

STATE OF FLORIDA  
DEPARTMENT OF CHILDREN AND FAMILIES  
**AMENDMENT 1**

THIS AMENDMENT, entered into between the State of Florida, Department of Children and Families, hereinafter referred to as the "Department" and Embrace Families Community Based Care, Inc., hereinafter referred to as the "provider", amends Contract GJL58.

Amendment 1 incorporates the following changes: increases the State Fiscal Year 2019-2020 amount of **\$70,418,667.00** to **\$ 74,726,571.00**, increasing the total contract amount to **\$371,218,991.00**, subject to availability of funds.

1. Page 1, Legacy Standard, Legacy Standard Contract 12/2015, 3. Payment Services, **delete:** "\$352,093,335.00" and **insert:** **\$371,218,991.00 in lieu thereof.**
2. Page 31, Attachment 1 Section 2. Performance Specifications, Paragraph 2.1.2 Ref# 2 is amended:

2	Number of children with finalized adoptions between July 1, 2019 and June 30, 2020.	268	Quarterly: Performance through the end of the month prior to the report month.  Fiscal Year to Date: Same as monthly.
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3. Pages 33-34, Payment for Services, Section 4.1.1, **are hereby deleted** and Pages 33-34, Payment for Services, Section 4.1.1, Amendment 1, **are inserted in lieu thereof and attached hereto.**
3. Page 58, Attachment II-A, CBC Schedule of Funds page holder for FY2019-2020, **is deleted** and page 58, Attachment II-A, CBC Schedule of Funds for FY2019-2020 dated 7/1/2019, **is inserted in lieu thereof and attached hereto.**

This amendment shall begin on July 30, 2019 or the date on which the amendment has been signed by both Parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment and all its attachments are hereby made a part of the contract. **IN WITNESS THEREOF**, the parties hereto have caused this **4 (four)** page amendment to be executed by their officials thereunto duly authorized.

PROVIDER: Embrace Families Community Based Care, Inc.

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

SIGNED  
BY: *Glen Casel*  
NAME: Glen Casel  
*for*

SIGNED  
BY: *Patricia Pabrock*  
NAME: Chad Poppell

TITLE: Chief Executive Officer

TITLE: Secretary

DATE: *8-14-19*  
Federal ID Number: 010631375

DATE: *8/27/19*

#### **4. DELIVERABLES**

##### **a. Service Units**

A service unit is one month of all system of care related services to all eligible children and their families, as described in Sections 1.5 through 1.9, performed in accordance therewith. Any disputes regarding the completion of contract deliverables are subject to the provisions of Section 5.2., Dispute Resolution.

##### **b. Records and Documentation**

The Lead Agency shall maintain sufficient documentation to provide evidence of service delivery in accordance with this Contract and provisions of state and federal laws.

##### **c. Reports**

The list of the reports to be completed by the Lead Agency, including the time frame for their final due dates, frequency and format are all specified in Exhibit B, Reports.

##### **d. Department Determinations**

Subject to the provisions of Section 5.2., Dispute Resolution, the Department has the sole right to assess and determine the completeness and acceptability of services, reports and fiscal records according to the terms of this Contract.

#### **1. METHOD OF PAYMENT**

##### **4.1 Payment Clause**

- 4.1.1.** This is an advance fixed price, fixed payment contract comprised of Federal sources and a grant of state funds. The method of payment is per section 409.990(1), F.S. The Department shall pay the Lead Agency for the delivery of service units provided in accordance with the terms of this Contract for a total dollar amount not to exceed **\$371,218,991.00** subject to the availability of funds. The Schedule of Funds (Attachment II-A), which identifies the amount of the Federal and grant sources, will be amended into this Contract at the beginning of each fiscal year, and the total contract amount will be adjusted accordingly. The attached Schedule of Funds provides as follows:

