



## **FINANCE AND AUDIT COMMITTEE MEETING MINUTES**

May 21, 2019

Administration Building,  
4th Floor, BCC Meeting Room, 477 Houston  
Street,  
Green Cove Springs, FL 32043  
3:00 PM

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### **PUBLIC COMMENTS**

Chairman Hendry called the meeting to order at 3:00 P.M.

Chairman Hendry opened the public comment period.

There were no public comments to be heard.

Chairman Hendry closed the public comment period.

#### **1. Solid Waste Collection Assessment Rate**

Approval of the Solid Waste Collection Assessment rate for Fiscal Year 2019-2020. This rate will be used in the preparation of the Solid Waste Collection Assessment Roll and included in the notice to affected property owners for the upcoming year. Funding Source: Revenue (M. Towns)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Wayne Bolla, and Carried 2 - 0, to pull for full Board discussion at the May 28th BCC meeting.

#### **2. Bid #18/19-17, Household Hazardous Waste Buildings**

Approval to post notice of intent and award Bid #18/19-17, Household Hazardous Waste Buildings to MCC Development, Inc. at a cost of \$233,900.00. Approval will be effective after 72 hour period for protest has expired. Funding Source: 401-3802-562000 (Solid Waste Fund / Environmental Services / Buildings) (M. Towns)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Wayne Bolla, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda.

#### **3. Florida Department of Veterans' Affairs (FDVA) Memorandum of**

## Agreement

Approval of the Memorandum of Agreement with the Florida Department of Veterans' Affairs, formalizing the Interlocal relationship as an authorized user of FDVA's VetraSpec technology, for a term to continue until terminated by either party. Funding Source: Not Applicable (T. Nagle)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Wayne Bolla, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda.

### 4. RFP #18/19-2, Various Equipment and Amenities for Parks and Playgrounds

Approval to post notice of intent and to award RFP No. 18/19-2, Various Equipment and Amenities for Parks and Playgrounds, to multiple companies for a term of three years. All bids are based upon the % discount offered for products and service. This bid is also a means for qualifying vendors for Ball Park lighting services. Qualifying vendors will be requested to provide pricing on a project by project basis based on discount pricing. Approval will be effective after 72 hour bid protest period has expired. Submittals are available for review in the Purchasing Department. Funding Source: 001-3201-546100 (General Fund - Parks & Rec - Repairs & Maint) (J. Householder)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Wayne Bolla, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda.

### 5. Division of Historical Resources Grant Application for the Clay County Historical Courthouse Building Restoration Project

Approval to apply for a Department of State Historic Preservation Grant funding through the Division of Historical Resources for the Clay County Historical Courthouse Building Restoration Project. The grant requires a 50% match. The application deadline is June 1, 2019. Staff is still in the process of finalizing the grant application. (J. Householder)

James Householder, Director of Facilities & Maintenance, stated that the amount of the grant application is a total of \$300,000.00 and that the required 50% County match of \$150,000.00 is to be in the FY 19/20 County Budget.

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Wayne Bolla, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda.

### 6. Discussion regarding Agreements related to the SWEAT Program Discussion regarding the following Agreements related to the SWEAT

Program:

1. Program Director Services - Curtis Enterprises, LLC
2. Mentoring and Tutoring Services - Bright Minds Youth Development, Inc. (K. Thomas)

After discussion, Commissioner Gayward Hendry moved, seconded by Commissioner Wayne Bolla, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda, with the additional approval to waive the Purchasing Policy and extend the Program Director Services and Mentoring and Tutoring Services Agreements.

7. Tourist Development Council Event Marketing Grant Awards

Approval of TDC Marketing Grant Applications for Ham Jam 2019 in the amount of \$2,200.00 and Clay County Veterans Event in the amount of \$1,000.00. Funding Source 109-1910-548005 (Tourism Development Fund - Tourism & Film Development - Reimbursement Grants) (K. Morgan)

After discussion, Commissioner Wayne Bolla moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda.

8. Interlocal Agreement for Reimbursement of Property Appraiser (Stormwater Maintenance MSBU)

Approval of the Interlocal Agreement for Reimbursement of Property Appraiser (Stormwater Maintenance MSBU). The purpose of this Agreement is for the County and the Property Appraiser to establish and agree upon the undertaking of their mutual responsibilities pursuant to Section 197.3632, Florida Statutes, in order for the County to implement the Uniform Method for the notice, levy, collection, and enforcement of certain non-ad valorem assessments herein described; and to provide for reimbursement and payment by the County to the Property Appraiser for all necessary administrative costs incurred by the Property Appraiser in such activity as provided in said statute. Funding Source: 101-3701-546100 (Transportation Trust Fund / Streets & Drainage / R&M) (C. Grimm)

After discussion, Commissioner Wayne Bolla moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda.

9. Interlocal Agreement for Reimbursement of Tax Collector (Stormwater Maintenance MSBU)

Approval of the Interlocal Agreement for Reimbursement of Tax Collector (Stormwater Maintenance MSBU). The purpose of this Agreement is for the County and the Tax Collector to establish and agree upon the

undertaking of their mutual responsibilities pursuant to Section 197.3632, Florida Statutes, in order for the County to implement the Uniform Method for the notice, levy, collection, and enforcement of certain non-ad valorem assessments herein described; and to provide for reimbursement and payment by the County to the Tax Collector for all necessary administrative and collection costs incurred by the Tax Collector in such activity as provided in said statute. Funding Source: 101-3701-546100 (Transportation Trust Fund / Streets & Drainage / R&M) (C. Grimm)

After discussion, Commissioner Wayne Bolla moved, seconded by Commissioner Gayward Hendry, and Carried 2 - 0, approval to go before the Board on the May 28th Consent Agenda.

10. FY 19/20 Nonprofit Grant Applicants - Session 1 of 2

Presentations of the FY 19/20 Nonprofit Agency Grant Applicants for budget funding for the upcoming fiscal year. (D. Sileo)

Florida Art License Plate Fund:

- A. Clay County Community Band, Inc. (not presenting)
- B. First Coast Highlanders, Inc. (not presenting)

General Fund:

- C. Challenge Enterprises of North Florida, Inc.
- D. Episcopal Children's Services, Inc.
- E. Kids First of Florida, Inc.
- F. Quigley House, Inc.

County Alcohol & Drug Abuse Fund:

- G. Clay Behavioral Health Center, Inc.

Presentations were heard by Nonprofit Grant Applicants on the agenda.

Acting County Manager Mock explained the process in which agency funding is determined during the budget process.

James Householder, Director of Facilities & Maintenance, responded to Vice Chairman Bolla's inquiry pertaining to Veteran parking spaces at the Administration Building.

There being no further business, the meeting was adjourned at 4:32 P.M.

Attest:

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Committee Chairman

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Recording Secretary







Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Finance and Audit Committee

DATE: 5/13/2019

FROM: Milton Towns, Environmental Services  
Dept.

SUBJECT: Approval of the Solid Waste Collection Assessment rate for Fiscal Year 2019-2020. This rate will be used in the preparation of the Solid Waste Collection Assessment Roll and included in the notice to affected property owners for the upcoming year. Funding Source: Revenue (M. Towns)

AGENDA ITEM TYPE:

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BACKGROUND INFORMATION:

Clay County utilizes the non-as valorem Solid Waste Collection Assessment to fund the cost of residential solid waste collection. The assessment is levied against certain residential properties within the Solid Waste and Recovered Materials Collection Services Municipal Service Benefit Unit (MSBU) established by Ordinance No. 2006-53. The Board must approve the assessment rate and adopt the assessment roll annually. This approval follows a public hearing for the Annual Rate Resolution held in August of each year.

ATTACHMENTS:

Description

▣ [Collection Assessment Rate FY 19-20](#)

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Budget Office	Goodermote, Angela	Approved	5/14/2019 - 10:30 AM	
County Manager	Mock, Lorin	Approved	5/14/2019 - 3:01 PM	

## Curbside Collection Assessment Rate Fiscal Year 2019-20

### Recommendation

Staff recommends a rate adjustment for FY20 due to increasing costs

Costs are increasing by roughly 3% per year due to CPI and fuel adjustments

Contract cost represents about 96% of the total budget, TC 2%, Admin 2%

Return to the 2010 & 2011 rate                      154.44                      current    139.20

Moderate adjustment                      1.27 mo                      15.24 year

Total SW assessments will be less than the amount paid in 10 of the 13 years since beginning

\$4.35/week for waste collection & disposal (G, Recy, YT, & Bulk)                      \$1.45/p-up

Compare	Clay	St Johns	Putnam		Clay	St Johns	Putnam
Total	\$226.44	\$230.00	\$331.00	month	\$18.87	\$19.17	\$27.58

Adjustment is necessary because, for 7 of the 8 years since 2012, we have -

- 1 Charged homeowners less than the full cost of garbage collection
- 2 Have essentially been using our savings account to make up the difference
- 3 Without a rate adjustment, the savings account will be drained next year, 2020

Reserve funds (savings) also used to pay for extra debris cleanup in case of localized events

Best financial practices advocate a fund balance that is 20% of the total annual costs

Should be approximately \$2 million for this fund (\$10m budget)

### Background - how did we get here?

Dec-16 Collection contract was amended - included a 6% cost reduction

Oct-17 Reduced ALL solid waste fees for collection & disposal

Collection assessment lowered to pass on cost reduction to homeowners

2017-19 Over next 3 years used over \$1 million of fund balance (savings)

**Residential Solid Waste & Recycling Collection Program**  
**(Enterprise Fund 402-3820)**

Fiscal Year	Est. <sup>3</sup>	Collection Assessment <sup>1</sup>		Paid to Contractor		Annual Revenue/Expense		Reserves	
		Annual Amount	Monthly Rate	Annual Amount	Monthly Rate	Revenue	Expense	Yearly	Total
06/07 <sup>2</sup>		\$ 110.00	\$ 12.22	\$ 97.92	\$ 10.88	\$ 6,671,772	\$ 5,958,888	\$ 712,883	\$ 712,883
07/08		\$ 146.00	\$ 12.17	\$ 133.32	\$ 11.11	\$ 8,470,817	\$ 8,262,781	\$ 208,036	\$ 920,919
08/09		\$ 150.00	\$ 12.50	\$ 138.36	\$ 11.53	\$ 8,917,917	\$ 8,480,382	\$ 437,535	\$ 1,358,454
09/10		\$ 154.44	\$ 12.87	\$ 136.68	\$ 11.39	\$ 9,196,523	\$ 8,453,301	\$ 743,222	\$ 2,101,676
10/11		\$ 154.44	\$ 12.87	\$ 136.68	\$ 11.39	\$ 9,177,393	\$ 8,670,954	\$ 506,439	\$ 2,608,115
11/12		\$ 139.44	\$ 11.62	\$ 136.68	\$ 11.39	\$ 8,364,059	\$ 8,864,202	\$ (500,142)	\$ 2,107,972
12/13		\$ 146.40	\$ 12.20	\$ 138.72	\$ 11.56	\$ 8,906,676	\$ 9,082,256	\$ (175,579)	\$ 1,932,393
13/14		\$ 146.40	\$ 12.20	\$ 139.92	\$ 11.66	\$ 8,933,847	\$ 9,273,278	\$ (339,431)	\$ 1,592,962
14/15		\$ 146.40	\$ 12.20	\$ 141.18	\$ 11.77	\$ 9,004,322	\$ 9,262,401	\$ (258,079)	\$ 1,334,884
15/16		\$ 146.40	\$ 12.20	\$ 134.60	\$ 11.22	\$ 9,146,482	\$ 8,727,812	\$ 418,670	\$ 1,753,554
16/17 <sup>4</sup>		\$ 139.20	\$ 11.60	\$ 134.19	\$ 11.18	\$ 8,771,684	\$ 8,831,740	\$ (60,056)	\$ 1,693,498
17/18		\$ 139.20	\$ 11.60	\$ 136.23	\$ 11.35	\$ 9,040,956	\$ 9,294,346	\$ (253,390)	\$ 1,440,108
18/19	Proj.	\$ 139.20	\$ 11.60	\$ 137.97	\$ 11.50	\$ 9,000,120	\$ 9,722,429	\$ (722,309)	\$ 717,799
19/20	est.	\$ 154.44	\$ 12.87	\$ 138.84	\$ 11.57	\$ 10,198,623	\$ 9,864,803	\$ 333,820	\$ 1,022,924
20/21	est.	\$ 154.44	\$ 12.87	\$ 141.99	\$ 11.83	\$ 10,387,610	\$ 10,129,470	\$ 258,140	\$ 1,281,064
19/20	0%	\$ 139.20	\$ 11.60	\$ 138.84	\$ 11.57	\$ 9,194,206	\$ 9,856,864	\$ (662,658)	\$ 26,446

- Note: <sup>1</sup> Residential Assessment Resolution #06/07-14 provides that the assessment rate not exceed \$161.00  
<sup>2</sup> Annual assessment rate of \$146.66 reduced for nine month period (January - September) at inception  
<sup>3</sup> "Est." reflects projected budget amounts  
<sup>4</sup> Collection assessment rate reduced to decrease fund balance



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Finance and Audit Committee

DATE: 5/16/2019

FROM: Karen Thomas, Administrative &  
Contractual Services

SUBJECT: Approval to post notice of intent and award Bid #18/19-17, Household Hazardous Waste Buildings to MCC Development, Inc. at a cost of \$233,900.00. Approval will be effective after 72 hour period for protest has expired. Funding Source: 401-3802-562000 (Solid Waste Fund / Environmental Services / Buildings) (M. Towns)

AGENDA ITEM TYPE:

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BACKGROUND INFORMATION:

Bid provides replacement of three hazardous waste storage buildings to store residential household hazardous wastes until it is ready for shipment.

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted (Yes\No\N/A):

**Yes**

Funding Source: Solid Waste Fund / Environmental Services / Buildings  
Account # 401-3802-562000 Amount - \$233,900.00

Sole Source (Yes\No):

**No**

Advanced Payment (Yes\No):

**No**

ATTACHMENTS:

Description

▯ [Memo Bid Info Public](#)

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Thomas, Karen	Approved	5/16/2019 - 2:24 PM	
County Manager	Slaybaugh, Jaclyn	Approved	5/17/2019 - 3:29 PM	

**BID 18/19-17 Household Hazardous Waste Buildings- Clay County  
SOV**

Quantity	<u>Price</u>	
	Price for Building and Delivery	
1	\$	84,100
2	\$	82,700
3	\$	67,100
	\$	233,900 * Total if all (3) buildings are purchased at once per bid requirements.

MCC Development

- **BID #18/19-17, Household Hazardous Waste Buildings Specifications (Hazmat Storage Buildings)**

- Manufacture and deliver buildings only
- Buildings will meet EPA, NFPA 30 and OSHA standards for storage of household hazardous wastes
- Building Size Exterior (maximum) – 24' x 10' x 10'
- Roof will slope front (door side) to back and away from permanent building
- All welded heavy gauge steel construction
  - Exterior walls – 12 gauge minimum
  - Interior walls – 20 gauge minimum
  - Floor grates – 10 gauge minimum
  - Sump containment area – 10 gauge minimum
- Tie down pads at four (4) corners compliant. County/Installer to determine proper anchoring requirements of State of Florida Building Codes and Wind Codes for Eastern Clay County.
- Forklift pockets for lifting and moving building
- Exterior Coating
  - Walls and roof painted the color selected by the County
  - Weather and chemical resistant coating, including on underside of building
- Four (4) hour fire rating
- Separation walls dividing each unit, including sump floor
- Lockable roll up doors for each room (6'8" minimum height)
- Low profile door threshold (10 gauge steel), each door.
- Secondary Containment sump in floor – 750 gallon minimum
- Galvanized steel grate flooring with removable sump access grate
- Explosion proof exhaust fan in each room
- Explosion proof light(s) in each room
- Automatic Fire Suppression System for each room
  - Chemical fire suppression for five of six rooms (standard ABC dry chemical)
  - Water suppression in oxidizer room (1/3 sized room, East side of Building 3)
- Power connection locations
  - Building #1 – mount box at corner of unit on the East side at the South end
  - Building #2 – mount box at center of unit on the South end
  - Building #3 – mount box at center of unit on the West end
- Interior Coating
- Walls and shelving will be anti-corrosive resin coated to protect against chemical corrosion
- Walls and shelves painted bright white in color

- **BID #18/19-17, Household Hazardous Waste Buildings Specifications (Hazmat Storage Buildings) Con't**
- Adjustable and removable shelving for each room
  - Mounting brackets, shelves and hardware shall be of the same design and size for universal fit within all three buildings
  - Mounting hardware and shelving shall be installed on the rear and side walls of each room (3 walls)
- Brackets will allow shelves to be mounted at 16" above floor, 16" below ceiling and at any height in between with adjustment intervals of no larger than 2"
- Shelves will have a minimum depth of 18"
- Shelving will extend end to end (corner to corner) on each wall
- Install four (4) vertical shelves each wall
  - Shelves will be of a solid surface and will have a leak proof containment lip (1.5" minimum) on all four sides to contain spilled liquids
  - Corrosion resistant, fitted shelf liners will be supplied for each shelf
- **Buildings #1 & #2 [East (back) side of HHW building]**
- Each Building will be divided into two (2) rooms of equal size with the Door opening in center of each room
- 6' wide roll up door for each room
- Tag board holders (10 3/4" x 10 3/4") adjacent to each door
- **Building #3 [South (right) side of HHW building]**
- Divided into two (2) rooms of unequal size
- East side (left side when facing front) shall be 1/3 of total size (oxidizer room)
- West side (right side when facing front) shall be 2/3 of total size
- Door opening in center of each room
- 5' wide roll up door – East room (1/3)
- 6' wide roll up door – West room (2/3)
- Tag board holders (10 3/4" x 10 3/4") adjacent to each door
- Warranty
  - Structure and systems – 10 year minimum
  - Chemical resistant coatings and paint – 3 year minimum

**MCC DEVELOPMENT, INC.**



**Bid No. 18/19-17, Household Hazardous Waste Buildings**

Total Price of Three Buildings per specifications pages 15-18: \$ 233,900.00

Total Cost Written in Words: Two Hundred Thirty Three Thousand Nine Hundred Dollars and Zero Cents

(Bid based on above total) Bids require a five (5%) percent bid bond and may not be withdrawn after the scheduled opening time for a period of thirty (30) days.

**CORPORATE DETAILS**

Failure to complete all fields may result in your bid being rejected as non-responsive.

COMPANY NAME: MCC Development, Inc.

ADDRESS: 410 Horse Knob Drive  
MARSHALL, NC 28753

TELEPHONE: 609 444 6977

FAX #: 828 649 1436

E-MAIL: Joseph.Lopardo@MCCdevelopment.com

Name of Person submitting Bid: Joseph Lopardo

Title: Chief operating officer

Signature: 

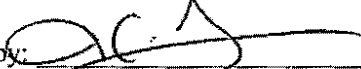
Date: 4/19/2019

Area Representative Contact Information: Steven Jackson

14686 Sutherland Ave. Naples, FL 34119  
407-506-2282

**ADDENDA ACKNOWLEDGMENT:**

Bidder acknowledges receipt of the following addendum:

Addendum No. 1 Date: 4/15/19 Acknowledged by: 

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

Original



# SAFETY STORAGE® INC.

855 N. 5th Street, Charleston, IL 61920  
Ph: (800) 727-2067 FAX: (217) 345-4428  
<http://www.safetystorage.com>

April 22, 2019

Clay County Administrative Building  
Fourth Floor, Reception Area  
477 Houston Street  
Green Cove Springs, FL 32043

Ref: BID NO. 18/19-17, Household Hazardous Waste Buildings TR# 13739 A-B

Safety Storage, Inc., on behalf of its representative Steve Lauber is pleased to submit the following quotation for the manufacture of Two (2) Factory Mutual (FM) Approved Model 2410FR4 Safety Storage Building equipped with the items you requested. The specifications for this building are attached for your review. The following quotation will be honored for a period of sixty (60) days from the date of this quote.

**Item A: Two (2) Model 2410FR4 Safety Storage Building.....\*\$184,670.00**

Qty	Quote Ref	Description
1	2410FR4	24L x 10W x 9H "4FR" Series Storage Building
1	OVHT	120" Overall Height
240	TRITEM93	10 GA HRS Sump Floor Upgrade (Per Square Ft) - Sump Wall not included
1	TRITEM1979	Upgrade Roof Only to 150 MPH Wind Load, Model 2410
19	TRITEM545	Upgrade Skin to 14Ga Galvannealed, 120" Overall Building Height maximum (Per Skin)
21	TRITEM552	Upgrade Skins to 20Ga Galvannealed, 120" Overall Building Height maximum (Per Skin)
-1	DR60	Door, Double, 60"W x 80"H, 3HR Fire-Rated
2	TRITEM1980	Rollup Door, 72"W X 80"H Fire-Rated, Non-Insulated, Chain Operated, Windstorm Door FL Approved (Shipped loose and installed and tested on site by others)
2	TRITEM1978	Custom Threshold, Painted 12Ga HRS (Shipped loose and installed on site by others)
1	PW4FR3	Partition Wall, 4Hr Fire-Rated (With Sump Separator), 10'W Building
1	HDB3	Hold-Down Bracket, 3-Hole, Upgrade from Standard (4 Brackets)
1	DC4	Dry Chemical Fire Suppression System (Rated for Class A, B and C fires)
46	SH22	Shelving with Standards, Stainless Steel (Adjustable, 22"D) (Per Linear Ft.)
138	SH22A	Shelving W/O Standards, Stainless Steel (Adjustable, 22"D) (Per Linear Ft.)
2	SIGN7	Sign, "CONFINED ENTRY"

2	MVL	Exhaust Ventilation, Exterior Low Mount (Explosion Proof) (Class I, Division 1 Groups C&D) with Snap-Type Switch (Non Explosion-Proof)
2	FS2	Fan Switch, Snap-Type, Upgrade to Explosion-Proof Switch (Class I, Division 1 Groups C&D)
2	LED2	Interior LED Low Profile Lighting Fixture, 20W (Class I, Division 2 Groups A-D) with Exterior Light Switch (Non Explosion-Proof)
2	LS2	Upgrade Light Switch to Explosion Proof (Class I, Division 1 Groups C&D)
1	ELAE	Emergency Local Alarm System, Explosion-Proof Switch (Class I, Division 1 Groups C&D) Non Explosion-Proof Alarm
1	ELAA	Additional Emergency Local Alarm Switch (Class I, Division 1 Groups C&D)
1	LC1	Load Center, Single Phase (Nema 3R)
1	CCP	Custom Color (Excludes Safety Colors)
1	TTU2	Two-Tone Finish
1092	MAX INT/EXT	Special Coating - Maxshell (Interior & Exterior)
240	CTU	Coal Tar Undercoat ( Per Sq. Ft)
240	FRC	Florida Roof Coat, Required in Hurricane Zone ( Per Sq. Ft)
2	TRITEM1071 FLSS	Upgrade Roll up Door to be installed in factory ( Additional freight charges may apply) Florida State Seal

**Item B: One (1) Model 2410FR4 Safety Storage Building.....\*\$92,627.00**

Qty	Quote Ref	Description
1	2410FR4	24L x 10W x 9H "4FR" Series Storage Building
1	OVHT	120" Overall Height
240	TRITEM93	10 GA HRS Sump Floor Upgrade (Per Square Ft) - Sump Wall not included
1	TRITEM1979	Upgrade Roof Only to 150 MPH Wind Load, Model 2410
19	TRITEM545	Upgrade Skin to 14Ga Galvannealed, 120" Overall Building Height maximum (Per Skin)
21	TRITEM552	Upgrade Skins to 20Ga Galvannealed, 120" Overall Building Height maximum (Per Skin)
-1	DR60	Door, Double, 60"W x 80"H, 3HR Fire-Rated
1	TRITEM1980	Rollup Door, 72"W X 80"H Fire-Rated, Non-Insulated, Chain Operated, Windstorm Door FL Approved (Shipped loose and installed and tested on site by others)
1	TRITEM1981	Rollup Door, 60"W X 80"H Fire-Rated, Non-Insulated, Chain Operated, Windstorm Door FL Approved (Shipped loose and installed and tested on site by others)
2	TRITEM1978	Custom Threshold, Painted 10Ga HRS (Shipped loose and installed on site by others)
1	PW4FR3	Partition Wall, 4Hr Fire-Rated (With Sump Separator), 10"W Building
1	HDB3	Hold-Down Bracket, 3-Hole, Upgrade from Standard (4 Brackets)
1	DC2	Dry Chemical Fire Suppression System (Rated for Class A, B and C fires)
1	WS1	Water Sprinkler Subassembly, One (1) Sprinkler Head
46	SH22	Shelving with Standards, Stainless Steel (Adjustable, 22"D) (Per Linear Ft.)
138	SH22A	Shelving W/O Standards, Stainless Steel (Adjustable, 22"D) (Per Linear

		Ft.)
2	SIGN7	Sign, "CONFINED ENTRY"
2	MVL	Exhaust Ventilation, Exterior Low Mount (Explosion Proof) (Class I, Division 1 Groups C&D) with Snap-Type Switch (Non Explosion-Proof)
2	FS2	Fan Switch, Snap-Type, Upgrade to Explosion-Proof Switch (Class I, Division 1 Groups C&D)
1	HS	Heat Sensor - Exhaust Shutdown (Explosion-Proof) (Class I, Division 1 Groups C&D)
2	LED2	Interior LED Low Profile Lighting Fixture, 20W (Class I, Division 2 Groups A-D) with Exterior Light Switch (Non Explosion-Proof)
2	LS2	Upgrade Light Switch to Explosion Proof (Class I, Division 1 Groups C&D)
1	ELAE	Emergency Local Alarm System, Explosion-Proof Switch (Class I, Division 1 Groups C&D) Non Explosion-Proof Alarm
1	ELAA	Additional Emergency Local Alarm Switch (Class I, Division 1 Groups C&D)
1	LC1	Load Center, Single Phase (Nema 3R)
1	CCP	Custom Color (Excludes Safety Colors)
1	TTU2	Two-Tone Finish
1092	MAX INT/EXT	Special Coating - Maxshell (Interior & Exterior)
240	CTU	Coal Tar Undercoat ( Per Sq. Ft)
240	FRC	Florida Roof Coat, Required in Hurricane Zone ( Per Sq. Ft)
2	TRITEM1071 FLSS	Upgrade Roll up Door to be installed in factory ( Additional freight charges may apply) Florida State Seal

Total Purchase Price (3) Buildings

\$277,297.00

Estimated Freight

\$13,630.50

**Total Purchase Price**

**\$290,927.50**

**Building  
configuration  
notes:**

**ITEM A BUILDINGS**

- 1.) H3 Occupancy for storage only of flammable liquids (1A Flammables not allowed)
- 2.) Class I Div 2 min. Interior/ General Purpose Exterior
- 3.) Building will meet wind load requirements
- 4.) Door threshold height to be approved by end user before production
- 5.) Ducting, if required, to be supplied and installed on site by others
- 6.) Backup power to be supplied and installed on site by others
- 7.) Due to the ventilation requirements in hazardous material areas, Safety Storage cannot guarantee humidity control/condensation build up. Pre-conditioned air, if required, must be supplied and installed on site by others.
- 8.) Egress door may be required by the LAHJ and must be supplied and installed on site by others. SSI can supply at an additional cost
- 9.) Shelving will have 1.5" lip

**Exceptions:**

- 1.) Any additional requirements, not specifically identified in this quote, will be the sole responsibility of the end user

**Bid No. 18/19-17, Household Hazardous Waste Buildings**

Total Price of Three Buildings per specifications pages 15-18: \$ 290,927.50

Total Cost Written in Words: Two Hundred Ninety Thousand Nine Hundred Twenty Seven dollars and Fifty Cents

(Bid based on above total) Bids require a five (5%) percent bid bond and may not be withdrawn after the scheduled opening time for a period of thirty (30) days.

**CORPORATE DETAILS**

Failure to complete all fields may result in your bid being rejected as non-responsive.

COMPANY NAME: Safety Storage Inc.

ADDRESS: 855 North 5th Street  
Charleston, IL 61920

TELEPHONE: 888-345-4470

FAX #: 217-345-4428

E-MAIL: KARAS@SAFETYSTORAGE.COM

Name of Person submitting Bid: KARA PEARCY

Title: PROJECT MANAGER

Signature: 

Date: 4/22/19

Area Representative Contact Information: STEVE LAUBER

877-265-8820

**ADDENDA ACKNOWLEDGMENT:**

Bidder acknowledges receipt of the following addendum:

Addendum No. 1 Date: 4/17/19 Acknowledged by: KARA PEARCY

Addendum No.        Date:        Acknowledged by:       

Addendum No.        Date:        Acknowledged by:

## **BID #18/19-17, Household Hazardous Waste Buildings**

### **SCOPE OF SERVICES**

(As provided by Environmental Services Department)

Clay County is located in Northeast Florida just south of Jacksonville. The County's household hazardous waste program is operated by the Department of Environmental Services. The County utilizes three (3) Hazardous Waste Storage Buildings to store residential household hazardous wastes until it is ready for shipment. These storage buildings are integrated into the main building. The intent of this Bid is to procure new hazmat storage buildings to replace the existing buildings.

#### **Contractor's Responsibility:**

The Contractor will manufacture and deliver three (3) new portable hazardous materials storage buildings that adhere to the specifications provided by the County. The County will be responsible for installation of the buildings and power connection. The portable buildings must fit in the existing footprint and must align with openings in the permanent household hazardous waste (HHW) building. It shall be the responsibility of the Contractor to ensure that the new storage buildings will properly fit in the area provided. *It is strongly recommended that the Contractor visit the site and confirm all measurements.*

All systems (doors, lights, exhaust fans, fire safety equipment, shelves, etc.) shall be properly tested prior to delivery to the County.

The Contractor will deliver the units to the County's site at 3545 Rosemary Hill Road, Green Cove Springs, FL 32043. No less than 15 days prior to delivery, the Contractor shall: (1) notify the County of the scheduled delivery date, (2) provide the gross weight of each building, and (3) deliver a schematic of each building that includes the lifting points for unloading and moving.

The existing buildings will be removed by the County's landfill maintenance Contractor.

#### **Specifications (Hazmat Storage Buildings)**

- Three (3) New Portable Hazardous Materials Storage Buildings
- Manufacture and deliver buildings only
- Must meet EPA, NFPA 30 and OSHA standards for storage of household hazardous wastes
- Buildings must fit into existing footprint and must align with building openings
  - Proper alignment includes floor height level with permanent building and door openings between building support girders. (Height of floor is 10.5" from concrete pad)
- Building Size (length x width x height) shall be equal to or larger than current units
  - Exterior (maximum) – 24' x 10' x 10'
  - Existing units size (exterior) – 22'5" x 8'6" x 8'

- Current building measurements are for reference only. Contractor is responsible for new buildings proper fit.
- Roof must slope front (door side) to back and away from permanent building
- All welded heavy gauge steel construction
  - Exterior walls – 12 gauge minimum
  - Interior walls – 20 gauge minimum
  - Floor grates – 10 gauge minimum
  - Sump containment area – 10 gauge minimum
- Tie down pads at four (4) corners compliant with anchoring requirements of State of Florida Building Codes and Wind Codes for Eastern Clay County.
- Forklift pockets for lifting and moving building
- Exterior Coating
  - Walls and roof painted the color selected by the County
    - Contractor will provide County with color options
  - Weather and chemical resistant coating, including on underside of building
  - Provide touch up paint of same color (one half gallon minimum)
- Four (4) hour fire rating
- Separation walls dividing each unit, including sump floor
- Lockable roll up doors for each room (6'8" minimum height)
- Low profile door threshold (10 gauge steel), each door. Must extend to connect flush with floor of permanent building. (current threshold extends 2.5")
- Secondary Containment sump in floor – 750 gallon minimum
- Galvanized steel grate flooring with removable sump access grate
- Explosion proof exhaust fan in each room
- Explosion proof light(s) in each room
- Automatic Fire Suppression System for each room
  - Chemical fire suppression for five of six rooms (standard ABC dry chemical)
  - Water suppression in oxidizer room (1/3 sized room, East side of Building 3)
- Power connection locations
  - Building #1 – mount box at corner of unit on the East side at the South end
  - Building #2 – mount box at center of unit on the South end
  - Building #3 – mount box at center of unit on the West end
- Interior Coating
  - Walls and shelving will be anti-corrosive resin coated to protect against chemical corrosion

- Walls and shelves painted bright white in color
- Adjustable and removable shelving for each room
  - Mounting brackets, shelves and hardware shall be of the same design and size for universal fit within all three buildings
  - Mounting hardware and shelving shall be installed on the rear and side walls of each room (3 walls)
    - Brackets must allow shelves to be mounted at 16" above floor, 16" below ceiling and at any height in between with adjustment intervals of no larger than 2"
    - Shelves will have a minimum depth of 18"
    - Shelving will extend end to end (corner to corner) on each wall
    - Must install four (4) vertical shelves each wall
  - Shelves will be of a solid surface and will have a leak proof containment lip (1.5" minimum) on all four sides to contain spilled liquids
  - Corrosion resistant, fitted shelf liners will be supplied for each shelf
- **Buildings #1 & #2 [East (back) side of HHW building]**
  - Each Building will be divided into two (2) rooms of equal size
  - Door opening in center of each room
    - 6' wide roll up door for each room
    - Tag board holders (10 3/4" x 10 3/4") adjacent to each door
- **Building #3 [South (right) side of HHW building]**
  - Divided into two (2) rooms of unequal size
    - East side (left side when facing front) shall be 1/3 of total size (oxidizer room)
    - West side (right side when facing front) shall be 2/3 of total size
  - Door opening in center of each room
    - 5' wide roll up door – East room (1/3)
    - 6' wide roll up door – West room (2/3)
    - Tag board holders (10 3/4" x 10 3/4") adjacent to each door
- Contractor's Warranty
  - Structure and systems – 10 year minimum
  - Chemical resistant coatings and paint – 3 year minimum

Bidders may be requested to provide a schedule of values at time of bid review.



Bid Invitations Sent to the Following Companies for:  
Bid #18/19-17, Household Hazardous Waste Buildings

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U. S. Chemical Storage  
Chem-Stor  
ECP Environmental Compliance Products  
Safety Storage, Inc.  
Freedom Steel Buildings  
D J Haycook Construction Co.  
MCC Development, Inc.  
Handi House of Orange Park  
LD Buildings  
HC Buildings  
Southern Structures, Inc.  
Cooks Portable Warehouses  
Keen's Buildings  
Thomas May Construction Company  
Core Construction Company  
Construction Journal  
Construct Connect  
Dodge Data & Analytics  
Mid State Builders Exchange, Inc.  
Prime Vendor, Inc  
NAPC Data Specialist  
Conner Services, LLC  
DDI Southeast  
Dodge Data & Analytics  
Ideal Sales



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Finance and Audit Committee

DATE: 5/10/2019

FROM: Administrative and Contractual Services

SUBJECT: Approval of the Memorandum of Agreement with the Florida Department of Veterans' Affairs, formalizing the Interlocal relationship as an authorized user of FDVA's VetraSpec technology, for a term to continue until terminated by either party.  
Funding Source: Not Applicable (T. Nagle)

AGENDA ITEM TYPE:

---

**BACKGROUND INFORMATION:**

This will assist Clay County Veterans Services with tracking veteran's claims and assist veterans and eligible dependents in accessing all benefits to which they are entitled.

Is Funding Required (Yes/No):

**No**

If Yes, Was the item budgeted (Yes/No/N/A):

**No**

Funding Source: Not Applicable

Sole Source (Yes/No):

**No**

Advanced Payment (Yes/No):

**No**

Planning Requirements:

Public Hearing Required (Yes/No):

**No**

Hearing Type:

Initiated By:

Not Applicable

**ATTACHMENTS:**

Description

▯ [FDVA Memorandum of Agreement Public](#)

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Thomas, Karen	Approved	5/15/2019 - 1:15 PM	
County Manager	Mock, Lorin	Approved	5/15/2019 - 2:38 PM	

Memorandum of Agreement  
between  
Florida Department of Veterans' Affairs  
and  
Clay County  
on behalf of the  
County Veteran's Service Officer

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Memorandum of Agreement Between  
Florida Department of Veterans' Affairs (FDVA)  
and Clay County Veteran's Service Office

**1. Purpose**

In order to create greater efficiencies through cooperation as contemplated by Section 163.01, Florida Statutes, this Memorandum of Agreement (herein referred to as "MOA") establishes and formalizes the interlocal relationship between the State of Florida Department of Veterans' Affairs (herein referred to as "FDVA") and Clay County, a political subdivision of the State of Florida, on behalf of the County Veteran's Service Officer (herein referred to as "the County") under Section 292.11, Florida Statutes, as an authorized user of FDVA's VetraSpec technology acquired through its contract with DataSpec, Inc., Contract No. FDVA-ITN-15-004N, to manage veterans' case files and records in furtherance of FDVA's mission to advocate with purpose and passion for Florida veterans and link them to superior services, benefits and support. In this MOA, FDVA and the County will collectively be known as "the Parties."

**2. Background**

VetraSpec is a secure, web-based application that FDVA has purchased and implemented as a solution to track veterans' claims, and assist veterans and eligible dependents in accessing all benefits to which they may be entitled.

FDVA makes this application available for authorized users of FDVA and Florida County Veteran Service Officers (herein referred to as "CVSOs") that have paid, directly to DataSpec, Inc., for the licenses to receive services. Qualifying CVSOs become authorized users through the execution of this MOA and in compliance with the terms and conditions of this agreement.

FDVA, in its sole discretion, shall determine if a person qualifies as an authorized user of the FDVA VetraSpec application (herein referred to as "VetraSpec").

**3. Scope**

The Parties to this MOA agree to be bound by its terms and conditions governing access to VetraSpec by authorized users. Authorized users of VetraSpec shall be responsible for the confidentiality of veteran records and shall not access records of veterans for whom the authorized user does not have specific, written authorization to access on behalf of the veteran.

This MOA applies to all FDVA's VetraSpec authorized users that may include CVSOs; system administrators; and system users.

No person shall have access to VetraSpec without first being approved by FDVA, in writing, as an authorized user.

Authorized users shall operate, at all times, in compliance with the terms and conditions of this MOA and at the express direction of the FDVA.

Memorandum of Agreement Between  
Florida Department of Veterans' Affairs (FDVA)  
and Clay County Veteran's Service Office

**4. Roles and Responsibilities**

**4.1 FDVA shall:**

**4.1.1** Approve qualifying persons as authorized users and coordinate access to VetraSpec for intended use under this MOA.

**4.1.2** Monitor usage of VetraSpec by authorized users through compliance checks and quality assurance measures, including conducting audits of authorized user VetraSpec credentials and written authorizations from veterans allowing authorized users to access veteran records.

**4.1.3** Ensure all authorized users receive training by DataSpec, Inc., for use of VetraSpec prior to gaining rights and credentials to access and work within the application, and partake in additional training should VetraSpec upgrades so require.

**4.1.4** Freely cooperate with authorities legally empowered to investigate, audit, or otherwise review the procedures, data and conduct including the operation and its authorized users under the licensed database held by FDVA.

