



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

MEMORANDUM

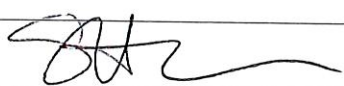
DATE: August 31, 2021

TO: Shevaun L. Harris, Secretary

FROM: Program Representative

SUBJECT: Approval Memorandum – CBC and ME Schedule of Funds Amendments (blanket approval)

ROUTING:

Approver	Signature	Date
Programmatic Approval Levels		
[Enter Name] Contract Manager Supervisor		
[Enter Name] Program Director		
[Enter Name] RMD (Regions only)		
[Enter Name] Assistant Secretary of Operations (Regions only)		
[Enter Name] Assistant Secretary of [Enter Program]		
Administrative Approval Levels		
[Enter Name] Budget Office		
[Enter Name] Office of Information Technology		
[Enter Name] Office of Contracted Client Services		
[Enter Name] Office of General Counsel		
Executive Approval Levels		
[Enter Name] Deputy Secretary		
[Enter Name] Chief of Staff		
Shevaun L. Harris Secretary		8/31/21

Note: When building the approval flow, use the approver's listed in order from top to bottom. If an approver's signature is not required, insert N/A, and route to the next approver.

2415 North Monroe Street, Suite 400, Tallahassee, Florida 32303-4190

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

PURPOSE:

OCCS is seeking blanket approval for the outstanding Schedule of Funds amendments. This is in order to expedite the execution processes.

ACTION REQUESTED:

Blanket approval to send for execution.

CONTACT INFORMATION:

ATTACHMENTS:

CBC Schedule of Funds
ME Talking Points



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

MEMORANDUM

Kristi Gray
Interim Regional Managing
Director

DATE: August 17, 2021
TO: Shevaun L. Harris, Secretary
FROM: Sumer Bray, Contract Manager
SUBJECT: Amendment 0008 to Contract GJL58 with Embrace Families Community Based Care, Inc. (CBC)

ROUTING:

Approver	Signature	Date
Programmatic Approval Levels		
Adam K. Maul Contract Manager Supervisor	Adam K. Maul	8/17/2021
John Hammett Program Director	Amanda Bowden Acting for John Hammett	8/18/2021
Kristi Gray Interim RMD (Regions only)	Kristi Gray	8/19/2021
Sharron Washington Assistant Secretary of Operations	Sharron Washington	08/27/2021
Stefanie Camfield Assistant Secretary of Child Welfare		
Administrative Approval Levels		
William D. Reed II Budget Office	William D. Reed II	08/19/2021
Office of Information Technology	N/A	
Amy D. Hammett Office of Contracted Client Services	Amy D. Hammett	8/19/21
Michael A. Greif Office of General Counsel	Michael A. Greif	
Executive Approval Levels		
Taylor Hatch Deputy Secretary		
Molly McKinstry Chief of Staff		
Shevaun L. Harris Secretary		

Note: When building the approval flow, use the approver's listed in order from top to bottom. If an approver's signature is not required, insert N/A, and route to the next approver.

Central Region: 400 W. Robinson Street, Suite 1129, Orlando, FL 32801

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Effective July 21, 2021
(PMT-30-2122)

Contract Number	GJL58
Amendment Number	0008
Procurement Officer or Contract Manager	Sumer Bray
Provider Name	Embrace Families Community Based Care, Inc.
Contract Term	July 1, 2019-June 30, 2024
Total Current Contract Amount	\$391,812,989.00
Amendment Amount (+/-)	\$4,925,397.00
Total Amended Contract Amount	\$396,738,386.00
State FY Funds Included	\$41,228,718.00
Federal FY Funds Included	\$38,921,592.00
Total FY Amount	\$80,150,310.00

PURPOSE:

The Central Region's contract management unit is seeking approval to amend contract agreement GJL58 with Embrace Families Community Based Care, Inc. and insert the schedule of funds dated 07/01/21, update the Quality Assurance language, add the fiscal year 21-22 adoption targets and the Division X Chafee Funds language.

