmental or third party sources. If Agency receives such revenues which then exceed the actual Program cost, Agency shall notify County's Representative and shall coordinate the appropriate refund of County funds or reduction in County payments.

v. Agency Bylaws shall be approved by the Agency's Board of Directors. County shall be provided with copies of Agency bylaws, and any amendments thereto upon request by County Representative.

vi. Agency shall maintain all Board of Director's minutes, and any referenced financial, staff and other committee reports, and shall make available upon request by County Representative.

ARTICLE 8: INDEMNIFICATION. Agency shall indemnify, keep and save harmless, and defend the County, its agents, officials and employees, against all injuries, deaths, losses, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may accrue against the County arising out of the performance of or failure to perform the Program required by this Agreement or the terms of this Agreement, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Agency or its employees, or of the subcontractors or its employees, if any. Agency shall pay all charges of attorneys and all costs and other

expenses incurred in connection therewith, and if any judgment shall be rendered against the County in any such action, the Agency shall, at its own expense, satisfy and discharge the same. Any performance bond or insurance protection required by this Agreement, or otherwise provided by Agency, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the County as herein provided. The indemnity hereunder shall continue until such time as any and all claims arising out of Agency's performance or failure to perform under this Agreement have been finally settled, regardless of when such claims are made.

In the event that any action, suit or proceeding is brought against the County upon any liability arising out of this Agreement, County shall give notice thereof in writing to Agency at the above listed address. Upon receipt of notice, Agency, at its own expense, may defend against such action and take all such steps as may be necessary or proper to prevent a judgment against the County. Nothing in this Agreement shall be deemed to affect County's right to provide its own defense and to recover from Agency attorney's fees and expenses associated with such representation or the rights, privileges and immunities of the County as set forth in Florida Statute 768.28.

ARTICLE 9: INSURANCE. Without limiting any of the other obligations or liabilities of the Agency, the Agency shall, at the Agency's sole expense, procure, maintain and keep in force amounts and types of insurance conforming to the nature and type as set forth in Attachment D. Agency shall provide a Certificate of Insurance as evidence of coverage, along with all applicable endorsements, and made part of this agreement as Attachment "D" to include:

- i. Commercial General Liability in an amount not less than \$1,000,000 per occurrence and in the aggregate; and
- ii. Professional Liability Coverage in an amount not less than \$1,000,000 per occurrence.

Until such time as the insurance is no longer required, the Agency shall provide the County with renewal or replacement certificates of insurance not less than the day prior to the expiration or replacement of the insurance for which a previous certificate has been provided. In the event a renewal or replacement certificate is not available Agency shall, not less than the day prior to expiration of any existing policy, provide County with evidence of a binder proving continuation of coverage and a new certificate as reasonably soon as possible.

Manatee County, a political subdivision of the State of Florida, shall be named as an additional insured on the certificate of insurance evidencing commercial general liability coverage, and entitled to notice of cancellation or termination. County shall be under no obligation to pay agency for any services provided or for any costs associated with Agency's Program for any period of time not covered by the insured required under this Agreement.

Agency shall immediately notify County upon lapse in the coverages required by this Agreement or cancellation of any of the insurance policies. Agency shall not provide any services under this Agreement during any such period of lapse or after cancellation of the insurance coverages required herein without the express written permission of the County's representative.

ARTICLE 10: COUNTY'S REPRESENTATIVE. The Director of County's Community Services Department or such other employee as may be designated in writing by the County Administrator shall serve as the County's representative and is authorized to interpret this Contract and designate such additional employees as may be required to monitor Agency's performance, provide technical assistance, and assume other administrative duties associated with the implementation of this Agreement. Disputes over any provision not satisfactorily resolved with the County's representative shall be referred to the County Administrator or his designee.

ARTICLE 11: AMENDMENTS. This Agreement may not be modified, amended or extended orally. This Agreement may be amended only by written agreement approved by the governing bodies of both parties.

ARTICLE 12: SEVERABILITY. In the event that any paragraph of this Agreement is adjudged by a court of competent jurisdiction to be invalid, such adjudication shall not affect or nullify the remaining paragraphs hereof, but shall be confined solely to the paragraphs involved in such decision.

ARTICLE 13: HEADINGS. All articles and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

ARTICLE 14: CATASTROPHIC EVENTS. No party shall be liable for any failure to perform, or delay in the performance of, any obligation under this Agreement if such failure is caused directly by a hurricane, tornado, fire, earthquake, civil commotion or failure or disruption of utility services, or other cause beyond the reasonable control of the party obliged to perform.