**4.1.5** Report any violation of intended use of accessing VetraSpec under the licensed FDVA database. All violations shall be promptly reported to FDVA and DataSpec, Inc.

**4.1.6** Revoke authorized user access to the FDVA VetraSpec database for those whom, in the sole discretion of FDVA, have been deemed to have violated the intended use of the application.

**4.1.7** All electronic discharges that are in the possession of FDVA will be maintained in VetraSpec under the "FDVA" office code.

**4.2 County shall:**

**4.2.1** Pay the annual fee per user in the amount of \$399.00, or subsequently-assessed current rate, to DataSpec, Inc. All payments are billed annually on anniversary of signing up for the system and are due and payable to DataSpec, Inc., in accordance with Chapter 218, Part VII, Florida Statutes.

**4.2.2** Provide the resources necessary, including computer hardware, software, and personnel support, to effectively operate VetraSpec by each authorized user.

**4.2.3** Allow only accredited County Veteran' Service Officers ("CVSOs") under Section 292.11, Florida Statutes, representing or assisting veterans and eligible dependents within the authorized user's office, to access and use VetraSpec. For purposes of this MOA, "authorized user" means any person appointed or designated by FDVA, in writing, to act on behalf of, or in place of a veteran or veteran's eligible dependent.

Memorandum of Agreement Between  
Florida Department of Veterans' Affairs (FDVA)  
and Clay County Veteran's Service Office

**4.2.4** Access or view only files within the County as authorized by the veteran or eligible dependent, or as required and essential to assisting the veteran or eligible dependent in accessing benefits to which they may be entitled.

**4.2.5** Cooperate fully in the mandate that: if a veteran or eligible dependent chooses representation outside his or her home county, the home county office will not access or view that veteran's file unless subsequently authorized to do so, in writing, by the veteran or veteran's eligible dependent which authority can only be granted when the power granted supersedes and replaces the earlier authorization.

**4.2.6** Ensure that all inquiries and use of veterans' records are "For Official Use Only." To verify that all access to VetraSpec is "For Official Use Only," authorized users must comply with the following requirements:

(a) Have and keep on file written authorization for release of information, including written appointment of authorized agent, if applicable, executed by the veteran or eligible dependent for whom information is being accessed.

(b) Ensure that all work and inquiries pertaining to a veteran's file shall be limited to, and shall not exceed, the scope of the specific purpose in assisting the veteran and eligible dependent.

(c) Access records of discharges from the US Armed Forces in the possession of FDVA that are not part of an active claim, provided that the authorized user accessing the discharge record has authorization in accordance with section 4.2.6(a).

(d) Ensure that all discharge records in the possession of FDVA will not be viewed outside the scope of official business.

(e) Obtain and review a copy of the release of a discharge to verify that a veteran has authorized access to the record, or if the veteran is deceased, that a qualified official has signed on behalf of the veteran or dependent.

**4.2.7** Abide by the existing policies and instructions, as listed in Appendix A to this MOA, for supporting the transmission, use, release, or storage of veterans' and dependents' information.

**4.2.8** The Parties acknowledge that VetraSpec facilitates access to data that is protected by State and Federal law. Therefore, strict adherence to the terms and conditions of this MOA are of paramount importance for both Parties to achieve legal compliance. Recognizing that all information in the VetraSpec database is subject to the public records laws of the State of Florida, protecting the privacy of veterans and dependents is imperative. Information obtained under this agreement shall only be disclosed to persons to whom disclosure is authorized under Florida and Federal law. CVSOs shall not use or disclose any information received from VetraSpec under this MOA that is identified as confidential or exempt from public disclosure in accordance

Memorandum of Agreement Between  
Florida Department of Veterans' Affairs (FDVA)  
and Clay County Veteran's Service Office

with Chapter 119 and Section 282.318, Florida Statutes, and HIPAA Privacy and Security Rules. Disclosure is restricted to authorized intended uses to assist the veteran or eligible dependent. No information may be disclosed outside these limits without written consent from the veteran and eligible dependents.

Any person who willfully and knowingly violates any of the provisions of this section may be charged with noncriminal infractions up to a third degree felonies as provided in Section 119.10, Florida Statutes, and subject to penalties found in Chapter 775, Florida Statutes. In addition, any person who knowingly discloses any information in violation of HIPAA may be subject to criminal sanctions and civil liability. The duty of each CVSO, to maintain confidentiality of information under this section, continues and survives beyond the term of this MOA or separation from employment by the County.

**4.2.9** Information from veterans' files will only be used to assist veterans and eligible dependents. At no time will any CVSO use information for any other purposes including but not limited to:

- Recruitment for membership to organizations, including veterans' organizations.
- Solicitation for firms, whether "for profit" or "not for profit" organizations, seeking to do business with veterans.
- Listing of names for inclusion or inscription on monuments or memorials.

**4.2.10** All requests for customization of access to VetraSpec or its reporting or other capabilities shall be submitted to FDVA, in writing, for consideration. FDVA will determine if such customization is beneficial to the State, and if approved, FDVA will submit the request to DataSpec, Inc.

**5. Terms of the Agreement and Period of Effectiveness**

This MOA will be effective on the date last signed below by the Parties, and will be reviewed annually by the signatories or successors. This MOA shall remain in effect until it is modified or terminated by the Parties. Minor modifications may be made when mutually agreed upon by written addendum, signed by FDVA and the County. Either party, upon 90 days' advance written notice, may terminate this MOA. FDVA may terminate immediately, if, in FDVA's sole discretion, it determines that the County has failed to comply with the terms and conditions of this MOA.

**6. FDVA Point of Contact**

Alene Tarter  
FDVA Director, Benefits and Assistance  
727-319-7421  
[tartere@fdva.state.fl.us](mailto:tartere@fdva.state.fl.us)

**Clay County Point of Contact**

Name: Kimberley Glover  
Title: Veteran's Services Officer  
Phone: 904-269-6326  
E-mail: Kimberley.Glover@claycountygov.com

Memorandum of Agreement Between  
Florida Department of Veterans' Affairs (FDVA)  
and Clay County Veteran's Service Office

**7. Execution of Agreement**

The Parties have taken all actions necessary and secured all levels of approval to enter into this MOA. Each signatory has legal authority to bind the public entity it represents and hereby signs to memorialize accord with all terms and conditions.

**Clay County**

A political subdivision of the State of Florida

By: Mike Cella, Chairman  
(printed name)

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

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

**ATTEST:**

By: Lorin L. Mock, Acting County Manager and  
Clerk to the Board (printed name)

By: \_\_\_\_\_  
(Signature)

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

Reviewed as to form and legal sufficiency:

\_\_\_\_\_

**Florida Department  
of Veterans' Affairs**

Colonel Alfred D. Carter, US Army Ret.  
Deputy Executive Director

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

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

Reviewed as to form and legal sufficiency:

\_\_\_\_\_



## **APPENDIX A**

### **Authority and Reference**

5 U.S.C. 552, Freedom of Information Act  
38 U.S.C. 5902, Recognition of Representatives of Organizations  
45 Code of Federal Regulations, HIPAA Privacy  
Privacy Act of 1974 as amended by 5 U.S.C. 552a  
Section 1106 (A), Social Security Act  
Florida Administrative Code, Chapter 55A-3.009, Accreditation to the United States Department  
of Veterans Affairs  
Florida Statutes 119.10, Public Records  
Florida Statutes 292.11, County and City Veteran Service Officer  
Florida Statutes 775, General Penalties

### **Acronyms**

<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>MOA</b>	Memorandum of Agreement
<b>FDVA</b>	Florida Department of Veterans Affairs
<b>POC</b>	Point of Contact
<b>US</b>	United States
<b>CVSO</b>	County Veteran Service Officer



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Finance and Audit Committee

DATE: 5/1/2019

FROM: Karen Thomas, Administrative &  
Contractual Services

SUBJECT:

Approval to post notice of intent and to award RFP No. 18/19-2, Various Equipment and Amenities for Parks and Playgrounds, to multiple companies for a term of three years. All bids are based upon the % discount offered for products and service. This bid is also a means for qualifying vendors for Ball Park lighting services. Qualifying vendors will be requested to provide pricing on a project by project basis based on discount pricing. Approval will be effective after 72 hour bid protest period has expired. Submittals are available for review in the Purchasing Department. Funding Source: 001-3201-546100 (General Fund - Parks & Rec - Repairs & Maint) (J. Householder)

AGENDA ITEM TYPE:

---

**BACKGROUND INFORMATION:**

Bid provides playground equipment, amenities and lighting for all parks in Clay County as needed and other entities wishing to utilize this RFP. Pricing will be utilized for repairing, adding additional equipment, and new park projects.

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted (Yes/No/N/A):

**Yes**

Funding Source: General Fund / Parks & Recreation / Repairs and Maintenance  
Account # 001-3201-546100 Amount - Varies by project

Sole Source (Yes/No):

**No**

Advanced Payment (Yes/No):

**No**

ATTACHMENTS:

Description

▢ [RFP #18\\_19-2, Various Equipment and Amenities for Parks and Playgrounds](#)

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Thomas, Karen	Approved	5/16/2019 - 2:12 PM	
County Manager	Slaybaugh, Jaclyn	Approved	5/17/2019 - 3:28 PM	

SURFACING							
Distributor	Manufacturer	Surfacing	Discount Allowed from MRSP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
<b>Bliss Products (904) 751-0830</b> <b>dewitt@blissproducts.com</b>	Dura Play	Safety Surface Systems	5%	Priced Per Job	Yes	Request Quote	In Catalog
	Fibar	Playground Safety Surfaces	10%	Priced Per Job	Yes	Request Quote	On Website
	First Coast Mulch	Mulch, Erosion Control	5%	Priced Per Job	<a href="http://www.firstcoastmulch.com">www.firstcoastmulch.com</a>	Request Quote	On Website
	Forestry Resources	Mulches, Sod, Fertilizer, Sod	5%	Priced Per Job	<a href="http://www.gomulch.com">www.gomulch.com</a>	Request Quote	On Website
	Innovative Mulching	Mulch	10%	Priced Per Job	<a href="http://www.innovativemulching.com">www.innovativemulching.com</a>	Request Quote	On Website
	PlayGuard	Surfacing for Patios, Playgrounds, Play Spaces	5%	Priced Per Job	<a href="http://www.playguardsurfacing.com">www.playguardsurfacing.com</a>	Request Quote	On Website
	Playsafe Surfacing	Rubber Surface for playgrounds, play spaces	5%	Priced Per Job	Yes	Request Quote	On Website
	Premier Tennis Courts	Tennis Court Surfacing	5%	Priced Per Job	No Website	Request Quote	No Website
	Rubber Recycling/Playsafer	Recylced Rubber Mulch, Map	5%	Priced Per Job	Yes	Request Quote	On Website
	Sand Lock Sandbox	Sandboxes, Accessories, covers	5%	Priced Per Job	<a href="http://www.sandlock.com">www.sandlock.com</a>	Request Quote	On Website
	Shaw Industries	Carpet, Hardwood, Tile ect	5%	Priced Per Job	<a href="http://www.shawfloors.com">www.shawfloors.com</a>	Request Quote	On Website
	Stewart Tennis Courts	Tennis, Bocce, Basketball, Shuffleboard Courts	Priced Per Job	Priced Per Job	<a href="http://www.stewarttennis.com">www.stewarttennis.com</a>	Request Quote	On Website
	Wood Mulch Products	Mulch	5%	Priced Per Job	<a href="http://www.woodmulchproducts.com">www.woodmulchproducts.com</a>	Request Quote	On Website

	Tennis Unlimited	Tennis Court Sufacing	Priced per job	Priced Per Job	N/A	Request Quote	On Website
	X-Grass	Syntheitc Turf	5%	Priced Per Job	Yes	Request Quote	On Website
<b>Advanced Recreational Concepts (321) 775-0600 info@arcflorida.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Rubber Designs	Rubber Surface for playgrounds, play spaces	5%	5%	Yes	Digital Copy	Digital Copy
	Boiling Forest Mulch 4 You and Inovative	Mulch	5%	75%	No	Digital Copy	Digital Copy
	Polysoft Surfacing	Recreation Surfacing	2%	75%	Yes	Digital Copy	Digital Copy
	Playspace Services	Installation Services	N/A	Per Discount Catalog	Yes	Digital Copy	Digital Copy
<b>Miracle Recreation/True North (407) 883-8463</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	No Fault	Rubber Surface for playgrounds, play	5%	Priced Per Job	Yes	Yes	Yes
	IMC-Nuplay	Rubber Mulch Nuggets	10%	Priced Per Job	<a href="http://www.imcoutdoorliving.com">www.imcoutdoorliving.com</a>	Yes	Yes
<b>Swartz Associates (813)-949-2288 mail@ParkPlayUSA.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Cowart Mulch	Engineered Wood Mulch	10%	60%	Flyer	Attached to Flyer	Yes
	International Mulch Co	Recylced Rubber Mulch,	6%	50%	Flyer	Attached to Flyer	Yes
	USA Mulch	Natural Mulch	10%	60%	Flyer	Attached to Flyer	Yes`
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>

<b>Playmore West, Inc (239) 791-2400</b> <b>info@playmoreonline.com</b>	Playmore Surfacing	Wood, Rubber Mulch	5%	varies-see price list	Flyer	Included in Flyer	Yes
<b>Robertson Industries, Inc/Totturf Safety Surfacing (954) 882-1366</b> <b>ghaab@totturf.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Robertson Industries	Turf, Rubber Tiles, Aquatic Surfacing	10%	Included in Discount	Yes	Yes	Yes
<b>Playspace Services (321) 775-0600</b> <b>info@playspaceservices.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Boiling Forest Mulch 4 You and Inovative Mulch	Mulch Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Polysoft Surfacing	Recreation Surfacing Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Play Space Services	Surfacing Installation	N/A	Per Discount Catalog	Yes	Yes	Yes
	Rubber Designs	Rubber Surface for playgrounds, play spaces Installation	5% or per discount catalog	5%	Digital Copy	Digital Copy	Digital Copy
<b>Playworx Playsets LLC (386) 697-4426</b> <b>Tracy@playworx.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	No Fault Safety Surfacing	Rubber Turf	2%	Included n SF Price	Flyer	No	Yes
	Shawgrass	Syntheitc Turf	2%	Included in SF Price	Flyer	No	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Vitriturf	Cushioned Flooring	2%	Included in SF Price	Yes	Yes	Yes

Rep Services, Inc (407) 831-9658 nathan@repservices.com	No Fault	Rubber Mulch, Synthetic Turf	2%	50%	Yes	Yes	Yes
	Irvine Wood Recovery	Engineered Wood Mulch	2%	50%	Flyer	Yes	Yes
	Robertson Recreatonal Surfaces	Rubber Synthetic Turf	2%	Included in SF Price	Flyer	Yes	Yes
	Forever Lawn	Playground Grass	2%	Included in SF Price	Flyer	Yes	Yes
Miller Recreation Equipment & Design (941) 792-4580 MRECFLA@TAMPABAY.RR.COM	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
	Fibar	Wear Mats, Acces Ramps, Engineered	5%	27%	Yes	No	Yes
	Foerverlawn	Sythetic Grass	5%	27%	<a href="http://www.foerverlawn.com">www.foerverlawn.com</a>	No	No
	No Fault	Playground and Athletic Surfaces	5%	N/A	Yes	No	No

SHELTERS, SHADES & STRUCTURES								
Distributor	Manufacturer	Shelters, Shades, Structures	Discount Allowed from MRSP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty	
	Alterations & More	Fabrics for shade structures, canopies, and pads	5%	Priced Per Job	N/A	Request Quote	N/A	
Bliss Products (904) 751-0830 dewitt@blissproducts.com								
	CemRock	Artificial Environments	5%	Priced Per Job	<a href="http://www.cemrock.com">www.cemrock.com</a>	Request Quote	On Website	
	G & A Manufacturing Inc.	Ramps, Stars, Gangways, Docks, Railings	5%	Priced Per Job	<a href="http://www.gamanufacturing.com">www.gamanufacturing.com</a>	Request Quote	On Website	
	Newsome Fence	Fencing	5%	Priced Per Job	<a href="http://www.newsomfence.com">www.newsomfence.com</a>	Request Quote	On Website	
	Outback Shelters	Shade Structures	5%	Priced Per Job	N/A	Yes	On Price Sheet	
	RCP Shelters	Pavilions, Gazebos, Fabric Shades, Concessions	5%	Priced Per Job	<a href="http://www.rcpshelters.com">www.rcpshelters.com</a>	Request Quote	On Website	
	Shade America	Canopies	10%	Priced Per Job	Yes	Request Quote	In Catalog	
	Spiral Court King	Spiral Stairs	5%	Priced Per Job	<a href="http://www.spiralstarsofamerica.com">www.spiralstarsofamerica.com</a>	Request Quote	On Website	
	Structural Wood Systems	Structural Glued Laminated Timber	5%	Priced Per Job	<a href="http://www.structuralwood.com">www.structuralwood.com</a>	Request Quote	On Website	
	Superior Shade	Umbrellas, Canopies, Sails	5%	Priced Per Job	Yes	Yes	In Catalog	
	Superior Shelters	Shelters, Gazebos, Shades	5%	Priced Per Job	Yes	Yes	In Catalog	
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty	
Advanced Recreational Concepts (321) 775-0600 info@arcflorida.com	Superior Recreation Shades	Domes, Umbrellas, Shades	5%	49%	Yes	Digital Copy	Digital Copy	
	UltraShade	Shade Canopies	5%	49%	Yes	Digital Copy	Digital Copy	
	Icon Shelters	Shade Shelters, Entry Ways,	5%	69%	Yes	Digital Copy	Digital Copy	
	Superior Shelters	Shelters, Gazebos, Shades	5%	69%	Yes	Digital Copy	Digital Copy	
	Cedar Forest Products	Shelters, Bridges, Dugouts, Gazebos	5%	69%	Yes	Digital Copy	Digital Copy	
	Playspace Services	Installation Services	N/A	Per Discount Catalog	Yes	Digital Copy	Digital Copy	

	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Southern Recreation Inc (904) 387-4390 terry@southernrecreation.com	SRP Shades	Sails, Shades, Canopies	5%	30%	Yes	??	Yes
	SRP Shelters	Gazebos, Pavilions	5%	30%	Yes	??	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Miracle Recreation/True North (407) 883-8463 miracle@truenorthrecreation.com	USA Shade	Shades, Canopies	5%	N/A	Yes	Yes	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Custom Canopies, Inc (888) 776-3350 ext 1 chrs@customshadecanopies.com	Custom Canopies Inc.	Sails, Shades, Canopies	5%	Priced Per Job	Yes	Yes	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playmore West, Inc (239) 791-2400 info@playmoreonline.com	USA Shade	Shade Canopies	5%	180%	Yes	In Catalog	Yes
	Classic Recreation Systems, Inc	Shelters,	5%	75%	Yes	In Catalog	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
RCP Shelters, Inc (772) 288-3600 info@rcpshelters.com	RCP Shelters	Pavilions, Gazebos, Fabric Shades, Concessions,	15%	175%	Yes	Yes	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Regal Contractors Inc (561) 906-7321 regalcontractorsinc@gmail.com	Shade Systems Inc	Installation of Shade Structures	N/A	100%	No	No	No
	Apollo Sunguard (Shade) Systems Inc	Installation of Shade Structures	N/A	110%	No	No	No
	RCP Shelters	Installation of Shade Structures	N/A	150%	No	No	No
	Poligon by Porter	Installation of Shade Structures	N/A	150%	No	No	No
	Ball Fabrics	Installation of Shade Structures	N/A	110%	No	No	No
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Top Line Recreation Inc. (386) 575-8359 info@toplinerec.com	Shade Systems Inc	Shades, Sails	5%	125%	Yes	In Catalog	In Catolog



	Americana Building Products	Gazebos, Walkway Covers, Roofs	5%	100%	Yes	In Catalog	In Catalog
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playspace Services (321) 775-0600 info@playspaceservices.com	Cedar Forest Products	Shelters, Bridges, Dugouts, Gazebos Installation	5%	69%	Digital Copy	Digital Copy	Digital Copy
Playworx Playsets LLC (386) 697-4426 Tracy@playworx.com	SRP Shades	Sails, Shades, Canopies Installation	N/A	49%	Digital Copy	Digital Copy	Digital Copy
	Ultra Shades	Sails, Shades, Canopies Installation	N/A	49%	Digital Copy	Digital Copy	Digital Copy
	Icon Shelters	Shade Shelters, Entry Ways, Installation	N/A	69%	Digital Copy	Digital Copy	Digital Copy
	SRP Shelters	Gazebos, Pavilions Installation	N/A	69%	Digital Copy	Digital Copy	Digital Copy
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
	USA Shade	Shade Canopies	5%	75%	No	No	No
Rep Services, Inc (407) 831-9658 nathan@repservices.com	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
	Skyways Shade	Sails, Shades, Canopies	2%	75%	Yes	Yes	Yes
	USA Shade	Sails, Shades, Canopies	2%	75%	Yes	Yes	Yes
	Poligon/Parasol Shade	Gazebos, Shelters, Canopies	2%	75%	Yes	Yes	Yes
	Porter/Poligon Shelters	Gazebos, Shelters, Canopies	2%	75%	Yes	Yes	Yes
Miller Recreation Equipment & Design (941) 792-4580 MRECFLA@TAMPABAY.RR.COM	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
	USA Shade	Shade Canopies	5%	N/A	Yes	No	No
	RCP Shelters	Pavilions, Gazebos, Fabric Shades, Concessions	5%	N/A	No	No	No
	Coverworx Shelters	Pavilions, Gazebos, Shelters	5%	N/A	Yes	No	No

SITE AMENITIES & FURNISHINGS							
Distributor	Manufacturer	Site Amenities & Furnishings	Discount Allowed from MRSP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Bliss Products (904) 751-0830 dewitt@blissproducts.com	Dero	Bike Racks	5%	Priced Per Job	Yes	Yes	In Catalog
	Doty & Sons Concrete	Concrete Containers, Benches, Tables	5%	Priced Per Job	<a href="http://www.dotyconcrete.com">www.dotyconcrete.com</a>	Request Quote	On Website
	Forte	Plastic Fixtures, Trash Cans, ect	5%	Priced Per Job	<a href="http://www.forteproducts.com">www.forteproducts.com</a>	Request Quote	Yes
	GT Grandstands	Bleachers	10%	Priced Per Job	Yes	Yes	On Website
	Jayhawk Plastics/FROG	Tables, Benches, Trash Cans	10%	35%	Yes	Yes	In Catalog
	Kay Park	Bleachers, Bike Racks, Barriers, Stages, Fountains, ect	5%	Priced Per Job	<a href="http://www.kaypark.com">www.kaypark.com</a>	Request Quote	On Website
	Kings River Casting	Benches, Receptacles, Tables, Bike Racks	5%	Priced Per Job	<a href="http://www.kingsrivercasting.com">www.kingsrivercasting.com</a>	Request Quote	On Website
	Most Dependable Fountains	Fountains	5%	Priced Per Job	Yes	Request Quote	In Catalog
	Murdock Fountains	Fountains	5%	Priced Per Job	Yes	Yes	In Catalog
	Ultra Site	Benches, Receptacles, Tables,	5%	Priced Per Job	Yes	Yes	In Catalog
	Wausau International	Banches, Tables, Trash Cans, ect	5%	Priced Per Job	<a href="http://www.wausaumade.com">www.wausaumade.com</a>	Request Quote	On Website
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Advanced Recreational Concepts (321) 775-0600 info@arcflorida.com	Superior Recreational Site Amenities	Tables, Benches, Trash Cans	2%	75%	Yes	Digital Copy	Digital Copy
	Bison Ameneties	Tables, Benches, Bike Racks, Trash Cans	2%	75%	Yes	Digital Copy	Digistal Copy
	Playcraft Amenities	Tables, Benches, Bike Racks, Trash Cans	2%	75%	Yes	Digital Copy	Digital Copy
	Ultrasite Amenities	Tables, Benches, Bike Racks, Trash Cans	2%	75%	Yes	Digital Copy	Digital Copy
	Park Catalog Amenities	Tables, Benches, Bike Racks, Trash Cans	2%	75%	No	Digital Copy	Digital Copy
	Paris Amenities	Tables, Benches, Bike Racks, Trash Cans	2%	75%	Yes	Digital Copy	Digital Copy

	Kay Park	Bleachers, Bike Racks, Barriers, Stages, Fountains, ect	2%	75%	Yes	Digital Copy	Digital Copy
	Playspace Services	Installation Services	N/A	Per Discount Catalog	Yes	Digital Copy	Digital Copy
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Southern Recreation Inc (904) 387-4390 terry@southernrecreation.com</b>	SRP Amenities	Tables, Benches, Bike, Racks, Trash Cans	5%	30%	Yes	??	Yes
	Kay Park	Bleachers, Bike Racks, Barriers, Stages, Fountains, ect	5%	30%	Yes	??	Yes
	Ultra Site	Tables, Benches, Bike Racks, Trash Cans	5%	30%	Yes	??	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Miracle Recreation/True North (407) 883-8463 miracle@truenorthrecreation.com</b>	Wabash Valley	Tables, Benches, Trash Cans	Tier	Priced Per Job	<a href="http://www.wabashvalley.com">www.wabashvalley.com</a>	Yes	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Recycled Plastic Factory (941) 473-1618 cgoogins@recycledplasticfactory.com</b>	Recycled Plastic Factory	Recycled benches, tables, lumber, Parking Curbs	25%	15%	N/A	Yes	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Wausau Tile, Inc (863) 816-8070 kprecast@msn.com</b>	Wausau Tile, Inc	Planters, Benches, Bike Racks	10%	N/A	Yes	Yes	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Swartz Associates (813)-949-2288 mail@ParkPlayUSA.com</b>	MyTCoat	Tables, Benches, Bike Racks, Trash Cans	8%	35%	Yes	In Catalog	Yes
	Frog Furnishings	Tables Benches, Trash Cans, Kiosks	8%	35%	Yes	In Catalog	Yes
	Kay Park	Bleachers, Bike Racks, Barriers, Stages, Fountains, ect	6%	35%	Yes	In Catalog	Yes
	SiteScapes Inc.	Tables, Benches, Trash Cans, Bike Racks	5%	35%	Yes	In Catalog	Yes
	Superior Site Amenities	Tables, Benches, Bike, Racks, Trash Cans	8%	35%	Yes	In Catalog	Yes
	Vista Furnishings	Benches, Trash Cans, Bike Racks	6%	35%	Yes	In Catalog	Yes

	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Dominica Recreation Products (800) 432-0162 robd@gametime.com	Ultrasite Furnishings	Benches, Bike Racks, Tables,	5%	30%	Yes	No	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playmore West, Inc (239) 791-2400 info@playmoreonline.com	Wabash Valley	Tables, Benches, Trash Cans	5%	32%	Yes	In Catalog	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Regal Contractors Inc (561) 906-7321 regalcontractorsinc@gmail.com	Ultrasite	Site Furnishing Installation	N/A	45%	No	No	No
	Dumor Site Furnishings	Site Furnishing Installation	N/A	75%	No	No	No
	Wausau Tile, Inc	Site Furnishing Installation	N/A	100%	No	No	No
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Top Line Recreation Inc. (386) 575-8359 info@toplinerec.com	Premier Polysteel	Benches, Tables, Trash Cans, Bike Racks	5%	45%	Yes	In Catalog	In Catalog
	Patterson-Williams	Benches, Tables,	5%	45%	Yes	In Catalog	In Catalog
	Frog Furnishings	Benches, Tables, Trash Cans,	5%	45%	Yes	In Catalog	In Catalog
	MyTCoat	Benches, Tables, Trash Cans	5%	45%	Yes	In Catalog	In Catalog
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playspace Services (321) 775-0600 info@playspaceservices.com	SRP Amenities	Tables, Benches, Bike, Racks, Trash Cans Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Bison Ameneties	Tables, Benches, Bike Racks, Trash Cans Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Playcraft Amenities	Tables, Benches, Bike Racks, Trash Cans Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Ultrasite Amenities	Tables, Benches, Bike Racks, Trash Cans Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy

	Park Catalog/Highlands Amenities	Tables, Benches, Bike Racks, Trash Cans Installation	N/A	75%			
	Kay Park	Bleachers, Bike Racks, Barriers, Stages, Fountains, Installation	N/A	N/A	Digital Copy	Digital Copy	Digital Copy
	Paris Amenities	Tables, Benches, Bike Racks, Trash Cans Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
<b>Playworx Playsets LLC (386) 697-4426 Tracy@playworx.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Wabash Valley	Tables, Benches, Trash Cans	2.50%	50%	Yes	In Catalog	Yes
<b>Rep Services, Inc (407) 831-9658 nathan@repervices.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Dumor Site Furnishings	Benches, Trash Cans, Bike Racks, Tables	2%	50%	Yes	Yes	Yes
	Anova Site Furnishings	Tables Benches, Trash Cans,	2%	50%	Yes	Yes	Yes
<b>Miller Recreation Equipment &amp; Design (941) 792-4580 MRECFLA@TAMPABAY.RR.COM</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Murdock Fountains	Water Fountains	5%	27%	Yes	No	No
	Wabash Valley	Tables, Benches, Trash Cans	5%	27%	Yes	In Catalog	In Catalog
	Recycle Design	Benches	5%	27%	Yes	No	No
	Kay Park	Bleachers, Bike Racks, Barriers, Stages, Fountains, Installation	5%	27%	Yes	No	Yes
	Madrax	Bike Lockers	5%	27%	<a href="http://www.madrax.com">www.madrax.com</a>	No	No

PLAYGROUND EQUIPMENT & STRUCTURES							
Distributor	Manufacturer	Playground Equipment & Structures	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Bliss Products (904) 751-0830 dewitt@blissproducts.com	Action Play	Boarders, Ramp Systems, Mats	5%	Priced Per Job	Yes	Yes	Varies Per Product
	Bark Park	Dog Park Products	8%	35%	Yes	Yes	On Price Sheet
	Big Toys	Interactive Playgrounds	5%	42%	Yes	Yes	On Price Sheet
	Dynamo Playgrounds	Innovative Playgrounds	10%	Priced Per Job	Yes	Yes	In Catalog
	Elephant Play	Playgrounds	10%	35%	Yes	Yes	In Catalog
	Everlast Climbing	Climbing Walls, Jungle Gyms, ect	10%	Priced Per Job	Yes	Request Quote	In Catalog
	Free Note- Harmony Park	Musical Play Equipment	5%	Priced Per Job	Yes	Yes	On Website
	Jensen Swings	Playgournd Swings, Slides	5%	Priced Per Job	<a href="http://www.jensenswing.com">www.jensenswing.com</a>	Yes	On Price Sheet
	Play & Park Structures	Playgrounds, Play Structures, Swings	10%	42%	Yes	Yes	In Catalog
	Safety 1st Surfacing	Expand, Install, Renew, Relocate	5%	Priced Per Job	<a href="http://www.safetyfirstplayground.com">www.safetyfirstplayground.com</a>	Request Quote	On Website
	Sportsplay	Playground Equip	5%	Priced Per Job	Yes	Yes	In Catalog
	Ultra Play	Playground Equip	5%	Priced Per Job	Yes	Yes	In Catalog
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Advanced Recreational Concepts (321) 775-0600 info@arcflorida.com	Playcraft Systems	Playground Equip, Tables, Benches, Bike Racks	2%	37%	Yes	Digital Copy	Digital Copy
	Dynamo Playgrounds	Innovative Playgrounds	2%	37%	Yes	Digital Copy	Digital Copy
	Free Note- Harmony Park	Musical Play Equipment	2%	37%	Yes	Digital Copy	Digital Copy
	ID Sculptures	Climb and Play Structures	2%	60%	<a href="http://www.idsculpture.com">www.idsculpture.com</a>	Digital Copy	Digital Copy

	Superior Recreation Playgrounds	Playground Sets,	2%	37%	Yes	Digital Copy	Digital Copy
	Childforms	Playground Sets,	2%	37%	Yes	Digital Copy	Digital Copy
	Ultra Play	Playground Equip, Dog Parks	2%	37%	Yes	Digital Copy	Digital Copy
	Sportsplay	Playground Equip	3%	75%	Yes	Digital Copy	Digital Copy
	Playspace Services	Installation Services	N/A	Per Discount Catalog	Yes	Digital Copy	Digital Copy
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Southern Recreation Inc (904) 387-4390</b> <b>terry@southernrecreation.com</b>	SRP Playgrounds	Playground, Fitness Equip	5%	30%	Yes	??	Yes
	Sportsplay	Playground Equipment,	5%	30%	Yes	In Catalog	Yes
	Free Note- Harmony Park	Musical Play Equipment	5%	30%	Yes	??	Yes
	Ultra Play	Playground Equip, Dog Parks	5%	30%	Yes	??	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Miracle Recreation/True North (407) 883-8463</b> <b>miracle@truenorthrecreation.com</b>	Miracle/True North	Playground Equipment,	Tier System	30%	Yes	Yes	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Swartz Associates (813)-949-2288</b> <b>mail@ParkPlayUSA.com</b>	Henderson Recreation	Playground Equipment,	6%	35%	Yes	In Catalog	Yes
	Action Play	Boarders, Ramp Systems, Mats	10%	35%	Yes	In Catalog	Yes
	Big Toys	Playgrounds, Musical, Benches	6%	35%	Yes	In Catalog	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Dominica Recreation Products (800) 432-0162</b> <b>robd@gametime.com</b>	GameTime	Playground Equipment,	10%	30%	Yes	In Catalog	In Catalog
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Rosette Equipment Co. (904) 271-0561</b> <b>JRose20@comcast.net</b>	Kidstuff Playstystems	Playground Equipment	18%	20%	Yes	No	Yes

	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playmore West, Inc (239) 791-2400 info@playmoreonline.com	Playworld	Playground Equipment	5%	32%	Yes	No	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Dynamo Industries, Inc (613) 446-0030 ivan.hoffmann@dynamoplaygrounds.com	Dynamo Playgrounds	Playgrounds,	10%	45%	Yes	Yes	Yes
	Dynamo Playgrounds	Ropes Course	5%	42%	Yes	Yes	Yes
	Dynamo Playgrounds	Custom Products	5%	42%	Yes	Yes	Yes
	Dynamo Playgrounds	Nature Play	5%	42%	Yes	Yes	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Regal Contractors Inc (561) 906-7321 regalcontractorsinc@gmail.com	Landscape Structures Inc	Playground Installation	N/A	40%	No	No	No
	Playcore Branded Products	Playground Insallation	N/A	45%	No	No	No
	GameTime	Playground Installation	N/A	45%	No	No	No
	Playworld Systems Inc	Playground Installation	N/A	40%	No	No	No
	Henderson Recreation	Playground Installation	N/A	45%	No	No	No
	Miracle Recreation	Playground Installation	N/A	45%	No	No	No
	PlayPower/Little Tikes	Playground Installation	N/A	45%	No	No	No
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Top Line Recreation Inc. (386) 575-8359 info@toplinerec.com	BCI Burke Company	Playground Equipment,	7%	34%	Yes	In Catalog	In Catalog
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty



Playworx Playsets LLC (386) 697-4426 Tracy@playworx.com	Little Tikes	Playground Equipment,	10%	40%	Yes	In Catalog	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Rep Services, Inc (407) 831-9658 nathan@repervices.com	Landscape Structures Inc	Playground Equip	2%	50%	Yes	Yes	Yes
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Miller Recreation Equipment & Design (941) 792-4580 MRECFLA@TAMPABAY.RR.COM	Miracle Recreation Equip	Playground Equip	8-20%	27%	Yes	Yes	Yes
	Action Play	Boarders, Ramp Systems, Mats	5%	25%	No	No	No
	Elephant Play	Playgrounds	5%	25%	No	No	No
	Ultra Play	Playground Equip, Dog Parks	5%	27%	No	No	No
	UPC Parks	Nature Play	5%	27%	Yes	No	No
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playspace Services (321) 775-0600 info@playspaceservices.com	Playcraft Systems	Playground Equipment	N/A	37%	Digital Copy	Digital Copy	Digital Copy
	Dynamo Playgrounds	Playground Equipment	N/A	37%	Digital Copy	Digital Copy	Digital Copy
	SRP R3	Recycled Playground Equipment	N/A	37%	Digital Copy	Digital Copy	Digital Copy
	Free Note- Harmony Park	Musical Play Equipment	N/A	37%	Digital Copy	Digital Copy	Digital Copy
	ID Sculptures	Climb and Play Structures	N/A	60%	Digital Copy	Digital Copy	Digital Copy
	Childforms	Playground Sets,	N/A	37%	Digital Copy	Digital Copy	Digital Copy
	Ultra Play	Playground Equip, Dog Parks	N/A	37%	Digital Copy	Digital Copy	Digital Copy

SPLASH FEATURES, SKATE PARKS, OUTDOOR RECREATION							
Distributor	Manufacturer	Splash Features, Skate Parks, Outdoor Rec	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Bliss Products (904) 751-0830 dewitt@blissproducts.com	Compac Filtration	Pads, Structures, Filtration	5%	Priced Per Job	Yes	Request Quote	Priced Per Job
	Spohn Ranch/True Ride	Skate Park	5%	Priced Per Job	<a href="http://www.spohnranch.com">www.spohnranch.com</a>	Request Quote	On Website
	Waterworks International	Architectural Fountains, SplashPads	5%	Priced Per Job	<a href="http://www.waterworksinternational.com">www.waterworksinternational.com</a>	Request Quote	On Website
	Zeager	Wood Carpet, Synthetic Turf,	5%	Priced Per Job	Yes	Request Quote	On Website
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Advanced Recreational Concepts (321) 775-0600 info@arcflorida.com	Water Splash	Splash Parks	2%	75%	Yes	Digital Copy	Digital Copy
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playspace Services (321) 775-0600 info@playspaceservices.com	Water Splash Installation	Splash Parks	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Rep Services, Inc (407) 831-9658 nathan@repservices.com	Aquatix	Splash Pads, Water Playgrounds	2%	Included in price per SF	Yes	Yes	Yes

SPORTS & FITNESS EQUIPMENT							
Distributor	Manufacturer	Sports & Fitness Equipment	Discount Allowed from MRSP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Bliss Products (904) 751-0830 dewitt@blissproducts.com	Athletic Connection	Team Sports, Fitness, Facilities,	5%	Priced Per Job	Yes	In Catalog	In Catalog
	Burbank Netting	Safety Netting	5%	Priced Per Job	<a href="http://www.burbanksportnets.com">www.burbanksportnets.com</a>	Yes	On Website
	Colorado Time Systems	Scoreboards	5%	Priced Per Job	Yes	Request Quote	On Website
	Electro-Mech	Scoreboards	10%	Priced Per Job	<a href="http://www.electro-mech.com">www.electro-mech.com</a>	Yes	On Website
	Gared Sports	Team Sports, Fitness, Facilities,	10%	Priced Per Job	Yes	Yes	On Website
	GT Grandstands	Bleachers, Press Boxes, Benches	10%	Priced Per Job	Yes	Yes	On Website
	JayPro Sports	Team Sports, Fitness, Facilities,	5%	Priced Per Job	Yes	On Website	Varies Per Product
	Major Display Scoreboards	Scoreboards	5%	Priced Per Job	<a href="http://www.majordisplay.com">www.majordisplay.com</a>	Yes	On Website
	National Recreation Systems	Bleachers, Benches	5%	Priced Per Job	Yes	Yes	In Catalog
	Pro Mats	Netting, Padding, Equipment	5%	Priced Per Job	Yes	Yes	On Website
	Sandee Sod, Inc	(Support Services)	Priced per job	Priced Per Job	N/A	Request Quote	No Website
	Sportsplay	Sports Equip	5%	Priced Per Job	Yes	Yes	In Catalog
	Ultra-Action Fitness	Fitness Parks and Equipment	5%	Priced Per Job	Yes	Yes	In Catalog
	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Advanced Recreational Concepts (321) 775-0600 info@arcflorida.com	Sportsplay	Sports Equip	3%	75%	Yes	Digital Copy	Digital Copy
	Bison Sports	Sports Equip	3%	75%	Yes	Digital Copy	Digital Copy
	Action Fit	Outdoor Fitness Equip	3%	75%	Yes	Digital Copy	Digital Copy
	Paris Outdoor Fitness	Outdoor Fitness Equip	3%	75%	Yes	Digital Copy	Digital Copy

	JayPro Sports	Sports Equip	3%	75%	Yes	Digital Copy	Digital Copy
	GT Grandstands	Bleachers, Press Boxes, Benches	3%	75%	Yes	Digital Copy	Digital Copy
	Playspace Services	Installation Services	N/A	Per Discount Catalog	Yes	Digital Copy	Digital Copy
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Swartz Associates (813)-949-2288 mail@ParkPlayUSA.com</b>	National Recreation Systems	Bleachers, Benches	6%	35%	Yes	In Catalog	Yes
	JayPro Sports	Team Sports, Fitness, Facilities,	6%	35%	Yes	In Catalog	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Rosette Equipment Co. (904) 271-0561 jrose20@comcast.net</b>	Sportsplay	Sports Equip	13%	20%	No	No	??
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Greenfields Outdoor Fitness Inc (888) 315-9037 sam@greenfieldsfitness.com</b>	Greenfields Outdoor Fitness	Outdoor Fitness Equipment	2%	Varies	Yes	Yes	In Catalog
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Nevco Sports, LLC (618) 664-0360 sales@nevco.com</b>	Nevco Sports, LLC	Scoreboards	10% Minimum	Available upon Request	No	Yes	Yes
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Regal Contractors Inc (561) 906-7321 regalcontractorsinc@gmail.com</b>	Greenfields Outdoor Fitness	Fitness Equipment Installation	N/A	40%	No	No	No
	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
<b>Musco Sports Lighting LLC (800) 825-6030 musco.contracts@musco.com</b>	Musco Sports Lighting	Sports Lighting	Prices as listed	/	No	Yes	Yes
<b>Top Line Recreation Inc. (386) 575-8359 info@toplinerec.com</b>	<b>Manufacturer</b>	<b>Product</b>	<b>Discount Allowed from MSRP</b>	<b>Installation Discount</b>	<b>Catalog Provided</b>	<b>Current MSRP List Supplied</b>	<b>Warranty</b>
	Burke Fitness	Fitness Course	7%	34%	Yes	No	In Catalog
	Patterson-Williams Athletics	Sports Equip, Bleachers	5%	45%	Yes	In Catalog	In Catalog

	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
Playspace Services (321) 775-0600 info@playspaceservices.com	Sportsplay	Sports Equip Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Bison Sports	Sports Equip Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Action Fit	Outdoor Fitness Equip Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Paris Outdoor Fitness	Outdoor Fitness Equip Installation	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	JayPro Sports	Team Sports, Fitness, Facilities,	N/A	75%	Digital Copy	Digital Copy	Digital Copy
	Playcraft Systems	Fitness Equipment	N/A	37%	Digital Copy	Digital Copy	Digital Copy
	GT Grandstands	Bleachers, Press Boxes, Benches	N/A	75%	Digital Copy	Digital Copy	Digital Copy
Miller Recreation Equipment & Design (941) 792-4580 MRECFLA@TAMPABAY.RR.COM	Manufacturer	Product	Discount Allowed from MSRP	Installation Discount	Catalog Provided	Current MSRP List Supplied	Warranty
	Bison Sports	Sports Equip, Bleachers, Padding	5%	27%	Yes	No	Yes
	Douglas Sports	Sports Equipment	5%	27%	Yes	No	No

**RFP No. 18/19-2, VARIOUS EQUIPMENT AND AMENITIES FOR PARKS AND  
PLAYGROUNDS – SCOPE OF SERVICES**  
**(Provided by Parks and Recreation Department)**

**SCOPE:**

The purpose of this bid invitation:

1. Establish a firm, fixed percentage discount from manufacturer's and/or bidder's current catalog/supply/product information price list for the purchase of various equipment and amenities for parks and playgrounds as requested by the Clay County Division of Parks and Recreation. The County reserves the right to award to multiple bidders.
2. Establish a firm, fixed percentage of manufacturer's and/or bidder's current catalog/supply/product information price list, after applying the above requested discount for purchase, for the installation of various equipment and amenities. It is understood that bidder's current catalog/supply/product information price list are subject to change; however, percentages shall remain fixed. No extra charges or compensation will be allowed for installation above and beyond what has already been presented in your bid. If the bidder offers specialized catalogs, the catalogs must be submitted separately from any other catalog offered by the bidder.
3. This bid is also a means for qualifying vendors for ball park lighting services. Qualifying vendors will be requested to provide pricing on a project by project basis as defined in the method of ordering section of this bid utilizing prices provided in bid response. The qualified vendor(s) providing the lowest responsive quote will be awarded the project.
4. There is no guarantee any purchases will be made after award. Purchase orders will be issued subject to availability of funds.