BACKGROUND:

The Department has a contract in place with Embrace Families Community Based Care, Inc., pursuant to section 287.057(5) Florida Statutes. The Department withdrew Invitation to Negotiate 07FSS1804 and negotiated pursuant to an Exceptional Purchase, after receipt of less than two responsive bids/proposals/replies. This purchase is exempt by law from the requirements for competitive procurement. Contract GJL58 provides foster care and related community-based care services in the Central Region, pursuant to Sections 409.988 and 409.986(1)(a), Florida Statutes. The contract provides services to children and families located in Circuit 9 – Orange and Osceola Counties; and Circuit 18 - Seminole County.

KEY PROVISIONS:

Amendment 8 incorporates the following changes: Inserts the Schedule of Funds for FY21-22 dated 7/1/2021 (Attachment II-C) and revises the total contract amount from \$391,812,989.00 to \$396,738,386.00. Updates the Quality Assurance language (Section 1.5.4). Adds the Adoption Target for Fiscal Year 2021-2022 of 234, and the Division X Chafee Funds language (Section 5.14).

- **Start Date** - 7/1/2019 End Date 6/30/2024
- **Total Years of Initial Term** - 5 years
- **Renewal Options** - Yes
- **Dollar Amount** - \$391,812,989.00
- **Method of Payment** – Advance Fixed Price-Unit Cost

ACTION REQUESTED:

Approval to execute Amendment 8 to Grant GJL58.

CONTACT INFORMATION: Sumer Bray, Contract Manager

(407) 222-2012

Sumer.Bray@myflfamilies.com

ATTACHMENTS:

Contract GJL58 Amendment 8

Conflict of Interest Forms

Certification of Current General Liability

EOG Review pending

AMENDMENT # 0008

Contract # GJL58

Effective the latter August 1, 2021 or the last date of the signatories, this amends the above referenced Contract as follows:

1. In Legacy Standard Contract, Section 3, and Attachment I, 4.1.1, last addressed in Amendment #0007 the amount \$391,812,989.00, is replaced with **\$396,738,386.00**.
2. The highlighted portions below amend Attachment I, 1.5.4. The non-highlighted portion is illustrative and is unaffected by this Amendment.

1.5.4 Quality Assurance (QA) and Continuous Quality Improvement(CQI)

The Lead Agency is responsible for the quality of services provided directly by the Lead Agency and services provided by sub-contracted agencies and the direct service providers with which the Lead Agency has a direct contractual relationship. The Lead Agency shall operate a comprehensive QA/CQI program to address oversight and accountability of the child welfare services continuum. The Lead Agency shall ensure there is capacity and resources to sustain ongoing CQI processes, including designated CQI staff. All activities shall comply with the most recent version of the Department's **Operating Procedure for Quality Reviews** to fulfill the Department requirements for a comprehensive CQI system (see Exhibit A). The guidelines for completing case reviews will be updated as necessary and posted on the Quality Improvement page of the University of South Florida's Center for Child Welfare website. If the Lead Agency objects to implementation of a new provision of an element of the **Department's Operating Procedures for Quality Reviews**, the Chief Executive Officer shall, within 30 days of receipt of Department notice thereof, identify in writing the basis for such objection which shall include the impact to the provision of services for all children or increased financial obligation that cannot be met. The Department will respond to such objection within thirty (30) days of receipt. If the Department determines that it will still seek implementation of the contested provision, the Lead Agency may seek review by the **Quality Review Director**. If the parties do not agree to the resolution, the issue may be escalated to the **Chief Quality Officer**, who will be the final decision-maker on the issue.

1.5.4.1 The Lead Agency shall attend quarterly meetings **and monthly conference calls** with the Department to collaborate on federal and state QA and CQI initiatives. **The Lead Agency shall notify the contract manager of any meetings conducted under this section with a list of attendees.**

1.5.4.2 The Lead Agency agrees to collaborate in special reviews as deemed necessary by both parties.

1.5.4.3 **The Lead Agency agrees to require new QA reviewers to attend QA Training within six months of hire.**

3. The highlighted portions of the below table amend Section 2.1.2, last addressed in Amendment #0004. The non-highlighted parts are for illustrative purposes only and are unaffected by this amendment.

