

BOARD OF COUNTY COMMISSIONERS

REGULAR MEETING

SCHOOL BOARD ADMINISTRATIVE COMPLEX

372 WEST DUVAL STREET

April 04, 2024 at 9:30 AM

ADDITIONS

Opportunity for public comment shall be in accordance with Rule 4.704. Each person who wishes to address the Commission regarding the Consent Agenda or any Discussion and Action Agenda Item shall complete one comment card for each item and submit the card or cards to County staff in the front of the meeting room. Cards shall be submitted before the meeting is called to order.

Rules of decorum and rules for public participation are attached to the agenda handouts.

(1) Non-Qualified Counties (NQC) Opioid Settlement Funds - NorthStar (p.1)



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 4/1/2024 Meeting Date: 4/4/2024

Department: BCC Administration

1. Nature and purpose of agenda item:

Non-Qualified Counties (NQC) Opioid Settlement Funds - NorthStar

2. Recommended Motion/Action:

Approve

3. Fiscal impact on current budget.

This item has no effect on the current budget.

SAMH PROJECTED OPERATING AND CAPITAL BUDGET



Partnership for Strong Families, Inc. (NorthStar Family Resource Center) 3/6/2024

AGENCY

Date
2023-2024

CONTRACT #

Fiscal Year

PART I: PROJECTED FUNDING SOURCES & REVENUES

| FUNDING SOURCES & REVENUES | DCF/LSFHS | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Total Revenue |
|--|------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------|
| IA. STATE SAMH FUNDING | | | | | | | | | |
| (1) Management, Oversight and Administration | \$ 98,800.00 | | | | | | | | \$98,800 |
| (2) Services Revenue | \$ 9,818.00 | | | | | | | | \$9,818 |
| IB. OTHER GOVT. FUNDING | | | | | | | | | |
| (1) Other State Agency Funding | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| (2) Medicaid | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| (3) Local Government | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| (4) Federal Grants and Contracts | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| (5) In-kind from local govt. only | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| TOTAL GOVERNMENT FUNDING = | \$108,618 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$108,618 |
| IC. ALL OTHER REVENUES | | | | | | | | | |
| (1) 1st & 2nd Party Payments | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$0 |
| (2) 3rd Party Payments (except Medicare) | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$0 |
| (3) Medicare | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$0 |
| (4) Contributions and Donations | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$0 |
| (5) Other Grants and Contracts | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$0 |
| (6) In-kind | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$0 |
| TOTAL ALL OTHER REVENUES = | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL PROJECTED FUNDING = | \$108,618 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$108,618 |

| EXPENSE CATEGORIES | DCF | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Other Funding Source | Total Expenses |
|--------------------------------|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| IIA. PERSONNEL EXPENSES | | | | | | | | | |
| (1) Salaries | \$ 78,500.00 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$78,500 |
| (2) Fringe Benefits | \$ 9,500.00 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$9,500 |

| | | | | | | | | | | |
|--|---|------------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| 0.121019108 | TOTAL PERSONNEL EXPENSES = | \$88,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$88,000 |
| IIB. OTHER EXPENSES | | | | | | | | | | |
| (1) Building Occupancy | | \$10,800 | | | | | | | | \$10,800 |
| (2) Professional Services | | | | | | | | | | \$0 |
| (3) Travel | | | | | | | | | | \$0 |
| (4) Equipment | | | | | | | | | | \$0 |
| (5) Food Services | | | | | | | | | | \$0 |
| (6) Medical and Pharmacy | | | | | | | | | | \$0 |
| (7) Subcontracted Services | | | | | | | | | | \$0 |
| (8) Insurance | | | | | | | | | | \$0 |
| (9) Interest Paid | | | | | | | | | | \$0 |
| (10) Operating Supplies & Expenses | | | | | | | | | | \$0 |
| (11) Donated Items | | | | | | | | | | \$0 |
| (12) Other Expense | | | | | | | | | | \$0 |
| | TOTAL OTHER EXPENSES = | \$10,800 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,800 |
| | TOTAL PERSONNEL & OTHER EXPENSES = | \$98,800 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$98,800 |
| IIC. DISTRIBUTED INDIRECT COSTS | | | | | | | | | | |
| (a) Other Support Costs (Optional) | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| (b) Administration | | \$9,818 | | \$ | \$ | \$ | \$ | \$ | \$ | \$9,818 |
| | TOTAL DISTRIBUTED INDIRECT COSTS = | \$9,818 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,818 |
| | TOTAL ALLOWABLE OPERATING EXPENSES = | \$108,618 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$108,618 |
| IID. UNALLOWABLE COSTS | | | | | | | | | | |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| III. CAPITAL EXPENDITURES | | | | | | | | | | |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$0 |
| | TOTAL PROJECTED OPERATING EXPENSES = | \$108,618 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$108,618 |