**RESPONSIBILITY:**

Bidder shall be responsible for all labor, materials, equipment, supervision, off-loading, storage, and installation, of various equipment and amenities for parks and playground equipment or amenities ordered, unless otherwise specified by the County. The County may elect, in certain circumstances, to purchase only materials and have those materials installed by others (e.g., volunteers, County staff). These items will be shipped to a designated location and off-loaded by the bidder or bidder's representative.

**QUALIFICATION OF INSTALLERS:**

If a bidder utilizes a sub-contracted installer for any park or playground equipment, a list of sub-contracted installers must be included with their bid. Additionally, the bidder must supply WRITTEN FACTORY/MANUFACTURER CERTIFICATION that its installer, or its sub-contracted installer, is an authorized installer, certified to install various equipment and amenities for parks and playground equipment as required by each manufacturer.

**CATALOGS AND MANUFACTURER SUGGESTED RETAIL PRICE (MSRP) LISTS:**

Each bidder shall submit with this bid, at no charge, two (2) sets of each current catalog/supply/product information price list as well as current MSRP list for each catalog

submitted. All catalogs and/or MSRP lists shall clearly identify bidder's name, address and telephone number.

The vendor shall supply at no charge, two (2) sets of each then current catalog/supply/product information price list as well as current MSRP list for each catalog submitted upon price changes. At renewal time Vendor may request that new manufacturers be added. County reserves the right to approve or deny this request.

### **COMPLIANCE WITH LAWS AND CODES:**

Bidders must strictly comply with Federal, State and local building and safety codes. Equipment must meet all State and Federal safety regulations. The following publications (issue in effect on date of invitation to bid) shall form a part of this specification:

A. American Society for Testing and Materials (ASTM):

ASTM-F1487 Standards – Methods of testing Playground Equipment for Public Use.

ASTM-F1292 Standards - Method for testing various surfacing materials to determine their “critical height” (the fall height below which a life threatening head injury would not be expected to occur)

Copies may be obtained from the - American Society for Testing and Materials  
100 Barr Harbor Drive  
West Conshohocken, PA 19428

B. Consumer Product Safety Commission (CPSC) – printed Handbook for Public Playground Safety.

Copies may be obtained from the - US Consumer Product Safety Commission  
4330 East West Highway  
Bethesda, MD 20814  
(301) 504-7923

C. National Playground Safety Institute (NPSI) – identification of 12 leading causes of injuries on playgrounds.

Copies may be obtained from the - National Recreation and Park Association  
22377 Belmont Ridge Road  
Ashburn, VA 20148-4150  
(703) 858-0784

D. Americans with Disabilities Act (ADA) Regulations for Title III, Appendix A, Standards for Accessible Design, issued by the Department of Justice.

Copies may be obtained by calling: (800) 514-0301

Bidders certify that all products (materials, equipment, processes, age appropriate signage, or other items supplied in response to this bid) contained in its bid meet all Federal and State requirements, **Upon completion of installation of play equipment and/or playground surfacing, bidder shall furnish to the County a certificate so stating the equipment /surfacing and its installation meet all Federal and State requirements as outlined in the above publications.**

Bidders further certify that if the product(s) delivered and/or installed are subsequently found to be deficient in any of the aforementioned requirements in effect on date of delivery, all costs necessary to bring the product(s) and installation into compliance shall be borne by the bidder.

#### **INVOICING:**

Invoices may be issued once equipment, materials, and supplies are delivered and/or installed to the county's satisfaction. At a minimum, invoices must include: Purchase Order Number, Item Number and Description, Date of Shipment, Quantity Ordered, Unit Price, Unit of Measure, and a total for all purchases. Standard payment terms are Net 45 days per the Local Government Prompt Payment Act.

#### **TERMS OF CONTRACT:**

The term of bid award for various equipment and amenities for parks and playgrounds will be three (3) years, with two (2) one (1) year renewal options. Discounts from this solicitation shall prevail for the full duration of the contract and including subsequent extensions. County reserves the right to use other available bids or contracts when in the best interest of the County.

#### **METHOD OF ORDERING:**

The County may generate a Request for Quotation, on an "as needed" basis, for park and playground equipment and/or ball field lighting together with a request for additional services required to complete that project (see attached Quote sample sheet). The County reserves the right to send such Request for Quotation to any or all awarded bidders. The Request for Quotation can define the project exactly or the Request for Quotation can describe a desired end result, allowing the bidder to design the park or playground site.

After generating a Request for Quotation for a project, and before bidder's submission of its quotation in response to the Request for Quotation, the County may require requested bidder (s) to attend a site visit with County personnel to familiarize the bidder(s) with the site and determine additional services that may be required to complete the project. Bidders will be responsible for the accuracy of all fixed measurements.

The bidder's quotation in response to the Request for Quotation must contain each of the following:



- A detailed breakdown of the cost for the entire project. Descriptions of additional services related to the project, together with their price, shall also be listed.
- Include Catalog Name, Number and associated discount. When quoting projects where freight would be charged, those costs must be included in quote so freight charges can appear on the purchase order. Freight charges for equipment must be pre-paid and added to the invoice.
- Names of any and all subcontractors on the project. It is understood the bidder remains responsible for project completion and acceptance by the County. The County reserves the right to reject any quotation in response to a Request for Quotation if said quotation names a subcontractor who has, in the sole opinion of the County, previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award.
- Project Completion Date.
- Include an updated catalog, if needed and updated MSRP lists for the park and play equipment specifically quoted.

The County will generate purchase orders as a result of approved "Request for Quotations" submitted, at the sole discretion of the County. The County reserves the right to not award to any, or to use other available bids or contracts when in the best interest of the County.

#### **PROMOTIONAL PRICING:**

During the contract period, bidders shall extend any pricing offered on a "promotional" basis from the manufacturer to the county. It will be the bidder's responsibility to monitor said items and report any that are or will be offered at lower prices.

#### **SUPERVISION:**

A bidder's job supervisor/representative shall be on the work site at all times and be thoroughly knowledgeable of the materials, job requirements, plans, specifications and installation functions. Contractors shall be responsible for the appearance of all working personnel assigned to the project (clean and appropriately dressed at all times).

#### **JOB COMPLETION:**

Bidder/installer shall be responsible for all materials received and signed for from date of order to completion of job installation.

Bidder/installer shall be responsible for cleanup and removal of all debris resulting in job completion.

Bidder/installer shall be responsible for restoring the work site to its original condition at the completion of the project. This shall include re-sodding of the area affected by their work with sod which is of the same variety and quality as the surrounding sod. Where no sod exists prior to installation, the contractor shall restore grade to a level consistent with the surrounding grade.

### **RESPONSIBILITY FOR DAMAGES AND PRESERVATION OF PROPERTY:**

The bidder shall use due care to avoid damaging all property associated with, adjacent to, or in any way affected by the work being performed. The bidder shall be responsible for the protection of all buildings, structures, and utilities that are underground, above ground, or on the surface from their operations that may be hazardous and/or damaging to said facilities. Bidder shall leave work site in a neat and orderly fashion at the end of each work day. Any damage occurring to such items by bidder shall be immediately repaired or replaced to a condition at least equal to that which existed prior to the damage. All costs incurred for repair or replacement shall be borne by the successful bidder. Any damages not repaired or replaced by the bidder within ten (10) calendar days from notification will be fixed by the County or its contractor and the cost shall be paid by the bidder or deducted from their invoice.

### **VIOLATIONS/DEFAULT:**

In the event the awarded bidder(s) should violate any provisions of this bid, such bidder will be given written notice stating the deficiencies and given ten (10) days to correct deficiencies found. The County reserves the right to terminate any bid, contract, or purchase order at any time due to any violation.

In the event the awarded bidder(s) should breach this contract, the County reserves the right to seek all remedies in law and/or in equity. Failure of an awarded bidder to adhere to completion dates defined by bidder and County may result in no further purchase being made with such bidder under this Bid.

Bid Invitations Sent to the Following Companies for:  
RFP #18/19-2, Various Equipment And Amenities For Parks And Playgrounds

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Miracle Recreation – True North  
Musco  
Playmore Recreation Products  
REP Services  
Advanced Recreational Concepts  
Southern Recreation, Inc.  
J. Durgan Associates, Inc.  
Victor Stanley, Inc.  
Robertson Recreational Surfaces  
Recycled Plastic Factory, LLC  
Greenfields Outdoor Fitness, Inc.  
Gulf Coast Sports, LLC  
Bliss Products  
Apollo Sunguard Systems, Inc.  
Miller Recreation Equipment & Design, Inc.  
Dominica Recreation Products/Game Time  
Site Horizons  
M. Gay Constructors, Inc.  
Advanced Eco Designs  
Florida Playstructures, Inc.  
Seating Constructors UDS, Inc.  
Shell Scape of Florida, LLC  
ParknPool Corporation  
Prosales  
Hunter Knepshield Company  
Team C Sports  
Gary Yeomans Ford  
Kompan, Inc.  
BASCA, Inc.  
Qualite Sports Lighting  
Bill Fritz Sports Corporation  
American Park & Recreation  
Top Line Recreation  
Atlantic Coast Recreation  
Gopher Sports  
Foreverlawn Palm Beach  
Sail Shade Structures  
Park Warehouse  
Custom Canopies, Inc.  
Dynamo Playgrounds  
Precision Playgrounds  
Playworx Playsets, LLC  
Rosette Equipment Company  
Prime Vendor, Inc.  
Regal Contractors, Inc.  
No Fault Sport Group

Korkat Playgrounds & Site Amenities  
Construction Journal  
Wausau Tile, Inc.  
Project Innovations, Inc.  
Coast to Coast Recreation, LLC  
Vortex  
RCP Shelters, Inc.  
Sail Shade Structures  
Swartz Associates, Inc.  
Nevco  
Medley Sports Construction



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Committee

DATE:

FROM: Purchasing Dept.

SUBJECT: Approval to apply for a Department of State Historic Preservation Grant funding through the Division of Historical Resources for the Clay County Historical Courthouse Building Restoration Project. The grant requires a 50% match. The application deadline is June 1, 2019. Staff is still in the process of finalizing the grant application. (J. Householder)

AGENDA ITEM TYPE:

Is Funding Required (Yes/No):  
**Yes**

If Yes, Was the item budgeted (Yes/No/N/A):  
**Yes**

Matching funds will be paid pending approval of the FY19/20 budget.

Sole Source (Yes/No):  
**No**

Advanced Payment (Yes/No):  
**No**

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Administrative and Contractual Services	Thomas, Karen	Approved	5/15/2019 - 1:14 PM	
County Manager	Mock, Lorin	Approved	5/15/2019 - 2:38 PM	



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Committee

DATE:

FROM: Purchasing Dept.

SUBJECT:

Discussion regarding the following Agreements related to the SWEAT Program:

1. Program Director Services - Curtis Enterprises, LLC
2. Mentoring and Tutoring Services - Bright Minds Youth Development, Inc. (K. Thomas)

AGENDA ITEM TYPE:

---

**BACKGROUND INFORMATION:**

When the program was initially started the Board approved waiving the Purchasing Policy related to selecting William F. Curtis/Curtis Enterprises, LLC as the Program Director based on his experience with the Department of Juvenile Justices System.

A Request for Proposals was issued in FY 16/17 for Mentoring and Tutoring Services in which only 2 proposals were received. The proposal from K16 Ready Society, Inc. far exceeded the Program budget and was being offered by an out of State company. Bright Minds Youth Development, Inc. was award the bid and issued an Agreement.

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted (Yes/No/N/A):

**Yes**

Funding Source: Grant Funding

Sole Source (Yes/No):

**No**

Advanced Payment (Yes/No):

**No**

**REVIEWERS:**

Department	Reviewer	Action	Date	Comments
Administrative and Contractural Services	Thomas, Karen	Approved	5/15/2019 - 1:13 PM	
County Manager	Mock, Lorin	Approved	5/15/2019 - 2:38 PM	



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Board of County Commissioners

DATE: 5/17/2019

FROM: Teresa Capo

SUBJECT:

Approval of TDC Marketing Grant Applications for Ham Jam 2019 in the amount of \$2,200.00 and Clay County Veterans Event in the amount of \$1,000.00. Funding Source 109-1910-548005 (Tourism Development Fund - Tourism & Film Development - Reimbursement Grants) (K. Morgan)

AGENDA ITEM TYPE:

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**BACKGROUND INFORMATION:**

The Tourism Department Staff received two TDC Event Marketing Grant Applications. Using the Board approved scoring metrics for all TDC Event Marketing Grant awards, the Tourism Department Staff scored both applications in order to supply a recommendation at their May 15, 2019 TDC meeting.

At that meeting, the TDC awarded the following:

- Ham Jam 2019 - \$2,200
- Clay County Veterans Event - \$1,000

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted (Yes/No/N/A):

**Yes**

Funding Source: Tourism Development Fund - Tourism & Film Development - Reimbursement Grants

Account # 109-1910-548005 Amount - \$2,200.00 Ham Jam 2019

Account # 109-1910-548005 Amount - \$1,000.00 Clay County Veterans Event

Sole Source (Yes/No):

**No**

Advanced Payment (Yes/No):

**No**

ATTACHMENTS:

Description

- ▢ [CC Vet Application Public](#)
- ▢ [Ham Jam Application Public](#)

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Finance	Goodyemote, Angela	Approved	5/17/2019 - 11:52 AM	Item Pushed to Agenda

## Kimberly Morgan

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**From:** webform@claycountygov.com  
**Sent:** Thursday, May 09, 2019 3:32 PM  
**To:** Kimberly Morgan  
**Subject:** Clay County, FL: 2018/19 TDC Grant Application

A new entry to a form/survey has been submitted.

**Form Name:** 2018/19 Clay County TDC Grant Application  
**Date & Time:** 05/09/2019 3:31 PM  
**Response #:** 18  
**Submitter ID:** 20167  
**IP address:** 172.24.96.110  
**Time to complete:** 10 min. , 33 sec.

### Survey Details

Page 1

#### Clay County Tourist Development Council Grant Application 2018/19

(October 1, 2018 through September 30, 2019)

##### 1. General Organization Information

**Name of Organization** Clay County Veterans Services Department  
**Event Name** 3rd Annual Veterans Appreciation Day Event  
**Address** PO Box 1366  
**City** Green Cove Springs  
**State** Florida  
**Postal Code** 32043  
**Phone** (904) 278-3735  
**Website** claycountygov.com  
**Contact Name** Kimberley Glover  
**Contact Email Address** karen.thomas@claycountygov.com  
**Contact Phone** (904) 278-3735  
**Contact Cell Phone** (904) 540-3389

##### 2. Requesting Organization's Net Reported Assets in 2017

**Upload Document** last yr budget TDC.pdf

##### 3. Event Information

**Event Name** 3rd Annual Veterans Appreciation Day Event  
**Date(s) of Event** 09/28/2019  
**Time(s) of Event** 9:00-3:00  
**Location of Event** Moosehaven  
**Website** www.claycountygov.com

**Not acceptable:** To create goodwill within our community. OR To boost local awareness of our organization.

**Acceptable:** Create an event experience that will generate 100 room nights, a 30% increase over last year, by using a digital marketing campaign that will run 1 month prior to our event and will target southeast Georgia, Orlando and Tampa.

**6. 2018/19 Event Funding**

**Event Budget (both revenue and expenditures)** draft budget.pdf  
**Sponsorship Plan/Commitments** Sponsor list TDC.xlsx

**What alternative source of funding will you seek if your request is not eligible for funding?**  
Seek additional sponsorships.

**7. 2018/19 Event Marketing Plan**

**Include size/length of advertisement, distribution channel(s) used, when advertisement will appear, targeted audiences, etc.** Advertising Plan.pdf

**Visitor Survey**

Thank you,  
Clay County, FL

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CLAY COUNTY FLORIDA  
 DATE: 05/09/2019  
 TIME: 12:01:36

CLAY COUNTY BOCC FY 2019  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1  
 AUDIT21

SELECTION CRITERIA: orgn.fund='001' and expledgr.key\_orgn='1601'  
 ACCOUNTING PERIODS: 1/18 THRU 13/18

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPARTMENT,DIVISION,ACCOUNT

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PAGE BREAKS ON: DEPARTMENT

FUND - 001 - GENERAL FUND  
 DIVISION - 1601 - VETERANS SERVICE OFFICER

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES DESCRIPTION	CUMULATIVE BALANCE
001-550-553-1601-050-1601 - VETERANS SERVICE OFFICER								
512000		REGULAR SALARIES			.00	.00	.00 BEGINNING BALANCE	
10/04/17	11-1				48,226.00		POSTED FROM BUDGET SYSTEM	
10/10/17	19-1		20180030			331.00	P/R ACCRUAL FY 17	
10/10/17	19-1		20180028			-331.00	P/R ACCRUAL FY17	
10/10/17	19-1		20180029			331.00	REVERSAL OF JE20180028	
10/20/17	22-1					2,402.88	PAYROLL CHARGES	
11/02/17	22-2					1,615.38	PAYROLL CHARGES	
11/03/17	19-2		20180131			-37.50	OPT OUT PPE 10/17/17	
11/03/17	19-2		20180138			-37.50	OPT-OUT PPE 10/03/17	
11/16/17	22-2					1,615.38	PAYROLL CHARGES	
12/01/17	22-2					1,615.39	PAYROLL CHARGES	
12/14/17	22-3					1,999.99	PAYROLL CHARGES	
12/28/17	22-3					1,807.69	PAYROLL CHARGES	
01/11/18	22-4					1,807.69	PAYROLL CHARGES	
01/25/18	22-4					1,807.69	PAYROLL CHARGES	
02/08/18	22-5					1,807.69	PAYROLL CHARGES	
02/22/18	22-5					1,807.69	PAYROLL CHARGES	
03/08/18	22-6					1,807.69	PAYROLL CHARGES	
03/22/18	22-6					1,807.69	PAYROLL CHARGES	
04/05/18	22-7					1,807.69	PAYROLL CHARGES	
04/19/18	22-7					1,807.69	PAYROLL CHARGES	
05/03/18	22-8					1,807.69	PAYROLL CHARGES	
05/17/18	22-8					1,807.69	PAYROLL CHARGES	
06/01/18	22-8					1,807.69	PAYROLL CHARGES	
06/14/18	22-9					1,807.69	PAYROLL CHARGES	
06/28/18	22-9					1,807.69	PAYROLL CHARGES	
07/12/18	22-10					1,807.69	PAYROLL CHARGES	
07/26/18	22-10					1,807.69	PAYROLL CHARGES	
08/09/18	22-11					1,807.69	PAYROLL CHARGES	
08/23/18	22-11					1,807.69	PAYROLL CHARGES	
09/07/18	22-12					1,807.69	PAYROLL CHARGES	
09/20/18	22-12					1,807.69	PAYROLL CHARGES	
10/05/18	22-13					1,807.69	PAYROLL CHARGES	
10/09/18	19-13		20181655			-361.00	REVERSE P/R ACCRUAL	
TOTAL		REGULAR SALARIES			48,226.00	47,105.51	.00	1,120.49

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CLAY COUNTY BOCC FY 2019  
EXPENDITURE AUDIT TRAIL

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AUDIT21

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FUND - 001 - GENERAL FUND  
DIVISION - 1601 - VETERANS SERVICE OFFICER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
522000				RETIREMENT CONTRIBUTIONS	(cont'd)					
522000				RETIREMENT CONTRIBUTIONS		.00	.00	.00	BEGINNING BALANCE	
	10/04/17	11-1				3,850.00			POSTED FROM BUDGET SYSTEM	
	10/10/17	19-1		20180030			26.00		P/R ACCRUAL FY 17	
	10/10/17	19-1		20180028			-26.00		P/R ACCRUAL FY17	
	10/10/17	19-1		20180029			26.00		REVERSAL OF JE20180028	
	10/20/17	22-1					187.34		PAYROLL CHARGES-FRINGE	
	11/02/17	22-2					127.94		PAYROLL CHARGES-FRINGE	
	11/16/17	22-2					127.94		PAYROLL CHARGES-FRINGE	
	12/01/17	22-2					127.94		PAYROLL CHARGES-FRINGE	
	12/14/17	22-3					158.40		PAYROLL CHARGES-FRINGE	
	12/28/17	22-3					143.17		PAYROLL CHARGES-FRINGE	
	01/11/18	22-4					143.17		PAYROLL CHARGES-FRINGE	
	01/25/18	22-4					143.17		PAYROLL CHARGES-FRINGE	
	02/08/18	22-5					143.17		PAYROLL CHARGES-FRINGE	
	02/22/18	22-5					143.17		PAYROLL CHARGES-FRINGE	
	03/08/18	22-6					143.17		PAYROLL CHARGES-FRINGE	
	03/22/18	22-6					143.17		PAYROLL CHARGES-FRINGE	
	04/05/18	22-7					143.17		PAYROLL CHARGES-FRINGE	
	04/19/18	22-7					143.17		PAYROLL CHARGES-FRINGE	
	05/03/18	22-8					143.17		PAYROLL CHARGES-FRINGE	
	05/17/18	22-8					143.17		PAYROLL CHARGES-FRINGE	
	06/01/18	22-8					143.17		PAYROLL CHARGES-FRINGE	
	06/14/18	22-9					143.17		PAYROLL CHARGES-FRINGE	
	06/28/18	22-9					149.32		PAYROLL CHARGES-FRINGE	
	07/12/18	22-10					149.32		PAYROLL CHARGES-FRINGE	
	07/26/18	22-10					149.32		PAYROLL CHARGES-FRINGE	
	08/09/18	22-11					149.32		PAYROLL CHARGES-FRINGE	
	08/23/18	22-11					149.32		PAYROLL CHARGES-FRINGE	
	09/07/18	22-12					149.32		PAYROLL CHARGES-FRINGE	
	09/20/18	22-12					149.32		PAYROLL CHARGES-FRINGE	
	10/05/18	22-13					149.32		PAYROLL CHARGES-FRINGE	
	10/09/18	19-13		20181655			-30.00		REVERSE P/R ACCRUAL	
TOTAL				RETIREMENT CONTRIBUTIONS		3,850.00	3,781.33	.00		68.67
523000				HEALTH INSURANCE		.00	.00	.00	BEGINNING BALANCE	
	10/04/17	11-1				17,828.00			POSTED FROM BUDGET SYSTEM	
	11/02/17	22-2					37.50		PAYROLL CHARGES	
	11/03/17	19-2		20180131			37.50		OPT OUT PPE 10/17/17	

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CLAY COUNTY BOCC FY 2019

EXPENDITURE AUDIT TRAIL

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AUDIT21

SELECTION CRITERIA: orgn.fund='001' and expledgr.key\_orgn='1601'

ACCOUNTING PERIODS: 1/18 THRU 13/18

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FUND - 001 - GENERAL FUND

DIVISION - 1601 - VETERANS SERVICE OFFICER

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
523100	LIFE INSURANCE		(cont'd)						
03/22/18	22-6					2.16		PAYROLL CHARGES-FRINGE	
04/05/18	22-7					2.16		PAYROLL CHARGES-FRINGE	
04/19/18	22-7					2.16		PAYROLL CHARGES-FRINGE	
05/03/18	22-8					2.16		PAYROLL CHARGES-FRINGE	
05/17/18	22-8					2.16		PAYROLL CHARGES-FRINGE	
06/01/18	22-8					2.16		PAYROLL CHARGES-FRINGE	
06/14/18	22-9					2.16		PAYROLL CHARGES-FRINGE	
06/28/18	22-9					2.16		PAYROLL CHARGES-FRINGE	
07/12/18	22-10					2.16		PAYROLL CHARGES-FRINGE	
08/09/18	22-11					2.16		PAYROLL CHARGES-FRINGE	
08/23/18	22-11					2.16		PAYROLL CHARGES-FRINGE	
09/07/18	22-12					2.16		PAYROLL CHARGES-FRINGE	
09/20/18	22-12					2.16		PAYROLL CHARGES-FRINGE	
10/05/18	22-13					2.16		PAYROLL CHARGES-FRINGE	
TOTAL	LIFE INSURANCE				52.00	51.84	.00		.16
523200	DENTAL INSURANCE				.00	.00	.00	BEGINNING BALANCE	
10/04/17	11-1				194.00			POSTED FROM BUDGET SYSTEM	
10/20/17	22-1					7.52		PAYROLL CHARGES-FRINGE	
11/02/17	22-2					7.52		PAYROLL CHARGES-FRINGE	
11/16/17	22-2					7.52		PAYROLL CHARGES-FRINGE	
12/01/17	22-2					7.52		PAYROLL CHARGES-FRINGE	
12/14/17	22-3					7.52		PAYROLL CHARGES-FRINGE	
12/28/17	22-3					7.97		PAYROLL CHARGES-FRINGE	
01/11/18	22-4					7.97		PAYROLL CHARGES-FRINGE	
02/08/18	22-5					7.97		PAYROLL CHARGES-FRINGE	
02/22/18	22-5					7.97		PAYROLL CHARGES-FRINGE	
03/08/18	22-6					7.97		PAYROLL CHARGES-FRINGE	
03/22/18	22-6					7.97		PAYROLL CHARGES-FRINGE	
04/05/18	22-7					7.97		PAYROLL CHARGES-FRINGE	
04/19/18	22-7					7.97		PAYROLL CHARGES-FRINGE	
05/03/18	22-8					7.97		PAYROLL CHARGES-FRINGE	
05/17/18	22-8					7.97		PAYROLL CHARGES-FRINGE	
06/01/18	22-8					7.97		PAYROLL CHARGES-FRINGE	
06/14/18	22-9					7.97		PAYROLL CHARGES-FRINGE	
06/28/18	22-9					7.97		PAYROLL CHARGES-FRINGE	
07/12/18	22-10					7.97		PAYROLL CHARGES-FRINGE	
08/09/18	22-11					7.97		PAYROLL CHARGES-FRINGE	

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CLAY COUNTY BOCC FY 2019  
EXPENDITURE AUDIT TRAIL

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AUDIT21

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FUND - 001 - GENERAL FUND  
DIVISION - 1601 - VETERANS SERVICE OFFICER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
541100	TELEPHONE/COMMUNICATIONS (cont'd)									
	08/03/18	21-11		324337	904949 AT&T MOBILITY NA		53.84	.00	ATT CELL PHONES	
	09/07/18	21-12		325225	904949 AT&T MOBILITY NA		53.84	.00		
	10/17/18	25-13		180281		108.00			FROM OFFICE SUPPLIES	
	10/18/18	21-13		326584	904949 AT&T MOBILITY NA		53.84	.00	WIRELESS CHARGES	
TOTAL	TELEPHONE/COMMUNICATIONS					708.00	638.97	.00		69.03
541200	POSTAGE AND FREIGHT									
	10/04/17	11-1				.00	.00	.00	BEGINNING BALANCE	
	11/03/17	19-2		20180134		700.00			POSTED FROM BUDGET SYSTEM	
	11/21/17	25-2		180039		-300.00	4.29		POSTAGE EXP OCT 1-27/17	
	12/05/17	19-3		20180266			20.32		TO TELECOMMUNICATIONS	
	01/04/18	19-4		20180406			33.48		DIST POSTAGE EXP EACH DEP	
	01/16/18	19-4		20180459			9.21		POSTAGE 12/1-12/31/17	
	02/07/18	19-5		20180584			1.41		POST EXP 1/1-11/18	
	02/21/18	19-5		20180644			2.35		DISTRIBUTE EXP 1-12-2-18	
	03/07/18	19-6		20180708			12.84		DIST POSTAGE EXPENSE	
	04/03/18	19-7		20180852			4.50		POSTAGE EXP 2/16-3/5/18	
	04/17/18	19-7		20180916			15.79		DIST POSTAGE 3/19-1/18	
	05/01/18	19-7		20180976			9.78		DIST POSTAGE EACH DEPT	
	05/17/18	19-8		20181051			10.21		DISTRIE POST 4/16-29/18	
	06/06/18	19-9		20181135			32.23		DIST POSTAGE 4/30-5-13/18	
	06/20/18	19-9		20181186			4.70		VET SVC	
	07/03/18	19-10		20181242			10.67		VET SVC	
	07/18/18	19-10		20181307			6.58		VET SVC	
	08/08/18	19-11		20181388			31.25		VET SVC	
	08/24/18	19-11		20181472			19.47		VET SVC	
	09/06/18	19-12		20181525			15.03		VET SVC	
	09/21/18	19-12		20181590			5.17		VET SVC	
	10/04/18	19-13		20181646			48.63		DIST POST EXP 9/17-30/18	
TOTAL	POSTAGE AND FREIGHT					400.00	297.91	.00		102.09
543000	UTILITY SERVICES									
	10/04/17	11-1				.00	.00	.00	BEGINNING BALANCE	
TOTAL	UTILITY SERVICES					.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
546100	REPAIRS AND MAINTENANCE									
						.00	.00	.00	BEGINNING BALANCE	

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CLAY COUNTY FLORIDA  
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CLAY COUNTY BOCC FY 2019  
EXPENDITURE AUDIT TRAIL

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FUND - 001 - GENERAL FUND  
DIVISION - 1601 - VETERANS SERVICE OFFICER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
548200		VETERANS	DAY EVENT	(cont'd)						
	02/15/18	19-5		20180625			-50.00		HUNTER DOUGLAS/VA VENDOR	
	02/23/18	19-5		20180655			-50.00		CAMP CHOW/VA	
	02/23/18	19-5		20180655			-3,000.00		CAMP CHOW/VA	
	02/23/18	19-5		20180655			-250.00		CAMP CHOW/VA	
	03/02/18	19-6		20180702			-50.00		CHOW, VA, COPIES, RECORD	
	03/07/18	19-6		20180721			-50.00		VA DAY	
	03/07/18	19-6		20180721			-50.00		VA DAY	
	03/07/18	19-6		20180721			-3,000.00		VA DAY	
	03/07/18	19-6		20180721			-300.00		VA DAY	
	03/09/18	19-6		20180742			-2,000.00		CHOW, VA, RENT, REC FEE	
	03/12/18	19-6		20180750			-250.00		CAMP CHOW & VA	
	03/12/18	19-6		20180750			-50.00		CAMP CHOW & VA	
	03/15/18	19-6		20180766			-100.00		CAMP CHOW/VA	
	03/15/18	19-6		20180766			-100.00		CAMP CHOW/VA	
	03/15/18	17-6	20182085-01		905376 TRUGREEN			475.00	INSECT AND LAWN TREATMENT	
	03/15/18	17-6	20182086-01		905949 SPEEDPRO IMAGING			465.57	RETRACTABLE BANNER STANDS	
	03/21/18	17-6	20182138-01		904732 CLAY TODAY/CLAY			270.00	ADVERTISEMENT FOR MONTHLY	
	03/23/18	19-6		20180808			-100.00		CHOW, VA, & RETIREE	
	03/23/18	17-6	20182184-01		906267 FL TIMES UNION M			1,180.00	ADVERTISEMENT ON BASE 2 W	
	03/26/18	19-6		20180809			-50.00		CHOW, VA, RENTALS	
	03/26/18	19-6		20180809			-250.00		CHOW, VA, RENTALS	
	03/27/18	19-6		20180821			-500.00		CHOW,VA,RENT,CC JURY DUTY	
	03/28/18	17-6	20182221-01		906265 GOLF CAR SERVICE			200.00	4 GOLF CARTS FOR THE 2ND	
	03/28/18	17-6	20182222-01		905832 EVANS MEDIA SOUR			3,500.00	ENTERTAINMENT AND ASSISTA	
	03/28/18	17-6	20182223-01		906232 SPACE WALK OF JA			1,065.00	KIDS ZONE ITEMS FOR 2 ANN	
	03/28/18	17-6	20182224-01		906273 GEORGE L ASPINAL			600.00	PERFORMANCE DURING THE 2N	
	03/29/18	17-6	20182237-01		905949 SPEEDPRO IMAGING			1,311.97	BANNERS & SIGNS AND RETRA	
	04/02/18	17-6	20182258-01		100501 BRADFORD COUNTY			500.00	ADVERTISEMENT FOR 2ND ANN	
	04/03/18	21-7	20182085-01	320888	905376 TRUGREEN		75.00	-75.00	INSECT AND LAWN TREATMENT	
	04/03/18	21-7	20182085-01	320888	905376 TRUGREEN		175.00	-175.00	INSECT AND LAWN TREATMENT	
	04/03/18	21-7	20182086-01	320920	905949 SPEEDPRO IMAGING		465.57	-465.57	RETRACTABLE BANNER STANDS	
	04/03/18	21-7	20182138-01	320861	904732 CLAY TODAY/CLAY		270.00	-270.00	ADVERTISEMENT FOR MONTHLY	
	04/03/18	21-7	20182221-01	320947	906265 GOLF CAR SERVICE		200.00	-200.00	4 GOLF CARTS FOR THE 2ND	
	04/03/18	21-7	20182222-01	320916	905832 EVANS MEDIA SOUR		3,500.00	-3,500.00	ENTERTAINMENT AND ASSISTA	
	04/03/18	21-7	20182223-01	320944	906232 SPACE WALK OF JA		1,065.00	-1,065.00	KIDS ZONE ITEMS FOR 2 ANN	
	04/03/18	21-7	20182224-01	320950	906273 GEORGE L ASPINAL		600.00	-600.00	PERFORMANCE DURING THE 2N	
	04/04/18	19-7		20180856			-100.00		RENTALS/VA	
	04/04/18	19-7		20180856			-500.00		RENTALS/VA	
	04/04/18	17-7	20182282-01		905850 THE MORGAN COMPA			1,420.20	EVENT TOTE BAGS (1000) FO	

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CLAY COUNTY BOCC FY 2019  
EXPENDITURE AUDIT TRAIL

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ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
549100	OTHER CURRENT CHARGES (cont'd)									
	06/05/18	21-9	20182569-01	322593	905029 CARROT-TOP INDUS		395.68	-395.68	8 X 12" US FLAGS FOR CEME	
TOTAL						1,700.00	1,364.00	.00		336.00
549300	TRAINING & CERTIFICATION									
	10/04/17	11-1				400.00		.00	BEGINNING BALANCE	
	12/05/17	21-3		317796	906149 DISABLED AMERICA		70.00	.00	POSTED FROM BUDGET SYSTEM	
	06/01/18	21-8		322353	160000 CLAY CO CHAMBER		50.00	.00	SEMINAR	
	06/01/18	21-8		322353	160000 CLAY CO CHAMBER		50.00	.00	INDIVIDUAL TICKET	
	06/06/18	21-9		322671	906127 KIMBERLEY GLOVER		160.00	.00	INDIVIDUAL TICKET	
TOTAL						400.00	330.00	.00	TRAVEL EXPENSE	70.00
551000	OFFICE SUPPLIES									
	10/04/17	11-1				500.00		.00	BEGINNING BALANCE	
	11/21/17	25-2		180039		-200.00		.00	POSTED FROM BUDGET SYSTEM	
	01/08/18	21-4		318620	605979B OFFICE DEPOT BUS		80.70	.00	TO TELECOMMUNICATIONS	
	01/08/18	21-4		318620	605979B OFFICE DEPOT BUS		5.46	.00	OFFICE SUPPLIES	
	03/02/18	21-6		319950	605979B OFFICE DEPOT BUS		99.61	.00	OFFICE SUPPLIES	
	05/16/18	21-8		322070	605979B OFFICE DEPOT BUS		76.57	.00	OFFICE SUPPLIES	
	07/05/18	25-10		180160		300.00		.00	PAPER, TAPE ETC	
	07/06/18	21-10		323334	605979B OFFICE DEPOT BUS		76.97	.00	FROM PRINTING & BINDING	
	10/17/18	25-13		180281		-108.00		.00	OFFICE SUPPLIES	
TOTAL						492.00	339.31	.00	TO TELECOMMUNICATIONS	152.69
552000	OPERATING SUPPLIES									
	10/04/17	11-1				900.00		.00	BEGINNING BALANCE	
	11/17/17	17-2	20180846-02		906142 LYNCH PROMOTIONA			205.00	POSTED FROM BUDGET SYSTEM	
	11/21/17	21-2	20180846-02	317411	906142 LYNCH PROMOTIONA		217.58	-205.00	TABLECLOTH FOR VETERAN SE	
	12/28/17	21-3		318036	00901641 WINNING CONCEPTS		9.00	.00	TABLECLOTH FOR VETERAN SE	
	03/21/18	17-6	20182146-01		902991 LOGO X PRESS			60.96	NAME BADGES	
	04/10/18	21-7		321181	159500 CLAY COUNTY AUTO		81.85	.00	TWO CORNERSTONE POLO SHIR	
	06/01/18	21-8		322449	659015 PRIDE ENTERPRISE		29.00	.00	TITLE & TAG TRANSFER	
	07/03/18	21-10		323216	00901641 WINNING CONCEPTS		67.14	.00	BUSINESS CARDS	
	07/05/18	21-10	20182146-01	323392	902991 LOGO X PRESS		60.96	-60.96	PURCHASING STAMP	
	08/17/18	21-11		324739	659015 PRIDE ENTERPRISE		29.00	.00	TWO CORNERSTONE POLO SHIR	
TOTAL						900.00	494.53	.00	CLAY CO BUSINESS CARD	405.47

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Estimated Budget for 3rd Annual Veterans Appreciation Day Event:		
Revenue:		Total
County Promotional Budget	5,000.00	
County Budget plus reserves	16,068.00	
Sponsorship Funds	5,055.00	
Committed sponsor/donations (not received)	8,000.00	
<b>TOTAL REVENUES</b>		34,123.00
Expenses (estimates)		
Rental Fee	4,500.00	
Kid Zone	3,500.00	
Entertainment	4,500.00	
Marketing & Advertisment	5,000.00	
Portable Toilets	6,000.00	
Parade of Flags	150.00	
Sight and Sound (tents & sound system)	6,500.00	
Signage/Printed material (estimate)	1,000.00	
Golf Carts	250.00	
Dumpster	300.00	
Security	500.00	
		32,200.00
Current Net Income/Loss:		
Revenues	34,123.00	
Expenses	32,200.00	
Adjusted Account Balance	1,923.00	

**Advertising/Marketing Plan:**

Florida Times-Union

Clay Today

Bradford Telegraph

Starke Journal

Palatka Daily News

Neighbor to Neighbor

Action News Jax

First Coast News

WOKV Radio

WAY Radio in Green Cove Springs

Officials from the Cecil Field POW/MIA Memorial

Jaxairnews

Mayport

The Public Affairs officer at NAS Jacksonville

The Public Affairs officer at Camp Blanding and the Florida National Guard

Vietnam Veterans of America Florida State Council

Patriot Reader (based in St. Johns County)

Vets4Vets (based in Duval County)

VVA Florida State Council

St. Johns Veterans Council

Surrounding VSO offices (Baker, Bradford, Duval, Nassau, Putnam, St. Johns)

Surrounding Counties Local Paper (Baker, Bradford, Duval, Nassau, Putnam, St. Johns)

Social Media Outlets

Local Events

Local Meetings

Local Partners



**From:** [Kimberly Morgan](#)  
**To:** [Samantha Radomski](#)  
**Subject:** FW: Clay County, FL: 2018/19 TDC Grant Application  
**Date:** Monday, May 20, 2019 8:54:14 AM

---

Ham Jam 2019 Application I re-entered for compliance purposes.