ARTICLE 15: DISCLAIMER OF THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the parties hereto, and no right, privilege, or cause of action shall be reason hereof accrue upon, to, or for the benefit of any third party, including without limitation any subcontractors of the Agency and any providers of promotional, advertising or other services, or goods, purchased by the Agency. Nothing in this Agreement is intended or shall be construed to confer upon or give any person, corporation, partnership, trust, private entity, agency, or other governmental entity any right, privilege, remedy, or claim under or by reason of this Agreement or any provisions or conditions hereof.

ARTICLE 16: CONSTRUCTION. This Agreement represents the full agreement of the parties. Each of the parties hereto has had equal input into drafting of this Agreement such that no provision of this Agreement shall be construed strictly against one party as the drafter thereof.

ARTICLE 17: WAIVERS. Neither this Agreement nor any portion of it may be modified or waived orally. However, each party, through its governing body or properly authorized officer, shall have the right, but not the obligation, to waive, on a case-by-case basis, any right or condition herein reserved or intended for the benefit or protection of such party without being deemed or considered to have waived such right or condition for any other case, situation, or circumstance and without being deemed or considered to have waived any other right or condition. No such waiver shall be effective unless made in writing with an express and specific statement of the intent of such governing body or officer to provide such waiver.

ARTICLE 18: GOVERNING LAW; VENUE. This Agreement shall be governed by the laws of the State of Florida. Venue for any action to enforce any of the provisions of this Agreement shall be in the Circuit Court of the Twelfth Judicial Circuit in and for Manatee County, Florida, or, to the extent any proceeding is removed to federal court, the United States District Court for the Middle District of Florida, Tampa Division.

ARTICLE 19: REMEDIES. Each party hereto shall have such remedies as are available pursuant to applicable law for any breach or non-performance by the other party.

ARTICLE 20: ATTORNEYS FEES AND COSTS. Each party hereto shall be solely responsible for paying its attorney's fees and costs in any dispute, litigation, dispute resolution proceeding, settlement negotiation or pre-litigation negotiation arising under this Agreement.

ARTICLE 21: EFFECTIVE DATE. This Agreement shall take effect as of the date set forth above.

ARTICLE 22: AUTHORITY TO EXECUTE. Each of the parties hereto covenants to the other party that it has lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party's authorized representative.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, in duplicate, by their authorized representatives, effective as of the date set forth above.

WITNESSES:

AGENCY

Sign Name: _____

By: _____

Print Name: _____

Print Name: Becky Canesse

Sign Name: _____

Title: Executive Director

Print Name: _____

Phone Number: 941-747-5757

MANATEE COUNTY, FLORIDA

By: Board of County Commissioners

By: _____
County Administrator

Date of Execution: _____

**ATTACHMENT A
PROGRAM DESCRIPTION**

**MANATEE COUNTY GIRLS CLUB, INC. D/B/A JUST FOR GIRLS
GIRLS STEPPING UP TO SUCCESS**

1. PROGRAM DESCRIPTION:
 - a. Agency shall provide Out-of-School Time (OST) services hereinafter “Program”.
2. TARGET POPULATION:
 - a. This program shall serve girls 5-17 years of age deemed “at-risk” who are residents of Manatee County, hereinafter, “Client”.
 - i. “At-risk” is defined as: Youth who, because of their economic, environmental, family situation, a health problem, disability or past behavior, are considered more likely than others to be affected by or become involved in child abuse or neglect, substance abuse, juvenile delinquency, gang behavior, adolescent pregnancy, truancy, unemployment and other problems which threaten their health, safety and/or personal development
 - b. Agency will serve 422 unduplicated clients during the course of this agreement.
 - i. An unduplicated client is one which is only counted 1 time during the period of this agreement regardless of the number of services they receive.
3. LOCATION/HOURS OF SERVICE:
 - a. Services will be provided at the following location(s):
 - i. Just for Girls West: 3809 59th St. w. Bradenton, FL. 34209
 - ii. Just for Girls North: 1500 10th St. W. Palmetto, FL. 34221
 - iii. Just for Girls East: 1011 21st St. E. Bradenton, FL. 34208
 - b. The Program will be provided at the following time(s):
 - i. OST Services
 1. School days: Monday-Friday, Before school 6:30 am- school starts;
After School: Monday-Friday, School release- 6:00 pm
 2. Holidays and non-school days (includes summer): 6:30am -6:00pm
 - ii. Scholastic Saturdays:
 1. Saturdays: 10:00 am to 1:00 pm (for 24 weeks between October 1, 2016 to September 30, 2017) East Bradenton only
 - iii. Parent Support:
 1. Schedule and location of workshops to be submitted in writing to Manatee County Children’s Services Department, 30 days prior to each presentation.
 2. Lending library- to be available M-F 6:30am to 6:00pm and Sat. 10:00am to 1:00pm
 - c. Other locations and times may be requested by the agency in writing. Changes are not approved until the County Representative has approved them in writing.
4. SERVICES:
 - a. Program shall provide, one or more of the following to the client:
 - i. OST Services:
 1. School Days: Before School
 - a. Breakfast
 - b. Homework assistance
 - c. Guided socialization
 2. School Days: After School
 - a. Afterschool literacy and STEAM (science, technology, arts, engineering and math)
 - b. Homework help/ Tutoring
 - c. Interactive educational opportunities
 - d. Mentoring opportunities for advanced youth to mentor youth who are struggling learners
 - e. Enrichment opportunities, such as but not limited to: fitness, cooking, games and free-play