IIG. BUDGET NARRATIVE (attach separate set of workpapers)

PART III: CERTIFICATION

I certify the above to be an accurate projection and in agreement with this agency's records and with the terms of this agency's contract.

Signature Title Date

SAMH PROJECTED OPERATING AND CAPITAL BUDGET PERSONNEL DETAIL

Partnership for Strong Families, Inc.

2/1/2024

AGENCY

DATE

| POSITION TITLE / NUMBER | | Total Agency | | DCF ME Contract | | |
|-------------------------|--------------------------|--------------|--------------------|-----------------|----------|----------|
| | | # of FTE | Annual Salary Cost | % of Time | # of FTE | Salary |
| 1 | NSFRC Manager | 1.0 | \$62,000 | 100% | 1.00 | \$62,000 |
| 2 | Administrative Assistant | 1.0 | \$32,760 | 50% | 0.50 | \$16,500 |
| 3 | | | | | 0.00 | \$0 |
| 4 | | | | | 0.00 | \$0 |
| 5 | | | | | 0.00 | \$0 |
| 6 | | | | | 0.00 | \$0 |
| 7 | | | | | 0.00 | \$0 |
| 8 | | | | | 0.00 | \$0 |
| 9 | | | | | 0.00 | \$0 |
| 10 | | | | | 0.00 | \$0 |
| 11 | | | | | 0.00 | \$0 |
| 12 | | | | | 0.00 | \$0 |
| 13 | | | | | 0.00 | \$0 |
| 14 | | | | | 0.00 | \$0 |
| 15 | | | | | 0.00 | \$0 |
| 16 | | | | | 0.00 | \$0 |
| 17 | | | | | 0.00 | \$0 |
| 18 | | | | | 0.00 | \$0 |
| 19 | | | | | 0.00 | \$0 |
| 20 | | | | | 0.00 | \$0 |
| 21 | | | | | 0.00 | \$0 |
| 22 | | | | | 0.00 | \$0 |
| 23 | | | | | 0.00 | \$0 |
| 24 | | | | | 0.00 | \$0 |
| 25 | | | | | 0.00 | \$0 |
| 26 | | | | | 0.00 | \$0 |
| 27 | | | | | 0.00 | \$0 |
| 28 | | | | | 0.00 | \$0 |
| 29 | | | | | 0.00 | \$0 |
| 30 | | | | | 0.00 | \$0 |
| Totals | | 2.0 | \$94,760 | | 1.50 | \$78,500 |



SAMH PROJECTED OPERATING AND CAPITAL BUDGET Budget Narrative

Partnership for Strong Families, Inc.

1-Feb-24

| AGENCY | Date |
|--|--|
| | DCF/LSFHS |
| IIA. PERSONNEL EXPENSES | |
| (1) Salaries | See Personnel Detail |
| (2) Fringe Benefits | Actual costs for annual fringe benefits (e.g., FICA, MICA, unemployment, health insurance, life insurance, retirement) for the NSFRC Manager and part-time Administrative Assistant. |
| IIB. OTHER EXPENSES | |
| (1) Building Occupancy | Rent in the amount of \$900 per month for 12 months; includes utilities, cleaning, and limited maintenance. |
| (2) Professional Services | |
| (3) Travel | |
| (4) Equipment | |
| (5) Food Services | |
| (6) Medical and Pharmacy | |
| (7) Subcontracted Services | |
| (8) Insurance | |
| (9) Interest Paid | |
| (10) Operating Supplies & Expenses | |
| (11) Donated Items | |
| (12) Other Expense | |
| IIC. DISTRIBUTED INDIRECT COSTS | |
| (a) Other Support Costs (Optional) | |
| (b) Administration | 10% administrative costs for activities related to Finance, Information Technology, Human Resources, and program management. |