Kimberly Morgan  
Director of Tourism & Film Development  
Clay County Board of County Commissioners  
P.O. Box 1366  
477 Houston Street  
Green Cove Springs, Florida 32043  
Phone: 904-278-3734  
Cell: 904-295-5802  
[www.exploreclay.com](http://www.exploreclay.com)  
[kimberly.morgan@claycountygov.com](mailto:kimberly.morgan@claycountygov.com)

**From:** webform@claycountygov.com [mailto:webform@claycountygov.com]  
**Sent:** Friday, May 17, 2019 4:44 PM  
**To:** Kimberly Morgan <Kimberly.Morgan@claycountygov.com>  
**Subject:** Clay County, FL: 2018/19 TDC Grant Application

A new entry to a form/survey has been submitted.

**Form Name:** 2018/19 Clay County TDC Grant Application  
**Date & Time:** 05/17/2019 4:44 PM  
**Response #:** 19  
**Submitter ID:** 20178  
**IP address:** 12.199.59.138  
**Time to complete:** 39 min. , 58 sec.

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#### Survey Details

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##### Page 1

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### Clay County Tourist Development Council Grant Application 2018/19

(October 1, 2018 through September 30, 2019)

#### 1. General Organization Information

<b>Name of Organization</b>	Frist Coast Ham Jam
<b>Event Name</b>	Ham Jam

<b>Address</b>	739 Duart Drive
<b>City</b>	Orange Park
<b>State</b>	Florida
<b>Postal Code</b>	32073
<b>Phone</b>	(904) 276-4746
<b>Website</b>	firstcoasthamjam.com
<b>Contact Name</b>	Ronnie Munsey
<b>Contact Email Address</b>	<a href="mailto:munsey69@att.net">munsey69@att.net</a>
<b>Contact Phone</b>	(904) 838-5530
<b>Contact Cell Phone</b>	(904) 838-5530

## 2. Requesting Organization's Net Reported Assets in 2017

Upload Document

## 3. Event Information

<b>Event Name</b>	First Coast Ham Jam
<b>Date(s) of Event</b>	10/17/19
<b>Time(s) of Event</b>	10:00 am
<b>Location of Event</b>	County Fairgrounds
<b>Website</b>	<a href="http://www.firstcoasthamjam.com">www.firstcoasthamjam.com</a>
<b>Projected Number of Event Attendees</b>	25000
<b>Local (Clay County) Attendees</b>	16000
<b>Out-of-Town Attendees</b>	9000
<b>Projected Number of Vendors</b>	100
<b>Projected Number of Hotel Room Nights</b>	300
<b>TDC Event Marketing Grant Request</b>	\$15,000

**What method was used to determine your projected numbers for this event?**

Historical data of previous Ham Jam events.

## 4. Event History

<b>Date of Past Event</b>	11/07/2007
<b>Location of Past Event</b>	Reynolds Park
<b>Number of Attendees</b>	2000
<b>Number of Vendors</b>	90
<b>Estimated Economic Impact</b>	\$2,500,000
<b>How did you estimate the economic impact?</b>	Clay County Chamber of Commerce
<b>Hotel Room Nights Generated by this Event</b>	300
<b>How many years has the event existed?</b>	20
<b>What method was used to capture the number of attendees?</b>	Ticket sales
<b>What method was used to capture the number of vendors?</b>	

Applications and rental fees from each vendor

**What method was used to capture the number of hotel room nights?**

In 2007, we didn't have the method of tracking hotels rooms, the hotels corresponded with Ham Jam verbally. However, promotional codes are available now and that is what we will be using to track rooms.

**Of the number of** 8850

**attendees, how many were**

**day visitors**

**(tourists/visitors from**

**outside of Clay County, but**

**not staying overnight in**

**hotels)?**

**5. 2018/19 Event Information**

**Share 3 Event Objectives (Must be SMART- Specific, Measurable, Achievable, Realistic/Relevant, Time-bound)**

submitted separately

**Not acceptable: To create goodwill within our community. OR To boost local awareness of our organization.**

**Acceptable: Create an event experience that will generate 100 room nights, a 30% increase over last year, by using a digital marketing campaign that will run 1 month prior to our event and will target southeast Georgia, Orlando and Tampa.**

**6. 2018/19 Event Funding**

**Event Budget (both** HamJam 2019.pdf  
**revenue and expenditures)**

**Sponsorship** HamJam 2019.pdf

**Plan/Commitments**

**What alternative source of funding will you seek if your request is not eligible for funding?**  
sponsorships

**7. 2018/19 Event Marketing Plan**

**Include size/length of** HamJam 2019.pdf  
**advertisement, distribution**  
**channel(s) used, when**  
**advertisement will appear,**  
**targeted audiences, etc.**

[Visitor Survey](#)

Thank you,  
**Clay County, FL**

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**This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.**

## 2019 Ham Jam

### Event Marketing Plan

#### Advertising

##### **Television**

Chnnel 4	50-15 sec spots
Channel 12	50-15 sec spots

##### **Radio**

WQIK	200-30 sec spots
WSOS	200-30 sec spots
WYKB	200-30 sec spots

##### **Written Advertisement**

Billboards	6 total @ 20'x30'
Flyers	3000 total @ 8 1/2" x 11"
Posters	100 Total @ 30" x 20"

## 2019 Ham Jam

### Projected Revenue:

Sponsorship	\$	50,000.00
Vendors	\$	15,000.00
Ticket Sales	\$	500,000.00
Bev Sales	\$	25,000.00
		<hr/>
	\$	585,000.00

### Projected Expenses:

#### Entertainment:

Easton Corbin	\$	40,000.00
Mark Chestnut	\$	20,000.00
Brett Meyers	\$	7,500.00
Entertainer Exp	\$	5,000.00
Lights, Sound & Stage	\$	15,000.00
Security	\$	35,000.00
Boy Scouts (Parking, Trash)	\$	5,000.00
Advertisement:	\$	25,000.00
Radio	\$	15,000.00
Television	\$	3,000.00
Billboards	\$	5,000.00
Adv. Admin. Supplies	\$	2,000.00
Catering	\$	7,500.00
C.O.G.S. (Beverages)	\$	5,000.00
C.O.G.S. (other)	\$	1,500.00
Lease	\$	5,500.00
Utilities	\$	4,500.00
Insurance	\$	3,000.00
Misc Supplies	\$	1,000.00
		<hr/>
	\$	205,500.00

## Sponsorship Commitments

First Coast Ham Jam

Sponsorship Sample package

## Ham Jam Sponsorship Target List

Fields Cadillac	Clay Electric
Hanaina Auto Group	North Florida Well Drilling
Rick Baker R/V	Orange Park Florist
Quality Mobile Homes	Orange Park Furniture
Metro PCS	Vallancourt Const.
Champion Brands	Prestige Builders
ST Vincents	Carlton Const.
OP Medical Center	Vystar Credit Union
WQIK Radio	Farm Credit
Coca Cola	Kileys Tire
Ronnies Wings	Clay county Tire
Reynolds Park	Miller Electric
Go Minis	Pats Nursery
Sam's Club	Community First Bank
Clay County Transmission	W W Gay
Holiday Inn	Sun Pass Florida
Simply Architectural	Custom Graphics
Winn Dixie	John Deer
Unicorn Web	Outhouse Portables
Budweiser	AA propane
State Farm Ins.	Thrasher Horn Center
Safe Touch Security	Partridge Well Drilling
Southern Enclosers	Burkhardt Sales
United Health	Zachs Mowers

**DuVal Fields CPA Group, PA**  
**428 Walnut Street**  
**Green Cove Springs, FL 32043**  
**(904) 269-1069**  
**info@duvalfields.com**

March 15, 2019

HAM JAM CHARITIES, INC.  
739 DUART DRIVE  
ORANGE PARK, FL 32073

Dear Client,

Enclosed is the 2017 U.S. Form 990-N, Electronic Notice for Tax-Exempt Organization not Required to File Form 990 or 990-EZ, for HAM JAM CHARITIES, INC. for the tax year ending October 31, 2018.

Your 2017 U.S. Form 990-N, Electronic Notice for Tax-Exempt Organization not Required to File Form 990 or 990-EZ, return will be electronically filed.

We very much appreciate the opportunity to serve you. If you have any questions regarding this return, please do not hesitate to call.

Sincerely,

Stephen J. DuVal, CPA, MBA, CVA, CBM

Form **990-N**

**Electronic Notice (e-Postcard) for  
Tax-Exempt Organization Not Required to File  
Form 990 or 990-EZ**

**2017**

**For Electronic Filing Only  
DO NOT MAIL -- e-POSTCARD WILL BE SENT FOR YOU**

Small tax-exempt organization with gross receipts of \$50,000  
or less is required to use this form per enactment of the  
Pension Protection Act of 2006 (PPA)

For calendar year 2017, or tax year  
beginning Nov 1, 2017, ending Oct 31, 2018

**Part I – Identifying Information**

Name of Organization . . . . . HAM JAM CHARITIES, INC.

Address . . . . . 739 DUART DRIVE

Room/Suite . . . . . \_\_\_\_\_

City . . . . . ORANGE PARK

State . . . . . FL

ZIP Code . . . . . 32073

Employer Identification Number . . 54-2080372

**Part II – Required Information**

- A ☒ Check this box to verify that organization's annual receipts are normally \$50,000 or less  
**Note: Not eligible to file Form 990-N if gross receipts are more than \$50,000**

- B Other Names Organization is Doing Business As

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C Website: . . . \_\_\_\_\_

- D Principal Officer of the Organization . . . . . RONNIE MUNSEY

Person . . . . ☒ Business . . . . ☐

Address . . . . . 739 DUART DRIVE

City . . . . . ORANGE PARK State . FL ZIP Code . . 32073

Foreign Country . . . . \_\_\_\_\_

- E ☐ Check this box if organization is going out of business

Form 990-N, also known as the e-Postcard, must be filed  
electronically with the Internal Revenue Service. There will be no  
paper form accepted by the Internal Revenue Service.

**Do Not** mail this form to the Internal Revenue Service.





# Ham Jam



## FLORIDA'S OFFICIAL BBQ COOKING CONTEST

**Ham Jam Charities Inc.  
739 Duart Dr.  
Orange Park FL, 32073**

**We are proud to announce that the First Coast Ham Jam Festival will be at our new home in beautiful Green Cove Springs, at the Clay county Fair Grounds on October 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2019. We thank Kimberly Morgan and The Board of County Commissioners for making it happen.**

**We are also proud to announce that the cooking contest rules will still apply with some modifications. This year we are offering four categories, pork shoulder or Boston Butt, {either or}, Pork, Ribs, Brisket and Chicken. Cook teams must enter all four categories to be eligible for the grand championship. We are expecting teams from all over the southeast to compete for trophies and prize money in Florida's Official BBQ Cooking contest.**

**This year we will triple the vendors and exhibits, and Ham Jam coordinators are working to make this the best event ever.**

**With over 40,000 expected to attend this year it will be overwhelming.**

**As always, all charities and non-profit organizations are welcome to come in and participate at no charge.**

**What an excellent marketing opportunity for sponsors.**

- 1 Making a presence in the community.**
- 2 Region wide product exposure.**
- 3 Multi-audience focus.**
- 4 Name association with a well established family event.**
- 5 Unlimited promotional opportunities.**
- 6 Customer relation's opportunities.**
- 7 Continuous expansion and improvement.**

**Visit our web Site at [firstcoasthamjam.com](http://firstcoasthamjam.com)**

**We look forward to seeing you at the 2019 First Coast Ham Jam.**



# Ham Jam



## FLORIDA'S OFFICIAL BBQ COOKING CONTEST

**To: Hanania Auto Group**

**From: Ronnie Munsey**

**Subject: Sponsor and advertising Package's for The First Coast Ham Jam Festival.**

**October 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2019.**

**As A Sponsor of The First Coast Ham Jam Festival your company will receive the following.**

- ◆ **Exclusivity for 2020.**
- ◆ **First right of refusal for 2020.**
- ◆ **1 03'x 25' Banner above the stage.**
- ◆ **Banner Rights and live PA announcements on site throughout the events.**
- ◆ **MENTIONS IN All Advertising on radio stations WQIK 99.1, and WYKB FM Jax Country 105.3 three weeks prior to the event.**
- ◆ **Logo on Six Billboards throughout Duval, Clay, and St John's Counties.**
- ◆ **Headlining on The Sponsor Board.**
- ◆ **Headlining in all newspaper print.**
- ◆ **20 General Admission Tickets ALL FOUR DAYS**
- ◆ **4 'Meet & Greet' passes for each concert.**
- ◆ **On site display.**
- ◆ **10 Parking Passes for each day.**
- ◆ **Admission for 10 guest to the VIP party friday October 18<sup>th</sup>, Dinner and cocktails included.**

**Total Value: \$50,000.00**

**Total Investment: \$25,000.00**

**Approved by: \_\_\_\_\_**

**Ham Jam Coordinator: \_\_\_\_\_**



# Ham Jam



FLORIDA'S OFFICIAL BBQ COOKING CONTEST

## Ham Jam's, Twenty First Anniversary

**To: Our Valued Sponsor**

**From: Ronnie Munsey**

**Subject: Sponsorship and Advertising Package for the Twenty First annual First Coast Ham Jam Festival, October 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, and 20th 2019.**

**As a sponsor your company will receive the following:**

- ◆ **Banner Rights and live PA announcements on site throughout the event.{4 days} (Sponsor provides banner)**
- ◆ **2 Two VIP Invitations Includes, two cocktails per person and Dinner with VIP seating for the concert Friday October 18<sup>th</sup> entertainment TBA.**

<b>Total Value:</b>	<b>\$1,500.00</b>
<b>Total Investment:</b>	<b>\$500.00</b>

**Approved by: \_\_\_\_\_**

**Ham Jam Coordinator: \_\_\_\_\_**



# Ham Jam



## FLORIDA'S OFFICIAL BBQ COOKING CONTEST HAM JAM'S TWENTY FIRST ANNIVERSARY

TO: OUR VALUED SPONSOR

FROM: TRESA CALFEE

SUBJECT: SPONSORSHIP AND ADVERTISING PACKAGE FOR THE FIRST  
COAST HAM JAM FESTIVAL OCTOBER 17TH, 18TH, 19TH, AND 20TH,  
2019

AS A SPONSOR YOUR COMPANY WILL RECEIVE THE FOLLOWING

- BANNER RIGHTS AND LIVE PA ANNOUNCEMENTS THROUGH  
OUT THE FOUR DAY FESTIVAL SPONSOR PROVIDES BANNER
- TWO VIP INVITATIONS INCLUDES, TWO COCKTAILS PER  
PERSON AND DINNER, WITH VIP SEATING FOR THE CONCERT  
FRIDAY OCTOBER 18<sup>TH</sup>, ENTERTAINMENT TBA.
- FOUR GENERAL ADMISSION TICKETS INCLUDES RIDES AND  
CONCERT.
- TWO VIP PARKING PASSES

TOTAL VALUE:                      \$ 2000.00

TOTAL INVESTMENT              \$1000.00





# Ham Jam



## FLORIDA'S OFFICIAL BBQ COOKING CONTEST

**To: Our valued sponsor**

**From: Ronnie Munsey**

**Subject: sponsorship and advertising package for the Twenty First annual First Coast Ham Jam October 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2019.**

**As a Sponsor of the First Coast Ham Jam Festival your company will receive the following:**

- ◆ **Banner Rights and live PA announcements on site throughout the 4 day event. (Sponsor provides banners)**
- ◆ **Inclusion on sponsor board**
- ◆ **Two VIP Invitations includes, two cocktails per person and dinner with VIP seating for the concert Friday October 18<sup>th</sup> entertainment TBA.**
- ◆ **Four General Admission Tickets.**
- ◆ **On site display (booth).**

<b>Total Value:</b>	<b>\$3,500.00</b>
<b>Total Investment:</b>	<b>\$2,000.00</b>

**Approved by: \_\_\_\_\_**

**Ham Jam Coordinator: \_\_\_\_\_**



# Ham Jam



## FLORIDA'S OFFICIAL BBQ COOKING CONTEST

**To: Our Valued Sponsor**

**From: Ronnie Munsey**

**Subject: Sponsorship and Advertising Package for the Twenty First Annual First Coast Ham Jam Festival: October 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2019.**

**As a sponsor of The First Coast Ham Jam Festival your company will receive the following:**

- ◆ **Banner Rights and live PA announcements on site throughout the event. (Sponsor provides banners)**
- ◆ **Mentions on Radio stations WQIK, and WYKB – FM.**
- ◆ **Inclusion on The Sponsor Board.**
- ◆ **Inclusion in all newspaper print. Includes Logo**
- ◆ **4 General Admission Tickets with VIP seating for the concert Friday October 18<sup>th</sup> Entertainment TBA**
- ◆ **On site display (booth).**
- ◆ **2 VIP Parking Passes**
- ◆ **Admission for 4 guest at the VIP party Friday October 18<sup>th</sup>,**

**Total Value:**

**\$6,000.00**

**Total Investment**

**\$2,500.00**

**Approved by: \_\_\_\_\_**

**Ham Jam Coordinator: \_\_\_\_\_**



# Ham Jam



## FLORIDA'S OFFICIAL BBQ COOKING CONTEST

**To: Our valued sponsor**

**From: Ronnie Munsey**

**Subject: Sponsorship and Advertising Package for the Twenty-first Annual First Coast Ham Jam Festival October 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2019.**

**As a sponsor of The First Coast Ham Jam Festival your company will receive the following.**

- ◆ **Exclusivity for 2019**
- ◆ **Banner Rights and live PA announcements on site throughout the event**
- ◆ **Mentions on radio stations WQIK 99.1, WYKB – FM JAX Country 105.3 two weeks prior.**
- ◆ **Inclusion on the Sponsor Board.**
- ◆ **Inclusion in all newspaper print. Includes logo**
- ◆ **10 General Admission Tickets. Friday and Saturday Oct.18<sup>th</sup>, and 19<sup>th</sup>,**
- ◆ **On site display (booth).**
- ◆ **Two 'meet & Greet passes each day entertainers TBA.**
- ◆ **4 VIP parking passes.**
- ◆ **Admission for 4 guests at the VIP party Friday October 18<sup>th</sup>, 2019.**

**Total Value: \$20,000.00**

**Total Investment \$5,000.00**

**Approved by: \_\_\_\_\_**

**Ham Jam Coordinator: \_\_\_\_\_**



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Finance and Audit Committee

DATE: 5/17/2019

FROM: Courtney K. Grimm

SUBJECT:

Approval of the Interlocal Agreement for Reimbursement of Property Appraiser (Stormwater Maintenance MSBU). The purpose of this Agreement is for the County and the Property Appraiser to establish and agree upon the undertaking of their mutual responsibilities pursuant to Section 197.3632, Florida Statutes, in order for the County to implement the Uniform Method for the notice, levy, collection, and enforcement of certain non-ad valorem assessments herein described; and to provide for reimbursement and payment by the County to the Property Appraiser for all necessary administrative costs incurred by the Property Appraiser in such activity as provided in said statute. Funding Source: 101-3701-546100 (Transportation Trust Fund / Streets & Drainage / R&M) (C. Grimm)

AGENDA ITEM TYPE:

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted (Yes\No\N/A):

**Yes**

Funding Source: 101-3701-546100 (Transportation Trust Fund / Streets & Drainage / R&M)

Sole Source (Yes\No):

**No**

Advanced Payment (Yes\No):

**No**

ATTACHMENTS:

Description

▢ [Property Appraiser Agt Stormwater MSBU 2019 Public](#)

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Grimm, Courtney K.	Approved	5/17/2019 - 4:19 PM	
County Manager	Slaybaugh, Jaclyn	Approved	5/17/2019 - 4:23 PM	



**INTERLOCAL AGREEMENT FOR REIMBURSEMENT OF PROPERTY APPRAISER  
(STORMWATER MAINTENANCE MSBU)**

This Interlocal Agreement for Reimbursement of Property Appraiser (the "Agreement") is made and entered into as of \_\_\_\_\_, 2019, by Clay County, a political subdivision of the State of Florida (the "County"), and Roger A. Suggs, in his official capacity as Property Appraiser of Clay County, Florida (the "Property Appraiser").

Now therefore, in consideration of the mutual promises, covenants, representations, and agreements contained herein, together with the ten dollars (\$10.00) and other good and valuable consideration exchanged between the parties, the parties to this Agreement do undertake, promise and agree for themselves, and their successors as follows:

**ARTICLE I**

Section 1.01. Findings, Recitals and Acknowledgments. It is hereby ascertained, determined and declared by the County that:

(a) the County is authorized to impose non-ad valorem assessments and by appropriate resolution has expressed its intent to use the uniform method of levy, collection and enforcement of non-ad valorem assessments as provided in Section 197.3632, Florida Statutes, under which assessments are included on an assessment roll and certified, in a compatible electronic medium tied to the property identification number, by the County to the Tax Collector for merging with the ad valorem tax roll, for collection by utilizing the tax notice provisions described in Section 197.3635, Florida Statutes, and for sale of tax certificates and tax deeds under the non-payment provisions of the ad valorem tax laws (the "Uniform Method");

(b) the Uniform Method, with its enforcement provisions including the use of tax sale certificates and tax deeds to collect delinquent annual payments, is less expensive and more equitable to the delinquent landowner than the traditional lien and foreclosure methodology;

(c) the Uniform Method will provide for more efficient collection by virtue of the assessment being on the tax notice issued by the Tax Collector and will produce positive economic benefits to the affected landowners and the County;

(d) the Uniform Method will promote local government accountability;

(e) this Agreement is intended to conform with the requirements of Section 197.3632, Florida Statutes, that the County and the Property Appraiser enter into a written agreement providing for reimbursement of necessary administrative and actual costs incurred as a result of the use of the Uniform Method, such administrative and actual costs including, but not being limited to those costs associated with personnel, forms, supplies, data processing, computer equipment and programming;

(f) the duties of the Property Appraiser under Section 197.3632, Florida Statutes, are ministerial; and,

(g) this Agreement is entered into in order to allow for the use of the Uniform Method relative to non-ad valorem assessments to be imposed and levied by the County for stormwater maintenance within the unincorporated area of Clay County, said area being more particularly described in Resolution No. 18/19-20 adopted by the Board of County Commissioners of the County on December 11, 2018.

Section 1.02. Incorporation. The findings, recitals and acknowledgments contained herein are true, correct and incorporated into this Agreement.

## **ARTICLE II**

Section 2.01. Purpose. The purpose of this Agreement is for the County and the Property Appraiser to establish and agree upon the undertaking of their mutual responsibilities pursuant to Section 197.3632, Florida Statutes, in order for the County to implement the Uniform Method for the notice, levy, collection, and enforcement of certain non-ad valorem assessments herein described; and to provide for reimbursement and payment by the County to the Property Appraiser for all necessary administrative costs incurred by the Property Appraiser in such activity as provided in said statute.

## **ARTICLE III**

Section 3.01. Compliance With Laws and Regulations. The parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments, and any ordinance promulgated by the County, not inconsistent with, nor contrary to, the provisions of Sections 197.3632 and 197.3635, Florida Statutes, as amended, and any applicable rules, including Rule 12D-18, Florida Administrative Code, duly promulgated by the Florida Department of Revenue.

## **ARTICLE IV**

Section 4.01. Duties and Responsibilities of the County. The County shall:

- (a) be solely responsible for imposing and levying valid non-ad valorem assessments;
- (b) reimburse the Property Appraiser for the necessary administrative costs incurred by the Property Appraiser in performing his duties under this Agreement. Said costs are more particularly provided for in Rule 12D-18.004(2), Florida Administrative Code, and Section 197.3632, Florida Statutes.
- (c) to the extent not prohibited by law, hold the Property Appraiser harmless from any liability he may incur arising out of any court action brought against him by any third party challenging the validity of the non-ad valorem assessments levied by the County, including but not limited to attorneys fees and costs incurred by the Property Appraiser in the defense thereof;

provided, the Property Appraiser must first notify the County Attorney promptly upon receipt of a summons and complaint or any other process served on him in said action, simultaneously providing a copy thereof to the County Attorney, and the County reserves the right to provide competent counsel at its expense to represent the Property Appraiser in such action, and to directly pay all reasonable costs and expenses associated therewith. If the County exercises such right and performs in accordance therewith, the Property Appraiser may nevertheless retain his own counsel to represent him in the action, but all expenses associated therewith, including fees and costs, shall be borne solely by him, and the hold harmless provisions hereof for any liability and for such fees and costs shall not apply. Moreover, the hold harmless provisions hereof shall not apply in the event either (1) the Property Appraiser does not reasonably cooperate with and assist the County in defending the suit challenging the validity of the assessment, or (2) the Property Appraiser brings an action directly against the County pertaining to the assessment.

(d) make all reimbursement or payment to the Property Appraiser hereunder in accordance with the Florida Prompt Payment Act, Chapter 278, Part VII, Florida Statutes, or its successor in function.

(e) designate and authorize a person, other than the Property Appraiser, to receive and process any request for changes, modifications or corrections to the subject non-ad valorem assessment roll, and if necessary, file with the Property Appraiser an appropriate certificate of correction.

Section 4.02. Duties and Responsibilities of the Property Appraiser. The Property Appraiser shall:

(a) annually by June 1 provide to the County at least the following information by compatible electronic medium: (1) the legal description of the property affected by the levy, (2) the names and addresses of the owners of such property, (3) the property identification number of each parcel in a manner that conforms to the format of the ad valorem tax roll submitted to the Department of Revenue.

(b) although the Property Appraiser is not required by law to submit information other than items (1), (2), and (3) in paragraph (a) of this Section, furnish to the County other information as is found on the ad valorem roll submitted to the Department of Revenue as requested by the County 60 days prior to each June 1; and,

(c) provide to the County a written itemized statement of any necessary administrative costs incurred by the Property Appraiser for which reimbursement is sought, and allow the County to audit back up material supporting the same; provided, the Property Appraiser in his discretion may elect not to seek reimbursement for any of the duties provided herein.

## ARTICLE V

Section 5.01. Term. The term of this Agreement shall commence upon the date first above written and shall run through the end of the collection period for the non-ad valorem assessments levied for the upcoming fiscal year. This Agreement shall be automatically renewed thereafter, for successive one year periods, to run through the end of each collection period for assessments imposed in subsequent years. However, the County shall inform the Property Appraiser and the Tax Collector and the Florida Department of Revenue by January 10 in any calendar year the County intends to discontinue using the Uniform Method of collecting the non-ad valorem assessments referred to in this Agreement. Either the County or the Property Appraiser may terminate this Agreement upon thirty days' written notice to the other.

## ARTICLE VI

Section 6.01. Compensation and Reimbursement. In consideration of the performance of the various duties and tasks of the Property Appraiser provided under Section 4.02 hereof, the Property Appraiser shall be entitled to compensation for administrative costs for which an itemized statement is submitted as provided under Section 4.02(c) hereof.

**IN WITNESS WHEREOF**, the County and the Property Appraiser have executed and delivered this Agreement as the date first above written.

County:

Clay County, a political subdivision of the  
State of Florida

By: \_\_\_\_\_  
Mike Cella, Its Chairman

Attest:

\_\_\_\_\_  
Lorin L. Mock Acting County Manager and  
Clerk of the Board of County Commissioners

Property Appraiser:

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Roger A. Suggs in his official capacity as  
Property Appraiser of Clay County, Florida

Ordinances/stormwater msbu/2018-creation/propertyappraiser agt



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Finance and Audit Committee

DATE: 5/17/2019

FROM: Courtney K. Grimm

SUBJECT:

Approval of the Interlocal Agreement for Reimbursement of Tax Collector (Stormwater Maintenance MSBU). The purpose of this Agreement is for the County and the Tax Collector to establish and agree upon the undertaking of their mutual responsibilities pursuant to Section 197.3632, Florida Statutes, in order for the County to implement the Uniform Method for the notice, levy, collection, and enforcement of certain non-ad valorem assessments herein described; and to provide for reimbursement and payment by the County to the Tax Collector for all necessary administrative and collection costs incurred by the Tax Collector in such activity as provided in said statute. Funding Source: 101-3701-546100 (Transportation Trust Fund / Streets & Drainage / R&M) (C. Grimm)

AGENDA ITEM TYPE:

Is Funding Required (Yes/No):

**Yes**

If Yes, Was the item budgeted (Yes\No\N/A):

**Yes**

Funding Source: 101-3701-546100 (Transportation Trust Fund / Streets & Drainage / R&M)

Sole Source (Yes\No):

**No**

Advanced Payment (Yes\No):

**No**

ATTACHMENTS:

Description

▢ [Interlocal Agreement for Reimbursement of Tax Collector\\_Public](#)

REVIEWERS:

Department	Reviewer	Action	Date	Comments
County Attorney	Grimm, Courtney K.	Approved	5/17/2019 - 4:20 PM	
County Manager	Slaybaugh, Jaclyn	Approved	5/17/2019 - 4:23 PM	

**INTERLOCAL AGREEMENT FOR REIMBURSEMENT OF TAX COLLECTOR  
(STORMWATER MAINTENANCE MSBU)**

This Interlocal Agreement for Reimbursement of Tax Collector (the “Agreement”) is made and entered into as of \_\_\_\_\_, 2019, by and between Clay County, a political subdivision of the State of Florida (the “County”), and Jimmy Weeks, in his official capacity as Tax Collector of Clay County, Florida (the “Tax Collector”).

Now therefore, in consideration of the mutual promises, covenants, representations, and agreements contained herein, together with the sum of ten dollars (\$10.00) and other good and valuable consideration exchanged between the parties, the parties to this Agreement do undertake, promise and agree for themselves, and their successors as follows:

**ARTICLE I**

Section 1.01. Findings, Recitals, and Acknowledgments. It is hereby ascertained, determined and declared by the parties that:

(a) the County is authorized to impose non-ad valorem assessments and by appropriate resolution has expressed its intent to use the uniform method of levy, collection and enforcement of non-ad valorem assessments as provided in Section 197.3632, Florida Statutes, under which assessments are included on an assessment roll and certified, in a compatible electronic medium tied to the property identification number, by the County to the Tax Collector for merging with the ad valorem tax roll, for collection by utilizing the tax notice provisions described in Section 197.3635, Florida Statutes, and for sale of tax certificates and tax deeds under the non-payment provisions of the ad valorem tax laws (the “Uniform Method”);

(b) the Uniform Method, with its enforcement provisions including the use of tax sale certificates and tax deeds to collect delinquent annual payments, is less expensive and more equitable to the delinquent landowner than the traditional lien and foreclosure methodology;

(c) the Uniform Method will provide for more efficient collection by virtue of the assessment being on the tax notice issued by the Tax Collector and will produce positive economic benefits to the affected landowners and the County;

(d) the Uniform Method will promote local government accountability;

(e) this Agreement is intended to conform with the requirements of Section 197.3632, Florida Statutes, that the County and the Tax Collector enter into a written agreement providing for reimbursement of necessary administrative and actual costs incurred as a result of the use of the Uniform Method, such administrative and actual costs including, but not being limited to those costs associated with personnel, forms, supplies, data processing, computer equipment and programming;



(f) the duties of the Tax Collector under Section 197.3632, Florida Statutes, are ministerial;

(g) this Agreement is entered into in order to allow for the use of the Uniform Method relative to non-ad valorem assessments to be imposed and levied by the County for stormwater maintenance within the unincorporated area of Clay County, said area being more particularly described in Resolution No. 18/19-20 adopted by the Board of County Commissioners of the County on December 11, 2018; and

(h) Section 197.3632(7), Florida Statutes, provides that the County shall bear all costs associated with any separate notice mailed thereunder in the event the Tax Collector is unable to merge a non-ad valorem assessment roll with the ad valorem tax roll to produce a combined notice under Section 197.3635, Florida Statutes.

Section 1.02. Incorporation. The findings, recitals and acknowledgments contained herein are true, correct and incorporated into this Agreement.

## **ARTICLE II**

Section 2.01. Purpose. The purpose of this Agreement is for the County and the Tax Collector to establish and agree upon the undertaking of their mutual responsibilities pursuant to Section 197.3632, Florida Statutes, in order for the County to implement the Uniform Method for the notice, levy, collection, and enforcement of certain non-ad valorem assessments herein described; and to provide for reimbursement and payment by the County to the Tax Collector for all necessary administrative and collection costs incurred by the Tax Collector in such activity as provided in said statute.

## **ARTICLE III**

Section 3.01. Compliance With Laws and Regulations. The parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments, and any ordinance promulgated by the County, not inconsistent with, nor contrary to, the provisions of Sections 197.3632 and 197.3635, Florida Statutes, as amended, and any applicable rules, including Rule 12D-18, Florida Administrative Code, duly promulgated by the Florida Department of Revenue.

## **ARTICLE IV**

Section 4.01. Duties and Responsibilities of the County. The County shall:

- (a) be solely responsible for imposing and levying valid non-ad valorem assessments;
- (b) cooperate with the Tax Collector to implement the Uniform Method of notice, levy, collection and enforcement of the subject non-ad valorem assessment roll, pursuant to, and consistent with, all the provisions of Chapter 197 and, specifically, Sections 197.3632 and 197.3635, Florida Statutes, as amended;

(c) reimburse the Tax Collector for the necessary administrative costs incurred by the Tax Collector in performing the duties under this Agreement. Said costs include those provided for in Rule 12D-18.004(2), Florida Administrative Code, and in Section 197.3632(8)(c), Florida Statutes.