3. Summer and School Breaks:
 - a. For girls 5-11 years old, service focus will be: Literacy, STEAM, health and fitness
 - b. For girls 12-17 years-old, service focus will be: Prevention Education, STEAM curriculum, Literacy, Tutoring, Emotional fitness, Community bonding and Leadership.
 - c. Educational Enrichment opportunities, social interaction and recreation for all age groups
 - ii. Scholastic Saturday Services:
 1. Additional education and time with certified teachers for homework help and tutoring.
 - iii. Parent Support
 1. Workshops or Curriculum based Educational presentations to parents; topics can include but not limited to:
 - a. Couponing and How to Save Money
 - b. Financial Management
 - c. Cyber Bullying and Online Safety
 - d. Basic Computer Training
 - e. Safety Planning and Dating Violence
 - f. Improving Your Parenting Skills (Curriculum based)
 - g. Legal Questions
 - h. English Language for Spanish Speakers
5. OUTCOME MEASUREMENTS:
- a. Agency will monitor and measure the following outcomes and report them quarterly.
 - i. 80% of girls who regularly attend the program (3x a week) will improve their emotional intelligence and psychological development as measured by curriculum-based pre and post-tests.
 - ii. 80% of girls who regularly attend the program (3x a week) will improve in reading and attitudes about learning as measured by curriculum-based initial, mid-year and follow-up assessments.
6. UNIT OF SERVICE:
- i. OST Services:
 1. A unit of service shall be defined as all or a portion of an OST day of service provided to a client
 2. OST service day is defined as, services offered for a minimum of 2 hours per school day or a minimum of 6 hours per non-school day.
 - ii. Scholastic Saturday:
 1. A unit of service shall be defined as: all or a portion of a session of service to a client
 2. A session shall be defined as: activities in accordance with Attachment A, item 4. ii., to a minimum of (3) clients provided on Saturday from 10:00 am to 1:00 pm.
 - iii. Parent Support:
 1. A unit of service shall be defined as a workgroup session/presentation to a minimum of (5) parents.

**ATTACHMENT B
PAYMENTS**

**MANATEE COUNTY GIRLS CLUB, INC. D/B/A JUST FOR GIRLS
GIRLS STEPPING UP TO SUCCESS**

Agency shall be paid by the County a total amount not to exceed \$858,047 for combined services listed below. Service units are provided in accordance with Article 1, Attachment A and documented in accordance with Attachment C as follows:

1. Out of School Time (OST)
 - a. Out of School time services: 22,356 units
 - b. OST Services shall be paid at rate of \$33.96 per unit
 - c. Agency shall be paid by the County for Out of School Time services not to exceed \$759,047.

2. Scholastic Saturdays
 - a. Scholastic Saturdays: 72 units
 - b. Scholastic Saturdays shall be reimbursed at a rate of \$750.00 per eligible session.
 - c. Agency shall be paid by the County for Scholastic Saturday services not to exceed \$54,000.

3. Parent Support
 - a. Parent Support: 12 units
 - b. Parent Support: shall be reimbursed at a rate of \$3,750.00 per session/presentation.
 - c. Agency shall be reimbursed for Parent Support Services, not to exceed \$45,000.

4. Agency shall be paid monthly for the actual number of units of service it has provided.
 - a. The total of all payments shall not, at any point in time, exceed the cumulative amounts listed below:

October	\$ 71,503	April	\$ 500,521
November	\$ 143,006	May	\$ 572,024
December	\$ 214,509	June	\$ 643,527
January	\$ 286,012	July	\$ 715,030
February	\$ 357,515	August	\$ 786,533
March	\$ 429,018	September	\$ 858,047

5. It is recommended that Agency Payment Requests, as described in Attachment B, be submitted to the County by the 15th of each month. Agency payment requests are processed in the order they are received by the County. Once processed by the Manatee County Community Services Department, the Clerk of the Courts has 45 days to process the payment.

6. Within 15 calendar days after expiration of the Agreement, the Agency shall render a final and complete Agency Payment Request. County shall not be responsible for the payment of any charges, claims or demands of the Agency not received within said fifteen-day period.