PURCHASE ORDER AGREEMENT

This Agreement is entered into between Lutheran Services Florida, Inc., d/b/a LSF Health Systems (a Florida non-profit corporation), hereinafter referred to as the "LSF" and/or the "Managing Entity" and Partnership for Strong Families, Inc. herein after referred to as the "Contractor." The Contractor and LSF may be referred to herein individually as a "party" or collectively as "the parties." LSF and the Contractor agrees as follows:

Effective and Ending Dates. The terms of this Agreement shall be effective March 1, 2024 and shall continue through June 30, 2024.

This document provides direction and guidance for administration, implementation, and management of the **Florida Opioid Allocation and Statewide Response Agreement (Opioid Settlement)** in Columbia County.

Services to be Provided. This scope of work is for the Contractor to provide access to a wide array of on-site and referral-based family support services, including, but not limited to concrete supports (e.g., food, clothing, emergency financial assistance), employability skills training, after-school programs for at-risk youth, community events, including an annual health and wellness expo, and referrals to other social service agencies (e.g., parenting education, mental health, substance abuse, housing, employment specialists) through it's NorthStar Family Resource Center (NSFRC). Each service is designed to increase caregiver protective factors and address social determinants of health, with the goal of improving child, family, and community outcomes.

NSFRC will provide holistic support services aimed at increasing protective factors and addressing social determinants of health for those experiencing Opioid Use Disorder/Substance Abuse (OUD/SA). NSFRC will receive direct referrals from partnering agencies including Meridian Behavioral Healthcare, Inc. and the Lake City Police Department, who actively engage opioid dependent clients. In addition to providing wrap-around support services, NSFRC staff will help individuals impacted by OUD/SA to develop positive family and social supports essential to successful treatment and recovery. NSFRC will also refer impacted individuals to substance abuse professionals for assessment and treatment of OUD/SA, as needed. Additional partnership opportunities will include OUD/SA prevention and education efforts through the sharing of prevention resources and materials at NSFRC and co-facilitation of trainings and community events. NSFRC will provide a safe, non-stigmatizing place for those impacted by OUD/SA to seek education and support for themselves and/or their loved ones.

Section 1. Financial Consideration

1.1. Award Amount

Partnership for Strong Families, Inc. has been awarded an amount not to exceed **LSF approved Exhibit C and D - Projected Operating and Capital Budget** for costs associated with administration of the services at its agency. Funding will be provided through OCA MSONQ - ME Opioid TF Non-Qualified Counties. This award is subject to availability of funds from the Department of Children and Families (DCF).

1.2. Budget

- 1.2.1 The Contractor shall submit a detailed, line-item budget to LSF identifying for each line the allowable items for the program, the projected or budgeted amount for each line item and narrative supporting the reasonableness and necessity of any unusual items.
- 1.2.2 All budgets and revisions thereto are subject to approval by LSF.
- 1.2.3 The Contractor may revise a budget by submitting same to the assigned Network Manager via electronic mail for approval.

1.2.4 Approved budgets shall be maintained in the official agreement file.

1.2.5 Modifications to the approved budget may not be effective retroactively.

1.3. Payment

This award shall be paid using a fixed rate methodology, subject to the availability of funds. The Contractor shall comply with the terms of such methodology, including quarterly fiscal reconciliation reports data reporting, as outlined below.

1.3.1 The total monthly payment amount shall be one-fourth of the contract and shall be included as a line item in the Contractor's Invoice with the following documentation provided as support.

1.3.1.1 The Contractor shall submit a quarterly **Exhibit O - Expenditure Reconciliation Report** using the form designated by LSF Health Systems, available on the website: <https://www.lsfhealthsystems.org/resources/#contractdocument>, which will outline expenses incurred by the Contractor. This report shall be submitted on or before the 8th of the month following the end of each quarter. The Managing Entity reserves the right to request monthly **Exhibit O - Expenditure Reconciliation reports** after the third quarter depending on the Contractor's rate of spending.