(d) to the extent not prohibited by law, hold the Tax Collector harmless from any liability he may incur arising out of any court action brought against him by any third party challenging the validity of the non-ad valorem assessments levied by the County, including but not limited to attorneys fees and costs incurred by the Tax Collector in the defense thereof; provided, the Tax Collector must first notify the County Attorney promptly upon receipt of a summons and complaint or any other process served on him in said action, simultaneously providing a copy thereof to the County Attorney, and the County reserves the right to provide competent counsel at its expense to represent the Tax Collector in such action, and to directly pay all reasonable costs and expenses associated therewith. If the County exercises such right and performs in accordance therewith, the Tax Collector may nevertheless retain his own counsel to represent him in the action, but all expenses associated therewith, including fees and costs, shall be borne solely by him, and the hold harmless provisions hereof for any liability and for such fees and costs shall not apply. Moreover, the hold harmless provisions hereof shall not apply in the event either (1) the Tax Collector does not reasonably cooperate with and assist the County in defending the suit challenging the validity of the assessment, or (2) the Tax Collector brings an action directly against the County pertaining to the assessment.

(e) make all reimbursement or payment to the Tax Collector hereunder in accordance with the Florida Prompt Payment Act, Chapter 278, Part VII, Florida Statutes, or its successor in function;

(f) designate and authorize a person, other than the Tax Collector, to receive and process any request for changes, modifications or corrections to the subject non-ad valorem assessment roll, and if necessary, file with the Tax Collector an appropriate certificate of correction;

(g) pursuant to Section 197.3632(7), Florida Statutes, pay for or alternatively reimburse the Tax Collector for any separate tax notices if the Tax Collector cannot merge the non-ad valorem assessment roll certified by the County; and

(h) cause the Chairperson of the Board of County Commissioners of the County, or his or her designee, to certify, by September 15 of each year to the Tax Collector the non-ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, in a manner that conforms to the format of the ad valorem tax roll submitted by the Property Appraiser to the Florida Department of Revenue.

Section 4.02. Duties and Responsibilities of the Tax Collector. The Tax Collector shall:

(a) merge all rolls, prepare a collection roll and prepare a combined notice for both the ad valorem and non-ad valorem assessments in accordance with Chapter 197, Florida

Statutes, any applicable rules promulgated by the Florida Department of Revenue and in accordance with any specific ordinances and resolutions adopted by the County, so long as said ordinances and resolutions shall themselves not be inconsistent with or contrary to the provisions of Chapter 197, and, specifically, Sections 197.3632 and 197.3635, Florida Statutes;

(b) collect the non-ad valorem assessments of the County pursuant to the non-ad valorem assessment roll as certified no later than September 15 of each year to the Tax Collector; provided, such non-ad valorem assessment roll is on compatible electronic medium tied to the property identification number for each parcel and in the format used by the Property Appraiser for the ad valorem roll submitted to the Florida Department of Revenue and such non-ad valorem roll is free of errors and omissions;

(c) provide the County with a written itemized statement of any necessary administrative costs incurred by the Tax Collector for which reimbursement is sought, and allow the County to audit back-up material supporting the same; provided, the Tax Collector in his discretion may elect not to seek reimbursement for any of the duties provided herein;

(d) if he discovers any errors or omissions on any roll, request the County to file a corrected roll or the correction of the amount of any assessment by filing with the Tax Collector a certificate of correction, with a copy to the Property Appraiser and the Florida Department of Revenue, pursuant to the applicable rules promulgated by the Florida Department of Revenue; and

(e) upon determining that a separate mailing is required pursuant to Section 197.3632(7), Florida Statutes, mail, or require the County to mail, a separate notice of the particular non-ad valorem assessment.

## **ARTICLE V**

Section 5.01. Term. The term of this Agreement shall commence upon the date first above written and shall run through the end of the collection period for the non-ad valorem assessments levied for the upcoming fiscal year. This Agreement shall be automatically renewed thereafter, for successive one year periods, to run through the end of each collection period for assessments imposed in subsequent years. However, the County shall inform the Property Appraiser and the Tax Collector and the Florida Department of Revenue by January 10 in any calendar year the County intends to discontinue using the Uniform Method of collecting the non-ad valorem assessments referred to in this Agreement. Either the County or the Tax Collector may terminate this Agreement upon thirty days' written notice to the other.

## **ARTICLE VI**

Section 6.01. Compensation and Reimbursement. In consideration of the performance of the various duties and tasks of the Tax Collector provided under Section 4.02 hereof, the Tax Collector shall be entitled to compensation and reimbursement as follows:

(a) for collecting the non-ad valorem assessments, the Tax Collector shall be compensated in accordance with Sections 197.3632(8)(c) and 192.091(2)(b)2, Florida Statutes, and is entitled to deduct the compensation to which he is entitled hereunder at the time of distribution of collections; and

(b) for performing the various duties required of him under Section 4.02 hereof other than collecting and disbursing the non-ad valorem assessments, pursuant to Section 197.3632(2), Florida Statutes, the Tax Collector shall be reimbursed by the County for actual costs incurred by him thereby and for which an itemized statement is submitted as provided under Section 4.02(c) hereof.

**IN WITNESS WHEREOF**, the County and the Tax Collector have executed and delivered this Agreement as of the date first above written.

County:

Clay County, a political subdivision of the  
State of Florida

By: \_\_\_\_\_  
Mike Cella, Its Chairman

Attest:

\_\_\_\_\_  
Lorin L. Mock Acting County Manager and  
Clerk of the Board of County Commissioners

Tax Collector:

---

Jimmy Weeks in his official capacity as  
Tax Collector of Clay County, Florida

Ordinances/stormwater msbu/2018-creation/taxcollector agt



Agenda Item  
Clay County Board of County Commissioners

Clay County Administration Building  
Tuesday, May 21 3:00 PM

TO: Finance & Audit Committee

DATE: 5/13/2019

FROM: Angela Goodermote

SUBJECT:

Presentations of the FY 19/20 Nonprofit Agency Grant Applicants for budget funding for the upcoming fiscal year. (D. Sileo)

Florida Art License Plate Fund:

- A. Clay County Community Band, Inc. (not presenting)
- B. First Coast Highlanders, Inc. (not presenting)

General Fund:

- C. Challenge Enterprises of North Florida, Inc.
- D. Episcopal Children's Services, Inc.
- E. Kids First of Florida, Inc.
- F. Quigley House, Inc.

County Alcohol & Drug Abuse Fund:

- G. Clay Behavioral Health Center, Inc.

AGENDA ITEM TYPE:

---

BACKGROUND INFORMATION:

Presentations from the nonprofit agency grant applicants allow the Board of County Commissioners the opportunity to ask questions from each applicant.

Is Funding Required (Yes/No):

**No**

If Yes, Was the item budgeted (Yes/No/N/A):

**No**

Funding sources and amounts to be determined within the approval of the FY 19/20 Clay County Budget.

Sole Source (Yes/No):

**No**

Advanced Payment (Yes/No):

**No**

ATTACHMENTS:

Description

- [19-20 Grant Application Challenge Enterprises Public](#)
- [19-20 Grant Application Clay Behavioral Health Ctr Public](#)
- [19-20 Grant Application Clay Co Comm Band Public](#)
- [19-20 Grant Application ECS Public](#)
- [19-20 Grant Application First Coast Highlanders Complete Public](#)
- [19-20 Grant Application Kids First of Florida Public](#)
- [19-20 Grant Application Quigley House Public](#)
- [FY19-20 Nonprofit Historical Analysis Public](#)

REVIEWERS:

Department Reviewer  
Goodermote, Angela

Action  
Approved

Date  
5/14/2019 - 11:51 AM

Comments

Budget  
Office  
County  
Manager

Mock, Lorin

Approved

5/14/2019 - 3:01 PM



# Clay County Nonprofit Agency Funding Program FY 2019-2020

Agency Name	Funding Source	Service Provided to Citizens	Applications		FY 17/18	Approved FY 18/19	Requested FY 19/20	Increase (Decrease) in <i>REQUESTED</i>	% Increase / (Decrease)
			FY 15/16	FY 16/17					
Challenge Enterprises of N FL, Inc	General Fund	Grants in Aid	61,200	61,200	61,200	61,200	61,200	-	0%
Episcopal Children's Services	General Fund	Grants in Aid	108,000	108,000	108,000	108,000	112,000	4,000	4%
Kids First of Florida, Inc	General Fund	Grants in Aid	45,000	45,000	45,000	45,000	45,000	-	0%
Quigley House, Inc	General Fund	Grants in Aid	51,412	51,412	51,412	51,412	70,170	18,758	36%
The Way Free Medical Clinic, Inc	General Fund	Health	15,000	15,000	15,000	15,000	25,000	10,000	67%
BASCA, Inc	General Fund	Grants in Aid	-	-	-	10,000	50,000	40,000	400%
Children's Home Society of FL (CPS)	General Fund	Grants in Aid	-	-	-	-	60,384	60,384	100%
JC Penney Memorial Scenic Highway	General Fund	Grants in Aid	-	-	-	-	40,000	40,000	100%
Town of Penney Farms	General Fund	Grants in Aid	-	-	-	-	40,000	40,000	100%
	<b>GENERAL FUND AID TO NONPROFIT ORGS</b>		<b>280,612</b>	<b>280,612</b>	<b>280,612</b>	<b>290,612</b>	<b>503,754</b>	<b>213,142</b>	
Clay Behavioral Health Center	County Alcohol & Drug Abuse Fund	Mental Health	10,000	5,000	5,000	4,000	4,000	-	0%
<i>General Fund Transfer to 105-County Alcohol &amp; Drug Abuse Fund</i>	<i>General Fund Transfer</i>	Mental Health	340,000	345,000	345,000	346,000	396,000	50,000	14%
	<b>COUNTY ALCOHOL &amp; DRUG ABUSE FUND</b>		<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>400,000</b>	<b>50,000</b>	
Clay County Community Band, Inc	Florida Art License Plate Fund	Culture / Recreation	1,412	1,000	1,000	1,000	1,600	600	60%
First Coast Highlanders, Inc (FKA Clay County Sheriff's Office Pipes & Drums, Inc)	Florida Art License Plate Fund	Culture / Recreation	1,063	1,000	1,000	1,000	2,000	1,000	100%
	<b>FLORIDA ART LICENSE PLATE FUND</b>		<b>2,475</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>3,600</b>	<b>1,600</b>	
	<b>OVERALL AID TO OTHER AGENCIES / NONPROFIT GRANTS</b>		<b>633,087</b>	<b>632,612</b>	<b>632,612</b>	<b>642,612</b>	<b>907,354</b>	<b>264,742</b>	<b>-</b>

**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding request for FY 2019-2020**

**A. Applicant Information:**

<b>Applicant Name:</b> Clay County Community Band		
<b>Physical Address:</b> 2750 Moody Ave Orange Park FL. 32073		
<b>Mailing Address:</b> 602 Lorn Ct.	<b>City/State:</b> O. P. FL	<b>Zip:</b> 32073
<b>Phone:</b> (904)891-2053	<b>Fax:</b> (904)779-1202	
<b>Website:</b> www.claycountyband.com		<b>Federal Tax ID#:</b> 59-3755221
<b>Executive Director:</b> Jim Layton		
<b>Primary Contact:</b> Burk Shields	<b>Title:</b> Grant Comm. Chair	
<b>Email:</b> trainut@bellsouth.net (904)477-0395		
<b>Amount Requested:</b> \$1600.00	<b>Amount Awarded (Budget Office use only):</b>	

1. Please provide a brief statement of your organization's mission and goals.

<b>Mission:</b>	
<b>Goals:</b>	1. Please see attached page A1
	2.
	3.

2. Please provide a brief description of all agency programs and services and indicate the number of years (or months) you have provided each program or service. Please place an asterisk in front of any program or service that is supported by County funds.

\*30 years of providing musical entertainment and cultural enlightenment via Concert Band and Swing Band performances for Municipal and Civic activities and fund raising performances for other Public Services organizations.

3. Board Member Listing - Please provide a list of your agency's board members and their affiliation.

Board Member	Affiliation
Jim Layton	President
Burk Shields	Vice President
Kathy Robertson	Treasurer
Bobby Rahn	Secretary
Billy Bullock	At Large

**B. Grant Purpose**

1. Describe the services to be provided by County grant funds.

Support of a continuing program of live, in person musical performances utilizing local, non professional volunteer musicians in a harmonious social context at the request of private and Civic organizations in NE Florida and the surrounding area.

2. Describe the grant's target population and benefits received from the citizens of the County.

As the OFFICIAL BAND OF CLAY COUNTY our primary target audience is the entire population of Clay County and as much of the population of the surrounding area as possible

3. Describe the qualifications of key staff and volunteers that will be responsible for implementing the grant.

Our By-Laws state that all expenditures of less that \$250.00 may be voted on and approved by a majority vote of the 5 member Board. Any expenditure in excess of \$250.00 or for durable goods are discussed by the full Band and then voted on to approve or disapprove in accordance with our By-Laws.

### C. Accountability

1. Provide a timetable for accomplishing milestones, major activities, and main grant targets for the services to be provided by County grant funds. Please reference specific dates, months, stages, etc.

Milestone, Major Activity, Target	Reference - Time/Date/Stage
D. N. A.	

2. Please describe the method(s) you will use to evaluate whether your clients, participants or the citizenry have benefited from services.

Historically we have used feedback from our audiences, repeated requests from our prior clients and audience participation in our events which have proven to be the most accurate indications as to our benefit to the community and our effectiveness in accomplishing our goals. Most recently we have received feedback regarding our willingness to perform at low key but needy events instead of focusing purely on "high visibility" events. We are very proud of that accomplishment

### D. Applicant Budget

1. Total budgeted agency revenue for Fiscal Year 2018-2019:  
Total projected revenue for Fiscal Year 2019-2020:

**Because all of our work is done on a volunteer basis we traditionally do not work from a fixed budget. We work with what we have in the bank and what we get during the season in donations and Grant funding.**

2. Applicant Budget Detail:

Revenue	FY 17/18 Actual	FY 18/19 Est. Actual	% of Actuals	FY 19/20 Proposed	% of Proposed Budget
Clay County Government		\$1000.00		\$1000.00	
Other Cities or Counties					
State Funding					
Federal Funding					
Foundations					
Program-Generated Revenue					
Program-Specific Revenue					
<b>Total Revenue:</b>		\$5064.00		\$4000.00	

Expenses (Note: B + C=A) FY 19/20 Proposed	(A) Total Amount	(B) Amount Requested from Clay County	(C) Amount Requested from Other Source(s)	% Requested from Clay County
<b>Personnel</b>				
Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
<b>Personnel Sub-total:</b>				
<b>Operating Expenses</b>				
Occupancy (Rent/Lease/Mortgage)				
Telephone				
Postage & Shipping				
Printing & Publication				
Equipment Rental & Maintenance				
Travel				
Professional Development				
Office Supplies				
Computers & Equipment				
Other				
<b>Operation Expenses Sub-total:</b>				
<b>Total Expenses</b>				

3. Is County funding a mandated requirement? YES ☐ NO ☒
- If yes, please explain requirement:

4. Schedule of Positions:

% of Budget Allocated to Administration:

Position Titles and/or Employee Name	Full Time Equivalent*	FY 17/18 Actual Salary	FY 18/19 Estimated Salary	FY 19/20 Proposed Salary	% of Proposed Salary Increase
We do not have any paid staff		\$	\$	\$	%
We are all volunteers		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%

\* Full time staff will be noted as 1.00; half time as 0.50; quarter time as 0.25, etc.

**E. Budget Narrative**

- From your Grant Budget, please describe how you will expend County grant funds:

---

Funds will be expended for musical arrangements, upgrades, repairs and maintenance of Band owned equipment and purchase of musical instruments and supplies as needed.

---

**Note:** If your agency is granted funds, this information may be included in your contract with the County. Funds will be paid on a reimbursement basis only, and no monies will be distributed up front nor for uses other than requested above.

2. What percentage of grant funding goes to Administration and what percentage goes directly to Programming?

Administration 0

Programming 100%

**F. Other**

1. Along with submission of the funding request, the following supporting documents shall be furnished:

- **IRS tax-exempt letter confirming 501(c)(3) nonprofit status**
- **most recent Solicitation License; if exempt, submit exemption letter**
- **Certificate of Liability Insurance**
- **most recent IRS income tax return (Form 990)**

2. If funding is approved by the County, applicant acknowledges that it may be requested by the County to provide documentation of expenditures, and an annual audit of all grant funds, financial statements, mid-year program report, or any other additional documentation or supporting documents requested. Failure to comply with any such request may jeopardize future funding from the County.

3. Submit seven (7) copies of your completed application **no later than 4:00 PM Monday, March 11, 2019** to:

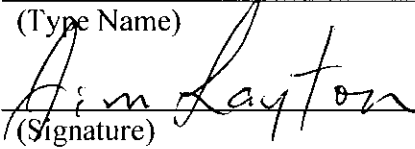
Clay County Board of County Commissioners  
Attn: Budget Office  
PO Box 1366  
477 Houston Street, 4<sup>th</sup> Floor  
Green Cove Springs, FL 32043

Signing below acknowledges that this funding application has been completed accurately. All information submitted with this application will become a matter of public record, and open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

Executive Director

Jim Layton

(Type Name)



(Signature)


3/10/2019

(Date)

Board Chair

Burk Shields

(Type Name)



(Signature)

3/9/2019

(Date)



## **Attachment Page 1-A**

**As the Official Band of Clay County, the Clay County Community Band serves three primary functions. First, to provide an opportunity for non-professional volunteer musicians from within the community to participate in a concert band, making a unique cultural contribution to the life of the community.**

**Second, as a mentoring organization for Middle School and High School musicians which they get educational credit for.**

**Third, as a not for profit organization, to foster a spirit of camaraderie among the wind and percussion instrument players in the community, to bring a needed complement to the area of amateur arts in the community and to provide a musical experience not provided by any other musical organizations.**

**This mission is accomplished by giving concerts both for entertainment and to assist various civic groups in their fund raising activities.**

**Our concerts will occasionally include vocal and Jazz instrumental solo and groups. We play music from a wide range of musical genre including marches, folk tunes, musicals, contemporary pop, classical, swing and jazz.**

**Clay County Community Band**

**Clay County Board of County  
Commissioners  
Grant Request for FY 2019/2020**

Copy 4

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PURCHASING DIVISION

2019 MAR 11 AM 10:44

CLAY COUNTY BOARD OF  
COMMISSIONERS

Clay County Purchasing Division  
477 Houston Street  
PO Box 1366  
Green Cove Springs, FL 32043

Receipt for Bid #: \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_  
*Clay Co. Community Band*  
\_\_\_\_\_

**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding request for FY 2019-2020**



**A. Applicant Information:**

<b>Applicant Name:</b> First Coast Highlanders, Inc.		
<b>Physical Address:</b> 1905 Park Avenue, Orange Park, Florida		
<b>Mailing Address:</b> 9703 NW 29th Street	<b>City/State:</b> Starke, Florida	<b>Zip:</b> 32091
<b>Phone:</b> (904) 368-8177	<b>Fax:</b> (904) 368-8177	
<b>Website:</b> www.firstcoasthighlanders.com		<b>Federal Tax ID#:</b> 80-0624860
<b>Executive Director:</b> Gayward Hendry		
<b>Primary Contact:</b> Arthur Tenney	<b>Title:</b> Business Manager	
<b>Email:</b> Piper10y@aol.com		
<b>Amount Requested:</b> \$2,000	<b>Amount Awarded (Budget Office use only):</b>	

1. Please provide a brief statement of your organization's mission and goals.

<b>Mission :</b>	First Coast Highlanders, Inc. shall strive for excellence in musical performance and ceremonial drill, to increase knowledge of Celtic heritage and culture in the community through performance of traditional Celtic music and the display of traditional dress.
<b>Goals:</b>	1. To teach, promote and foster quality playing of highland bagpipes and drums 2. To strive for excellence in musical performance and ceremonial drill 3. To provide free concerts to schools, veteran organizations, and other charitable organizations.

2. Please provide a brief description of all agency programs and services and indicate the number of years (or months) you have provided each program or service. Please place an asterisk in front of any program or service that is supported by County fund

The First Coast Highlanders is a performance and entertainment band, a teaching organization and a cultural group. We are a community band and promote culture through music.

3. Board Member Listing - Please provide a list of your agency's board members and their affiliation.

Board Member	Affiliation
Evan Brown	President
Scott Young	Vice President
Will Wheeler	Treasurer
Danise Young	Secretary
Greg McClelland	Member at Large
Arthur Tenney	Band Manager
Gayward Hendry	Executive Director

**B. Grant Purpose**

1. Describe the services to be provided by County grant funds.

The funding from this arts grant will be used to purchase needed equipment and uniforms as well as maintaining and repairing older equipment and uniforms. We currently have six students. We also have several people who showed interest in learning pipes or drums at the NE Florida Scottish Games.

2. Describe the grant's target population and benefits received from the citizens of the County.

Our target is anyone interested in learning the great highland bagpipe or highland drum as well as learning Celtic culture. We teach anyone in Clay and surrounding counties without discrimination.

3. Describe the qualifications of key staff and volunteers that will be responsible for implementing the grant.

**Arthur Tenney is responsible for implementing the grant. He has over 45 years in the finance field and has been involved with other musical organizations and responsible for grant programs in several of those organizations.**

### **C. Accountability**

1. Provide a timetable for accomplishing milestones, major activities, and main grant targets for the services to be provided by County grant funds. Please reference specific dates, months, stages, etc.

<b>Milestone, Major Activity, Target</b>	<b>Reference - Time/Date/Stage</b>

2. Please describe the method(s) you will use to evaluate whether your clients, participants or the citizenry have benefited from services.

Our mission is ongoing 100% of the time. We accomplish our mission and goals at every performance. The First Coast Highlanders is a successful organization. We receive many repeat requests to perform at many Clay County functions. Last year we completed 32 performances in and around Clay County. Some of the organizations we performed for included the Special Olympics opening, Children's Miracle Network, Clay County Fair, The Allegro, police events, various veteran's and military group events, and other non-profit groups. In addition, we have performed in several schools.

### **D. Applicant Budget**

1. Total budgeted agency revenue for Fiscal Year 2018-2019: \$16,300  
Total projected revenue for Fiscal Year 2019-2020: \$19,200

2. Applicant Budget Detail:

Revenue	FY 17/18 Actual	FY 18/19 Est. Actual	% of Actuals	FY 19/20 Proposed	% of Proposed Budget
Donations	\$8,737.19	\$5,350.00		\$6,200	
Performance Fees	\$5,950.00	\$6,396.00		\$7,000	
Merchandise Sales	\$1,432.78	\$1,287.00		\$3,000	
Grants	\$1,000.00	\$2,400.00		\$2,500	
Other	0	0		\$ 500	
Program-Generated Revenue	0	0		0	
Program-Specific Revenue	0	0		0	
Fundraising	0	0		0	
<b>Total Revenue:</b>	<b>\$17,119.87</b>	<b>\$15,483.00</b>		<b>\$19,2000</b>	

Expenses (Note: B + C=A) FY 19/20 Proposed	(A) Total Amount	(B) Amount Requested from Clay County	(C) Amount Requested from Other Source(s)	% Requested from Clay County
<b>Personnel</b>				
Salaries & Wages				
Fringe Benefits				
<b>Personnel Sub-total:</b>				
<b>Operating Expenses</b>				
Insurance, Fees and Taxes	\$1,200	0	0	0
Purchase of sales merchandise	\$2,300	0	0	0
Postage & Shipping	\$ 100	0	0	0
Printing & Publication	\$3,500	0	0	0
Uniforms	\$5,000	0	0	0
Travel	\$ 200	0	0	0
Scholarships	\$2,500	0	0	0
Office Supplies	\$ 800	0	0	0
Equipment	\$1,000	0	0	00
Other, Good and Welfare	\$2,600	0	0	0
<b>Operation Expenses Sub-total:</b>	<b>\$19,200</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>	<b>\$19,200</b>	<b>0</b>	<b>0</b>	<b>0</b>

3. Is County funding a mandated requirement? YES NO X

Application is due no later than 4:00 pm Monday, March 11, 2019



If yes, please explain requirement:

4. Schedule of Positions:

% of Budget Allocated to Administration: 0%

Position Titles and/or Employee Name	Full Time Equivalent*	FY 17/18 Actual Salary	FY 18/19 Estimated Salary	FY 19/20 Proposed Salary	% of Proposed Salary Increase
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%
		\$	\$	\$	%

\* Full time staff will be noted as 1.00; half time as 0.50; quarter time as 0.25, etc.

**E. Budget Narrative**

1. From your Grant Budget, please describe how you will expend County grant funds:

---

*The funding from this arts grant will be used to purchase needed equipment and uniforms as well as maintaining and repairing equipment and uniforms*

**Note:** If your agency is granted funds, this information may be included in your contract with the County. Funds will be paid on a reimbursement basis only, and no monies will be distributed up front nor for uses other than requested above.

2. What percentage of grant funding goes to Administration and what percentage goes directly to Programming?  
None

**F. Other**

1. Along with submission of the funding request, the following supporting documents shall be furnished:
  - **IRS tax-exempt letter confirming 501(c)(3) nonprofit status**
  - **most recent Solicitation License; if exempt, submit exemption letter**
  - **Certificate of Liability Insurance**
  - **most recent IRS income tax return (Form 990) E Postcard**
2. If funding is approved by the County, applicant acknowledges that it may be requested by the County to provide documentation of expenditures, and an annual audit of all grant funds, financial statements, mid-year program report, or any other additional documentation or supporting documents requested. Failure to comply with any such request may jeopardize future funding from the County.
3. Submit seven (7) copies of your completed application **no later than 4:00 PM Monday, March 11, 2019 to:**

Clay County Board of County Commissioners  
Attn: Budget Office  
PO Box 1366  
477 Houston Street, 4<sup>th</sup> Floor  
Green Cove Springs, FL 32043

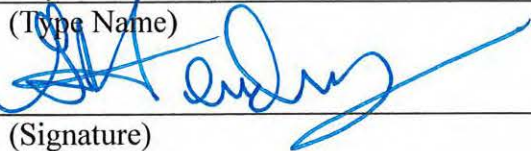


Signing below acknowledges that this funding application has been completed accurately. All information submitted with this application will become a matter of public record, and open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

**Executive Director**

Gayward Hendry

(Type Name)



(Signature)

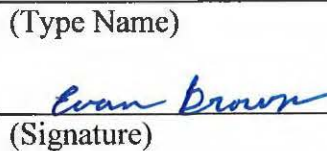
March 7, 2019

(Date)

**Board Chair**

Evan Brown

(Type Name)



(Signature)

March 7, 2019

(Date)

**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding request for FY 2019-2020**

**A. Applicant Information:**

<b>Applicant Name:</b> Challenge Enterprises of North Florida, Inc.		
<b>Physical Address:</b> 3530 Enterprises Way		
<b>Mailing Address:</b>	<b>City/State:</b> Green Cove Springs, FL	<b>Zip:</b> 32043
<b>Phone:</b> 904 284-9859	<b>Fax:</b> 904 284-9497	
<b>Website:</b> challengeenterprises.org		<b>Federal Tax ID#:</b> 59-1478621
<b>Executive Director:</b> Nancy C. Keating		
<b>Primary Contact:</b> Katie Vineyard	<b>Title:</b> Chief Operations Officer	
<b>Email:</b> katiev@challengeenterprises.org		
<b>Amount Requested:</b> \$61,200	<b>Amount Awarded (Budget Office use only):</b>	

1. Please provide a brief statement of your organization's mission and goals.

<b>Mission:</b>	To promote the Power of People and Possibilities for individuals living with disabilities.
<b>Goals:</b>	1. Secure employment for people with disabilities earning Florida minimum wage or better
	2. Increase the number of residents in group homes for adults with intellectual and developmental disabilities.
	3. Collaborate with local, state and national agencies to advocate for transportation for job training, placement, employment and affordable housing and meaningful volunteer opportunities.

2. Please provide a brief description of all agency programs and services and indicate the number of years (or months) you have provided each program or service. Please place an asterisk in front of any program or service that is supported by County funds.

Challenge Enterprises of North Florida, Inc. is a nonprofit agency organized in Clay County in 1972 and has consistently assisted citizens with disabilities for more than 46 years. A variety of programs and services are offered to individuals with intellectual and developmental disabilities. Over the decades, the mission expanded to include persons with varying disabilities; visually impaired, hearing impaired, physically impaired, emotionally challenged, brain injury, disabled veterans and wounded warriors. Challenge Enterprises offers a choice of meaningful programs, services and employment to assist individuals achieve their personal goals and gain financial independence.

\*Life Skills Developmental Training began in March 1974 and continues today in a warehouse at the Harbor Road Industrial Park in Green Cove Springs. Adults with severe to moderate intellectual and developmental disabilities engage in activities of daily living, academics, computer skills, work opportunities and recreation skills. This project is funded in

part by the State Agency for Persons with Disabilities. County support for this service enables the most vulnerable citizens to access services with trained personnel to keep them safe, healthy and engaged in meaningful activities.

\*Residential Services began in June, 1982 providing small group homes for adults seeking community living. Today, the agency operates three small group homes for seven senior men and three women. A few of the first group home residents' moved successfully into homeownership more than 12 years ago and are taxpayers in Clay County. Agency staff provides coverage in the individual's homes to assist them with meal preparation, medication administration, financial guidance and personal care. A few of the homeowners that are in their senior years now require additional supports to ensure their health and safety to avoid nursing home settings.

\*Work Opportunities: Challenge Enterprises utilizes a Social Entrepreneurial approach to assist individuals with a variety of disabilities become successful workers, taxpayers, contributors and homeowners. Challenge Enterprises has secured small work contracts providing job training and paid employment since 1974. This successful approach has provided many individuals with significant disabilities and wounded warrior's long-term employment in a variety of business lines. In March 2019, Challenge Enterprises employs 201 individuals with severe disabilities on 11 Federal Government contracts (DOD, USMC, GSA, IRS, DOL, HUD, DeCA, DLA, USGS) and at a number of commercial contracts. These include the Penney Farm Retirement Community, Clay Behavioral Health Centers, Supervisor of Elections and The Way Free Clinic providing custodial and or grounds maintenance services. Job training and employment opportunities are provided at the warehouse serving commercial customers: Armor Holdings, Landsberg, Global Consumer Innovations, LLC Deluge Sandless Sandbags and other businesses for short term contract fulfillment services.

\*Shred for Good division of Challenge Enterprises is a secure document destruction service with AAA Certification awarded by the National Association of Information Destruction. This level of security has earned Shred for Good customers from prominent federal, state, county and local governments. Shred for Good serves almost 200 commercial operations including hospitals, medical offices, law firms, accountants, and commercial businesses.

\*County Commodities Distribution is a Clay County Agreement that enables Challenge Enterprises trainees to engage in receiving, material handling, sorting, packaging, and distribution at the warehouse in Green Cove Springs. Commodities are now ordered, purchased and tracked for delivery on a monthly schedule to six locations in Clay County for income eligible individuals to receive additional groceries. All equipment including trucks, pallet jacks, fork lift, dry, refrigerated, frozen storage unit are available at the Challenge Enterprises warehouse. This is labor intense and provides work for a number of the adults each month. The County Commodities Agreement is a separate agreement not included in this request for funding.

3. Board Member Listing - Please provide a list of your agency's board members and their affiliation.

Board Member	Affiliation
Denise Adams	Retired, Education Administrator
Edward Kelly, Esq	Rogers, Towers, Bailey, Jones & Gay, PA
Tim Simpson	Kindred Hospital Regional Administrator
Tina L. Crowder	First Citizens Bank
Bryan Campbell	Duval County Medical Society
Bill Powers	Business Owner/Florida Powertrain and Hydraulics
Iris King	Wells Fargo Education and Training

Martin S. Kosiek Retired, United States Navy Captain

## **B. Grant Purpose**

### **1. Describe the services to be provided by County grant funds.**

The County grant will support a portion of the benefits for staff at the adult Life Skills Development center and the Residential program, utilities and communication systems. The staff supervise, train and care for men and women with intellectual and developmental disabilities in activities of daily living, self-help, prevocational training, employment and recreational skills.

Financial support from the County is very important to maintain skilled, ethical, and compassionate personnel.

### **2. Describe the grant's target population and benefits received from the citizens of the County.**

The population Challenge Enterprises serves, for this grant, is individuals with varying intellectual and developmental disabilities ages 18 years through senior years. Prior to 1972, there were no organizations in Clay County providing services and families were traveling to different areas in Jacksonville for specific medical services, therapies, and programs. Since 1974, Challenge Enterprises' adults with developmental disabilities are participating in ongoing training, employment and healthy living programs in Green Cove Springs and Orange Park. Challenge Enterprises responded to the needs of Clay County families when adults returned to the community after decades in State Sunland centers. Challenge Enterprises opened its first group home in 1982, the ACT Lodge, in Green Cove Springs. The individuals served in the three small group homes are long term Clay County citizens. Fifty-five percent of the residents had Fathers that gave a life time of service to the US Military. The men and women receive quality care and protection under the supervision of Challenge Enterprises personnel.

The Life Skills Development center for adult training is located at the Harbor Road Industrial Park in Green Cove Springs and 100% enrolled are Clay County citizens. The residential homes/apartments are located in Orange Park, Fleming Island, Green Cove Springs, Middleburg and Lake Asbury. A number of the homes have adaptive equipment and are accessible for health and safety as the residents as they advance in their senior years. The health and safety issues of residents are the agency's primary focus.

Challenge Enterprises partners with the Clay County School Board and eight other job focus agencies to coordinate Project SEARCH and internship program for Clay County students to prepare for successful gainful employment. Job placement and on the job training are essential to secure paid Competitive Integrated Employment. The Workforce Innovation and Opportunity Act that went into effect June 2016, Federal Legislation, requires all Exceptional Education students to engage in job searching upon leaving high school. Challenge Enterprises Employment Specialists are prepared to evaluate, match skills with job openings and provide on-the-job supports. The agency will be actively educating businesses and industry about an untapped resource that will be dependable and grateful for the work.

### **3. Describe the qualifications of key staff and volunteers that will be responsible for implementing the grant.**

Challenge Enterprises staff that supervise the programs have earned professional level degrees including Masters and Bachelor Degrees, Certificates equal to Associate Degrees, State Employment and Job Coach Certification and served in the US Military for more than 20 years. All direct care staff at the training centers and residential programs meet and exceed the required educational training for the programs standards and guidelines established by Agency for Persons with Disabilities. The project managers meet and exceed the standards for all AbilityOne federal job programs. One staff member hold a Masters level Certificate in Non Profit Management thanks to the support of the Reinhold Foundation's mission for nonprofit capacity building. Many agency staff attend the professional development seminars offered by Rollins College and sponsored by the Reinhold Foundation.

Before a new employee is hired to provide direct care services to an individual with disability, the new hire is fingerprinted and background screened. On the job training and direct supervision is provided for a minimum of 30 hours before the new employee can provide direct care or training independently with the individuals. This best practice is to ensure the health and safety of all the individuals Challenge Enterprises serves. Volunteers providing support in the training center, in the homes, or on recreational outings are also background screened and under the supervision of staff. Some volunteers require a higher level of screening including fingerprinting and drug testing for authorization to work

independently with an adult(s) in the community for field trips, job seeking, and transportation to an event of their choice or working side by side at the Shred for Good site.

### C. Accountability

1. Provide a timetable for accomplishing milestones, major activities, and main grant targets for the services to be provided by County grant funds. Please reference specific dates, months, stages, etc.

Milestone, Major Activity, Target	Reference - Time/Date/Stage
Securing qualified personnel paid and volunteer to engage adults	Ongoing with growth/by September 2020/budget committee authorizations for job postings
Secure part time jobs for 10 adults at Florida Minimum wage or better	May/2020/7 interns in training for jobs, 3 seeking first job
Increase census at two groups homes	Ongoing/ July 2019/ currently interviewing
Secure volunteer activities for adults to gain job skills in Green Cove	Starts/ October 2019/implementation plan development per individual

2. Please describe the method(s) you will use to evaluate whether your clients, participants or the citizenry have benefited from services.

The population Challenge Enterprises serves, for this grant, is individuals with varying intellectual and developmental that have resided in state institutions and some never completed basic educational programs. The evaluation method used to determine the satisfaction by the individuals and their families is an annual Satisfaction Survey. The survey seeks comments on rights, dignity, respect, achieving personal goals and what other services are necessary for them to be accomplishing their personal goals. Challenge Enterprises is a person center agency and each person has their own likes and dislikes that address where they want to be with skills and work annually. Families and friends are recommended to assist each person with their own survey for submission to the Challenge Enterprises receptionist. All responses are reviewed and actions plans established to address any requests or unfavorable comments. Action plan is reviewed and authorized by the executive staff. The surveys are for all training programs funded by the State of Florida Agency for Persons with Disabilities.

The men and women that go to work for Challenge Enterprises receive annual evaluations on their work performance and have the opportunity to transfer or seek employment outside of Challenge Enterprises with Job Coach Support if requested by Vocational Rehabilitation. Collaborating with other nonprofits in Clay County offering employment opportunities to their clientele enriches the citizenry of Clay County and the economic impact with the employees' new spending power. The agency produces a one page annual report identifying the milestones, contracts, earnings for persons with disabilities cumulative from 1988 which is now at \$ 33, 600.696. That's the POWER of Work!

The Board of Directors examine the financial reports monthly and direct specific questions to the COO for details on expenditures and revenue streams. Independent audits are conducted annually to determine if the funds are managed and benefiting the mission.

### D. Applicant Budget

1. Total budgeted agency revenue for Fiscal Year 2018-2019: \$8,408,717  
Total projected revenue for Fiscal Year 2019-2020: \$8,576,891

2. Applicant Budget Detail:

Revenue	FY 17/18 Actual	FY 18/19 Est. Actual	% of Actuals	FY 19/20 Proposed	% of Proposed Budget
Clay County Government	61,200	61,200	1%	61,200	1%
Other Cities or Counties					
State Funding	1,036,949	1,002,072	11%	1,042,155	11%
Federal Funding					
Foundations					
Program-Generated Revenue					
Program-Specific Revenue	74,898	86,263	1%	89,714	1%
Work contracts, federal & commercial, rental, misc	6,675,784	7,259,182	87%	7,383,822	87%
<b>Total Revenue:</b>	<b>7,848,831</b>	<b>8,408,717</b>	<b>100%</b>	<b>8,576,891</b>	<b>100%</b>

Expenses (Note: B + C=A) FY 19/20 Proposed	(A) Total Amount	(B) Amount Requested from Clay County	(C) Amount Requested from Other Source(s)	% Requested from Clay County
<b>Personnel</b>				
Salaries & Wages	4,909,628		4,909,628	
Fringe Benefits	1,749,857	50,250	1,699,607	.02
<b>Personnel Sub-total:</b>	<b>6,659,485</b>	<b>50,250</b>	<b>6,609,235</b>	<b>.0075</b>
<b>Operating Expenses</b>				
Occupancy (Rent/Lease/Mortgage)	470,000	8,450	461,550	.01
Telephone	80,000	2,500	77,500	.03
Postage & Shipping	2,000		2,000	
Printing & Publication	150		150	
Equipment Rental & Maintenance	55,000		55,000	
Travel	6,000		6,000	
Professional Development	15,000		15,000	
Office Supplies	16,000		16,000	
Computers & Equipment	60,000		60,000	
Other	799,304		799,304	
<b>Operation Expenses Sub-total:</b>	<b>1,503,454</b>	<b>10,950</b>	<b>1,492,504</b>	<b>.0072</b>
<b>Total Expenses</b>	<b>8,162,939</b>	<b>61,200</b>	<b>8,101,739</b>	<b>.0074</b>

3. Is County funding a mandated requirement? YESX NO

If yes, please explain requirement: The APD funding through Medicaid wavier program does expect a 12.5% local match to ensure the services meet the minimum standard and guidelines under the CMS rules and regulations for Home and Community Based Services.