**ATTACHMENT B
MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
AGENCY PAYMENT REQUEST**

NON-PROFIT AGENCIES

AGENCY: MANATEE COUNTY GIRLS CLUB, INC. D/B/A JUST FOR GIRLS

AGENCY REMITTANCE ADDRESS (Enter Street or P.O. Box, City, State, Zip Code for sending payments)

3809 59th St. W., Bradenton, FL. 34209

PROJECT NUMBER: 104-0015002

PROGRAM: GIRLS STEPPING UP TO SUCCESS

PAYMENT REQUEST FOR MONTH OF: _____

SECTION 1: AGENCY PAYMENT REQUEST

	(1)	(2)	(3)	(4)
SERVICE	REQUEST THIS PERIOD	MAXIMUM FUNDING	REQUESTED YEAR-TO-DATE	BALANCE OF FUNDS
OUT OF SCHOOL TIME		\$759,047	\$	\$
SCHOLASTIC SATURDAYS		\$54,000	\$	\$
PARENT SUPPORT		\$45,000	\$	\$
TOTALS		\$858,047	\$	\$

SECTION 2: CLIENT SERVICES

	(5)	(6)	(7)	(8)	(9)	(10)	(11)
SERVICE	UNIT COST	UNIT CONTRACT TOTAL	Y-T-D TOTAL PRIOR	TOTAL THIS PERIOD	TOTAL Y-T-D	% OF PLAN ACHIEVED	% OF TIME ELAPSED
OUT OF SCHOOL TIME	\$33.96	22,356				%	%
SCHOLASTIC SATURDAYS	\$750.00	72				%	
PARENT SUPPORT	\$3,750.00	12				%	

SECTION 3: SUPPORTING DOCUMENTATION

Attach: Documentation as required in Agreement Attachment C: Special Conditions.

PREPARED BY: _____ DATE: _____

I attest that the information presented in this Agency Payment Request is true and accurate to the best of my knowledge.

AUTHORIZED SIGNATURE: _____ DATE: _____

(SUBMIT 1 ORIGINAL-SIGNATURE BLUE INK AND 2 PHOTOCOPIES OF REPORT WITH 1 COPY SUPPORTING DOCUMENTATION ATTACHED TO EACH)

DO NOT WRITE BELOW THIS LINE

HSD CONTRACT MANAGER: _____ DATE: _____

**ATTACHMENT C
SPECIAL CONDITIONS**

**MANATEE COUNTY GIRLS CLUB, INC. D/B/A JUST FOR GIRLS
GIRLS STEPPING UP TO SUCCESS**

1. Agreement Deliverables: The Agency shall submit the following documents:

Please note that failure to submit any document as required shall result in payment processing being delayed until the Agency is in compliance with the agreement.

- a. Agency shall provide each month with their payment request:
 - i. Three copies of the Monthly Unit Tracking Form for each service, which shall serve as report of units of service performed during the reporting period. The format of the Unit Tracking Form must be approved by the County Representative and contain the following information:
 - 1. Out of School Time programing
 - a. Agency and Program name
 - b. Site location
 - c. Date of service
 - d. Type of service day (OST school, OST non-school, OST summer, Scholastic Saturday, Parent Support)
 - e. Daily number of clients served per day (per site)
 - f. Grand total number of OST clients served for the month
 - 2. Scholastic Saturdays
 - a. Agency and Program name
 - b. Date and times of service
 - c. Daily number of clients signed in to receive services
 - d. Grand total number of Scholastic Saturday units of service for the month
 - 3. Parent Support
 - a. Agency and Program name
 - b. Site location
 - c. Dates of service
 - d. Title of session or presentation(s)
 - e. Daily number of clients signed in for workshop session or presentation
 - f. Grand number of workshop session/presentations for the month
 - 4. One copy of both current billing month's program calendar and anticipated program services calendar 30 days in advance.
 - ii. One copy of the following information from the reporting period:

Monthly Reports		
Title	Requirement/Description	
1.	Anticipated Difficulties	Agency shall report anticipated difficulties meeting contractual requirements by the end of the contract year.
2.	Changes in Staff	Agency shall report changes in staff from Agency's proposal for funding during the contract term. (Include staff vacancies or changes which affect the Program).
3.	Schedule	Agency shall provide one copy of the anticipated program schedule for the next reporting period.

b. Agency shall submit the following reports quarterly through ODM and retain verification on site for review upon request by the County:

Quarterly Report Due Dates				
Quarter 1 (Oct-Dec)		Quarter 2 (Jan-Mar)		Quarter 3 (Apr-Jun)
Due: Jan 30, 2017		Due: Apr 30, 2017		Due: Jul 30, 2017
Quarter 4 (Jul-Sep)		Due: Oct 30, 2017		
Title	Requirement/Description			
i.	Program Quarterly Expenditure Report	Agency shall report quarterly all actual program revenue (by source) and actual expenditures (by line item).		
ii.	Quarterly Outcomes Report Form	Agency shall track and report program outcome results for the clients served for the quarter.		

iii.	Quarterly Children's Services Client Demographics Report	Agency shall provide a report on unduplicated clients receiving services during the term of this agreement (updated each quarter reporting new clients only) to include the following demographics: Gender, race, age, and zip code.
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c. Agency shall submit the following documentation as indicated:

Other Documents Required		
Title	Requirement/Description	
i.	Insurance	<ol style="list-style-type: none"> Agency shall submit Commercial General Liability insurance in accordance with Article 9. Notwithstanding the provisions set forth in Article 9, the requirement for Agency to procure, maintain and keep in force, Professional Liability Coverage (indicated in Article 9 item B) is waived for the duration of this agreement. Agency shall, not less than the day prior to expiration of any existing policy, provide County with evidence of a binder proving continuation of coverage and a new certificate as reasonably soon as possible. In accordance with Article 9.
ii.	Financial Audit	Financial audits shall be submitted in accordance with Article 7, A, iii.
iii.	Authorized Representatives	An Authorized Representative letter (listed by position) shall be submitted within 30 days of execution in accordance with Article 7, H.
iv.	Release of Information	Must be submitted within 30 days of agreement execution and approved by the county representative.

- Agency shall maintain program files and/or individual client files documenting services provided.
 - County's Representative shall have the option of reviewing the contents of the files.
 - Agency shall have the following information available during all site visits:

Site Visit Documentation:		
Title	Requirement/Description	
i.	Client ID	Agency shall use a consistent method for identifying clients which meets the HIPAA requirements in Attachment C, 6.
ii.	Program Services Documentation	<p>Out of School time: <u>Client files:</u></p> <ul style="list-style-type: none"> Acknowledgement to Release of Information (signed by parent/guardian) Eligibility determination and verification Demographic documentation including proof of residency and date of birth Pre/post-test(s) measuring outcome progress <p><u>Agency file:</u></p> <ul style="list-style-type: none"> Daily sign in/out sheets (parents) <p>Scholastic Saturdays: <u>Agency file</u></p> <ul style="list-style-type: none"> Daily sign In/Out Sheet with time in and out (Clients or client parents) <p>Parent Support <u>Client file</u></p> <ul style="list-style-type: none"> Acknowledgement of release of information Needs assessment, signed and dated <p><u>Agency File:</u></p> <ul style="list-style-type: none"> Group Session/Presentation sign in sheet to include: <ul style="list-style-type: none"> Title of presentation Date of presentation Begin and end time of workshop session or presentation Name of agency /partner agency facilitator Client name and signature <p><u>Client files</u></p> <ul style="list-style-type: none"> Acknowledgement of release of information Needs assessment, signed and dated

3. Documents submitted to the County or retained as part of client/agency files as a part of this agreement may be modified by the County Representative with written notice to the agency.
4. County's Representative has the authority to request additional information for County's periodic reviews, Agency Payment Request approval, site visits, annual monitoring, and other Agreement related tasks.
 - a. County's Representative shall have the authority to approve the final format of requested information.
5. Because the services provided by Agency are funded in whole or in part by the County, Agency agrees to require each client receiving services (or legal guardian of client where applicable) to execute an Acknowledgement and Consent to Release Records form.
 - a. The form shall contain an acknowledgement of the client or guardian that he/she understands that the County's Representative may request access to any or all Agency records relating to the program and/or the delivery of services for the purposes of evaluating or monitoring the program or delivery of service to the client, and that he/she consents to the release of records for these purposes.
 - b. The form shall also inform the client or guardian that to the extent records are provided to the County, same shall become public records and may, subject to any applicable state or federal exemptions, be inspected or copied by third persons.
 - c. The form shall be drafted by the Agency, and must be reviewed and approved by the County's Representative prior to use.
 - d. County's Representative may waive this requirement for group educational and similar programs.
6. **Health Insurance Portability and Accountability Act (HIPAA):** To the extent Agency is defined as a Covered Entity by the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA), Agency shall carry out its obligations under this Agreement in compliance with the record security and privacy regulations established by HIPAA to protect the privacy of any personally identifiable protected health information (PHI) that is collected, processed or learned as a result of its performance of the Services provided hereunder. In conformity therewith, Agency shall:
 - a. Not use or further disclose PHI except as permitted under this Agreement or required by law;
 - b. Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this Agreement;
 - c. Mitigate, to the extent practicable, any harmful effect that is known to Agency of a use or disclosure of PHI by Agency except as permitted by this Agreement.
 - d. Report to County any use or disclosure of PHI not provided for by this Agreement of which agency becomes aware.
 - e. Make its internal practices, books, and records relating to the use and disclosure of PHI available to the Secretary of Department of Health and Human Services for purposes of determining County and Agency's compliance with HIPAA.
 - f. Agency, its employees and agents are only permitted to use or disclose PHI related to treatment of a patient to which they provided care in accordance with the HIPAA during its association with County.
 - g. Agency will compel employees and agents to sign acknowledgements of receipt of, and understanding of, all rules and regulations related to HIPAA.
 - h. Agency will also take appropriate disciplinary actions against employees and agents who violate HIPAA regulations.
 - i. Agency will insure all relevant employees and agents will have been instructed in HIPAA compliance prior to performing Services related to PHI records. Agency will assume all expense for such training.
 - j. Notwithstanding any other provision of this Agreement, Agency agrees to hold harmless and indemnify County from any civil or administrative action, fine or penalty resulting from a breach of patient privacy by Agency, its agents or employees.
 - k. In addition to the foregoing, to the extent Agency is a HIPAA Covered Entity or Business Associate, Agency must enter into a HIPAA business associate agreement with any Business Associate or subcontractor which will have access to PHI, and shall provide County, upon County's request, copies of same.