1.3.1.2 All funds paid under the fixed rate methodology must be accounted for through this reconciliation process and any funding not accounted for is subject to repayment to LSF Health Systems.

1.3.1.3 LSF Health Systems reserves the right to request substantiating documentation to support the line items submitted by the Contractor in the **Exhibit O - Expenditure Reconciliation Report**.

1.3.1.4 All reports as required in Section 2.3 Required Reporting.

1.3.2 Reimbursement shall be made for actual, allowable expenditures within the limits of the latest version of the approved budget at the time that the invoice is processed.

1.3.3 The Contractor agrees that it will account for all payments from LSF according to generally accepted standard accounting principles.

Section 2. Program Administration

2.1. The Opioid Settlement program will be administered according to approved DCF Children and Families Operating Procedure (CFOP) for the Opioid Settlement and any other approved DCF document reflecting the program requirements, or latest version thereof, which can be found at following link using the applicable fiscal year: <https://www.myffamilies.com/services/substance-abuse-and-mental-health/samh-providers/managing-entities>.

2.2. Program requirements are as follows:

2.2.1 As reflected on the approved Schedule B of the Florida Opioid Allocation and Statewide Response Agreement, or latest version thereof.

2.2.2 As reflected on the approved DCF CFOP for the Opioid Settlement and any other approved DCF document reflecting the program requirements, or latest version thereof, which can be

found at following link using the applicable fiscal year:

<https://www.myflfamilies.com/services/substance-abuse-and-mental-health/samh-providers/managing-entities>.

2.2.3 Service Tasks

2.2.3.1 The Contractor shall perform all tasks reflected on the **LSF approved Exhibit G – Submission of Information**.

2.3. Required Reporting

2.3.1 **Expenditure Reconciliation Report:** This report shall be submitted on or before the 8th of the month following the end of each quarter. However, the Managing Entity reserves the right to request monthly after the third quarter depending on the Contractor 's rate of spending.

2.3.2 The Contractor shall submit service data to LSF as required by LSF and DCF and shall submit the data electronically by the 8th of each month for the previous month's services, as specified by LSF and DCF and in accordance with the DCF Data System Guidelines.

2.3.3 Ad Hoc and additional reporting, at any frequency, may be required as determined necessary by LSF Health Systems or the Department of Children and Families.

2.3.4 Receipt of Opioid Settlement funds is an express acknowledgement of the obligation to report data on services funded by the Settlement. Recipients shall provide data to the Department of Children and Families (Department) through the Opioid Data Management System (ODMS) as prescribed by the Department. Opioid Settlement funding is contingent upon satisfactory data reporting.

Section 3. Documentation

3.1. Cost

3.1.1 Professional Services Rendered: Invoices for professional services must include a general statement of the services provided, the time period covered by the invoice, the hourly rate, the number of hours worked, and the total payment required. Evidence of payment of the invoice must also be included.

3.1.2 Postage and Reproduction Expenses: Outside Contractor's purchases must include invoices with evidence of payments made or receipts with itemization. In-house postage and reproduction must be supported by usage logs or similar reports.

3.1.3 Travel: Travel reimbursements shall be made in accordance with the Department's CFOP 40-1, § 287.058(1)(b), Fla. Stat. and §112.061, Fla. Stat. Receipts for direct expenses (e.g., airfare, car rental, parking, tolls) shall be provided in support of such expenses. For mileage reimbursements, submissions shall include date(s) of travel, amount of mileage (support of mileage may include either map routes or odometer readings), purpose of travel, origin and destination.

3.1.4 General Expenses not otherwise specified: Receipts or invoices with evidence of payment should be provided.

3.2. Services Rendered

- 3.2.1. The submission of service data in relation to the final invoice for payment shall be submitted to the Managing Entity no more than forty-five (45) days after the contract ends or is terminated. If the Contractor fails to do so, all rights to payment are forfeited and the Managing Entity shall not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until performance of services and all reports due from the Contractor, and necessary adjustments thereto, have been approved by the Managing Entity.
- 3.2.2. Appropriate documentation shall be maintained in accordance with the applicable parameters established by statute, regulation, and code. Audit documentation shall be in accordance with 65E-14.021, F.A.C. The Contractor shall make such information available to LSF upon request and during monitoring of the program administration.
 - 3.2.2.1. Staff timecards and a log of the date, time, number of participants, and the staff member conducting the class shall be the substantiating documentation for services and invoice back-up data.
- 3.2.3. The Contractor shall notify the Managing Entity's Network Manager, in writing, at least ten (10) calendar days prior to any changes in services and/or locations where services are being provided. Changes must continue to meet the service needs of consumers without excessive time and travel requirements.