<b>Attachment II-A, Fiscal Year 19-20</b>	<b>\$ 74,726,571.00</b>
<b>(\$603,466.00 Non-Recurring Funds for FY19-20)</b>	
Attachment II-B, Fiscal Year 20-21	\$ 74,123,105.00
Attachment II-C, Fiscal Year 21-22	\$ 74,123,105.00
Attachment II-D, Fiscal Year 22-23	\$ 74,123,105.00
Attachment II-E, Fiscal Year 23-24	\$ 74,123,105.00

<b>Service Unit</b>	<b>Fixed Payment</b>	<b># of Units</b>	<b>Total Amount</b>
<b>4.1.1.1 FY 19/20</b>			
One Month of Child Welfare and Related Services (7/01/19 – 9/30/19)	\$5,868,222.25	3	\$17,604,666.75
One Month of Child Welfare and Related Services (10/01/19 – 6/30/20)	\$6,346,878.25	9	\$57,121,904.25
<b>4.1.1.2 FY 20/21</b>			
One Month of Child Welfare and Related Services (7/01/20 – 7/31/20)	\$6,176,925.82	1	\$6,176,925.82
One Month of Child Welfare and Related Services (8/01/20 – 6/30/21)	\$6,176,925.38	11	\$67,946,179.18
<b>4.1.1.3 FY 21/22</b>			
One Month of Child Welfare and Related Services (7/01/21 – 7/31/21)	\$6,176,925.82	1	\$6,176,925.82
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<b>4.1.1.4 FY 22/23</b>			
One Month of Child Welfare and Related Services (7/01/22 – 7/31/22)	\$6,176,925.82	1	\$6,176,925.82
One Month of Child Welfare and Related Services (8/01/22 – 6/30/23)	\$6,176,925.38	11	\$67,946,179.18
<b>4.1.1.5 FY 23/24</b>			
One Month of Child Welfare and Related Services (7/01/23 – 7/31/23)	\$6,176,925.82	1	\$6,176,925.82
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These amounts are subject to increase, via contract amendment, according to the terms specified in Section 4.4., Renegotiation. State and Federal earnings not documented shall be returned to the Department. The Lead Agency understands that a number of federal sources are capped and their amounts may not be increased, so that payment for costs in excess of the funding provided is only available from state funds or other outside funding sources.

For FY 19-20 this Contract is funded by General Appropriation Act, Special Categories: Grant and Aids -Community Based Care, Adoption Assistance, Purchase of Therapeutic Services for Children, Guardian Assistance Program Payments.

#### **4.1.2 Advance Payments**

4.1.2.1 In the event that the fiscal year contract value is changed during the year, advance payments shall be equal to the fiscal year contract amount not yet paid divided by the remaining months to be paid.

4.1.2.2 Advances may be requested prior to each month of service for the entire term of this Contract, subject to invoice requirements described below. Per section 216.181(16)(b), F.S., the Lead Agency shall temporarily invest surplus advanced funds in an insured account or an interest bearing account and return any interest earned to the Department periodically or no later than 45 days after the end of the contract (including)



**Attachment II-A**  
**Community Based Care (CBC) Lead Agency Schedule of Funds**  
**Embrace Families Community Based Care - Contract #GJL58**  
**FY 2019-20 Use Designation - As of 7/1/2019**