ATTACHMENT D INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

MANA1-4 OP ID: RL

DATE (MM/DD/YYYY)
01/26/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DesChamps, Gregory & Hayes Inc Main Office 1812 Manatee Ave. W. Bradenton, FL 34205-5927 W. Stuart Gregory	941-748-1812 941-746-1400	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC #
INSURED Manatee Co Girls Club Inc dba Just For Girls Just for Girls Academy 3809 59th St W Bradenton, FL 34209		INSURER A : Mt Hawley INSURER B : Philadelphia Indemnity Ins Co 18058 INSURER C : Darwin Select Insurance Compan INSURER D : Associated Industries Ins Co 23140 INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADDL SUBR	INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> GENERAL LIABILITY				PHPK1440244	01/06/16	01/06/17	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR							MED EXP (Any one person) \$ 5,000
C	<input checked="" type="checkbox"/> PROF LIAB				0202-4142	01/22/16	01/22/17	PERSONAL & ADV INJURY \$ 1,000,000
								GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG \$ 3,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY				PHPK1440244	01/06/16	01/06/17	COMBINED SINGLE LIMIT (Ea accid) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS							BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS							PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	<input type="checkbox"/> UMBRELLA LIAB							EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB							AGGREGATE \$
	<input type="checkbox"/> DEB							\$
	<input type="checkbox"/> RETENTIONS							\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				AWC1041709	12/31/15	12/31/16	WC STATU-TORY LIMITS OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A						E.L. DISEASE - EA EMPLOYEE \$
A	Property Section				MCP0161507	01/06/16	01/06/17	E.L. DISEASE - POLICY LIMIT \$
B	Crime							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER <p style="text-align: center;">MANATEE</p> Manatee County, A Political Subdivision of the State of Florida PO BOX 1000 BRADENTON, FL 34206	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ATTACHMENT E

FY 2016-17 Out-of-School Time (OST) Standards MANATEE COUNTY GOVERNMENT – CHILDREN'S SERVICES	
Date of visit:	
Agency name:	
Program name:	
Conducted by:	

INDICATOR AREA	SUMMARY OF RESULTS				ACTION PLAN REQUIREMENT		
	# POSSIBLE	# MET	# N/A	% RESULTS	No Action Plan Required	Action Plan Required	Follow-up Visit Required
Administration and Organization	10			%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Management and Staff	4			%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication and Interaction	10			%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Structure and Activities	10			%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health, Safety and Nutrition	10			%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Environment	3			%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family and Community Involvement	3			%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESULTS MEASUREMENT KEY		
Determination	Percentage of Indicators Met	Action Plan Requirement
Indicator Area <u>Not Met</u>	Met less than 25% of the total indicators in an Indicator Area	Action Plan required Follow-up visit required
Indicator Area <u>Partially Met</u>	Met 25% to 79% of the total indicators in an Indicator Area	Action Plan required
Indicator Area <u>Met</u>	Met 80% or more of the total indicators in an Indicator Area	No Action Plan required

Summary Comments:
 A standards visit for an out of school time program was conducted. The summary of the results are listed next to each Indicator Area in the table above:
 ___ **Met Indicators**
 ___ **Partially Met Indicators**
 ___ **Unmet Indicators**
 If "Action Plan Required" is indicated next to any Indicator Area, prepare and email an Action Plan to your Contract Manager within 10 days from receipt of this report: _____.