4. Schedule of Positions:

% of Budget Allocated to Administration: 5%

Position Titles and/or Employee Name	Full Time Equivalent*	FY 17/18 Actual Salary	FY 18/19 Estimated Salary	FY 19/20 Proposed Salary	% of Proposed Salary Increase
CEO	1	111,388	116,957	116,957	0%
COO	1	96,789	101,628	101,628	0%
VP-Business Development	1	72,076	74,239	74,239	0%
VP-Human Resources	1	63,000	64,890	64,890	0%
Building & Fleet Manager	1	57,461	59,185	59,185	0%
Accounting Supervisor	1	50,646	52,672	52,672	0%
Residential Director	1	51,995	50,000	50,000	0%
Programs Manager	1	45,000	46,350	46,350	1%
SDD Sales	1	35,000	35,000	35,000	0%
Residential Supervisor	1	32,960	33,949	33,949	0%
Others & 201 employees (mostly pt) with disabilities	159	\$ 3,737,684	\$ 4,178,491	\$ 4,274,758	2 %

\* Full time staff will be noted as 1.00; half time as 0.50; quarter time as 0.25, etc.

**E. Budget Narrative**

1. From your Grant Budget, please describe how you will expend County grant funds:

---

*Clay County funds will be used to support benefits for personnel providing direct care services to the individuals with intellectual and developmental disabilities. Expenditures for mandated health insurance coverage and other eligible benefits will be paid and then submitted for reimbursement. Challenge Enterprises will pay for utilities and supplies at the program to be submitted to the County for reimbursement.*

---

**Note:** If your agency is granted funds, this information may be included in your contract with the County. Funds will be paid on a reimbursement basis only, and no monies will be distributed up front nor for uses other than requested above.

2. What percentage of grant funding goes to Administration and what percentage goes directly to Programming?

100% of the grant will be allocated towards support of direct care personnel and the program essentials of the individuals enrolled in the training and activities.

#### **F. Other**

1. Along with submission of the funding request, the following supporting documents shall be furnished:

- **IRS tax-exempt letter confirming 501(c)(3) nonprofit status**
- **most recent Solicitation License; if exempt, submit exemption letter**
- **Certificate of Liability Insurance**
- **most recent IRS income tax return (Form 990)**

2. If funding is approved by the County, applicant acknowledges that it may be requested by the County to provide documentation of expenditures, and an annual audit of all grant funds, financial statements, mid-year program report, or any other additional documentation or supporting documents requested. Failure to comply with any such request may jeopardize future funding from the County.

3. Submit seven (7) copies of your completed application **no later than 4:00 PM Monday, March 11, 2019** to:

Clay County Board of County Commissioners  
Attn: Budget Office  
PO Box 1366  
477 Houston Street, 4<sup>th</sup> Floor  
Green Cove Springs, FL 32043



Signing below acknowledges that this funding application has been completed accurately. All information submitted with this application will become a matter of public record, and open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

**Executive Director**

Nancy C Keating

(Type Name)



(Signature)

03/11/2019

(Date)

**Board Chair**

Denise Adams

(Type Name)



(Signature)

03/11/2019

(Date)



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PURCHASING DIVISION

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CLAY COUNTY BOARD OF  
COMMISSIONERS

Clay County Purchasing Division  
477 Houston Street  
PO Box 1366  
Green Cove Springs, FL 32043

Receipt for Bid #: \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding request for FY 2019-2020**



**A. Applicant Information:**

<b>Applicant Name:</b> Episcopal Children's Services		
<b>Physical Address:</b> 8443 Baymeadows Rd., Suite 1		
<b>Mailing Address:</b> 8443 Baymeadows Rd., Suite 1	<b>City/State:</b> Jacksonville, FL	<b>Zip:</b> 32256
<b>Phone:</b> 904-726-1500 ext. 247	<b>Fax:</b> 904-726-1520	
<b>Website:</b> ecs4kids.org	<b>Federal Tax ID#:</b> 59-1146765	
<b>Executive Director:</b> Connie Stophel		
<b>Primary Contact:</b> Teresa Matheny	<b>Title:</b> Chief of Programs and Administration	
<b>Email:</b> tmatheny@ecs4kids.org		
<b>Amount Requested:</b> \$112,000	<b>Amount Awarded (Budget Office use only):</b>	

1. Please provide a brief statement of your organization's mission and goals.

<b>Mission:</b>	To Create opportunity so that the children we serve can achieve their full potential.
<b>Goals:</b>	1.To provide School Readiness (subsidized child care) to families that qualify so that they can work or go to school in order to achieve economic self-sufficiency
	2. To ensure that child care programs serving these children are of high quality and able to promote school readiness
	3.

2. Please provide a brief description of all agency programs and services and indicate the number of years (or months) you have provided each program or service. Please place an asterisk in front of any program or service that is supported by County funds.

**Child Care Resource and Referral (CCR&R)** – ECS's Child Care Resource and Referral program provides parents with free information about local child care providers so they can make informed decisions based on their family's specific needs. CCR&R Calls Answered: 36,015 19 Years

**\*School Readiness** – Our School Readiness program helps lower-income families pay for child care so their parents can work. We also work with child care providers to improve and maintain high-quality programs that promote children’s success in school. Children Served: 4,000 19 years

**Voluntary Pre-Kindergarten (VPK)** – VPK is a free pre-kindergarten program open to all Florida four-year old children. It’s offered during the school year and summer at Florida public schools, child care centers and private schools. Children Served: 5,600 ; Providers Participating: 201. 14 Years

**Early Head Start** – Early Head Start provides high-quality educational, nutritional, health and social services to low-income and at-risk children from birth to age three and their families. Our goal is to provide a strong foundation for children entering Head Start and other Pre-K programs. 19 Years

**Head Start** – Our Head Start program reaches out to low-income and at-risk children ages three to five and their families. We provide them with comprehensive educational, nutritional, health, and social services, as well as tools and resources to promote their development so they enter kindergarten ready to learn. 19 Years

**CoachJax!** - Our staff works with directors and teachers to improve the quality of their environment, teaching methods and curriculum, and to promote the Guiding Stars of Duval. This program is in partnership with Jacksonville’s Kid’s Hope Alliance and provides for continuity of services for all programs hoping to receive Jacksonville’s Guiding Stars rating. 13 Years

**Early Learning Center at Good Shepard**-ECS’s Early Learning Center at Good Shepard is our newest center that opened in the fall of October 2014 in the Riverside area of Jacksonville. It offers care for children ages one to five years of age. 4.5 Years

**Regional Training Institute** – Our Regional Training Institute for Early Childhood Education provides a variety of free or low-cost trainings monthly. Topics for trainings are based on provider, family, and community needs. Training sessions are centered on the eight areas required for a Child Development Associate Credential. 17 years

3. Board Member Listing - Please provide a list of your agency’s board members and their affiliation.

Board Member	Affiliation
Derrick Smith, President	Grand Central Ventures, LLC.
Vicki Adams, Vice President	Vystar Credit Union
Jennifer Holden, Treasurer	UBS Financial Services, Inc.
Kristi Aiello, Secretary	Florida Blue
The Rt. Rev. Samuel Howard	The Episcopal Diocese of Florida
Mark Middlebrook	Wells Fargo

Thabata Batchelor	Wolfson Children's Hospital
Brooke Yencarelli	Accounting Principals & Ajilon
Dr. Heidi Maier	Marion Public Schools
Bob Ohrablo	The Jacksonville Icemen
Fr. Wiley Ammons	The Church of the Redeemer
Malachi Beyah	M &M Maintenance Plus, Inc.

## B. Grant Purpose

### 1. Describe the services to be provided by County grant funds.

The School Readiness (SR) program assists low income parents with the cost of quality child care and is primarily funded by state and federal funds but requires 6% matching funds from local sources. The lack of affordable care puts these parents at risk of unemployment and unable to attend classes that would increase their ability to obtain high wage jobs.

The County grant funds will provide the matching funds required to draw down the state and federal funding used to provide School Readiness, (subsidized child care) to families that work but are still at or below 200% of the federal poverty level. This grant serves an average of over 950 children per month in Clay County. At least 750 of these children's families qualified based on their income and working status while the others may receive a referral from DCF of CareerSource. This is an increase of 50 children per month because of an increase in state funding. However, the increase in funding does require increased match. This is the reason for the increase in our request this year from \$108,000 to \$112,000.

At more than \$8,000 per year per child, the high cost of child care is prohibitively expensive for many working families, often approaching 15-50% of a family's yearly income. The School Readiness program serves families who *want* to work—who are active participants in the Clay County economy. Without this funding many parents could not afford child care and would be forced to stay home with their children—relying on public support as a result. With the loss of so many children from the child care system, many of the 127 local child care programs in the county could not remain in business

### 2. Describe the grant's target population and benefits received from the citizens of the County.

Our target population is low income working parents and their children. These families have incomes at or below 150% of the Federal Poverty Level at entry into the program and up to 200% thereafter. These are the same families identified in the United Way ALICE report for Clay County which shows that a ALICE family of 4 with one infant and one preschool child would pay \$1,052 a month for child care while that family's monthly income if living at the poverty line may only be \$2,020.

Our largest source of referrals comes from child care providers that are participating in the SR and by parents currently receiving services. The children and families served by this program are located



throughout the Clay County community. These children are in the urban Orange Park area, as well as the rural areas of Keystone Heights and Green Cove Springs, and in all the other large and small communities of Clay County.

School Readiness creates opportunities for a better life for the entire community but is especially critical because of the impacts to both the child and the family. Each child benefits as early education creates long-lasting academic and social benefits that extend into adulthood. Families can improve their economic well-being as the full costs of quality childcare are out of reach for low-income working parents leaving lower income parents the undesirable choice of whether to pay for child care and keep working or pay the rent and remain housed. The choice is truly that stark because without subsidy a single mother working full-time but earning 200% or less of the Federal Poverty Level spends at least 33% of her income on child care for just one child. With School Readiness that is reduced to 10% on average. This allows parents to provide stable homes and supportive environments for their children, reducing homelessness and food insecurity.

While the benefits to each child and family are significant, the impact extends well beyond the immediate recipients of services, as benefits accrue to:

- The school system as the significant achievement gaps created by poverty can be reduced, or even eliminated with early childhood education
  - The economic health of the community, as early education creates economic value
- Early education makes economic sense.

Notably, the Federal Reserve Bank of Minneapolis, received national attention for their 2003 publication “Early Childhood Development: Economic Development with a High Public Return”, Rolnick and Grunewald, 2003. Their research identified that quality early education offers a 12 percent return on investment, even accounting for inflation, which exceeds the stock market.

The economic argument is further bolstered by the more recently “Preschool and Prosperity” by Timothy Bartik published in 2014, which showcased the sizable benefits to state and local economies, with a \$2 to \$3 return for every dollar invested. His analysis notes that investment in early education has similar benefits to well-designed business incentives to fuel economic growth.

To maximize effectiveness, Episcopal Children’s Services implements these services using a two-generation approach that addresses the needs of the parents concurrently with addressing the needs of the children leading to a stronger community.

3. Describe the qualifications of key staff and volunteers that will be responsible for implementing the grant.

The Family Services staff that qualify families for the School Readiness services this grant supports are fully trained and certified Level II Specialists, a designation earned by completing an exam administered by Florida’s Office of Early Learning. Additionally, each Family Services Specialist has undergone formal diversity training to increase cultural sensitivity. A bachelor’s degree in a related field is preferred for this position but in some cases experience in the field may be substituted. The Program management staff for this grant has a Bachelor’s Degrees in accounting and over 19 years’ experience with managing this grant successfully. ECS through its partner and funder, the Early Learning Coalition of North Florida has over 100 volunteers that go into child care programs and read to children as well as put on special programs for them. Many of these volunteers are retired educators with many years of experience working with children.

### C. Accountability

1. Provide a timetable for accomplishing milestones, major activities, and main grant targets for the services to be provided by County grant funds. Please reference specific dates, months, stages, etc.

Milestone, Major Activity, Target	Reference - Time/Date/Stage
Twelve-month average number of children served will be equal or greater than economically disadvantaged children 750 served.	September 30, 2020
Contracted School Readiness childcare providers will submit contract indicating which approved curriculum and agreeing to child screening requirements.	July 1, 2018 and ongoing as new providers join the program.
Child screenings are completed annually at initial enrollment and then annually. Referrals are made for additional follow-up as indicated by the screening results	October 1, 2018 and ongoing
Parents receiving School Readiness Services will experience fewer instances of unemployment than parents on the waiting list for services	October 1, 2018 through September 30, 2019

2. Please describe the method(s) you will use to evaluate whether your clients, participants or the citizenry have benefited from services.

We will monitor the utilization of School Readiness services by Clay county clients to ensure that maximum number of children possible are served. Additionally, we will survey parents both receiving and waiting for services to assess the effectiveness of child care assistance on employment. We will track the number of children screened and referred for additional services monthly. Lastly, child care providers will be monitored to ensure they are using an approved curriculum and in instances where they are not, a corrective action plan will be required.

## D. Applicant Budget

1. Total budgeted agency revenue for Fiscal Year 2018-2019: \$62,987,085  
Total projected revenue for Fiscal Year 2019-2020: \$63,304,106

2. Applicant Budget Detail:

Revenue	FY 17/18 Actual	FY 18/19 Est. Actual	% of Actuals	FY 19/20 Proposed	% of Proposed Budget
Clay County Government	108,000	108,000	.7%	112,000	.7%
Other Cities or Counties	217,206.00	217,206	1.4%	112,000	1.3%
State Funding	15,361,963	15,361,963	97.9%	221,206	98%
Federal Funding				16,442,456	
Foundations					
Program-Generated Revenue					
Program-Specific Revenue					
<b>Total Revenue:</b>	15,687,184	15,687,184	100%		100%

Expenses (Note: B + C=A) FY 19/20 Proposed	(A) Total Amount	(B) Amount Requested from Clay County	(C) Amount Requested from Other Source(s)	% Requested from Clay County
<b>Personnel</b>				
Salaries & Wages	1,578,251		1,578,251	0.00%
Fringe Benefits	277,996		277,996	0.00%
<b>Personnel Sub-total:</b>	1,856,248		1,856,248	0.00%
<b>Operating Expenses</b>				
Occupancy (Rent/Lease/Mortgage)	102,676		102,676	0.00%
Telephone	4,808		4,808	0.00%
Utilities	25,020		25,020	
Postage & Shipping	16,373		16,373	0.00%
Printing & Publication	11,280		11,280	0.00%
Equipment Rental & Maintenance	38,754		38,754	0.00%
Travel	53,242		53,242	0.00%
Professional Development	53,498		53,498	0.00%
Office Supplies	25,780		25,780	0.00%
Program Supplies	127,819		127,819	0.00%
Dues and Subscriptions	3,115		3,115	0.00%
Direct Child Care Costs (OEL)	13,172,558		13,172,558	0.00%



Local Mileage	36,103		36,103	
Other				0.00%
Match Funds (Direct Child Care Costs)	112,000.00	112,000.00	-	100.00%
<b>Operation Expenses Sub-total:</b>	13,783,026	112,000	13,671,026	.81%
<b>Total Expenses</b>	15,639,274	112,000	15,527,274	.72%

3. Is County funding a mandated requirement? YES NO X  
If yes, please explain requirement:

4. Schedule of Positions: 27

% of Budget Allocated to Administration: 7.65%

Position Titles and/or Employee Name	Full Time Equivalent*	FY 17/18 Actual Salary	FY 18/19 Estimated Salary	FY 19/20 Proposed Salary	% of Proposed Salary Increase
Chief Executive Officer	1	187,000	\$187,000	\$189,592	1.38%
Chief Financial Officer	1	105,964	\$110,988	\$112,953	1.6%
Fiscal Staff	10	620,343	\$543,699	\$554,664	2.0%
VP of HR	1	104,021	\$108,854	\$108,854	0.0%
HR Staff	6	218,893	\$284,071	\$291,546	2.63%
Director of IT (Manager Promoted to Director)	1	75,000	\$76,200	\$85,000	11.5%
IT Staff	1	31,200	\$31,200	\$32,000	2.56%
Executive assistant	1	50,502	\$51,310	\$53,788	4.8%
Chief of Program Administration	1	116,595	\$120,201	\$122,000	1.5%
Family Services Specialists	3	98,880	\$99,730	\$102,721	3.00%
Family Services Manager	1	43,260	\$44802	\$46,146	3.00%

\* Full time staff will be noted as 1.00; half time as 0.50; quarter time as 0.25, etc.

## **E. Budget Narrative**

1. From your Grant Budget, please describe how you will expend County grant funds:

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*Clay County funding will be used solely for matching funds for the School Readiness program. One hundred percent of all county funds will be used to pay for child care direct services. Any administrative or other programmatic expenses will be paid out with state or federal funds. The \$112,000 will allow ECS to draw down \$1,754,667 in state and federal funding.*

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**Note: If your agency is granted funds, this information may be included in your contract with the County. Funds will be paid on a reimbursement basis only, and no monies will be distributed up front nor for uses other than requested above.**

2. What percentage of grant funding goes to Administration and what percentage goes directly to Programming? 100% of this grant goes to direct services programming with no administrative costs taken out. Overall for all grants and funding, administration costs for ECS are less than 8% and 92% of all funding goes to programming.

## **F. Other**

1. Along with submission of the funding request, the following supporting documents shall be furnished:

- **IRS tax-exempt letter confirming 501(c)(3) nonprofit status**
- **most recent Solicitation License; if exempt, submit exemption letter**
- **Certificate of Liability Insurance**
- **most recent IRS income tax return (Form 990)**

2. If funding is approved by the County, applicant acknowledges that it may be requested by the County to provide documentation of expenditures, and an annual audit of all grant funds, financial statements, mid-year program report, or any other additional documentation or supporting documents requested. Failure to comply with any such request may jeopardize future funding from the County.

3. Submit seven (7) copies of your completed application no later than 4:00 PM Monday, March 11, 2019 to:

Clay County Board of County Commissioners  
Attn: Budget Office  
PO Box 1366  
477 Houston Street, 4<sup>th</sup> Floor  
Green Cove Springs, FL 32043

Signing below acknowledges that this funding application has been completed accurately. All information submitted with this application will become a matter of public record, and open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

**Executive Director**

Connie Stophe.

(Type Name)



(Signature)

2/22/2019

(Date)

**Board Chair**

Derrick Smith

(Type Name)



(Signature)

2/22/2019

(Date)

**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding request for FY 2019 - 2020**

**A. Applicant Information:**

<b>Applicant Name:</b> Kids First of Florida, Inc.		
<b>Physical Address:</b> 1726 Kingsley Ave, Suite 2		
<b>Mailing Address:</b> 1726 Kingsley Ave, Suite 2	<b>City/State:</b> Orange Park, FL	<b>Zip:</b> 32073
<b>Phone:</b> (904) 278-5644 Ext 2006	<b>Fax:</b> (904) 278-5658	
<b>Website:</b> www.KidsFirstOfFlorida.org		<b>Federal Tax ID#:</b> 43-1992162
<b>Executive Director:</b> Irene M. Toto		
<b>Primary Contact:</b> Kevin Davidson	<b>Title:</b> CFO	
<b>Email:</b> Kevin.Davidson@Firstinclay.org		
<b>Amount Requested:</b> \$45,000.00	<b>Amount Awarded (Budget Office use only):</b>	

1. Please provide a brief statement of your organization's mission and goals.

<b>Mission:</b>	To ensure the safety of children through a holistic approach designed to support the health and well being of families.
<b>Goals:</b>	1. To keep at-risk children safe.
	2. To provide services and ongoing outreach and education to the community in an effort to reduce child abuse and neglect.
	3. To finalize at least 50 adoptions in FY 2019 – 2020.

2. Please provide a brief description of all agency programs and services and indicate the number of years (or months) you have provided each program or service. Please place an asterisk in front of any program or service that is supported by County funds.

Kids First of Florida (KFF) is the non-profit Community Based Care (CBC) lead agency providing Child Welfare services to Clay County. KFF is one of eighteen Lead Agencies in the state of Florida. KFF was founded in 2003, in response to the Florida Legislature and the Department of Children and Families (DCF) initiative to privatize child welfare services. KFF joined the collective expertise and resources of local organizations to focus on the task of building a child protection system that is firmly rooted in the community. KFF focuses on children and families in Clay County. KFF currently employs approximately seventy staff, at our headquarters located on Kingsley Avenue, in Orange Park.

As the Lead CBC (Community Based Care) Agency for Clay County, KFF manages the provision of the following services to children and families:

- ❖ Protective Supervision (Provide supervision of at risk children in Clay County)
- ❖ Foster Care (Provide a safe home-like environment for children removed from their own homes)
- ❖ Case Management (Provide case manager for each child in care)
- ❖ Adoption Case Management (Provide a case manager for each child in adoption placement or in the legal system to be adopted)  
Adoption Subsidy (Provide payments to families who adopt a child)
- ❖ Independent Living (Provide ongoing support for former foster children who are between 18 to 23 years old)
- ❖ Placement (Locate a safe alternative living environment for children in care)  
Medicaid Assistance (Assist families and children in the foster care system to apply for Medicaid)  
Relative Caregiver /TANF Assistance (Help families and children to apply for assistance from the state)
- ❖ Recruitment, Training and Licensing of Foster/Adoptive Parents (Develop community foster and adoptive homes)  
Development of a comprehensive network of service providers and resources (Provide access to physical health, behavioral health and other needed services through a network of community providers)

All of the above services have been provided since 2004.

KFF continues to develop systems that efficiently and effectively care for vulnerable children and families by focusing on early intervention, assessment and coordinated services in order to assure family stabilization, reunification, and permanency for the children.

Cases are referred to KFF by DCF, as a result of a report of alleged abuse, neglect or abandonment to the Florida abuse hotline. The Child Protective Investigator (CPI) addresses allegations of child abuse, child neglect, abandonment or other special circumstances that affect the health and safety of the children. The CPI interviews all family members, observes family interaction and the conditions of the home to make a preliminary determination of risk to the child(ren).

If the CPI needs access to the 24/7 services of crisis counseling or family preservation, access can be sought through the established referral process with the provider. If it is determined that resources can be provided to the family without jeopardizing the safety of the child, they will be made available.

When it is determined that the child can remain safely at home, in-home services will be provided to the family by KFF on a voluntary basis, when possible or court ordered, if necessary.

Services such as crisis counseling and preservation services, in home and group parenting services, prevention assistance funding, individual, group and family counseling will be offered to the family intending to ameliorate those situations that brought the family to the attention of the agency, including mental health and substance abuse services. The Family Services Counselor monitors the family until it is determined that the family no longer needs services and the case can be closed.

If it is determined that, for the child's safety, it is necessary that removal from the family unit take place, the CPI notifies the KFF Placement Coordinator to seek appropriate shelter care placement. When children are removed from their homes, all efforts are made to ensure that the placements made will allow children to stay connected to their community, near families, friends and schools. Each child who comes

into care has a medical evaluation within 72 hours. This evaluation will include a dental, vision, and hearing screening with a referral for necessary services. Each child in care has a case plan that is developed within 30 days. The case plan is designed to identify and target those areas that put the children at risk and provide effective services to reduce that risk so the child can safely return home. KFF makes needed referrals for the children and parents to assure each of their needs are addressed and parents receive services to assist them in meeting the goals established in their case plan. The FSC has regular contact with family members and service providers to monitor the family's progress and coordinate case management activities. Reports to the court are made in compliance with Florida Statute.

3. Board Member Listing - Please provide a list of your agency's board members and their affiliation.

Board Member	Affiliation
Don Martin	J.P. Morgan Chase
Roy Buncome	Buncome Technologies, Inc.
Mitchell Davis	Law Offices of Joseph F. Pippen, Jr. & Assoc. PL
Alaina Rankin	Regions Bank
Kyle Fresh	WJW Associates, LTD

## B. Grant Purpose

1. Describe the services to be provided by County grant funds.

KFF provides children protective supervision, foster care, case management, independent living, adoptions, licensing of foster homes and child placement services. Additionally KFF provides prevention services to families in Clay County to keep children safe and to prevent the need for more intensive services. KFF utilizes County Funding to help in the provision of the services above.

2. Describe the grant's target population and benefits received from the citizens of the County.

The target populations are at risk children and families in Clay County.

3. Describe the qualifications of key staff and volunteers that will be responsible for implementing the grant.

Professional staff at KFF hold degrees from accredited universities and colleges. Many are also certified and/or credentialed in specific areas. Family Service Counselors are certified through the State of Florida.

Irene Toto, the Chief Executive Officer, holds a Master of Science in Mental Health and is a Licensed Mental Health Counselor. Irene has been working in the non-profit field for 36 years and holds a certification in Non-Profit Management from Rollins College. Irene has been the CEO for KFF since 2005.

Joanne Robertson, the Chief Operating Officer, holds a Master degree in Social Work from Boston University and is a Licensed Clinical Social Worker. Joanne has worked in the non-profit field for over 31 years with a specific concentration in the field of child welfare for approximately 23 years. Joanne has been the COO for KFF since 2017.

Kevin Davidson, the Chief Financial Officer, holds a Bachelor of Science in Accounting and a Master of Business Administration. Kevin has worked in the non-profit social services field for 29 years. Kevin has been with KFF since 2005.

KFF utilizes volunteers in various capacities, primarily around activities and events for children. A number of community groups, churches and service organizations have focused on specific target groups of youth and families to benefit from their volunteer activities.

### C. Accountability

1. Provide a timetable for accomplishing milestones, major activities, and main grant targets for the services to be provided by County grant funds. Please reference specific dates, months, stages, etc.

Milestone, Major Activity, Target	Reference - Time/Date/Stage
Finalize at least 50 adoptions.	Starting July 1, 2019 and finalized by June 30, 2020
To maintain a community based system of care providing foster care, independent living and child welfare services.	Ongoing review of programmatic success indicators via DCF review and monitoring. Meet with DCF, on a quarterly basis, to assess the scorecard and key measurements.

2. Please describe the method(s) you will use to evaluate whether your clients, participants or the citizenry have benefited from services.

KFF is a participant in the State-wide monitoring of ten contract performance measures, three additional critical measures and the Florida State Families Network (FSFN) Data Trends. There are regular on site monitoring of a number of programmatic and fiscal indicators by DCF. There is daily submission of data into the statewide data system which tracks progress on all measures. There is an extensive internal QA program monitored by our QA Manager which tracks statewide indicators as well as internal indicators.

### D. Applicant Budget

1. Total budgeted agency revenue for Fiscal Year 2018 - 2019: \$9,849,473.00  
Total projected revenue for Fiscal Year 2019 - 2020: \$10,280,307.00

2. Applicant Budget Detail:

Revenue	FY 17/18 Actual	FY 18/19 Est. Actual	% of Actuals	FY 19/20 Proposed	% of Proposed Budget
Clay County Government	\$45,000.00	\$45,000.00	0.46%	\$45,000.00	0.44%
Other Cities or Counties	-	-	0.00%	-	0.00%
State Funding	4,284,502.00	4,600,000.00	46.70%	4,800,000.00	46.69%
Federal Funding	4,694,929.00	4,960,000.00	50.36%	5,185,000.00	50.44%
Foundations	2,500.00	4,000.00	0.04%	4,300.00	0.04%
Program-Generated Revenue	184,542.00	205,000.00	2.08%	210,000.00	2.04%
Program-Specific Revenue	-	-	0.00%	-	0.00%
Individual, Church Donations	35,424.00	35,473.00	0.36%	36,007.00	0.35%
<b>Total Revenue:</b>	<b>9,246,897.00</b>	<b>9,849,473.00</b>	<b>100.00%</b>	<b>10,280,307.00</b>	<b>100.00%</b>

Expenses (Note: B + C=A) FY 19/20 Proposed	(A) Total Amount	(B) Amount Requested from Clay County	(C) Amount Requested from Other Source(s)	% Requested from Clay County
<b>Personnel</b>				
Salaries & Wages	3,182,371.85	45,000.00	3,137,371.85	1.41%
Fringe Benefits	636,474.37	-	636,474.37	0.00%
<b>Personnel Sub-total:</b>	<b>3,818,846.22</b>	<b>45,000.00</b>	<b>3,773,846.22</b>	<b>1.18%</b>
<b>Operating Expenses</b>				
Occupancy	301,500	-	301,500	0.00%
Communications	73,000	-	73,000	0.00%
Postage & Shipping	14,000	-	14,000	0.00%
Printing & Publication	4,000	-	4,000	0.00%
Equipment Rental & Maintenance	8,000	-	8,000	0.00%
Travel	115,000	-	115,000	0.00%
Professional Development / Training	80,000	-	80,000	0.00%
Office Supplies	17,000	-	17,000	0.00%
Computers & Equipment	8,000	-	8,000	0.00%
Prof. Services	26,000	-	26,000	0.00%
Dues & Accreditation	2,000	-	2,000	0.00%

Application is due no later than 4:00 pm Monday, March 11, 2019



Temporary Employment	3,000	-	3,000	0.00%
Furniture / Equipment	10,000	-	10,000	0.00%
Recruitment	10,000	-	10,000	0.00%
Background Screenings	37,000	-	37,000	0.00%
Professional Services	30,500	-	30,500	0.00%
Vehicles	12,000	-	12,000	0.00%
Insurance	115,000	-	115,000	0.00%
Janitorial / Maintenance	15,000	-	15,000	0.00%
Storage	15,000	-	15,000	0.00%
Contracted Services	375,000	-	375,000	0.00%
Misc / Other Administration	33,000	-	33,000	0.00%
Foster, Group Homes, Adoptive	4,250,000	-	4,250,000	0.00%
Children Mental Health Services	95,051	-	95,051	0.00%
Family Preservation	57,797	-	57,797	0.00%
Family Support	29,059	-	29,059	0.00%
Visitation Reunification Services	30,246	-	30,246	0.00%
Adoption Services	11,308	-	11,308	0.00%
Other Client Services	555,000	-	555,000	0.00%
Prevention Services	40,000	-	40,000	0.00%
Foster Care Training / Pre-service	5,000	-	5,000	0.00%
Life Skills	1,000	-	1,000	0.00%
Safety Mgt Services	5,000	-	5,000	0.00%
Unallowable	30,000	-	30,000	0.00%
In- Kind	20,000	-	20,000	0.00%
Depreciation	20,000	-	20,000	0.00%
Fundraising	6,000	-	6,000	0.00%
Bank Charges	2,000	-	2,000	0.00%
Operating Expenses Sub-total:	6,461,461	-	6,461,461	0.00%
Total Expenses	10,280,307	45,000	10,235,307	0.44%

3. Is County funding a mandated requirement? No  
If yes, please explain requirement:

4. Schedule of Positions: 77  
% of Budget Allocated to Administration: 6.0%

<b>Position Titles and/or Employee Name</b>	<b>Full Time Equivalent*</b>	<b>FY 16/17 Actual Salary</b>	<b>FY 17/18 Budgeted Salary</b>	<b>FY 18/19 Proposed Salary</b>	<b>% of Proposed Salary Increase</b>
A/P	1	39,491.71	41,071.38	41,892.81	2%
Receptionist	1	20,800.00	21,632.00	22,064.64	2%
Family Service Counselor Adoptions	1	40,771.52	42,402.38	43,250.43	2%
Family Service Counselor Adoptions	1	43,664.69	45,411.28	46,319.50	2%
Family Service Counselor Adoptions	1	40,771.52	42,402.38	43,250.43	2%
Family Service Counselor Adoptions	1	40,771.52	42,402.38	43,250.43	2%
Family Service Counselor Adoptions Supervisor	1	55,295.88	57,507.72	58,657.87	2%
Family Service Counselor Supervisor	1	48,900.28	50,856.29	51,873.42	2%
Family Service Counselor Supervisor	1	48,900.28	50,856.29	51,873.42	2%
Family Service Counselor Supervisor	1	48,900.28	50,856.29	51,873.42	2%
Family Service Counselor Supervisor	1	48,900.28	50,856.29	51,873.42	2%
Family Service Counselor Supervisor	1	48,900.28	50,856.29	51,873.42	2%
Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%
Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%
Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%
Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%
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Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%

Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%
Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%
Family Service Counselor	1	36,050.00	37,492.00	38,241.84	2%
Family Service Counselor	1	37,080.00	38,563.20	39,334.46	2%
Family Service Counselor	1	37,080.00	38,563.20	39,334.46	2%
Family Service / ICPC Counselor	1	44,912.12	46,708.60	47,642.78	2%
Family Service / ICPC Counselor	1	39,338.32	40,911.85	41,730.09	2%
Family Service / ICPC Counselor	1	40,430.94	42,048.18	42,889.14	2%
Family Service / ICPC Counselor	1	40,430.94	42,048.18	42,889.14	2%
Family Service Counselor	1	37,080.00	38,563.20	39,334.46	2%
Family Service Counselor	1	37,080.00	38,563.20	39,334.46	2%
Family Service Counselor	1	37,080.00	38,563.20	39,334.46	2%
Family Service Counselor	1	38,110.00	39,634.40	40,427.09	2%
Family Service Counselor	1	38,110.00	39,634.40	40,427.09	2%
Family Service Counselor	1	38,110.00	39,634.40	40,427.09	2%
Family Service Counselor	1	38,110.00	39,634.40	40,427.09	2%
Family Service Counselor	1	39,140.00	40,705.60	41,519.71	2%
Family Service Counselor	1	39,140.00	40,705.60	41,519.71	2%
Program Director	1	54,590.00	56,773.60	57,909.07	2%
Program Director	1	68,711.86	71,460.33	72,889.54	2%
Program Director	1	55,000.00	56,784.00	57,919.68	2%
Records Specialist	1	20,800.00	21,632.00	22,064.64	2%
FSFN Accounting Coordinator	1	42,774.09	44,485.05	45,374.75	2%
Quality Assurance Supervisor	1	43,496.90	45,236.78	46,141.51	2%
Quality Assurance Coordinator	1	39,253.30	40,823.43	41,639.90	2%
Quality Assurance Coordinator	1	35,000.00	36,400.00	37,128.00	2%

Data Analysis	1	64,334.13	66,907.50	68,245.65	2%
Contract Manager	1	35,000.00	36,400.00	37,128.00	2%
Family Team Conference Coordinator	1	47,239.92	49,129.52	50,112.11	2%
Administrative Assistant	1	29,399.30	30,575.27	31,186.78	2%
Transporter Supervisor	1	32,864.00	34,178.56	34,862.13	2%
Administrative Assistant	1	31,904.84	33,181.03	33,844.65	2%
Clerical Support	1	29,800.78	30,992.81	31,612.67	2%
Family Support Worker	1	21,112.00	21,956.48	22,395.61	2%
Family Support Worker	1	32,177.14	33,464.23	34,133.51	2%
Family Support Worker	1	28,581.12	29,724.36	30,318.85	2%
Family Support Worker	1	10,400.00	29,724.36	30,318.85	2%
Placement Coordinator	1	47,476.00	49,375.04	50,362.54	2%
License Counselor	1	42,828.93	44,542.09	45,432.93	2%
License Counselor	1	38,147.00	39,672.88	40,466.34	2%
License Counselor	1	38,147.00	39,672.88	40,466.34	2%
Rev Max Specialist	1	26,650.00	27,716.00	28,270.32	2%
Rev Max Specialist	1	26,650.00	27,716.00	28,270.32	2%
Rev Max Coordinator	1	27,040.00	29,120.00	29,702.40	2%
Rev Max / Clinical Supervisor	1	43,339.25	45,072.82	45,974.28	2%
Independent Living Supervisor	1	52,563.99	54,666.55	55,759.88	2%
Independent Living Counselor	1	37,080.00	38,563.20	39,334.46	2%
Program Support Coordinator	1	41,200.00	42,848.00	43,704.96	2%
FSC Certification Coordinator	1	43,496.90	45,236.78	46,141.51	2%
Family Finder	1	44,577.99	46,361.11	47,288.33	2%
Safety Services Coordinator	1	40,545.35	42,167.16	43,010.51	2%
Safety Services Supervisor	1	48,000.00	49,920.00	50,918.40	2%

Maintenance Worker	0.5	8,190.00	13,520.00	13,790.40	2%
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\* Full time staff will be noted as 1.00; half time as 0.50; quarter time as 0.25, etc.

### E. Budget Narrative

1. From your Grant Budget, please describe how you will expend County grant funds:

KFF will utilize county funding to help subsidize the staff salaries for those who are providing children protective supervision, foster care, case management, independent living, adoption, licensing and placement services.

**Note:** If your agency is granted funds, this information may be included in your contract with the County. Funds will be paid on a reimbursement basis only, and no monies will be distributed up front nor for uses other than requested above.

2. What percentage of grant funding goes to Administration and what percentage goes directly to Programming?

100% of the grant funding goes to support direct program service staff.

### F. Other

1. Along with submission of the funding request, the following supporting documents shall be furnished:

- IRS tax-exempt letter confirming 501(c)(3) nonprofit status
- most recent Solicitation License; if exempt, submit exemption letter
- Certificate of Liability Insurance
- most recent IRS income tax return (Form 990)

2. If funding is approved by the County, applicant acknowledges that it may be requested by the County to provide documentation of expenditures, and an annual audit of all grant funds, financial statements, mid-year program report, or any other additional documentation or supporting documents requested. Failure to comply with any such request may jeopardize future funding from the County.