Section 4. Miscellaneous

4.1. Employment Screening

- 4.1.1. The Contractor shall ensure that all staff utilized by the Contractor and its subcontractors, and funded through this agreement as reflected in Sections 1.1 and 1.2, are of good moral character and meet the Level 2 Employment screening standards specified in § 394.4572, 397.4073, 408.809, 435.04, 110.1127 and §39.001(2), Fla. Stat., as a condition of initial and continued employment that shall include, but not be limited to:
 - i. Employment history check,
 - ii. Fingerprinting for all criminal record checks,
 - iii. Statewide criminal and juvenile delinquency records checks through the Florida Department of Law Enforcement (FDLE),
 - iv. Federal criminal records check from the Federal Bureau of Investigations via the FDLE, and
 - v. Security background investigation, which may include local criminal records checks through local law enforcement agencies.
 - vi. Attestation by each employee, subject to penalty, to meeting the requirements for qualifying for employment pursuant to chapter 435 and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.

The Contractor shall sign the Florida Department of Children and Families Employment Screening Affidavit each State fiscal year (no two such affidavits shall be signed more than 13 months apart) for the term of the Contract stating that all required staff have been screened or the Contractor is awaiting the results of the screening.

Additional guidance regarding background screening is incorporated herein by reference and may be located at: www.dcf.state.fl.us/programs/backgroundscreening/.

4.2. Representations

- 4.2.1. The Contractor shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement and all work performed pursuant to this Agreement shall be done in a professional manner.
- 4.2.2. The Contractor hereby represents to LSF, with full knowledge that LSF is relying upon these representations when entering into this Agreement that the Contractor has the professional expertise, experience, and manpower, as well as holds the necessary certifications and licenses required to perform the services to be provided by the Contractor pursuant to the terms of this Agreement.
- 4.2.3. Prior to commencing to provide any services pursuant to this Agreement, Contractor shall provide copies of any and all business or professional licenses and certifications held by Contractor to LSF related to the performance of the services required by this Agreement, and they shall be incorporated and made a specific part of this Agreement, whether or not attached hereto. Upon renewal of such licenses or certifications during the term of this Agreement, Contractor shall provide evidence of such renewal or re-issuance to LSF.

4.3. Terms and Conditions

- 4.3.1. Any changes to dates and fees must be submitted and approved by LSF. If circumstances arise that will require additional services and time, the Contractor will notify LSF and obtain written agreement prior to undertaking such activities. The Contractor shall perform all services, tasks and provide deliverables, including the quarterly reconciliation, and reports, as specified in this agreement.

4.4. Business Associates

- 4.4.1. Portability and Accountability Act of 1996, and Standards for the Privacy and Security of Individually Identifiable Health Information, found at 45 C.F.R. Parts 160, 162 and 164, 42 C.F.R. and as amended by the Health Information Technology for Economic and Clinical Health Act, (collectively, "HIPAA"), LSF is required to protect certain individually identifiable health or other information ("Protected Health Information" or "PHI" including, but not limited to, PHI in an electronic form). Should LSF request that the Contractor share or disclose Client PHI with any of the other LSF designated business associates, LSF shall provide the Contractor with written direction indicating the name of the entity, confirmation that such entity is a business associate with a written business associate agreement with LSF and the specific information and/or data LSF desires the Contractor to disclose to or share with such other business associate and the Parties agree to execute any such additional agreements as necessary to complete such activities. For purposes of this Agreement, "Client" shall mean: any individual that is eligible to receive behavioral health services in accordance with DCF eligibility policies in the Service Area.