	Other Cost Accumulators (OCA)	Title IV-E Funds	Other Federal Funds	State Funds	Total Funds	The Amount of Non-Recurring Funds Included in Total Funds
<b>Line # 326 - Special Categories: Grant and Aids - Community Based Care Funds for Providers of Child Welfare Services (108304)</b>						
<b>Core Services Funding (409.991 (1)(a), Florida Statutes)</b>						
Title IV-E Fund Sources (Section A&B) (a)	Multiple	14,969,023	7,798,708	24,130,862	46,898,593	603,466
Level I Licensed Care (FH) Payments - IV-E Eligible (Section B) (b)	LCLVE	349,640	-	220,549	570,189	-
Level I Licensed Care (FH) Payments - IV-E Ineligible (Section B) (b)	LCLVI	-	221,740	-	221,740	-
Capped Fund Sources (Section A&B) (c)	Multiple	-	1,577,572	5,258,568	6,834,140	-
<b>Risk Pool Funding (nonrecurring)</b>					-	-
<b>Prior Year Excess Earnings (nonrecurring)</b>					-	-
Medicaid Administration	PR005		158,847	158,847	317,694	-
State Access & Visitation Grant (d)	PRSAV		24,527	-	24,527	-
Safe & Stable Families Act Grant-Family Preservation (e)	PRE04/PRM04		484,121	161,374	645,495	-
Safe & Stable Families Act Grant-Family Support (e)	PRE06/PRM06		484,121	161,374	645,495	-
Safe & Stable Families Act Grant-Time Limited Reunification (e)	PRE11/PRM11		968,242	322,747	1,290,989	-
Safe & Stable Families Act Grant-Adoption (e)	PRE12/PRM12		484,121	161,373	645,494	-
<b>Total Core Services Funding</b>		<b>15,318,663</b>	<b>12,201,999</b>	<b>30,573,694</b>	<b>58,094,356</b>	<b>603,466</b>
<b>Independent Living (IL), Extended Foster Care (EFC) and Aftercare Funding (409.1451, FS &amp; 39.6251, FS)</b>						
Independent Living Services - Chafee Administration Eligible and Other	KRE17/KRE22/ KRL17/KRL22/CH0AT		453,256	250,264	703,520	-
Chafee Road to Independence - Post-Secondary Education & Services and Supports (PESS)	CHPES		-	309,975	309,975	-
Chafee, Education & Training Vouchers (ETV), Post-Secondary Education & Services and Supports (PESS) and Aftercare	ETVAF/ETVAP/ ETVPS		142,973	412,141	555,114	-
Extended Foster Care - Title IV-E Eligible	EFCCM/EFRBE	484,445	-	322,986	807,431	-
All State Funded Independent Living and Extended Foster Care Services	EFRB/ SFSRA/EFCE			115,186	115,186	-
<b>Total IL EFC and Aftercare Funding</b>		<b>484,445</b>	<b>596,229</b>	<b>1,410,552</b>	<b>2,491,226</b>	<b>-</b>
<b>Line # 327 Special Categories: Grant and Aids - Adoption Assistance (108305) - 409.166, FS</b>						
Maintenance Adoption Subsidies (MAS) and Non Recurring Expenses	39MAS/ MP000/ SFMSA/WO006/ WO007/WR001/ WR002	6,466,138	851,571	6,036,829	13,354,538	-
<b>Line # 327A Special Categories: Grant and Aids - Guardianship Assistance Program Payments (108306) - 39.6225, FS</b>						
Guardianship Assistance Program (GAP) Payments	GAP4E/GAPTA/ GAPSF/GAPNR/ EGAPE/EGAPI	29,745	-	50,790	80,535	-
<b>Line # 374 Special Categories: Grant and Aids - Purchase of Therapeutic Services for Children (100806)</b>						
Children's Mental Health CW Wraparound Funding	19MCB/19MCF			705,916	705,916	-
<b>Line # 314 Special Categories: Contracted Services (100777)</b>						
Protective Investigator Training - IV-E Eligible	BATR1		-	-	-	-
<b>Line # 317 Special Categories: Grant and Aids - Child Protection (103034)</b>						
CW PI Training	BAT00		-	-	-	-
<b>Total All Fund Sources</b>		<b>22,298,991</b>	<b>13,649,799</b>	<b>38,777,781</b>	<b>74,726,571</b>	<b>603,466</b>

**Footnotes:**

(a) Expenditures less than the IV-E amount identified in this section may be subject to repayment.