3. Submit your completed application **no later than 4:00 PM Monday, March 11, 2019** to:


Clay County Board of County Commissioners  
Attn: Budget Office  
PO Box 1366  
477 Houston Street, 4<sup>th</sup> Floor  
Green Cove Springs, FL 32043

Signing below acknowledges that this funding application has been completed accurately. All information submitted with this application will become a matter of public record, and open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

**Executive Director**

Irene M. Toto

(Type Name)



(Signature)


3/8/19

(Date)

**Board Chair**

Don Martin

(Type Name)



(Signature)

3/8/19

(Date)

RECEIVED  
PURCHASING DIVISION

2019 MAR 11 AM 9:08

CLAY COUNTY BOARD OF  
COMMISSIONERS

Clay County Purchasing Division  
477 Houston Street  
PO Box 1366  
Green Cove Springs, FL 32043

Receipt for Bid #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Kids First of Florida

**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding request for FY 2019-2020**

**A. Applicant Information:**

<b>Applicant Name:</b> Quigley House, Inc.		
<b>Physical Address:</b> 3373 U.S. Hwy 17 Green Cove Springs, FL 32043		
<b>Mailing Address:</b> P.O. Box 142	<b>City/State:</b> Orange Park, FL	<b>Zip:</b> 32067-0142
<b>Phone:</b> 904-284-0340 x315	<b>Fax:</b> 904-284-7650	
<b>Website:</b> www.quigleyhouse.org		<b>Federal Tax ID#:</b> 59-2935027
<b>Executive Director:</b> Anadelle Martinez-Mullen		
<b>Primary Contact:</b> Anadelle Martinez-Mullen	<b>Title:</b> Chief Executive Officer	
<b>Email:</b> amartinez@quigleyhouse.org		
<b>Amount Requested:</b> <b>\$70,170</b>	<b>Amount Awarded (Budget Office use only):</b>	

1. Please provide a brief statement of your organization's mission and goals.

<b>Mission:</b>	Our Mission is to provide advocacy and empowerment to victims of domestic violence and sexual assault while providing community education to heighten awareness.
<b>Goals:</b>	<ol style="list-style-type: none"> <li>1. Our number one priority is victim safety. Emergency shelter, the 24-hour hotline, and other core services are designed to provide safety and meet the immediate, basic needs of victims and their children.</li> <li>2. We aim to break the generational cycle of violence through awareness and prevention efforts. Our goal is to challenge the mindset and behaviors that promote violent relationships, make the public aware of our free services, and influence how others respond/report incidents of domestic and/or sexual violence.</li> <li>3. Wrap around services such as case management, legal assistance, and economic justice advocacy reduce barriers survivors face when escaping abuse. Our goal is to give survivors the tools to live stable and self-sufficient lives while decreasing future incidents of violence.</li> </ol>

2. Please provide a brief description of all agency programs and services and indicate the number of years (or months) you have provided each program or service. Please place an asterisk in front of any program or service that is supported by County funds.



Domestic Violence is a critical issue in Clay County, Florida. One-third of violent crimes in our county are domestic related and while crime is down overall, incidents of domestic violence and sexual assault remain the same. Quigley House is the only certified Domestic Violence and Sexual Assault Center for residents in Clay County. We understand the complex needs that victims of domestic/sexual violence present and are best positioned to meet those needs. Quigley House's mission is to provide advocacy and empowerment to victims of domestic violence and sexual assault while providing community education to heighten awareness.

Quigley House is a trusted partner in North Florida. Our organization has served thousands of victims of domestic violence for nearly 30 years, and victims of sexual assault for 21 years. In 2018, we provided safe shelter to 271 victims and their children and served an additional 1,000 individuals through outreach programs. Pets are welcome too, allowing the entire family to be safe. Quigley House often operates at or near capacity year round with an average stay of 3 ½ weeks. Specially trained staff and volunteers provide advocacy and accompaniment to survivors of sexual assault 24/7 as well. Last year, staff provided 1,264 hours of sexual assault counseling and accompanied survivors in 38 forensic medical exams. All services are free and confidential. At Quigley House, we believe in taking a collective stand to end domestic violence and sexual assault in our community. To that end, we reach tens of thousands of individuals through community education and professional trainings each year.

*Quigley House provides the following free services to victims of domestic violence and/or sexual assault:*

- **\*24 Hour Emergency Shelter-** Domestic violence victims and their families may stay in shelter anywhere from a few days to eight weeks or longer depending on the case. This service has been offered for 30 years.
- **\*24-Hour Crisis Hotline-** Staffed by trained advocates who provide crisis intervention, safety planning, and information and referral to primary and/or secondary victims of domestic violence. This service has been offered for 30 years.
- **Individual and Group Counseling-** In-shelter as well as outreach (in the community) counseling is offered to victims of domestic violence and sexual assault, helping survivors understand the dynamics of power and control. This service has been offered for 30 years.
- **\*Advocacy -** Advocates are responsible for meeting participant's immediate needs- safe shelter, food, clothing, necessities. In addition to meeting basic needs, Advocates offer the emotional support that facilitates healing. Advocates also answer the hotline and engage in safety planning. This service has been offered for 30 years.
- **\*Victim Advocacy-** Victim Advocates may be located at the courthouse, shelter, or outreach center. Advocates assist victims of domestic violence and sexual assault in obtaining services from social service agencies, legal and judicial system, medical and educational personnel, as well as from social service agencies. The Victim Advocate provides service management, counseling, advocacy, support, crisis intervention, safety planning, lethality assessment, and follow up services to Quigley House adult clients and their families. Victim Advocates also help survivors secure safe, affordable

housing through the ESG (Emergency Solutions Grant-Rapid Rehousing) program. Advocacy has been offered for 20 years and the ESG program for 5 years.

- ***Sexual Assault Advocacy-*** Trained advocates are available, 24 hours a day/365 days a year, to provide on-the-scene advocacy, crisis intervention, and support after a sexual assault report. This service has been offered for 20 years.
- ***Injunction for Protection Project Attorney-*** the Attorney provides legal counseling and represents domestic violence victims so they may obtain injunctions for protection against violence from their abusers. This service has been offered for two years.
- ***Economic Justice-*** Clients receive access to training and resources in order to address the economic conditions that create barriers to long-term independence and safety of survivors and their children. This service has been offered for two years.
- ***\*Child Assessment and Counseling-*** Each child in shelter receives an assessment to evaluate their needs and the most appropriate support services. Our Child Advocate engages children in healing activities, teaches coping and conflict resolution skills, and helps them create a plan to stay safe upon leaving shelter. The Child Advocate also works in the community to educate others on healthy relationships. The Child Advocacy and Counseling programs have been provided for 24 years.
- ***Primary Prevention Program-*** We believe in taking a collective stand as a community to prevent domestic violence before it begins. Primary prevention strategies introduce values and ways of thinking that promote healthy, non-violent relationships. Staff and volunteers work with children in early learning centers through college students. In February 2019, staff visited 11 Clay County Junior High and High Schools for Teen Dating Violence Prevention Awareness. Nearly 1,200 students pledged to maintain healthy relationships free from violence. This program has been provided for 10 years.
- ***Community Education-*** Quigley House also delivers professional trainings to law enforcement officers, members of the judicial system, medical personnel and others who come into contact with victims of domestic violence and/or sexual assault. Staff members also participate in events to promote awareness of our services. Quigley House has provided Community Education Services for 30 years.
- ***Case Management-*** Each participant works with a Victim Advocate to assess needs, coordinate services, and develop an individualized plan. Participants receive information and referral to the appropriate agencies for housing assistance, WAGES/TANF benefits, job training, etc. Quigley House has provided case management services for 30 years.
- ***Sexual Assault Center*** –Certified by the Florida Council Against Sexual Violence (FCASV), Quigley House’s Sexual Assault Center is the only certified provider of sexual assault services in Clay County. A Sexual Assault Counselor is available on-call 24-hours a day, 365-days a year to respond to the health and advocacy needs of victims upon sexual assault. Staff respond to calls in the field, work with local law enforcement, contact the licensed physician and Sexual Assault Nurse

Examiner, stay with the victim throughout the forensic exam, and provide continued support through advocacy and counseling. This service has been offered for 6 years.

- ***Pet Shelter*** – An on-site Pet Shelter Program with a 10-run dog kennel and a 160sft. small animal facility allows victims to bring their pets with them as they seek refuge from abuse. Our program is one of only a few such programs in the State of Florida! This service has been offered for 10 years.

3. Board Member Listing - Please provide a list of your agency's board members and their affiliation.

Board Member	Affiliation
Kathy Hester	RN, Supervisor of Nursing Orange Park Medical Center, HCA Healthcare
Jerry Coxen, Jr.	Investigations, Public Defenders Office
David Mullennix	Criminal Investigator, Public Defenders Office
Shannah Kosek	Supervisor, Adult & Community Education, Clay County School District
Raynetta Marshall	Engineer, JEA
Wayne McKinney	Chief of Support Services Division, Clay County Sheriff's Office
Lorin Mock	Acting County Manager
Esther Nichols	CPA, The Nichols Group
Janie M. Simpson	Licensed Clinical Social Worker, Retired
Nancy Edelenbos	Retired Nurse
Billi West	Branch Manager, Network Funding Business Owner
Latanya Peterson	Consultant

**B. Grant Purpose**

1. Describe the services to be provided by County grant funds.

**Victim Advocates** may be housed at the courthouse, shelter, or outreach center. Victim Advocates meet with and evaluate the needs of clients served by Quigley House and throughout the community. They provide crisis intervention, case management, safety planning, and referrals to other service providers. Understanding that victims may be intimidated by the judicial system and unsure of options available to them, the advocate plays an important role guiding clients through the legal process. Advocates may assist victims with filing injunctions

for protection, accompany them to court proceedings for support, or help them file victim's compensation claims. Quigley House's attorney and Victim Advocates work closely with the Clerk of Courts and the State Attorney's Office. In FY2017-2018, Victim Advocates provided 1,484 advocacy hours.

The **Child Advocacy Program** provides healing activities for children sheltered at Quigley House. The Child Advocate leads individual and group sessions with topics including how to employ strategies to stay safe, conflict resolution, and setting healthy boundaries. The Child Advocate also leads activities for the children while their parent participates in group counseling. Each child receives an assessment to identify their needs and provide referrals if needed. In FY 2017-2018, the Child Advocate provided 207 child assessments.

**Sexual Assault Therapy-** We hope to expand our therapy services offered by the Sexual Assault Center. We seek to fund a part-time Therapist to reduce trauma and long-term consequences following an assault.

We are truly grateful for Clay County Government's partnership and dedication to the Sexual Assault Center. Since Quigley House began providing forensic medical exams for the county, we have witnessed a growing demand for services. In 2017, the Florida Dept. of Law Enforcement reported 133 incidents of sexual assault and 41 incidents within the context of domestic violence. CCSO reported a rise in both sexual assault and domestic violence reports in 2018. Last year, staff conducted 38 forensic medical exams and provided over 1,200 counseling hours. In an effort to enhance services offered, we added a support group specifically for teen survivors of sexual violence. Quigley House provides the following services for survivors of sexual assault.

#### Core Services

1. 24/7 hotline services
2. Information and referral
3. Crisis intervention
4. Advocacy and accompaniment services
5. Community awareness
6. System coordination

#### Enhanced Services

1. Support groups/personal growth groups
2. Therapy
3. Prevention/risk reduction education
4. Medical intervention/forensic evidence collection

2. Describe the grant's target population and benefits received from the citizens of the County.

Quigley House primarily serves Clay County victims of domestic violence and sexual assault. Last year, 95% of clients were Clay County residents. At times, we do provide shelter to victims outside the county when nearby shelters reach capacity or if deemed safer to leave their own community. We always keep a room available for Clay County residents. Quigley House services are available to all individuals without discrimination. In FY2017-2018, we served 81% female and 19% males; 67.4% White, 18.5% African American, 8.2% Hispanic or Latino, .6% Asian American, .2% American Indian, 5% Other.

Additionally, of those we served in 2018, 28% were under the age of 18, 11% were ages 18-24, 59% were ages 25-59, and 2% were older than 60. Approximately half of participants in shelter were children.

Typically, individuals have exhausted all other options when they turn to us for services. Once a person enters shelter, additional needs are usually identified. Victim Advocates are able to help victims in a number of ways that lead to independence and self-sufficiency, for example, securing a job and affordable housing. The needs for safe housing and economic resources to maintain housing are the two most pressing concerns amongst individuals leaving abuse. Offering emergency shelter reduces the number of displaced or homeless families, as domestic violence is the leading cause of homelessness for women. With support from our partner organizations and donors, we are able to provide all basics needs, such as food, clothing, personal items, diapers, and over-the-counter medications. Participants in shelter and outreach also receive vouchers to the Thrift Store for clothing and other household items. We offer transportation to job interviews, medical appointments, and counseling. The Child Advocacy program allows children who have witnessed and felt the stress of domestic violence in their life a chance to heal. When victims and their children are able to live and work without fear and interference from their abuser, the result is a more stable workforce and healthier community.

Studies show that domestic and sexual violence has an enormous economic impact. According to a study by the Center for Disease Control and Prevention, the cost of intimate partner violence exceeds \$5.8 billion each year, \$4.1 billion of which is for direct medical and mental health services. After homicide, sexual violence is the most costly violent crime in the U.S., costing \$151,423 per incident (DeLisi, et al., *The Journal of Forensic Psychiatry & Psychology* Vol. 21, No. 4, August 2010). Sexual violence survivors experience reduced income in adulthood as a result of victimization in adolescence with a lifetime income loss estimated at \$241,600. Sexual abuse also interferes with an individual's ability to work. Fifty percent of sexual violence victims had to quit or were forced to leave their jobs following an assault.

Early intervention can mitigate costs and consequences. A 2006 study found that when victims receive advocate-assisted services following assaults, they receive more referrals and services and experience less trauma and psychological distress. Survivors with advocates are 59% more likely to have police reports taken than survivors without advocates, whose reports were only taken 41% of the time. Supportive interventions and therapy help prevent complex, long term health and mental health struggles among survivors.

3. Describe the qualifications of key staff and volunteers that will be responsible for implementing the grant.

#### **Victim Advocate**

Qualifications: BA in human services field with experience in crisis intervention and working with victims of domestic violence preferred. AA or equivalent considered with at least two years applicable experiences. HS diploma or GED considered with at least four years applicable experience preferably working in a certified domestic violence center. The Victim Advocate receives Core Competency Certification from the

Florida Coalition Against Domestic Violence and Advocacy Core Training from the Florida Council Against Sexual Assault.

Responsibilities include:

- Direct services to shelter and/or adult domestic violence and/or sexual assault clients. Services include case management, crisis intervention, legality assessment, safety planning, advocacy, information and referral, and assistance filing victims' compensation.
- Contact and follow-up with referral providers to ensure that victims' needs are being met.
- Participate in coordinated community response meetings and other related community support meetings to further implement services for victims. Network with referral sources and other service providers as appropriate.
- Assists victims with completing, filing, and obtaining an IFP as well as support, preparation and accompaniment to civil court hearings.
- Provides support, preparation and accompaniment for victims regarding criminal court hearings as well as obtaining services from the State Attorney's Office.
- Preserves integrity and quality of client service programs by maintaining accurate and thorough statistics and records of domestic violence and sexual assault client services and staff activities.
- Participates in community education presentations and/or public relations events promoting Quigley House services and domestic violence education/prevention programs.

### **Child Advocate**

Qualifications: Minimum high school diploma; two years of college preferred. Child Advocate must have experience in working with children. Completion of advocacy training required within three months of hire. Child Advocate must be certification in first aid and C.P.R. Child Advocate receives Core Competency Certification from the Florida Coalition Against Domestic Violence and Advocacy Core Training from the Florida Council Against Sexual Assault.

Responsibilities include:

- Coordinates basic needs assessment, intervention, and supportive counseling services for children.
- Provides guidance and counseling services in a group setting to children in shelter.
- Provides evening activities to children in shelter through educational and recreational activities to include but not limited to, tutoring, birthday parties, and holiday events.
- Maintains contact with child's counselor and parent regarding their behavior, progress, and notes any concerns.

### **Sexual Assault Therapist**

Quigley House seeks to fund a part-time Licensed Therapist. Qualifications include:

- Minimum of a Master's Degree in psychology, social work, or related area. State of Florida License or license eligible: LCSW or LMHC. Clinical experience with emphasis on domestic violence or sexual assault is preferred.
- Knowledgeable about the principles of sound therapeutic practices with survivors of sexual violence, working with the continuum of sexual violence services.

- Evidence of using therapeutic practices including alternative/holistic methods of healing from trauma.
- Completion of ACT (Advocacy Core Training) training from the Florida Coalition Against Sexual Violence
- \*Therapy is a Direct Service Standard for certification through the Florida Coalition Against Sexual Violence

### C. Accountability

1. Provide a timetable for accomplishing milestones, major activities, and main grant targets for the services to be provided by County grant funds. Please reference specific dates, months, stages, etc.

Milestone, Major Activity, Target	Reference - Time/Date/Stage
Hire Sexual Assault Therapist	Q1
Provide 400 sexual assault counseling hours	Ongoing- total by the end of FY2019-2020
Provide shelter to 260 individuals.	Ongoing- total by the end of FY2019-2020
Provide 1,000 domestic violence counseling hours	Ongoing- total by the end of FY2019-2020
200 children served by Child Advocate	Ongoing- total by the end of FY2019-2020
Assist 120 clients with filing for Victims Compensation	Ongoing- total by the end of FY2019-2020
Provide 1,200 units of Information and Referral to other services, supports, and resources (including legal, medical, and other social services)	Ongoing- total by the end of FY2019-2020
97% of adult victims in shelter more than 72 hours will have a safety and security plan when they leave shelter.	Ongoing
97% of adult survivors leaving emergency shelter will have a case management in place.	Ongoing
20% of adults leaving emergency shelter will receive housing assistance.	Ongoing

2. Please describe the method(s) you will use to evaluate whether your clients, participants or the citizenry have benefited from services.

At Quigley House, our first responsibility is to the victim. We provide the necessary services to guide domestic violence and sexual assault victims through the healing process while respecting each individual's wishes and needs. Successful completion is difficult to measure for some of our services. We measure our success by the successes of our clients. These can include: calling the crisis hotline in the first place (which takes a lot of courage), finding a job, relocating, pursuing legal and criminal charges, or regular attendance at support groups.

Program success is measured through various means. These may include follow-up surveys and questionnaires. Participants are asked to fill out a survey; once the survey is complete the survey is placed in a sealed envelope and placed in the CEO's mailbox.

Participants are asked:

1. If they felt safe and their confidentiality was maintained.
2. If they developed strategies to enhance safety.
3. If they gained knowledge of community resources.

We measure the effectiveness of our Child Advocacy Program through exit surveys. Each resident leaving the shelter completes an exit survey, which includes the following questions:

- a. My child seems less angry and less easily upset
- b. I have noticed my son(s) or daughter(s) are getting along better with others
- c. My child has benefited from counseling
- d. The Child Advocate related well to my child
- e. I felt comfortable talking about my child

We report monthly activities and progress to our certifying agencies, funders, and the Board of Directors. Each program participant and unit of service is tracked. Staff also track the number of presentations/professional trainings to measure our reach in the community.

#### **D. Applicant Budget**

1. Total budgeted agency revenue for Fiscal Year 2018-2019: \$1,922,963

Total projected revenue for Fiscal Year 2019-2020: \$2,037,791

2. Applicant Budget Detail:

<b>Revenue</b>	<b>FY 17/18 Actual</b>	<b>FY 18/19 Est. Actual</b>	<b>% of Actuals</b>	<b>FY 19/20 Proposed</b>	<b>% of Proposed Budget</b>
Clay County Government	\$44,235	\$51,412	2.67%	\$70,170	3.44%
Local: United Way	\$77,345	\$74,694	3.88%	\$72,500	3.56%
State Funding	\$429,245	\$499,179	25.96%	\$551,412	27.06%
Federal Funding	\$609,211	\$811,998	42.23%	\$903,009	44.31%
Foundations	\$115,731	\$159,880	8.31%	\$112,000	5.5%
Program-Generated Revenue-Fundraising	\$61,151	\$58,000	3.02%	\$60,000	2.94%
Program-Specific Revenue-Alternatives	\$22,325	\$0	0%	0	0%
Program-Specific Revenue-Public Contributions	\$77,294	\$70,300	3.66%	\$69,700	3.42%



SAC-Victim's Compensation	\$3,000	\$3,500	.18%	\$3,500	.17%
Interest Income	\$4,845	\$5,000	.26%	\$5,500	.27%
Thrift Store	\$210,281	\$189,000	9.83%	\$190,000	9.32%
<b>Total Revenue:</b>	<b>\$1,654,573</b>	<b>\$1,922,963</b>	<b>100%</b>	<b>\$2,037,791</b>	<b>100%</b>

<b>Expenses (Note: B + C=A) FY 19/20 Proposed</b>	<b>(A) Total Amount</b>	<b>(B) Amount Requested from Clay County</b>	<b>(C) Amount Requested from Other Source(s)</b>	<b>% Requested from Clay County</b>
<b>Personnel</b>				
Salaries & Wages	\$1,303,965	\$55,123	\$1,248,842	4.23%
Fringe Benefits	\$182,555	\$15,046	\$167,509	8.24%
<b>Personnel Sub-total:</b>	<b>\$1,486,520</b>	<b>\$70,169</b>	<b>\$1,146,351</b>	<b>4.72%</b>
<b>Operating Expenses</b>				
Occupancy (Rent/Lease/Mortgage)	\$114,000	\$0	\$114,000	0%
Telephone (Shelter/Admin only)	\$50,000	\$0	\$50,000	0%
Postage & Shipping	\$2,000	\$0	\$2,000	0%
Printing & Publication	\$1,500	\$0	\$1,500	0%
IT Computers/ Equipment/Maintenance	\$59,771	\$0	\$59,771	0%
Property/Liability Insurance	\$42,000	\$0	\$42,000	0%
Professional Development	\$10,000	\$0	\$10,000	0%
Office Supplies	\$15,000	\$0	\$15,000	0%
Professional Services(Legal/Accounting)	\$19,000	\$0	\$19,000	0%
Education & Prevention, Website	\$1,500	\$0	\$1,500	0%
Direct Client Expenses (Food & Consumables)	\$75,000	\$0	\$75,000	0%
Security/Fire Monitoring	\$5,000	\$0	\$5,000	0%
Sexual Assault Center	\$55,000	\$0	\$55,000	0%
Thrift Store (excluding salaries)	\$70,000	\$0	\$70,000	0%
Dues (subscriptions, licenses, fees)	\$8,000	\$0	\$8,000	0%
Fundraising Expenses	\$20,000	\$0	\$20,000	0%
Other	\$3,500	\$0	\$3,500	0%
<b>Operation Expenses Sub-total:</b>	<b>\$551,271</b>	<b>\$0</b>	<b>\$551,271</b>	<b>0%</b>
<b>Total Expenses</b>	<b>\$2,037,791</b>	<b>\$0</b>	<b>\$1,967,622</b>	<b>3.44%</b>

3. Is County funding a mandated requirement? YES X NO

If yes, please explain requirement:

In addition to funding these three key positions, many of our Federal grants require us to supply "Matching" funds in order to receive federal funding. The Clay County grant serves as matching funds to fulfill the matching requirement needed to secure federal funds.

4. Schedule of Positions: **35.83 FTE**

% of Budget Allocated to Administration: **16.1%**

<b>Position Titles and/or Employee Name</b>	<b>Full Time Equivalent*</b>	<b>FY 17/18 Actual Salary</b>	<b>FY 18/19 Estimated Salary</b>	<b>FY 19/20 Proposed Salary</b>	<b>% of Proposed Salary Increase</b>
CEO	1.0	\$111,834	\$99,000	\$101,970	3.00%
Administrative Assistant	1.0	\$ 37,886	\$38,688	\$39,850	3.00%
Receptionist	1.0	\$ 13,842	\$25,709	\$26,480	3.00%
Director of Shelter Services	1.0	\$49,755	\$50,000	\$51,500	3.00%
Resident Advocates	8.0	\$105,787	\$174,710	\$214,823	22.96%
Victim Advocates	2.0	\$41,061	\$59,906	\$58,675	3.11%
CPI Advocate	1.0	\$21,441	\$31,200	\$32,135	3.00%
Child Advocate	1.0	\$23,031	\$28,080	\$29,900	2.92%
Lead Victim/Resident Advocate	1.0	\$41,492	\$32,760	\$32,760	0%
Community Education Specialist	1.0	\$19,615	\$29,120	\$30,000	3.02%
Maintenance Coordinator	1.0	\$20,935	\$24,960	\$25,700	2.96%
Director of Sexual Assault Services	1.0	\$45,943	\$50,000	\$52,000	4%
Sexual Assault Advocates (1 FT + weekend on call)	1.3	\$32,742	\$31,200	\$32,100	2.88%
Sexual Assault Therapist	1.0	\$0	\$0	\$26,000	0%
Sexual Assault Counselor	1.0	\$ 34,665	\$34,840	\$34,840	0%
Finance Director	1.0	\$52,130	\$54,080	\$53,560	-.96%
IFP Attorney (Injunction for Protection)	1.0	\$ 62,143	\$68,202	\$70,240	2.99%
IFP Paralegal	1.0	\$0	\$37,440	\$37,440	0%
Economic Justice Advocate	1.0	\$35,771	\$ 36,067	\$37,150	3.00%
Finance Assistant	1.0	\$ 41,475	\$40,560	\$39,100	-3.60%
Outreach Advocate	1.0	\$ 19,688	\$34,320	\$35,350	3.00%

Volunteer Coordinator	1.0	\$37,692	\$29,994	\$30,850	2.85%
Development Asst./Grant Compliance Specialist	1.0	\$ 20,831	\$29,120	\$29,950	2.85%
Development Director	1.0	\$48,012	\$52,000	\$53,560	3.00%
Thrift Store Staff	3.5	\$ 104,388	\$125,274	\$129,032	3.00%%
Total	35.83	\$ 1,012,158	\$1,214,230	\$1,303,965	7.39%

\* Full time staff will be noted as 1.00; half time as 0.50; quarter time as 0.25, etc.

## E. Budget Narrative

1. From your Grant Budget, please describe how you will expend County grant funds:

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The Clay County Grant provides funding for three very key positions in the organization – the Child Advocate, one of our two Victim Advocates and a part-time Sexual Assault Therapist. The Child Advocate works with children living in shelter and offers structured healing activities and counseling to learn better ways to cope with life than the violent and abusive environment they came from. The Victim Advocate is responsible for providing Quigley House Courthouse-based and Outreach services, including safety planning, crisis intervention and assisting victims of domestic violence and sexual violence in obtaining services from the legal and judicial system as well as social service agencies, and serves as liaison with the judicial system. The Sexual Assault Therapist is responsible for providing professional trauma informed, psycho-educational counseling and/or crisis intervention to individuals and family members who are survivors of domestic violence and/or sexual assault.

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**Note: If your agency is granted funds, this information may be included in your contract with the County. Funds will be paid on a reimbursement basis only, and no monies will be distributed up front nor for uses other than requested above.**

2. What percentage of grant funding goes to Administration and what percentage goes directly to Programming?  
76.3% of funding goes to Programming; 23.7% to Administration

1. Along with submission of the funding request, the following supporting documents shall be furnished:

- IRS tax-exempt letter confirming 501(c)(3) nonprofit status
- most recent Solicitation License; if exempt, submit exemption letter
- Certificate of Liability Insurance
- most recent IRS income tax return (Form 990)

2. If funding is approved by the County, applicant acknowledges that it may be requested by the County to provide documentation of expenditures, and an annual audit of all grant funds, financial statements, mid-year program report, or any other additional documentation or supporting documents requested. Failure to comply with any such request may jeopardize future funding from the County.

3. Submit seven (7) copies of your completed application no later than 4:00 PM Monday, March 11, 2019 to:


Clay County Board of County Commissioners  
Attn: Budget Office  
PO Box 1366  
477 Houston Street, 4<sup>th</sup> Floor  
Green Cove Springs, FL 32043

Signing below acknowledges that this funding application has been completed accurately. All information submitted with this application will become a matter of public record, and open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

Executive Director

Anadelle M. Martinez-Mullen

(Type Name)



(Signature)

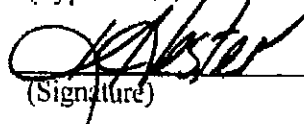
03/11/2019

(Date)

Board Chair

Kathryn Hester

(Type Name)



(Signature)

03/11/2019

(Date)

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PURCHASING DIVISION

2019 MAR 11 PM 2:49

CLAY COUNTY BOARD OF  
COMMISSIONERS

Clay County Purchasing Division  
477 Houston Street  
PO Box 1366  
Green Cove Springs, FL 32043

Receipt for Bid #: \_\_\_\_\_

Company Name: \_\_\_\_\_

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**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding request for FY 2019-2020**

**A. Applicant Information:**

<b>Applicant Name:</b> Clay Behavioral Health Center, Inc. (CBHC)		
<b>Physical Address:</b> 3292 County Road 220, Middleburg, FL 32068		
<b>Mailing Address:</b> 3292 County Road 220	<b>City/State:</b> Middleburg	<b>Zip:</b> 32068
<b>Phone:</b> 904-291-5561	<b>Fax:</b> 904-291-5575	
<b>Website:</b> www.ccbhc.org		<b>Federal Tax ID#:</b> 59-2219317
<b>Executive Director:</b> Irene M. Toto, LMHC		
<b>Primary Contact:</b> Tina M. Swathwood	<b>Title:</b> Director of Business Operations	
<b>Email:</b> Tina.Swathwood@Firstinclay.org		
<b>Amount Requested:</b> \$400,000	<b>Amount Awarded (Budget Office use only):</b>	

1. Please provide a brief statement of your organization's mission and goals.

<b>Mission:</b>	Mission Statement: Clay Behavioral Health Center is dedicated to improving the quality of life for Clay County residents by providing affordable mental health and substance abuse services through a comprehensive community-based approach to care. Vision Statement: Building a Healthier Community, One Life at a Time.
<b>Goals:</b>	1. Create and sustain healthy communities that support prevention and wellness in areas where people live, learn, work and play. Streamline services and reduce barriers to services.
	2. Advocate for increased access to behavioral health services, adequate funding and a place in the overall continuum of healthcare services. Maximize agency resources and maintain fiscal responsibility.
	3. Increase community awareness of behavioral health issues.

2. Please provide a brief description of all agency programs and services and indicate the number of years (or months) you have provided each program or service. Please place an asterisk in front of any program or service that is supported by County funds.

## ACCESS/EMERGENCY SERVICES

- \* **Crisis Intervention** – Triage and/or referral for people experiencing mental health and substance abuse problems can be obtained by dialing 904-291-5561 x 5002, 24 hours a day. Walk in intervention is also available Monday-Friday, during regular business hours. (31+ years)
- \* **Intake/Admission Screening** - Assessment for services and financial assistance to pay for services can be obtained on walk in basis Monday through Friday. The Agency also offers Open Access allowing individuals to walk in without an appointment and be seen by a counselor, based on availability, Monday through Friday 8:00am – 4:00 pm. If a counselor is not available, an appointment will be scheduled for an intake. (31+ years)
- \* **Mobile Response Team** – CBHC recently became the provider of Mobile Crisis Services to individuals up to age 25 who live in Clay County and are experiencing a mental health crisis. Services available 24/7 365 days a year with a 60-minute response time. CBHC is coordinating crisis response in collaboration with community partners including the Clay County School District and local law enforcement. (in implementation phase)

## MEDICAL SERVICES

- \* **Medication Management** – CBHC provides Psychiatric Evaluations and Medication Management follow-up services for Clay County residents who have mental health or behavioral illnesses that require medication. These services are provided by a staff of licensed Psychiatrists, Physicians, Nurse Practitioners, Registered Nurses, and Certified Medical Assistants. This also includes injections, prior authorizations, and collaboration/coordination with other programs and organizations. For example, case management services, outpatient counseling services, substance abuse services, Clay County schools, Clay County jail system, and other community wide organizations.

CBHC has several programs to assist clients who are low income or uninsured in obtaining costly psychotropic medications which they can't afford or have access to. The **Indigent Drug Program (IDP)** obtained through our state contract for over 30 years, provides access to over \$50,000 annually for discounted psychotropic medications. The **Patient Assistance Program** provides needed medications through drug companies that offer medications to these clients through an application process. Approximately 100 county residents are participating currently. They are receiving over \$800,000 annually in psychotropic medications from this particular program. **Americares** is a program which provides donated medications to medical providers. CBHC applied for membership in 2015 when psychotropic medications were added to the available stock. These medications are available to any one of our approximately 1500 active medication management clients that exhibit the need.

- \* **Health Matters** - SAMHSA grant funded program to provide Integrated Health Care in a behavioral health setting. Our program provides primary care 40 hours per week at our County Road 220 location in Middleburg. Also, through the grant, we provide groups and classes in order to promote health and wellness. Target participation of 101 clients was met for year one as well as 248 for year two. We currently have met and exceeded our third-year goal of 387 participants. The goal is to improve client outcomes based on treating the person as a whole person; integrating mental and physical health while providing support and coping skills, not just treating isolated symptoms. Grant will end September 30, 2019. We will provide transition services to our clients linking them with primary care providers in the community to continue to promote and integrate physical health with their psychological wellbeing. (5 years)

## **CLINICAL SERVICES**

### ***Intensive Family Services***

- \* **In-home Family Counseling and Reunification** – Program provides prevention, intervention, preservation, and treatment services to high risk families involved with the child welfare system. These families have had children removed from the home due to abuse and neglect or are at risk of having their children removed. Services are individualized and may be provided in home or out of home depending on the family's needs. The goal of services is to preserve and/or reunify families. The client is successfully discharged upon completion of their treatment plans goals which are developed with the child, family, and clinician. (12 years)
- \* **Trauma-Informed Care** – Certified Trauma Professionals available to assist in providing treatment to children and adults in Clay County who are experiencing a traumatic event. Trauma Clinicians participate with DCF, Kids First of Florida and Law Enforcement. Crisis Intervention services available to those experiencing an immediate traumatic event such as but not limited to – death of a parent, death of a child, fire, suicide, etc. The client is successfully discharged upon completion of their trauma informed treatment plans goals which are developed with the child, family, and clinician; utilizing trauma focused cognitive behavioral therapy. (7 years)
- \* **In-home Parenting Education and Support** - Preventative services for parents who are at risk of losing their children or are requesting more skills to better parent their children in their home utilizing evidenced based practices. Active engagement and homework completion for 10 parent education and support session clients will be successfully discharged and receive a certificate of completion. Attendance certificate will be given if they showed up for each session and were not actively engaged and showing behavior changes. (11 years)
- \* **Parenting Co-parenting-** Program to assist parents who are not living together but co-parenting their children. Services are provided to each parent individually in an environment that is comfortable to them. Active engagement and homework completion for 10 parent education and support session clients will be successfully discharged and receive a certificate of completion. Attendance certificate will be given if they showed up for each session and were not actively engaged and showing behavior changes. (6 years)
- \* **Parenting In-jail-** Program provides evidenced based services to a parent who is in jail and in need of parent education, sessions occur at the jail. Active engagement and homework completion for 10 parent education and support session clients will be successfully discharged and receive a certificate of completion. Attendance certificate will be given if they showed up for each session and were not actively engaged and showing behavior changes. (6 years)
- \* **Parenting Group-** Treatment services for parents who have lost custody of their children and are in need of an evidenced based parent education program. Program meets in an office setting. Upon completion and active engagement of entire six parenting groups participants will receive a certificate of completion. Attendance certificate will be given if they showed up for each session and were not actively engaged and showing behavior changes. (22+ years)
- \* **Therapeutic Visitation-** Court ordered visitation with a master's level clinician. Sessions are driven by the child's willingness to share and process feelings regarding removal or lack of contact with the guardian. Three therapeutic visitations are given and then a letter regarding clinical recommendations are given to the CPI/FSC. (3 years)

### ***Adult Community Based Services***

- \* **Psychosocial Rehabilitation** – Intensive outpatient program for adults with serious and persistent mental illness, focuses on independent living, pre-vocational and coping skills. (30+ years)



- \* **Life Skills** – Structured education and counseling curriculum to develop coping/emotion regulation, communication and interpersonal skills. Evidence based treatment - utilizing the Dialectical Behavioral Therapy model. (23+ years)
- \* **Lombard Apartments Supported Housing** – Four apartments able to house eight clients who are receiving case management services and who have an income to support independent living. (22+ years)
- \* **Vocational Services** – Support in finding, maintaining and keeping competitive employment. Includes job coaching and on-call support to clients and employers. The vocational program has two contracts with the Department of Education (VR) for Supported Employment and Employment Services. (23 years)
- \* **Drop-in Center** – Consumer-run peer support, providing social and recreational opportunities for clients during non-treatment hours. (27+ years)
- \* **Adult Crisis Alternative Program (ACAP)** – A short-term community-based alternative to hospitalization for people with mental illness. Designed to serve clients who are in need of respite services to avoid the need for more restrictive and intensive interventions. The service may also be utilized by individuals who have been hospitalized for psychiatric care, and are now ready for a less restrictive setting, but not ready to be discharged home. It is a six-bed adult facility with 24-hour staff. Performance indicators for most recent quarter show that 95% of persons receiving services will not require a higher level of care within 30 days of admission, and 95% of persons served will achieve an increased level of functioning from admission to discharge. (15 years)
- \* **Unashamed** – Overcoming victimization of sexual abuse. Unashamed is a 12-week program that meets weekly. Information covered will include: effects of victimization; emotions; identifying personal strengths; learning coping skills; understanding ambivalence; managing intrusive thoughts; the psychobiology of trauma; establishing boundaries; and building self-esteem. Participants can obtain individual counseling as a part of the group. (2 year)
- \* **The Loss/Grief Group** - This is a 10-week group that meets weekly at the Knight Boxx location. This group will serve adult men and women who have experienced a grief or loss issue, such as loss of job, limb, health, loved one, home, divorce, and so forth. The information covered will include the following: dealing with loss; exploring myths about grief; learning about the differences between mourning and grieving; identifying supports; increasing self-care; developing coping skills; and starting the recovery journey. Participants may obtain individual counseling as a part of the group. The group is “open” for two sessions then closes though clients may still be referred and will be seen individually until the new group cycle opens. (2 years)
- \* **After Life Skills** - is a group targeted for adult clients who have successfully completed the Life Skills program and desire continued interactions to incorporate learned skills to manage interpersonal interactions, regulate their emotions, and tolerate distress. The purpose is to provide client’s opportunity to process current events in their own life that have necessitated the use of learned skills and to share successes and barriers to their continued progress. The group is an open group meeting twice monthly. (22+ years)

### *Children’s Community Based Services*

- \* **School-Based Mental Health Clinicians** – Services are provided within schools to students with counseling indicated on their IEP and are referred only by the Clay County district office. These services are designed to assist students with emotional/behavioral issues to increase their functioning and skills, both at home and at school so that they can achieve maximum potential. (25+ years)
- \* **School-Based Mental Health Clinicians** – Services are provided in two Title I schools. Clinicians are at the school daily to work with students and families both individually and in groups. (25+ years)

- \* **Student Assistance Program** – Services are provided at every Junior and Senior High. Staff meet with at risk students individually and in groups to reduce risk factors and increase protective factors. Staff engage students using the evidenced based curriculum, Too Good for Drugs. (21 years)
- \* **Moving Up Program** – One-day program of structured activities geared to increase positive behaviors, socialization and provide improved confidence to students who are transitioning into the Junior High School. This program is done in each Junior High School after the school year has ended. (5 years)

#### *Adolescent Substance Abuse Services*

- \* **Outpatient Counseling** – Outpatient Counselors provide individual and group counseling for youth involved with alcohol and/or other drugs. This may include working in conjunction with the Department of Juvenile Justice and other referral sources. Drug testing is included during the individual and group process. (31 years).
- \* **School-Based Prevention** – Individual and group services provide support and prevention to at-risk students in each Clay County Junior and Senior High school, including Bannerman. Students receive education about choices involving alcohol and other drugs, and to avoid the need for more intensive services. Prevention Specialist's use the Evidence Based Programs Project Success and Too Good for Drugs. These services include an ongoing collaboration with the Clay County School Board and the Clay Action Coalition. (21 years)
- \* **Drug Testing** – An initial drug test and consultation is available to parents who are concerned about a child's suspected or potential drug use. If requested, recommendations for treatment can be provided. (31 years)
- \* **Community Action Treatment Team (CAT)** is a team of therapists, case managers, mentors, nurse, and psychiatrist. The team provides intensive services to high risk youth and their families. Wrap around services are focused on keeping children, adolescents, and young adults in their homes, schools and communities. Services are designed to coordinate multiple systems and resources while removing any barriers that may prevent access to care. (2 years)