4.5. Insurance

- 4.5.1. As applicable, the Contractor shall maintain continuous adequate liability insurance coverage during the existence of this Contract and any renewal(s) and extension(s) thereof. With the exception of a State agency or subdivision as defined by subsection 768.28(2), F.S., by execution of this Contract, the Contractor accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the Contractor and the persons served to be served under this Contract. The Managing Entity and its Network Service Contractors at all tiers are not covered by the State of Florida Risk Management Trust Fund for liability created by s. 284.30, F.S.
- 4.5.2. The Contractor acknowledges that, as an independent contractor, the Contractor, and its subcontractors, at all tiers are not covered by the State of Florida Risk Management Trust Fund for liability created by s. 284.30, F.S.
- 4.5.3. Upon the execution of this Contract, the Contractor shall furnish the Managing Entity written verification supporting both the determination and existence of such insurance coverage and shall furnish verification of renewal or replacement thereof prior to the expiration or cancellation. The Managing Entity reserves the right to require additional insurance as specified in this Contract.
- 4.5.4. The Contractor shall notify the Managing Entity within 30 calendar days if there is a modification to the terms of insurance including but not limited to, cancellation or modification to policy limits.
- 4.5.5. The Contractor shall obtain and provide proof to the Managing Entity and the Department of Comprehensive General Liability Insurance (broad form coverage), specifically including premises, fire and legal liability to cover the Contractor and all its employees. The limits of the Contractor's coverage shall be no less than \$300,000 per occurrence with a minimal annual aggregate of no less than \$1,000,000.
- 4.5.6. If in the course of the performance of its duties under this Contract any officer, employee, or agent of the Contractor operates a motor vehicle, the Managing Entity shall cause the Contractor, at all tiers, to obtain and provide proof to the ME and the Department of comprehensive automobile liability insurance coverage with limits no less than \$300,000 per occurrence with a minimal annual aggregate of no less than \$1,000,000.
- 4.5.7. If in the course of the performance of the duties of any Contractor, at all tiers, any officer, employee, or agent of the Contractor, provides any professional services or provides or administers any prescription drug or medication or controlled substance, the ME shall cause the Contractor, at all tiers, to obtain and provide proof to the ME and the Department of professional liability insurance coverage, including medical malpractice liability and errors and omissions coverage, to cover all employees and shall not exclude claims resulting from physical and sexual abuse. The limits of the coverage shall be no less than \$300,000 per occurrence with a minimal annual aggregate of no less than \$1,000,000.
- 4.5.8. The Managing Entity and the Department of Children and Families shall be exempt from, and in no way liable for, any sums of money that may represent a deductible or self-insured retention under any such insurance. The payment of any deductible on any policy shall be the sole responsibility of the Contractor purchasing the insurance.
- 4.5.9. All insurance policies, at all tiers, shall be provided by insurers licensed or eligible to do and that are doing business in the State of Florida. Each insurer must have a minimum rating of "A" by A. M. Best or an equivalent rating by a similar insurance rating firm and shall name the Managing Entity and the Department as an additional insured under the policy or policies. The Contractor shall use its best good faith efforts to cause the insurers issuing all such general, automobile, and

professional liability insurance to use a policy form with additional insured provisions naming both DCF and the ME as additional insured or a form of additional insured endorsement acceptable to ME in the reasonable exercise of its judgment. The ME reserves the right to require additional insurance. The limits of coverage under each policy maintained by the Contractor do not limit the Contractor's liability and obligations under this contract. Upon the ME's request, the Contractor shall furnish the ME with written verification supporting the existence of such insurance coverage.

4.5.10. All such insurance proposed by the Contractor shall be submitted to and confirmed by the assigned Primary Point of Contact no later than execution initially and thereafter, updates shall be provided annually which reflect no lapse in insurance coverage.

4.6. Indemnification

4.6.1. The Contractor shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend and hold harmless LSF, State of Florida and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorney's fees, arising from or relating to any alleged act or omission by the Contractor, its agents, employees, partners, or subcontractors, provided, however, that the Contractor shall not indemnify for that portion of any loss or damages caused by the negligence act or omission of LSF.