2	Number of children with finalized adoptions between July 1, 202 1 and June 30, 202 2 .	234	Quarterly: Performance through the end of the month prior to the report month. Fiscal Year to Date: Same as monthly.
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4. The highlighted portions below amend **4.1.1.**, last addressed in Amendment #0007. The non-highlighted parts are for illustrative purposes only and are unaffected by this amendment.

AMENDMENT # 0008

Contract # GJL58

Attachment II-A, Fiscal Year 2019-2020	\$77,363,883.00
Attachment II-B, Fiscal Year 2020-2021	\$83,435,693.00
Attachment II-C, Fiscal Year 2021-2022	\$80,150,310.00
Attachment II-D, Fiscal Year 2022-2023	\$77,894,250.00
Attachment II-E, Fiscal Year 2023-2024	\$77,894,250.00

5. The highlighted portions of the below table amend **4.1.1.**, last addressed in Amendment #0007. The non-highlighted parts are for illustrative purposes only and are unaffected by this amendment.

Service Unit	Fixed Payment	# of Units	Total Amount	Total Fiscal Year Amount
4.1.1.1 FY19/20				
One Month of Child Welfare and Related Services (7/01/2019-09/30/2019)	\$5,868,222.25	3	\$17,604,666.75	\$77,363,883.00
One Month of Child Welfare and Related Services (10/01/2019-5/30/2020)	\$6,346,878.25	8	\$50,775,026.00	
One Month of Child Welfare and Related Services (6/01/2020-06/30/2020)	\$6,356,292.25	1	\$6,356,292.25	
Lump Sum Back of the Bill (6/01/2019-6/30/2020)	\$2,627,898.00	1	\$2,627,898.00	
4.1.1.2 FY20/21				
One Month of Child Welfare and Related Services (7/01/2020-7/31/2020)	\$6,176,925.82	1	\$6,176,925.82	\$83,435,693
One Month of Chi01 Welfare and Related Services (08/01/2020-9/30/2020)	\$6,176,925.38	2	\$12,353,850.76	
One Month of Child Welfare and Related Services (10/01/2020-4/30/2021)	\$6,416,607.04	7	\$44,916,249.28	
One Month of Child Welfare and Related Services (5/01/2021-6/30/2021)	\$6,778,722.57	2	\$13,557,445.14	
Back of the Bill and additional GAP Lump Sum Payment for FY20-21	\$6,431,222	1	\$6,431,222	
4.1.1.3 FY21-22				
One Month of Child Welfare and Related Services (7/01/2021- 9/30/2021)	\$6,417,039.25	3	\$19,251,117.75	\$80,150,310.00
One Month of Child Welfare and Related Services (10/01/2021-5/31/2022)	\$6,567,840.80	8	\$52,542,726.40	
One Month of Child Welfare and Related Services (6/01/2022-6/30/2022)	\$6,567,840.85	1	\$6,567,840.85	
Supplemental Payment for Division X Chafee Funds (Upon Execution of Amendment 08)	\$1,788,625.00	1	\$1,788,625.00	

AMENDMENT # 0008

Contract # GJL58

4.1.1.4 FY22-23				
One Month of Child Welfare and Related Services (7/01/2022-6/30/2023)	\$6,491,187.50	12	\$77,894,250.00	\$77,894,250.00
4.1.1.5 FY23-24				
One Month of Child Welfare and Related Services (7/01/2023-6/30/2024)	\$6,491,187.50	12	\$77,894,250.00	\$77,894,250.00

6. Attachment I, Section 5, is amended to add:

5.16. Division X Chafee Funds

The Lead Agency shall utilize the allocated Chafee Division X funding for specific, allowable expenses. Distribution of this allocation will be paid to the Lead Agency in one supplemental payment. Upon execution of this contract amendment, the Lead Agency shall request payment of the total allocation.

5.16.1 Request for payment shall be made through a proper invoice per Attachment I, Section 4.3.1. Monthly expenditures for the use of these funds shall be reported as described in Attachment I, Sections 4.3.1.1 (Exhibit B), 4.3.1.4 (Exhibit B), and 4.3.1.5 (Exhibit B).