#### *Adult Substance Abuse Services*

- \* **Outpatient Counseling** – The Traditional Outpatient (8 weeks) and Extensive Outpatient (12 weeks) programs use a solution-focused evidenced based treatment curriculum, Living in Balance, this program can be used either individually or in a group setting for adults who are abusing substances. This is an abstinence-based program whose referral sources can be The Department of Children and Families, Kids First of Florida, Probation (Misdemeanor and Felony), Northeast Florida Safety Council as well as others. The groups are offered in the morning and evening. Consumers who participate are drug tested weekly, attend community support meetings and education is be provided for interested family members and friends. (31 years)
- \* **Intervention** – Interactive 4-week education program for those at risk of substance abuse. This is abstinence based and includes weekly drug screens and attendance at community support meetings. (31 years)
- \* **Adult Drug Court Program** – A coordinated effort between the courts, law enforcement, probation and treatment services. The goal of Drug Court is to intervene and break the cycle of substance use, addiction and crime, by offering a diversion from incarceration in certain cases. This program is a year-long abstinence- based program that uses the Evidence Based curriculum, The Matrix. Clients participating in the Drug Court program also can be referred for Psychiatric services and various other groups within the agency, (Anger Management, DBT, Depression and Anxiety group among others). Adult Drug Court clients must complete Moral Reconciliation Therapy. Gender specific groups meet weekly. Group members attend community support groups and are seen in court in the beginning weekly and then as they progress, at lesser intervals. (14 years)

- \* **Veterans Drug Court Program** – A coordinated effort between the courts, law enforcement, Veterans Administration and treatment services. The goal of Veterans' Drug Court is to intervene and break the cycle of substance use, addiction or mental health, by offering a diversion from incarceration in certain cases. This program is a year-long abstinence- based program that uses the Evidence Based curriculum. The Matrix. Clients participating in the Drug Court program also can be referred for Psychiatric services and various other groups within the agency, (Anger Management, DBT, Depression and Anxiety group among others). Group members attend community support groups and are seen in court in the beginning weekly and then as they progress, at lesser intervals. (4 years)
- \* **HIV Education** – Consumers are provided community-based education for HIV/AIDS. Substance Abuse clients are required to complete a one-hour course before the end of their treatment. HIV testing is available if requested. (16+ years)
- \* **Marchman Court**- Family members and friends can petition the court to intervene in a family members substance use/abuse. The court system can order an evaluation and treatment if needed. CBHC assess the client and makes a recommendation to the court. The court can then order the client to complete the recommended treatment. (ongoing)
- \* **Dual Diagnosis/Co-Occurring Services** – This 12-week group is designed specifically for individuals with co-occurring substance abuse and mental health disorders. This program uses a solution-focused evidenced based treatment curriculum, Living in Balance. This can be used either individually or in a group setting for adults who are abusing substances and have a mental health diagnosis who need monitoring or treatment. This is an abstinence -based program that requires weekly drug screens and attendance at community support meetings. (16+ years)

### ***Outpatient Mental Health Services***

- \* **Outpatient Counseling** – Outpatient Mental Health Counselors use Cognitive Behavior Therapy as well as other brief solution-focused treatment to provide individual and group counseling for children, adolescents and adults. Groups include Adult and Adolescent Anger Management, Depression/Anxiety, Social Skills for Elementary, Junior High and Services provided at our locations in Middleburg, Keystone Heights and Green Cove Springs. Mental Health counseling services are provided in the Clay County Schools for children who have counseling on their Individual Education Plan (IEP) (36 years)
- \* **Outreach** – CBHC provides a counselor one day per week at PACE Center for Girls. Students are seen individually and, in the Teens, United group which provides social skills for teenage girls. (3 year)
- \* **Outreach** – In an effort to address higher than average suicide rates, CBHC and the Department of Health - Clay County formed a collaboration to provide a Mental Health counselor at the Bear Run - Teen Clinic. Resource and referral information is provided to interested teens. (1 year)
- \* **Parenting Program** – Counseling and education program designed to help parents learn and apply principles of positive parenting. Parenting, communication, and nurturing skills may be delivered either in a group or individual format depending on the needs of the family. (21+ years)

### ***Helping Everyone's Life Matter***

- \* **HELM Program** – Services provided to individuals ages 15-36 who are experiencing their first episode of psychosis. Using the evidence based NAVIGATE model, the program is recovery based and provides Individual skills training along with family education and support. (3 years)

### **CASE MANAGEMENT SERVICES**

- \* **Adult Case Management** – Case Managers provide advocacy, link with resources and monitor progress of adults with serious and persistent mental illness who have a history of hospitalizations. Services are designed to assist these individuals with remaining successfully in the community. (32+ years)

- \* **Children's Case Management** – Staff develops linkages for families in need of multiple services; client advocacy, monitoring and liaison among schools, agencies and families. Services are designed to assist youth in remaining in the least restrictive setting while receiving services and treatment for their behavioral health issues. Clients will be successfully discharged from CCM when stable for four months as reported by teachers, parents, and clinicians (32+ years)
- \* **Family Intervention Specialist**–Staff develops linkages and assessments for parents and adolescents in need of substance abuse interventions. Staff completed Mental Health and Substance Abuse assessments and recommends level of treatment individualized for each person. Discharge will occur when parents/adolescents have engaged in substance abuse services for a minimum of half the recommended treatment duration and show no need for outside supports. (12 years)
- \* **Substance Abuse Case Management** – The Case Manager can provide advocacy, link with resources and monitor progress of adults with substance abuse issues. Services are designed to follow up with individuals who are not attending substance abuse services, need additional drug screening or need to be linked to additional services designed to help these individuals with remaining successfully in the community. The Case Manager is available each week during Dependency Court. (22+ years)

3. Board Member Listing - Please provide a list of your agency's board members and their affiliation.

Board Member	Affiliation
William J. Simmons, Ph.D. 1828 North Glen Circle Middleburg, FL 32068	Board Chair Retired Provost of St. John's River Community College, Orange Park Campus
Nancy Sweatland 1000 Pinewood Court Apt 206 Green Cove Springs, FL 32043	Board Vice-Chair Client Advocate
Daniel Becton, Ph.D. 2408 Golden Bell Lane Fleming Island, FL 32003	Board Member Retired School Board
Mike Elia 2671 Countryside Drive Fleming Island, FL 32003	Board Member Principal of Clay County School
Maude B. Jackson 2774 Burroughs Road Middleburg, FL 32068	Board Member Retired School Teacher
Kent Rutherford 205 N. Bartram Trail Jacksonville, FL 32259-8816	Board Member Retired Florida Air Guard
Janet S. Fox 1476 Scarlett Way Fleming Island, Florida 32003	Board Member Retired LMHC
Rindetta D. Stewart 5315 Razorback Court Middleburg, FL 32068	Board Member Retired Educator
Nate Woodrum 2352 College Street Apt B Jacksonville, FL 32204	Board Member Adams & Harper, P.A. Orange Park, FL 32073

## **B. Grant Purpose**

1. Describe the services to be provided by County grant funds.

County Grant funding is allocated across many programs and services. Funding received from the County grants is used as match funding required by our contract to leverage other state and federal dollars. The funding provided by the County grant assists CBHC in meeting this match requirement which allows an additional two million dollars in funding to be utilized to provide services to Clay County residents.

2. Describe the grant's target population and benefits received from the citizens of the County.

CBHC serves residents of Clay County. Our priority target population is legislatively mandated and is outlined in our contract as follows:

- Adults with Severe and Persistent Mental Illness
- Adults with Serious and Acute Episodes of Mental Illness
- Adults with Mental Health Problems
- Families involved with the Child Welfare system.
- Children who are Seriously Emotionally Disturbed
- Children who are Emotionally Disturbed
- Children who are At Risk of Emotional Disturbance
- Adults with Substance Abuse Problems
- Children with Substance Abuse Problems

Clients may be self-referred or referred by family, the court system, local health care providers, hospitals, community agencies, teachers, social workers and other school employees, local churches and law enforcement, among others.

CBHC services are available to all residents of Clay County and clients served come from all areas of the County. Demographics of clients served closely resemble overall demographics of the County. Green Cove Springs, Middleburg and Orange Park are most represented in the number of residents served, and the number of clients from Keystone Heights is growing. CBHC works in collaboration with local schools, area churches and other agencies to coordinate care to the residents in the Keystone Heights area. CBHC continues to operate Neighborhood Resource Centers in Keystone Heights and Green Cove Springs, which allows community residents to access needed referrals and resources. The space is also available for community partners to use for community events. DCF and the Florida Department of Health are among the groups using the resource Centers to offer services to community members. CBHC has recently opened an additional location in Orange Park to provide outpatient substance abuse services including medication assisted treatment.

The most recent County Health Improvement Plan conducted by the Health Planning Council of Northeast Florida and the Florida Department of Health identified Mental Health, Healthcare Access and Healthy Behaviors and Prevention as priority issues. There is a need for community residents to have access to affordable effective behavioral health services. CBHC continues to provide that access to the degree possible with existing funding, although it is recognized that demand often exceeds capacity. A work group of Community stakeholders including CBHC regularly meet to review the action plans and update progress towards goals.

Research indicates 1 in 5 individuals experience a diagnosable mental illness in any given year. It is important to acknowledge that behavioral health is as important to overall functioning as physical health.

Research also shows that behavioral health treatment works. The best treatments for mental illnesses today are highly effective; between 70% and 90% of individuals have significant reduction of symptoms and improved quality of life with a combination of pharmacological and psychosocial treatments and supports. Recovery is possible, and prevention and intervention programs are effective and can prevent the need for more intensive services.

Clay Behavioral Health Center, Inc. (CBHC) is the nonprofit agency providing mental health and substance abuse services to the residents of Clay County. CBHC has been a community partner to Clay County since 1982. CBHC provides treatment services to children, adults and families in the community who struggle with mental illness and substance abuse. These priority clients are able to access quality services that allow them to function successfully in the community. CBHC provides outreach and prevention services designed to identify problems and allow access to early intervention.

Services are provided on a sliding fee scale based on income. 94% of all persons served by CBHC are indigent, at or below the poverty level.

In FY 2017-2018 Clay Behavioral Health Center provided services to 5,679 Clay County residents, 4,052 adults and 1,627 children. CBHC continues to advocate for ongoing state funding to maintain the Crisis Alternative Program and expand services provided to those County residents experiencing a mental health or substance abuse crisis.

CBHC maintains a relationship with local law enforcement and provides trainings to CCSO and police department professionals. Trauma Certified therapists from CBHC are routinely contacted to assist DCF and law enforcement with removals due to child abuse and other traumatic events involving children.

The impact of untreated mental illness on health and productivity in the United States has been long underestimated, and recent data from studies conducted by the World Health Organization, among others, reveals that mental illness accounts for over 15% of the disease burden in the United States. This is more than the disease burden caused by all cancers. Mental Disorders are the leading cause of disability in the United States.

Individuals with serious mental illness face an increased risk of having chronic medical conditions. Adults with serious mental illness die 25 years younger than other Americans, largely due to treatable medical conditions.

In 2015 CBHC was awarded a grant from the Substance Abuse and Mental Health Services Administration for the integration of primary care and behavioral health services. This has allowed increased access to healthcare for underserved and high-risk populations and is an additional resource for Clay County residents which aligns with the needs identified in the Health Improvement Plan.

CBHC continues to collaborate with local health care providers and to provide outreach for behavioral health services to physical health care locations. CBHC works closely with the Way Free Clinic and provides onsite counseling to high risk individuals. All efforts are targeted to reach priority populations and to maximize resources. We maintain ongoing collaborations with Orange Park Medical Center, Palms Medical Group, Azalea Health, St Vincent's Clay, Baptist Medical Center and the Clay County Department of Health.

CBHC continues to emphasize the need to improve the integration of appropriate substance use/misuse prevention messaging, screening and assessment into routine medical care, especially for youth. CBHC works closely with and is a partner of the Clay Action Coalition. The Coalition is a group of community stakeholders working to implement county wide strategies to combat underage drinking and address other issues facing our youth. Underage drinking costs Florida \$3.7 billion or an estimated \$2,383 for each youth. CBHC has increased services to at-risk students in Clay County schools, and currently has Prevention Specialists located in junior and senior high schools throughout the county. Additionally, qualified counselors provide onsite services to EBD students in Clay County schools, and CBHC has expanded services to provide counseling at three Title I schools in the County.

Suicide is listed as one of the top ten leading causes of death in the county. Having a 24-hour crisis line available and providing walk in access and crisis intervention services at our Main Center allows CBHC to provide outreach to county residents who may be experiencing a crisis. CBHC continues to have staff trained in Suicide Risk Assessment techniques and Mental Health First Aid, allowing them to become more proficient in assessing at risk individuals. CBHC also offers the Mental Health First Aid training to interested community members at no charge. CBHC's Resource Centers provide outreach access and follow up to parts of the county identified as high use areas.

CBHC was recently awarded the contract to provide a Mobile Response Team (MRT) to Clay County residents. The MRT is a mobile crisis team that is available for individuals up to age 25, who are experiencing a mental health crisis. The MRT is accessible 24/7 365 days a year and provides onsite crisis response within 60 minutes of a call for assistance anywhere within Clay County.

The Florida Department of Children and Families utilizes a Managing Entity (ME) model to contract for Mental Health and Substance Abuse Services in the state. In the North-East Florida Region, the ME is Lutheran Services of Florida. (LSF) CBHC maintains compliance with all contractual requirements of LSF and routinely meets or exceeds performance measures. Clients in crisis continue to be seen immediately, and CBHC utilizes an Open Access Model, which reduces wait times for individuals seeking services and allows same day service. For FY 18/19 the anticipated, uncompensated care total is over 400,000.

Additional statistics from the Department of Children & Families indicate the following:

Despite being the third most populated state, Florida's per capita funding for mental health and substance abuse services remains near the bottom of the funding scale in the nation.

- Nearly two thirds of Florida's inmates report significant alcohol and drug problems.
- 70% of youth in Juvenile Justice Systems have at least one mental health disorder with at least 20% experiencing significant functional impairment from a serious mental illness.
- It is estimated that between 50% to 85% of all cases of child abuse and/or neglect involve mental health or substance abuse.
- An estimated 50% of abused or neglected children in the child welfare system have a mental health problem.
- A significant percentage of men (25 - 50 %) who commit acts of domestic violence also have substance abuse problems.

3. Describe the qualifications of key staff and volunteers that will be responsible for implementing the grant. Agency CEO Irene M. Toto has over 36 years of experience with non-profit agencies. She holds a Masters Degree, a Certificate in Non Profit Management from Rollins College and is a Licensed Mental Health Counselor. She has been with CBHC since 1994. Irene oversees the Senior Management Team of CBHC, which includes Tina Swathwood, Director of Business Operations (20 years with CBHC) and Elizabeth Franco, Director of Clinical Operations. (20 years with CBHC).

CBHC currently employs 136 regular employees (120 full-time, 16 part-time, including 6 peer specialists) and 7 PT contract employees. The agency also has 8 interns. There are currently 8 full time vacancies. New employees, interns and volunteers must satisfactorily complete a level 2 background screening which includes FBI/FDLE fingerprinting, local county screening and a pre-employment drug screening. Level 2 background rechecks are completed with every five years of employment.

CBHC has a large number of professional, educated, experienced and dedicated staff. 20% of employees are licensed in the State of Florida (MD, PSY, ARNP, RN, CMA, CNA, LMHC, LMFT, LCSW, CAP). Professional licensure is verified at time of initial hire and then on an annual basis.

76% or 103 employees have earned advanced college degrees, 36% with Bachelor's degrees; 37% with Master's degrees and 3% with higher level academic degrees. All clinical positions require a minimum of one year's related work experience with a majority of employees coming to the agency with at least three to five years' experience.

70% of positions provide direct service to clients; 22% are in program support positions; and 8% are in senior management; mid-management or supervisory positions.

25% of employees have been with CBHC less than three years. 41% of employees have been with the agency at least three years; 16% have been with the agency five or more years; 9% have been with the agency ten or more years; 9% have been with the agency over fifteen years.

### C. Accountability

1. Provide a timetable for accomplishing milestones, major activities, and main grant targets for the services to be provided by County grant funds. Please reference specific dates, months, stages, etc.

Milestone, Major Activity, Target	Reference - Time/Date/Stage
To sustain a comprehensive community-based system of care, to meet the identified needs of the community. Expand existing resources and secure additional sources of funding to meet the growing demand for services. CBHC continues to develop services and expand programs in response to community needs.	Added 1 <sup>st</sup> episode psychosis services to eligible children and young adults – latest funding secured in July 2017. Awarded contract through RFP for Community Action Team in October 2017 - intensive wrap around services provided to high risk youth and families in the community. CBHC added care coordinator position in 2017 to provide outreach to local hospitals and crisis stabilization units. Participating in pilot project with Clay County DOH to provide outreach to teens in the area of suicide prevention. Annual and ongoing



	review of achievement of fiscal and programmatic benchmarks.
Secure recurring legislative funding through the Department of Children and Families for the Community Crisis Alternative Program	Submitted legislative funding request to secure recurring funding for the Community Crisis Program and for additional substance abuse services for high risk individuals in the community including parents involved with the child welfare system. Request submitted in November 2017, continued funding approved pending Governors approval.
CBHC submitted an additional legislative funding request for funding to address the growing opioid crisis in Clay County. Collaborative partners are St. Vincent's Clay and Gateway Community Services	Request submitted in December 2017 – funding approved pending Governors approval
Activities and services for PBHCI (Primary and Behavioral Health Care Integration) grant federal funding through SAMHSA in partnership with community providers.	Continue to offer primary care services to individuals with Mental Health and Substance Abuse Disorders – plan to apply for new grant funding at end of current cycle. Current grant runs through 2019, CBHC will submit new grant request for additional 3 years of funding.
Maintain CARF accreditation – through reaccreditation process	Re -accreditation achieved in June 2017. Agency received maximum 3 year accreditation with commendations.

2. Please describe the method(s) you will use to evaluate whether your clients, participants or the citizenry have benefited from services.

CBHC has maintained accreditation through the Commission on Accreditation of Rehabilitation Facilities (CARF) since 1996, with the most recent re-accreditation in 2017. Accreditation from CARF indicates that programs and services substantially meet internationally recognized standards. CARF accreditation also means that an organization has made a commitment to continually enhance the quality of its services and programs. CBHC utilizes a Quality Improvement Program that establishes goals and measures progress towards meeting those goals. Assessments are completed on each client served upon admission, at regular intervals during treatment and at discharge. CBHC is required to meet specific contractual performance measures as defined by the regional managing entity, Lutheran Services of Florida (LSF). Outcomes are reported on a monthly basis and are monitored regularly by the state. Each person served is expected to participate fully in prescribed treatment and must follow the steps outlined in an individual treatment or service plan. Clients are surveyed at discharge and at a period of time after discharge to gauge satisfaction with and effectiveness of treatment. Pre and post tests are utilized in many of the programs offered by CBHC to determine levels of functioning before and after treatment interventions. Standardized functional assessments are also completed at regular intervals during treatment to determine progress. Confidential client surveys are completed and turned into LSF monthly. Currently CBHC has an overall satisfaction rating of 93% for Adult Services and 95% for Children's Services.

**D. Applicant Budget**

1. Total budgeted agency revenue for Fiscal Year 2018-2019: \$7,906,100  
Total projected revenue for Fiscal Year 2019-2020: \$7,766,000

2. Applicant Budget Detail:

Revenue	FY 17/18 Actual	FY 18/19 Est. Actual	% of Actuals	FY 19/20 Proposed	% of Proposed Budget
Clay County Government	\$596,205	\$630,000	8%	\$680,000	9%
Other Cities or Counties	\$0	\$0	0%	\$0	0%
State Funding	\$299,887	\$810,000	10%	\$510,000	7%
Federal Funding	\$2,861,204	\$3,125,500	39%	\$3,140,500	39%
Foundations	\$0	\$0	0%	\$0	0%
Program-Generated Revenue	\$2,399,061	\$2,550,600	32%	\$2,625,500	34%
Program-Specific Revenue	\$436,626	\$450,000	6%	\$460,000	6%
Other	\$328,604	\$340,000	5%	\$350,000	5%
<b>Total Revenue:</b>	<b>\$6,921,587</b>	<b>\$7,906,100</b>	<b>100%</b>	<b>\$7,766,000</b>	<b>100%</b>

Expenses (Note: B + C=A) FY 19/20 Proposed	(A) Total Amount	(B) Amount Requested from Clay County	(C) Amount Requested from Other Source(s)	% Requested from Clay County
<b>Personnel</b>				
Salaries & Wages	\$4,822,283	\$350,000	\$4,472,283	7%
Fringe Benefits	\$1,060,902	\$50,000	\$1,010,902	5%
<b>Personnel Sub-total:</b>	<b>\$5,883,185</b>	<b>\$400,000</b>	<b>\$5,483,185</b>	<b>7%</b>
<b>Operating Expenses</b>				
Occupancy (Rent/Lease/Mortgage)	\$240,000	\$0	\$240,000	0%
Telephone	\$35,000	\$0	\$35,000	0%
Postage & Shipping	\$4,000	\$0	\$4,000	0%
Printing & Publication	\$7,000	\$0	\$7,000	0%
Equipment Rental & Maintenance	\$64,000	\$0	\$64,000	0%
Travel	\$115,000	\$0	\$115,000	0%
Professional Development	\$25,000	\$0	\$25,000	0%
Office Supplies	\$40,000	\$0	\$40,000	0%
Computers & Equipment	\$46,000	\$0	\$46,000	0%
Other	\$1,306,815	\$0	\$1,306,815	0%
<b>Operation Expenses Sub-total:</b>	<b>\$1,882,815</b>	<b>\$0</b>	<b>\$1,882,815</b>	<b>0%</b>
<b>Total Expenses</b>	<b>\$7,766,000</b>	<b>\$400,000</b>	<b>\$7,366,000</b>	<b>5%</b>

3. Is County funding a mandated requirement? YES

If yes, please explain requirement: Pursuant to Section 394.76(9)(a), Florida Statutes

4. Schedule of Positions: 129.25

% of Budget Allocated to Administration: 8%

Job Title	Full Time Equivalent	FY 17/18 Actual Salary	FY 18/19 Estimated Salary	FY 19/20 Proposed Salary	% of Proposed Salary Increase
ACAP Coordinator	1.00	\$33,959.64	\$35,009.94	\$36,060.24	3%
Access Clinician	1.00	\$38,800.00	\$40,000.00	\$41,200.00	3%
Access ES Manager	1.00	\$48,500.00	\$50,000.00	\$51,500.00	3%
Access/ES Specialist	1.00	\$30,719.77	\$31,669.87	\$32,619.97	3%
Accounting Assistant	1.00	\$31,428.00	\$32,400.00	\$33,372.00	3%
Accounts Rec Billing Spec	1.00	\$27,290.86	\$28,134.91	\$28,978.96	3%
Administrative Assistant	1.00	\$30,629.99	\$31,577.31	\$32,524.63	3%
Administrative Assistant	1.00	\$22,504.15	\$23,200.15	\$23,896.15	3%
Administrative Assistant	1.00	\$32,977.07	\$33,996.98	\$35,016.89	3%
Adult Case Manager	1.00	\$34,712.21	\$35,785.78	\$36,859.35	3%
Adult Case Manager	1.00	\$30,763.15	\$31,714.59	\$32,666.03	3%
Adult Case Manager	1.00	\$26,974.10	\$27,808.35	\$28,642.60	3%
Adult Case Manager	1.00	\$36,401.34	\$37,527.15	\$38,652.96	3%
Adult Community Services Clinician	1.00	\$36,974.79	\$38,118.34	\$39,261.89	3%
Care Coordinator	1.00	\$41,710.00	\$43,000.00	\$44,290.00	3%
Care Coordinator	1.00	\$32,980.00	\$34,000.00	\$35,020.00	3%
CAT Case Manager	1.00	\$31,040.00	\$32,000.00	\$32,960.00	3%
CAT Case Manager	1.00	\$33,473.59	\$34,508.86	\$35,544.13	3%
CAT Clinician	1.00	\$33,950.00	\$35,000.00	\$36,050.00	3%
CAT Clinician	1.00	\$33,950.00	\$35,000.00	\$36,050.00	3%
CAT Clinician	1.00	\$40,740.00	\$42,000.00	\$43,260.00	3%
CAT Therapeutic Mentor	1.00	\$22,193.60	\$22,880.00	\$23,566.40	3%
CAT Therapeutic Mentor	1.00	\$26,190.00	\$27,000.00	\$27,810.00	3%
CAT Therapeutic Mentor	1.00	\$26,190.00	\$27,000.00	\$27,810.00	3%
CATT Program Coordinator	1.00	\$37,830.00	\$39,000.00	\$40,170.00	3%
CATT Registered Nurse	1.00	\$25,220.00	\$26,000.00	\$26,780.00	3%
CCPT Substance Abuse Clinician	1.00	\$34,920.00	\$36,000.00	\$37,080.00	3%
Certified Medical Assistant	1.00	\$27,259.79	\$28,102.88	\$28,945.97	3%
Certified Medical Assistant	1.00	\$24,695.42	\$25,459.20	\$26,222.98	3%
Certified Medical Assistant	1.00	\$26,228.80	\$27,040.00	\$27,851.20	3%
Certified Medical Assistant	1.00	\$22,637.47	\$23,337.60	\$24,037.73	3%
Children's Case Manager	1.00	\$25,220.00	\$26,000.00	\$26,780.00	3%
Children's Case Manager	1.00	\$26,756.00	\$27,583.50	\$28,411.01	3%
Clerical Support Specialist	1.00	\$27,237.60	\$28,080.00	\$28,922.40	3%
Clinical Director	1.00	\$74,278.45	\$76,575.72	\$78,872.99	3%
Clinical Mgr Adult Comm Svc	1.00	\$56,513.73	\$58,261.58	\$60,009.43	3%

Clinical MGR O/P MH Svcs	1.00	\$48,500.00	\$50,000.00	\$51,500.00	3%
Clinical MGR O/P MH Svcs	1.00	\$56,177.30	\$57,914.74	\$59,652.18	3%
Data Analyst	1.00	\$43,533.76	\$44,880.16	\$46,226.56	3%
Director of Business Operations	1.00	\$74,817.90	\$77,131.86	\$79,445.82	3%
Diversion Specialist	1.00	\$26,228.80	\$27,040.00	\$27,851.20	3%
Diversion Specialist	1.00	\$26,228.80	\$27,040.00	\$27,851.20	3%
Diversion Specialist	1.00	\$26,228.80	\$27,040.00	\$27,851.20	3%
Diversion Specialist	0.25	\$6,557.20	\$6,760.00	\$6,962.80	3%
Diversion Specialist	0.25	\$6,557.20	\$6,760.00	\$6,962.80	3%
Doctor of Medicine	1.00	\$168,780.00	\$174,000.00	\$179,220.00	3%
Drop In Center Assistant	0.25	\$4,539.60	\$4,680.00	\$4,820.40	3%
Drop In Center Assistant	0.25	\$4,503.08	\$4,642.35	\$4,781.62	3%
Drop In Center Assistant	0.25	\$4,292.39	\$4,425.15	\$4,557.90	3%
Drug Court Clinician	1.00	\$31,166.27	\$32,130.18	\$33,094.09	3%
Drug Screen Specialist	1.00	\$21,404.72	\$22,066.72	\$22,728.72	3%
Eligibility Specialist	1.00	\$26,228.80	\$27,040.00	\$27,851.20	3%
Emergency Services Specialist	1.00	\$35,184.52	\$36,272.70	\$37,360.88	3%
Family Intensive Svcs Special	1.00	\$36,860.00	\$38,000.00	\$39,140.00	3%
Family Intervention Specialist	1.00	\$33,950.00	\$35,000.00	\$36,050.00	3%
Family Intervention Specialist	1.00	\$33,950.00	\$35,000.00	\$36,050.00	3%
Family Preservation Clinician	1.00	\$33,712.28	\$34,754.93	\$35,797.58	3%
Family Preservation Clinician	1.00	\$33,950.00	\$35,000.00	\$36,050.00	3%
Family Preservation Specialist	1.00	\$34,467.26	\$35,533.26	\$36,599.26	3%
Fiscal Relations Specialist	1.00	\$28,823.84	\$29,715.30	\$30,606.76	3%
Fiscal Relations Supervisor	1.00	\$40,612.87	\$41,868.94	\$43,125.01	3%
Front Desk Assistant	1.00	\$20,176.00	\$20,800.00	\$21,424.00	3%
Front Desk Assistant	1.00	\$21,352.86	\$22,013.26	\$22,673.66	3%
Front Desk Assistant	1.00	\$20,176.00	\$20,800.00	\$21,424.00	3%
Front Desk Assistant	1.00	\$20,176.00	\$20,800.00	\$21,424.00	3%
Front Desk Assistant	1.00	\$21,404.72	\$22,066.72	\$22,728.72	3%
Front Desk Assistant	1.00	\$21,404.72	\$22,066.72	\$22,728.72	3%
Front Desk Coordinator	1.00	\$23,545.19	\$24,273.39	\$25,001.59	3%
Front Desk Coordinator	1.00	\$24,211.20	\$24,960.00	\$25,708.80	3%
HELM Case Manager	1.00	\$29,100.00	\$30,000.00	\$30,900.00	3%
HELM Clinician	1.00	\$32,980.00	\$34,000.00	\$35,020.00	3%
HELM Clinician	1.00	\$35,967.76	\$37,080.16	\$38,192.56	3%
HELM Peer Support Specialist	1.00	\$22,193.60	\$22,880.00	\$23,566.40	3%
IFS - Support Services Specialist	1.00	\$26,190.00	\$27,000.00	\$27,810.00	3%
IFS Coordinator	1.00	\$41,212.91	\$42,487.54	\$43,762.17	3%
Information Mgmt Evaluator	0.50	\$25,661.35	\$26,455.00	\$27,248.65	3%
Intensive Services Manager	1.00	\$53,350.00	\$55,000.00	\$56,650.00	3%
Lead Nurse Care Coordinator	1.00	\$53,511.80	\$55,166.80	\$56,821.80	3%
Maintenance Support Specialist	0.50	\$27,289.24	\$28,133.23	\$28,977.23	3%
Manager Grants & Projects	1.00	\$51,410.00	\$53,000.00	\$54,590.00	3%
Medical Records Assistant	1.00	\$21,285.68	\$21,944.00	\$22,602.32	3%
Medical Records Assistant	1.00	\$20,176.00	\$20,800.00	\$21,424.00	3%
Medical Records Assistant	1.00	\$21,404.72	\$22,066.72	\$22,728.72	3%

Medical Records Assistant	1.00	\$20,176.00	\$20,800.00	\$21,424.00	3%
Medical Records Coordinator	1.00	\$26,753.38	\$27,580.80	\$28,408.22	3%
Medical Records Supervisor	1.00	\$48,856.44	\$50,367.46	\$51,878.48	3%
Medication Mgmt Nurse	1.00	\$49,230.86	\$50,753.46	\$52,276.06	3%
Medication Mgmt Nurse	1.00	\$50,419.82	\$51,979.20	\$53,538.58	3%
Mobile Response Team Clinician	1.00	\$48,500.00	\$50,000.00	\$51,500.00	3%
Outpatient Clinician	1.00	\$33,959.64	\$35,009.94	\$36,060.24	3%
Outpatient Clinician	0.50	\$19,335.17	\$19,933.16	\$20,531.15	3%
Outpatient Clinician	1.00	\$32,970.30	\$33,990.00	\$35,009.70	3%
Outpatient Clinician	0.50	\$25,220.00	\$26,000.00	\$26,780.00	3%
Outpatient Clinician	0.50	\$16,979.31	\$17,504.45	\$18,029.58	3%
Outpatient Clinician	1.00	\$33,045.47	\$34,067.49	\$35,089.51	3%
Outpatient Clinician	1.00	\$32,980.00	\$34,000.00	\$35,020.00	3%
Outpatient Clinician	1.00	\$33,918.48	\$34,967.50	\$36,016.53	3%
Outpatient Mental Health Coordinator	1.00	\$35,909.50	\$37,020.10	\$38,130.70	3%
Outpatient Services Specialist	1.00	\$21,608.50	\$22,276.80	\$22,945.10	3%
Peer Support Specialist	0.50	\$11,298.56	\$11,648.00	\$11,997.44	3%
Peer Support Specialist	1.00	\$26,228.80	\$27,040.00	\$27,851.20	3%
Peer Support Specialist	1.00	\$25,220.00	\$26,000.00	\$26,780.00	3%
PSR Coordinator	1.00	\$33,955.20	\$35,005.36	\$36,055.52	3%
PSR Specialist I	1.00	\$26,753.38	\$27,580.80	\$28,408.22	3%
Psychiatric ARNP	1.00	\$116,400.00	\$120,000.00	\$123,600.00	3%
Psychiatric ARNP	1.00	\$114,896.50	\$118,450.00	\$122,003.50	3%
Psychosocial Rehabilitation Clinician	1.00	\$32,210.98	\$33,207.20	\$34,203.42	3%
Psychosocial Rehabilitation Clinician	1.00	\$32,987.76	\$34,008.00	\$35,028.24	3%
QI/Training Manager	1.00	\$49,955.00	\$51,500.00	\$53,045.00	3%
Resource & Referral Clinician Coordinator	1.00	\$41,759.47	\$43,051.00	\$44,342.53	3%
Saint Vincent's Clinician	1.00	\$38,800.00	\$40,000.00	\$41,200.00	3%
SAP Coordinator	1.00	\$36,533.49	\$37,663.39	\$38,793.29	3%
SAP Specialist	1.00	\$23,745.60	\$24,480.00	\$25,214.40	3%
SAP Specialist	1.00	\$23,280.00	\$24,000.00	\$24,720.00	3%
SAP Specialist	1.00	\$23,745.60	\$24,480.00	\$25,214.40	3%
School Based Intervention/Prevention Specialist	1.00	\$26,201.93	\$27,012.30	\$27,822.67	3%
School Based Intervention/Prevention Specialist	1.00	\$25,212.27	\$25,992.03	\$26,771.79	3%
School Based Intervention/Prevention Specialist	1.00	\$26,755.97	\$27,583.47	\$28,410.97	3%
School Based Intervention/Prevention Specialist	1.00	\$24,697.75	\$25,461.60	\$26,225.45	3%
School Based Intervention/Prevention Specialist	1.00	\$26,201.93	\$27,012.30	\$27,822.67	3%
School Based Intervention/Prevention Specialist	1.00	\$24,240.30	\$24,990.00	\$25,739.70	3%
School Based Intervention/Prevention Specialist	1.00	\$29,328.84	\$30,235.92	\$31,143.00	3%

School Based Outpatient Clinician	1.00	\$30,872.31	\$31,827.12	\$32,781.93	3%
SOAR Specialist	1.00	\$30,872.31	\$31,827.12	\$32,781.93	3%
Substance Abuse Clinician	1.00	\$35,967.76	\$37,080.16	\$38,192.56	3%
Substance Abuse Clinician	1.00	\$33,959.64	\$35,009.94	\$36,060.24	3%
Substance Abuse Coordinator	1.00	\$42,162.19	\$43,466.18	\$44,770.16	3%
Substance Abuse Specialist	1.00	\$32,010.00	\$33,000.00	\$33,990.00	3%
Support Assistant	1.00	\$26,753.38	\$27,580.80	\$28,408.22	3%
Supported Employment Spec	1.00	\$27,901.05	\$28,763.97	\$29,626.89	3%
Supported Employment Spec	1.00	\$31,040.00	\$32,000.00	\$32,960.00	3%
Targeted Case Manager/Forensic Specialist	1.00	\$32,980.00	\$34,000.00	\$35,020.00	3%
Training Specialist	1.00	\$24,211.20	\$24,960.00	\$25,708.80	3%
Trauma Treatment Clinician	1.00	\$34,629.00	\$35,700.00	\$36,771.00	3%
Trauma Treatment Clinician	1.00	\$33,950.00	\$35,000.00	\$36,050.00	3%
VA Court Clinician	1.00	\$38,508.32	\$39,699.30	\$40,890.28	3%

\* Full time staff will be noted as 1.00; half time as 0.50; quarter time as 0.25, etc.

## E. Budget Narrative

1. From your Grant Budget, please describe how you will expend County grant funds:

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All County nonprofit grant funds are used to support the availability of qualified professional staff to provide needed services for Clay County children, adults and families. 76% of our total agency budget is allocated to these line items, as our product is the staff who deliver outreach, education, prevention, intervention, emergency response, treatment and follow up services. As the needs increase, our capacity must be expanded to meet these demands. The County funding contributes to this growth.

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**Note:** If your agency is granted funds, this information may be included in your contract with the County. Funds will be paid on a reimbursement basis only, and no monies will be distributed up front nor for uses other than requested above.

2. What percentage of grant funding goes to Administration and what percentage goes directly to Programming?

100% to program funding, 0% to administration

## **F. Other**

1. Along with submission of the funding request, the following supporting documents shall be furnished:

- **IRS tax-exempt letter confirming 501(c)(3) nonprofit status**
- **most recent Solicitation License; if exempt, submit exemption letter**
- **Certificate of Liability Insurance**
- **most recent IRS income tax return (Form 990)**

2. If funding is approved by the County, applicant acknowledges that it may be requested by the County to provide documentation of expenditures, and an annual audit of all grant funds, financial statements, mid-year program report, or any other additional documentation or supporting documents requested. Failure to comply with any such request may jeopardize future funding from the County.

3. Submit seven (7) copies of your completed application **no later than 4:00 PM Monday, March 11, 2019** to:

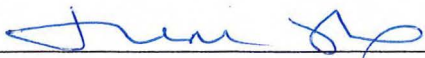
Clay County Board of County Commissioners  
Attn: Budget Office  
PO Box 1366  
477 Houston Street, 4<sup>th</sup> Floor  
Green Cove Springs, FL 32043

Signing below acknowledges that this funding application has been completed accurately. All information submitted with this application will become a matter of public record, and open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

Executive Director

Irene M. Toto, CEO

(Type Name)



(Signature)

3/11/19

(Date)

Board Chair

William Simmons, Ph.D.

(Type Name)



(Signature)

3-8-2019

(Date)



**Clay County Board of County Commissioners**  
**Nonprofit Agency Grant Application**  
**Funding Request for FY 2019-2020**

**Clay Behavioral Health Center, Inc.**

RECEIVED  
PURCHASING DIVISION  
2019 MAR 11 PM 3:22  
CLAY COUNTY BOARD OF  
COMMISSIONERS

Clay County Purchasing Division  
477 Houston Street  
PO Box 1366  
Green Cove Springs, FL 32043

Receipt for Bid #: \_\_\_\_\_

Company Name: \_\_\_\_\_