***Note: If an indicator was unable to be observed during the site visit, it is indicated by an "x" in the n/a box and the indicator has been removed from scoring.*

County Representative:	Date:
Human Svcs Program Manager:	Date:

ADMINISTRATION AND ORGANIZATION

GUIDING PRINCIPLE:

Provide a solid framework for afterschool programming; state a mission, philosophy, and goals.

Quality Standards:	Yes	No	N/A
1. The agency has a mission statement and written program goals that are measurable and support the mission statement of the agency			
2. There are written program goals that are measurable and that support the mission statement of the agency			
3. There is a written evaluation system to determine if it's mission and goals are being achieved			
4. There are written volunteer policies and procedures			
5. Parent handbook is provided to families that further explain staff roles and program rules			
6. The program has written job descriptions and personnel policies			
7. Maintains a list of active staff and volunteers			
8. Written documentation that all program staff and volunteers comply with state regulated background screening, fingerprinting requirements and drug testing regulations prior to employment			
9. Program conducts a self-evaluation at mid-point and the end of each program year			
10. Maintains documentation of all current vehicle safety inspections and repairs			
11. Maintains proof that all staff who transport youth in program vehicles, maintain current CDL license			
Totals			

Notes: _____

PROGRAM MANAGEMENT AND STAFF

GUIDING PRINCIPLE:

Employ qualified administrative and direct care/instructional staff who are focused on the needs of children and youth, families and fellow staff.

Quality Standards	Yes	No	N/A
1. There is a written training plan that ensures staff participates in a minimum of 15 hours of relevant training per year			
2. Staff provides direct supervision at all times (a 1/20 staff to youth ratio is recommended)			
3. Staff follows a behavior management system that includes parent conferences and updates			
4. Conducts monthly staff meetings with agendas and documents attendance of program staff			
Totals			

Notes: _____

COMMUNICATION AND INTERACTION

GUIDING PRINCIPLE:

Provide ways to foster and enhance the communication and interactions among youth, families and staff.

Quality Standards:	Yes	No	N/A

1. The program encourages communication in a professional manner as evidenced by observed interactions			
2. Staff demonstrate positivity, respect and acceptance as evidenced by observed interaction			
3. As role models for youth, staff engage other staff in a professional manner as evidenced by observed interaction			
4. Staff demonstrate sensitivity to diversity as evidenced in policy and procedure			
5. Staff encourage youth to take initiative, make good choices and take on challenging tasks and activities as evidenced by observed interaction			
6. Staff communicate clear directives and instructions as evidenced by observed interaction			
7. Positive techniques are used to guide the behavior of youth by setting appropriate limits and encouraging youth to choose positive behaviors as evidenced by observed interaction			
8. Staff encourages youth to resolve their own conflicts as evidenced by observed interaction			
9. The program offers opportunities to engage families through: newsletters, surveys, conferences and other forms of communication as evidenced by written documentation			
10. Administration maintains consistent communication with all program staff and volunteers to ensure all necessary information is shared in a timely manner as evidenced in written documentation			
Totals			

Notes: _____

PROGRAM STRUCTURE AND ACTIVITIES

GUIDING PRINCIPLE:

Emphasize developmentally appropriate social, recreational, and educational opportunities.

Quality Standards:	Yes	No	N/A
1. Daily arrival and departure of all children and youth are documented.			

2. Children and youth are released only to authorized persons designated by parent(s) or guardian(s) in writing.			
3. Offers developmentally diverse activities for youth, as evidenced by observation.			
4. Daily activity schedule (including alternate activities for inclement weather or unexpected situations) is posted and includes enrichment opportunities in core academics, cultural arts and technology			
5. Offers enrichment opportunities in core academics areas, cultural arts and technology as evidenced in program schedule(s).			
6. Provides scheduled time in an appropriate environment for academic support and homework assistance.			
7. Provides planned daily recreation, sports or fitness activities.			
8. Materials and equipment are age appropriate, accessible and in good working order.			
9. Reasonable accommodations are made to the program environment and schedule so that children and youth with special needs may participate.			
10. Program has policy(s) and procedures that comply with all legal requirements for vehicles and drivers regarding youth transportation, off-site field trips and address: safety, ratios and supervision.			
Totals			

Notes: _____

HEALTH, SAFETY AND NUTRITION

GUIDING PRINCIPLE:

Provide developmentally appropriate environments that protect and enhance the safety, health and nutrition of children and youth.