This section includes the following OCAs: AS000, AS00S, DCMPR, DCML0, CHPA0, DCM0H, DCMIH, LCFHE, LCFHI, LCGHE, LCGHI, REV4E, REVTF, SECLE, SECLI, SMS4E, TRCOR, 1

(b) Expenditures less than the IV-E amount identified in this section may be subject to repayment. Funds may only be used for Foster Home Level I Board Payments.

(c) The section includes the following OCAs: PVSPR, CS00H, CSF0H, CS0AS, CSFAS, SECSV, PR024

(d) A 10% match is provided by the Community-Based Care provider.

(e) A 25% match is required by either local match or state funds provided by the Department of Children and Families.



# Conflict of Interest Questionnaire

GJL58 – Embrace Families (CBC)

(Title of Solicitation/Contract Number)

- |   | YES                      | NO                                  |
|---|--------------------------|-------------------------------------|
| 1. Do you, your immediate family, or business partner have financial or ..... other interests in any potential vendor?                        | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Have gratuities, favors, or anything of monetary value been offered to ..... you or accepted by you from any potential vendor?             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Have you been employed by any potential vendor within the last 24 months? .....  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g., stock, in any ..... potential vendor?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Do you have any affiliations with Non-Profit Organizations or other local ..... organizations that could be affected by this solicitation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Do you plan to seek or accept future employment with any potential vendor? .....   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Do you have any other conditions which may cause a conflict of interest? .....   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered "yes" to any of the above questions, please provide a written explanation of your answer below.

## CERTIFICATION (Check the appropriate choice: A or B, and sign)

- ☒ A. I am not aware of potential impairment to my independence or objectivity, nor of any circumstances that could be perceived as impairment.
- ☐ B. I am aware of potential impairment to my independence or objectivity and/or circumstances that could be perceived as impairment. I disclose this fully on the attached page(s).

*I acknowledge my ongoing obligation to disclose any emerging or newly discovered potential or perceived impairment promptly to my supervisor.*

Signature: Patricia Babcock Date: 08/27/19

### MANAGEMENT REVIEW:

If A above: no management signature required. File form in work papers.

If B above: review attachment and indicate decision below. Sign and date form.

- ☐ The employee may participate in the [procurement/evaluation/negotiation/contract management] without limitation.
- ☐ The employee may not participate in the [procurement/evaluation/negotiation/contract management] at all.
- ☐ The employee may participate in the [procurement/evaluation/negotiation/contract management], but participation will be limited as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I declare all of the above questions are answered truthfully and to the best of my knowledge.

Patricia Babcock

Name (type or print)

Patricia Babcock

Signature

8/27/19

Date

## CONTRACT/AMENDMENT ROUTING AND APPROVAL FORM (CF 1121)

Contract Number	GJL58	Total Current Contract Amount	\$352,093,335.00
Amendment Number	01	Total Current FY Amount	\$70,418,667.00
Provider Name	Embrace Families Community Based Care, Inc.	Current FY Amount (Federal)	\$35,948,790.00
Contract Term	July 1, 2019 to June 30, 2024	Amendment Amount (+/-)	\$19,125,656.00
Contract Manager	Sumer Bray	Total Amended Contract Amount	\$371,218,991.00

### Contract Summary/Comments

Program Name: Family Safety- Embrace Families Community Based Care, Inc.

Amendment 1 incorporates the following changes: increases the State Fiscal Year 2019-2020 amount of \$70,418,667.00 to \$74,726,571.00, increasing the total contract amount to \$371,218,991.00, subject to availability of funds. Adds the FY19-20 Adoption target of 268.