4.6.2. The Contractor shall fully indemnify, defend and hold harmless LSF, the State, from any suits, actions, damages, and costs of every name and description, including attorney's fees, arising from or relating to violation of infringement of a trademark, copyright, patent, trade secret or intellectual property rights, provided, however, that the foregoing obligation shall not apply to LSF's misuse or modification of Contractor's products or LSF's operation or use of Contractor's products in a manner not contemplated by the contract or the purchase order. If any product is the subject of an infringement suit or in the Contractor's opinion is likely to become the subject of such a suit, the Contractor may at its sole expense procure for LSF the right to continue using the product or modify it to become non-infringing. If the Contractor is not reasonably able to modify or otherwise secure LSF the use, LSF shall not be liable for any royalties. The Contractor's indemnification for violation or infringement of a trademark, copyright, patent, trade secret or intellectual property rights shall encompass all such items used or accessed by the Contractor, its officers, agents or subcontractors in the performance of this agreement or delivered to LSF for the use of LSF, its employees, agents or contractors.

4.6.3. The Contractor shall protect, defend, and indemnify, including attorney's fees and costs, LSF for any and all claims and litigation (including litigation initiated by LSF) arising from or relating to Contractor's claim that a document contains proprietary or trade secret information that is exempt from disclosure or the scope of the Contractor's redaction.

4.6.4. LSF shall not be liable for any costs, expense, or compromise incurred or made by the Contractor in any legal action. The Contractor's inability to evaluate liability or its evaluation of liability shall not excuse its duty to defend and indemnify after receipt of notice. Only an adjudication or judgment after the highest appeal is exhausted finding LSF negligent shall excuse the Contractor of performance under this provision, in which case LSF shall have no obligation to reimburse the Contractor for costs of its defense. If the Contractor is an agency or subdivision of the State, its obligation of indemnify, defend and hold harmless LSF shall be to the extent permitted by section 768.28, F.S. or other applicable law, and without waiving the limits of sovereign immunity.

4.7. Governing Law and Compliance

4.7.1. Governing Law

4.7.1.1. The validity, enforceability, and interpretation of this Agreement shall be determined and governed by the laws of the State of Florida, as well as applicable federal laws. The Parties agree that jurisdiction for any dispute, action, claim or alternative dispute resolution proceeding regarding this Agreement shall reside in Duval County, Florida.

4.7.2. Florida Regulatory Governance

4.7.2.1. This Agreement, the attachments, and the performance thereof, are subject to the requirements and regulations promulgated by and specific verbiage required by DCF.

4.7.3. Corporate Compliance

4.7.3.1. During the term of this Agreement, each Party shall: (i) ensure that it is duly organized, validly existing and in good standing under the laws of Florida; (ii) maintain all requisite federal, state and local authority, permits and licenses necessary or appropriate to operate and to carry out its obligations under this Agreement; (iii) monitor its performance of administrative functions on an ongoing basis to ensure compliance with applicable DCF performance standards and guidelines; and (iv) notwithstanding any term or provision in this Agreement to the contrary, remain ultimately responsible for assuring that it is operating in accordance with all applicable federal, state and local laws, rules, regulations and ordinances.

4.7.4. General Provisions

4.7.4.1. Notwithstanding anything in this Agreement to the contrary, the Parties acknowledge and agree that each Party is subject to the Florida Public Records Act under the Florida Contract and under Chapter 119, Florida Statutes. Nonetheless, in the event that a Party becomes legally compelled to disclose any of the Confidential Proprietary Information (the "Compelled Party"), the Compelled Party will provide the other Party with prompt notice thereof so that the other Party may seek a protective order or other appropriate remedy. In the event that such protective order or other remedy is not obtained by the other Party, the Compelled Party will furnish or cause to be furnished only that minimum portion of the Confidential Proprietary Information which the Compelled Party is legally required to furnish.

4.7.4.2. Severability

The illegality, unenforceability, or ineffectiveness of any provision of this Agreement shall not affect the legality, enforceability or effectiveness of any other provision of this Agreement. If any provision of this Agreement, or the application thereof shall, for any reason and to any extent, be deemed invalid or unenforceable, neither the remainder of this Agreement, nor the application of the provision to other persons, entities, or circumstances, nor any other instrument referred to in this Agreement shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

4.9.5 Authority to Bind

By signature below, each signatory represents and warrants that such person is duly authorized to enter into this Agreement on the respective Party's behalf and is duly authorized to bind such Party to the terms applicable to each.