Quality Standards:	Yes	No	N/A
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1. The Agency has written health, safety and nutrition policies which are made available to families.			
2. The Agency establishes policies and procedures to comply with established laws for the documentation and notification of suspected abuse, neglect, and physical, verbal and sexual harassment.			
3. There is a written and accessible emergency management plan, which includes up-to-date, relevant contact information for everyone involved with the program.			
4. The agency has staff certified in CPR and First Aid available and accessible to the children and youth at all times.			
5. There is a written medical policy, which includes, at a minimum, a plan to ensure medication is provided in the original container, maintained in appropriately secured storage, and dispensed as prescribed by a physician with parent(s) written authorization.			
6. Children and youth are separated at the first sign of illness and supervised by staff, who take proper health precautions. Parents are notified when appropriate.			
7. Safety inspections of all areas of the program (inside and outside) are conducted daily and maintained in a log and there are procedures in place for dealing with hazardous conditions and equipment.			
8. All bathrooms are clean, in good repair and supplied with soap as evidenced by observation.			
9. Frequent hand washing is encouraged, especially after using the bathroom and immediately prior to snacks and meals as evidenced by policy and observation.			
10. Drinking water is available at all times.			
Totals			

Notes: _____

PROGRAM ENVIRONMENT

GUIDING PRINCIPLE:

Provide safe developmentally appropriate indoor and outdoor environments.

Quality Standards:	Yes	No	N/A
1. The program environment provides dedicated and usable safe space for all activities during			

hours of operation.			
2. The space is arranged to be conducive for scheduled and alternative activities as evidenced by observation.			
3. There is adequate and convenient storage space for equipment, materials and the personal possessions of youth.			
Totals			

Notes: _____

FAMILY AND COMMUNITY INVOLVEMENT

GUIDING PRINCIPLE:

Provide opportunities for family involvement and public/private partnerships.

Quality Standards:	Yes	No	N/A
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1. Program recruits volunteers from the community.			
2. Program offers parents volunteer opportunities.			
3. Program supports families by providing them with communications in a variety of methods to provide internal updates and resource connections.			
Totals			

Notes: _____

GLOSSARY

Afterschool Programs: Safe learning environments for children and youth during their out-of-school time. Includes before and after school, full day summer and holiday programs.

Children and Youth: The Florida Standards for Quality Afterschool Programs were developed for programs that serve children and youth of elementary school grade levels.

Community: Commonly refers to the county, city, town or neighborhood in which a program is located. A quality afterschool program

links with individuals, organizations and agencies in its community.

Competencies: The knowledge, skills and abilities an individual or organization possesses. Quality afterschool programs provide staff training that integrates theory with best practices, and knowledge is gained to support the performance of specific skills.

Core Academic Areas: Includes language arts, reading, math, science and social studies.

Curriculum: A program's social, recreational and educational activities. In a quality afterschool program, the curriculum is designed to support learning, development and growth. Curriculum may include arts and crafts, music, recreation, and tutoring and homework assistance. Program curriculum is determined by the overall philosophy, mission and the needs of enrolled children.

Developmentally Appropriate Practice (DAP): Commonly refers to how a program responds to the individual differences of children and youth. In a quality afterschool program, everything it does is age appropriate, individually appropriate and culturally appropriate for all enrolled children.

Direct Service Staff: Staff who provide ongoing and direct supervision, instruction and care to children and youth.

Family: Family is defined differently for individual children and youth. Staff and administration need to be aware of the diversity of family dynamics represented in their program. Family may include children and adults living in the child's home, adults who are responsible for the care and well-being of the child, parents who may not live in the same household as the child and the child's legal guardian.

Level II Screening: Security background investigations of staff including, but not limited to, fingerprinting for statewide criminal and juvenile records checks through the Florida Department of Law Enforcement (FDLE), federal criminal records checks through the Federal Bureau of Investigation (FBI), and may include local records checks through local law enforcement agencies. Section 435.04, Florida Statutes, outlines in detail the full Level II screening requirements.

Out-of-School Time (OST): Any time that a child is not in school, including before and after school, weekends, and holiday/summer recesses.

Program Environment: The space where the program activities take place, both indoors and outdoors. How well a program utilizes its environment impacts the quality of the activities and care provided.

Philosophy: Commonly refers to the program's stated principles and beliefs. The program bases its policies and practices on its philosophy.

Quality Standards: A set of indicators used to measure excellence.

Relevant Training: Training designed for specific classes of positions dedicated to improving job performance skills.

Special Needs: The individual differences of children and youth, be they physical, behavioral, medical, emotional or cognitive.

Technology: Organizations, equipment and systems that allow us to control and adapt to our environment. Quality afterschool programs embrace technology and use it to improve the lives of children.

Volunteer: An individual who assists the program without pay. In a quality program, volunteers are under direct and constant supervision by program personnel.