Required documents/attachments have been included in the contract (if applicable) and submitted for review as follows:

Document:	Y	N/A	Document:	Y	N/A	Document:	Y	N/A
<b>REQUIRED CONTRACT DOCUMENTS</b>			CM Assignment Letter (CMT-01-1516)		X	Proof of 501 (c) 3 Status		X
Standard Contract/ Amendment/ Renewal Form	X		Convicted & Suspended Vendor List Verification		X	Proof of Corporate Status		X
Lobbying Form (CF-1123-1516)		X	Cost Analysis (DFS-02B-1213)		X	Proof of MFMP Registration		X
Financial & Audit Attachment (CF-1120-1516)		X	Documentation of Deviation from Standard Contract		X	Non-Compliance Certification (PUR 1010-0106)		X
<b>REQUIRED SUPPORTING DOCUMENTATION</b>			Documentation of Satisfactory Previous Performance (Renewal/Ext.)		X	MFMP Fee Exemption Documentation (PUR 3777-0604, PUR 3778-0703 and/or PUR 3780)		X
Advance Payment Justification		X	EOG Approval of Contract Actions of \$1 Million or More (OPB-01-1516)		X	Single Source Documentation (PUR 7778-1014, PUR 7777, and/or PUR 7778-1014)		X
AG Approval for Private Attorney Services (OAG-001)		X	Documentation of Compliance with Attestation Requirements (PMT-18-1516)		X	Emergency Procurement Documentation (PUR 7800-1014)		X
Certification of Current General Liability Insurance		X	Attestation Document (PMT-19-1516)		X	Signature Authority (i.e., Board of Directors list)		X
Scrutinized Company List (CF-1110-1516)		X	DCF Federal Vendor v. Subrecipient Checklist (PMC-04-1617)		X	Contracting Plan (PMT-02-1516)		X
FFATA Certification (CF-1111-1516)		X	Florida Single Audit Checklist (DFS-A2-NS)		X	Civil Rights Compliance Checklist (CF-0946-1516)		X
Conflict of Interest (CF-1124-1516)		X	Grant Application		X	<b>REGION SPECIFIC DOCUMENTATION</b>		
Employment Screening Affidavit (PGMT-05-1516)		X	Memorandum of Negotiation (PMT-26-1516)		X	Program Budget & Narrative		X
Debarment Form (CF-1125-1516)		X	Post Award Notice/Funding Report		X			

**PROGRAM DIRECTOR/CONTRACT MANAGER (INITIATOR)** Approval below indicates the following, if applicable: There is a programmatic need for the service(s), the Scope of Work is clearly defined and contains qualitative standards, and the deliverables and expected performance results are clearly defined in the contract, tied to the scope of work, quantifiable, measurable, verifiable, and meet the Department's policy requirements; the contract terms and conditions are in compliance with applicable federal, state, and/or other funding source requirements; and, the procurement meets the Department's need for service(s).

Approval is by the Program Director, unless the Program Director is also executing the contract, then the Contract Manager may approve.

Print Name: Alger Studstill

Signature: Alger Studstill, Jr.

Date: 8-2-19

**BUDGET/FINANCIAL** Approval below indicates the presence of budget authority to expend funding for services specified in the contract, as well as the accuracy of codes and dollar amounts. Approval may be provided via email (attached).

Print Name: Donnie Reed

Signature: William D. Reed

Date: 08/12/2019

**CONTRACT MANAGER SUPERVISOR** Approval below indicates the following: The use of an approved Department standard contract, including all necessary special provisions, contract specific Method of Payment provisions, and State Comptroller's requirements; the contract document is in compliance with applicable federal and state procurement laws, rules and regulations, and a renewal clause is included, if applicable.

Print Name: Adam K. Maul

Signature: AKM

Date: 8/13/19

**CONTRACT ADMINISTRATOR** Approval below indicates compliance with Chapters 287 and 402, Florida Statutes, including a Scope of Work, Task List, Deliverables, Performance Measures, and Method of Payment.

Print Name: Amy Hammel

Signature: Amy Hammel

Date: 8-13-19

**LEGAL** Approval below indicates the Provider is properly bound by the contract, the performance requirements are clearly defined, the Department is adequately protected, and any modifications to the approved Department standard contract documents are appropriate and have approvals as required, pursuant to CFOP 75-2.