5.16.2 Any funding not spent by February 28, 2022 will be returned to the Department by March 21, 2022 so that the Department may re-allocate these Chafee Funds to CBC Lead Agencies who may need additional funds to ensure service delivery for youth and young adults. Division X Chafee Funds are available until exhausted.

The cost pools assigned and the amount for each cost pool will be provided in the Lead Agency State Fiscal Year 2021-2022 Schedule of Funds.

5.16.3 All payments for and/or directly benefiting youth and young adults shall be processed/documented in the Florida Safe Families Network (FSFN), except for the allocation amount specifically identified for campaigning to provide awareness and outreach to youth and young adults.

5.16.4 Allowable expenditures and the required documentation for the use of these funds are described in the Division X Chafee and Chafee ETV Federal Funds Allowable Expenditures and Documentation Guide document, which is incorporated by reference.

7. The row in Exhibit A – Incorporated Documents table, with the Document Title “Windows into Practice: Guidelines for Quality Assurance Reviews”, is amended to read:

The Department’s Operating Procedure for Quality Reviews	Attachment I, Section 1.5.4	TBD
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8. Exhibit A – Incorporated Documents table, is amended to add:

Division X Chafee and Chafee ETV Federal Funds Allowable Expenditures and Documentation Guide	Attachment I, Sections 4.3.1 & 5.13	TBD
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AMENDMENT # 0008

Contract # GJL58

9. The row in Exhibit B - with the Document title "Data Input for Rapid Safety Feedback, Florida CFSRs and Florida CQI", is amended to read:

Data for Quality Reviews	Web tool as issued by Quality Office	As outlined in the Department's Operating Procedure for Quality Reviews	Contract Manager
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10. In Exhibit B, the rows titled "Quality Assurance Annual Report" and "Annual CQI Plan" are deleted.

11. **Attachment II-C** is hereby replaced by the attached **Attachment II-C (dated 7/1/2021)**.

12. All provisions in the contract and any attachments thereto in conflict with this amendment are 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 made a part of the contract.

IN WITNESS THEREOF, the parties cause this amendment to be executed by their duly authorized officials.

PROVIDER: Embrace Families Community Based Care, Inc.