Print Name: Shane Deboard

Signature: Shane Deboard

Date: 8/13/19

**OTHER:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. **DELIVERABLES**

a. **Service Units**

A service unit is one month of all system of care related services to all eligible children and their families, as described in Sections 1.5 through 1.9, performed in accordance therewith. Any disputes regarding the completion of contract deliverables are subject to the provisions of Section 5.2., Dispute Resolution.

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Subject to the provisions of Section 5.2., Dispute Resolution, the Department has the sole right to assess and determine the completeness and acceptability of services, reports and fiscal records according to the terms of this Contract.

1. **METHOD OF PAYMENT**

4.1 **Payment Clause**

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Embrace Families Community Based Care - Contract #GJL58						
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Independent Living Services - Chafee Administration Eligible and Other	KRE17/KRE22/ KRL17/KRL22/CH0AT		453,256	250,264	703,520	-
Chafee Road to Independence - Post-Secondary Education & Services and Supports (PESS)	CHPES		-	309,975	309,975	-
Chafee, Education & Training Vouchers (ETV), Post-Secondary Education & Services and Supports (PESS) and Aftercare	ETVAF/ETVAP/ ETVPS		142,973	412,141	555,114	-
Extended Foster Care - Title IV-E Eligible	EFCCM/EFRBE	484,445	-	322,986	807,431	-
All State Funded Independent Living and Extended Foster Care Services	EFRBI/ SFSRA/EFCOE			115,186	115,186	-
<b>Total IL EFC and Aftercare Funding</b>		<b>484,445</b>	<b>596,229</b>	<b>1,410,552</b>	<b>2,491,226</b>	<b>-</b>
<b>Line # 327 Special Categories: Grant and Aids - Adoption Assistance (108305) - 409.166, FS</b>						
Maintenance Adoption Subsidies (MAS) and Non Recurring Expenses	39MAS/ MP000/ SFMSA/WO006/ WO007/WR001/ WR002	6,466,138	851,571	6,036,829	13,354,538	-
<b>Line # 327A Special Categories: Grant and Aids - Guardianship Assistance Program Payments (108306) - 39.6225, FS</b>						
Guardianship Assistance Program (GAP) Payments	GAP4E/GAPTA/ GAPSF/GAPNR/ EGAPE/EGAPI	29,745	-	50,790	80,535	-
<b>Line # 374 Special Categories: Grant and Aids - Purchase of Therapeutic Services for Children (100806)</b>						
Children's Mental Health CW Wraparound Funding	19MCB/19MCF			705,916	705,916	-
<b>Line # 314 Special Categories: Contracted Services (100777)</b>						
Protective Investigator Training - IV-E Eligible	BATR1		-	-	-	-
<b>Line # 317 Special Categories: Grant and Aids - Child Projection (103034)</b>						
CW PI Training	BAT00		-	-	-	-
<b>Total All Fund Sources</b>		<b>22,298,991</b>	<b>13,649,799</b>	<b>38,777,781</b>	<b>74,726,571</b>	<b>603,466</b>
Footnotes:						
(a) Expenditures less than the IV-E amount identified in this section may be subject to repayment.						
This section includes the following OCAs: AS000, AS0CS, DCMPR, DCML0, CHPA0, DCM0H, DCMIH, LCFHE, LCFHI, LCGHE, LCGHI, REV4E, REVTF, SECLE, SECLI, SMS4E, TRCOR, 1						
(b) Expenditures less than the IV-E amount identified in this section may be subject to repayment. Funds may only be used for Foster Home Level I Board Payments.						
(c) The section includes the following OCAs: PVSPR, CS00H, CSF0H, CS0AS, CSFAS, SECSV, PR024						
(d) A 10% match is provided by the Community-Based Care provider.						
(e) A 25% match is required by either local match or state funds provided by the Department of Children and Families.						