DEPARTMENT: Department of Children and Families

SIGNED



BY: _____

NAME: Catherine Macina

TITLE: Chief Financial Officer

9/1/2021 | 4:22 PM EDT

DATE: _____

Federal ID Number: 010631375

SIGNED



BY: _____

NAME: Shevaun L. Harris

TITLE: Secretary

9/1/2021 | 4:37 PM EDT

DATE: _____

AMENDMENT # 0008

Contract # GJL58

Attachment II-C						
Community Based Care (CBC) Lead Agency Schedule of Funds						
Embrace Families Community Based Care - Contract #GJL58						
FY 2021-22 Use Designation - As of 7/1/2021						
	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
Line # 321 - Special Categories: Grant and Aids - Community Based Care Funds for Providers of Child Welfare Services (108304)						
Core Services Funding (409.991 (1)(a), Florida Statutes)						
Title IV-E Fund Sources (Section A&B) (a)	Multiple	14,935,292	9,157,411	26,165,784	50,258,487	11,910
Level I Licensed Care (FH) Payments - IV-E Eligible (Section B) (b)	LCLVE	750,053	-	474,324	1,224,377	-
Level I Licensed Care (FH) Payments - IV-E Ineligible (Section B) (b)	LCLVI	-	-	738,823	738,823	-
Capped Fund Sources (Section A&B) (c)	Multiple	-	99,670	4,604,420	4,704,090	-
Medicaid Administration	PR005	-	276,256	276,255	552,511	-
State Access & Visitation Grant (d)	PRSAV	-	24,527	-	24,527	-
Safe & Stable Families Act Grant-Family Preservation (e)	PRE04	-	337,694	-	337,694	-
Safe & Stable Families Act Grant-Family Support (e)	PRE06	-	337,694	-	337,694	-
Safe & Stable Families Act Grant-Family Reunification (e)	PRE11	-	675,386	-	675,386	-
Safe & Stable Families Act Grant-Adoption (e)	PRE12	-	337,694	-	337,694	-
Total Core Services Funding		15,685,345	11,246,332	32,259,606	59,191,283	11,910
Independent Living (IL) , Extended Foster Care (EFC) and Aftercare Funding (409.1451, FS & 39.6251, FS)						
Independent Living Services - Chafee Administration Eligible and Other	KRE17/KRE22/ KRL17/KRL22/CH0AT	-	296,608	406,912	703,520	-
Chafee Road to Independence - Post-Secondary Education & Services and Supports (PESS)	CHPES	-	122,122	187,853	309,975	-
Chafee, Education & Training Vouchers (ETV), Post-Secondary Education & Services and Supports (PESS) and Aftercare	ETVAF/ETVAP/ ETVPS	-	142,989	412,125	555,114	-
Extended Foster Care - Title IV-E Eligible	EFCCE/EFBE	390,483	-	416,948	807,431	-
All State Funded Independent Living and Extended Foster Care Services	EFBBI/ SFSRA/EFCE	-	-	115,186	115,186	-
Total IL EFC and Aftercare Funding		390,483	561,719	1,539,024	2,491,226	-
Line # 322 Special Categories: Grant and Aids - Adoption Assistance (108305) - 409.166, FS						
Maintenance Adoption Subsidies (MAS) and Non Recurring Expenses	39MAS/ MP000/ SFMSA/WO006/ WO007/WR001/ WR002	7,522,234	1,221,936	6,517,845	15,262,015	-
Line # 323 Special Categories: Grant and Aids - Guardianship Assistance Program Payments (108306) - 39.6225, FS						
Guardianship Assistance Program (GAP) Payments	GAP4E/GAPTA/ GAPSF/GAPNR/ EGAPE/EGAPI	49,393	-	206,327	255,720	-
Line # 368 Special Categories: Grant and Aids - Purchase of Therapeutic Services for Children (100806)						
Children's Mental Health CW Wraparound Funding	19MCB/19MCF	-	-	705,916	705,916	-
Line # 310 Special Categories: Contracted Services (100777)						
Protective Investigator Training - IV-E Eligible	BATRNI	-	-	-	-	-
Line # 314 Special Categories: Grant and Aids - Child Protection (103034)						
CW PI Training	BAT00	-	-	-	-	-
Line # 314 Special Categories: Grant and Aids - Child Protection (103034)						
Special Projects		-	-	-	-	-
Special Projects		-	-	-	-	-
Line # 321 - Special Categories: Grant and Aids - Community Based Care Funds for Providers of Child Welfare Services (108304)						
CW Performance Incentive Project - 6th Judicial Circuit	SFE06	-	-	-	-	-
CW Performance Incentive Project - 13th Judicial Circuit	SFE13	-	-	-	-	-
Line # 310A Special Categories: Grant and Aids - Contracted Services (100778)						
Special Projects		-	-	-	-	-
Special Projects		-	-	-	-	-
Line # 318A - Special Categories: Coronavirus (COVID-19) - Public Assistance - State Operations (105153)						
Division X Chafee - Relief & Assistance (f)	CHXRA	-	751,329	-	751,329	751,329
Division X Chafee - Transportation (f)	CHXTR	-	415,250	-	415,250	415,250
Division X Chafee - Extended Foster Care (f)	CHXEF	-	418,280	-	418,280	418,280
Division X Chafee - Postsecondary Education Svcs & Supports (PESS) (f)	ETVXR	-	203,766	-	203,766	203,766
CARES Act Division B - Title IV-B: Safe & Stable Families Act Grant-Family Preservation (f)	CCX04	-	91,105	-	91,105	91,105
CARES Act Division B - Title IV-B: Safe & Stable Families Act Grant-Family Support (f)	CCX06	-	91,105	-	91,105	91,105
CARES Act Division B - Title IV-B: Safe & Stable Families Act Grant-Time Limited Reunification (f)	CCX11	-	182,210	-	182,210	182,210
CARES Act Division B - Title IV-B: Safe & Stable Families Act Grant-Adoption (f)	CCX12	-	91,105	-	91,105	91,105
Total All Fund Sources		23,647,455	15,274,137	41,228,718	80,150,310	2,256,060
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, T						
(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 provided by the Community-Based Care provider.						
(f) No local match is required.						