4.9.6 Typewritten or Handwritten Provisions

Typewritten or handwritten provisions that are inserted in this Agreement or attached to this Agreement as addenda or riders shall not be valid unless such provisions are initialed by both signatories to this Agreement.

4.9.7 Counterparts: Facsimile Execution and Captions

This Agreement may be executed and delivered: (a) in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument; and/or (b) by facsimile, in which case the instruments so executed and delivered shall be binding and effective for all purposes; and/or (c) by email communication to the parties identified in this agreement. The captions in this Agreement are for reference purposes only and shall not affect the meaning of terms and provisions herein.

4.9.8 Entire Agreement

This Agreement, including any documents incorporated by reference hereto, contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations of or between the Parties, either oral or written, relating to the subject matter of this Agreement, which are not expressly set forth in this Agreement are null and void and of no further force or effect.

4.9.9 Cancellation of Agreement

This Agreement may be terminated by either party at any time, regardless of reason, with thirty (30) days written notice. No termination shall prejudice the Contractor's rights to payments for services properly completed prior to the effective date of termination. LSF reserves the right to unilaterally cancel this Agreement immediately upon discovery of fraud or misuse of public funds.

The parties' authorized representatives have executed this nine-page Agreement to be effective this 1st day of March 2024.

Partnership for Strong Families, Inc.

Lutheran Services Florida, Inc. d/b/a LSF Health Systems

Signature Date

Signature Date

Printed Name Title

Dr. Christine Cauffield

Printed Name Title
CEO

The parties agree that any future amendment(s) replacing this page will not affect the above execution.

Federal Tax ID # (or SSN): _____

Contractor FY Ending Date: _____..



Submission of Information

Request for Changes from Currently
Contracted Network Service Providers or
Request for Funding from Uncontracted
Service Providers

Introduction

LSF Health Systems is the Managing Entity for the Department of Children and Families SAMH programs in the Northeast Region responsible for the administration of mental health and substance abuse treatment programs for the underserved populations creating a safety net for vulnerable consumers.

Each program serves the neediest individuals that meet the Department of Children SAMH target population criteria in the Northeast region and provides for a comprehensive array of outpatient, inpatient and residential services including, but not limited to; therapy, case management, medication management, residential, room and board, crisis and emergency support, prevention, intervention, outreach, peer services, supported housing, and supported employment.

LSFHS uses the Submission of Information process for the following:

- Requests for funding from uncontracted service providers;
- Requests for restoration of funds pulled due to lapse;
- Requests for changes to programming;
- Request for shifts between funding areas;
- Requests for an increase in funding for any reason.

It is the policy for contracted Network Service Providers to provide information and justification for any of the above circumstances. LSFHS accepts submissions from providers at any time and may also initiate this process due to a specific funding concern within the system of care including the need to redistribute lapsed funding.

Submissions shall be submitted to the Network Service Provider's assigned Network Manager via email. LSFHS Management Team will review all submissions, conduct an analysis of the impact of the request and provide a written response within 60 days. Additional information and follow-up questions may be solicited based on this review.

Funding Request Form

Please fill out the information below accurately and completely, then submit to procurement@lsfnet.org.

1. Organization Name, Address and Contract Number:

Grant Site:
NorthStar Family Resource Center, 255 NE Coach Anders Lane, Lake City, FL 32055

Headquarters:
Partnership for Strong Families, Inc., 5950 NW 1st Place, Suite 300, Gainesville, FL 32607

2. Organization Contact Person for this Submission:

Philip Mobley, NorthStar Family Resource Center Manager(352)
538-2774

3. Please briefly describe the programs, counties and populations served which are impacted by this request.

Operated by Partnership for Strong Families, the NorthStar Family Resource Center (NSFRC) opened in March 2021. NSFRC serves residents of Columbia County and is strategically located within a community that has had historically limited access to resources, along with other risk factors including elevated rates of poverty, crime, substance misuse, and child maltreatment. NSFRC patrons have access to a wide array of on-site and referral-based family support services, including, but not limited to concrete supports (e.g., food, clothing, emergency financial assistance), employability skills training, after-school programs for at-risk youth, community events, including an annual health and wellness expo, and referrals to other social service agencies (e.g., parenting education, mental health, substance abuse, housing, employment specialists). Each service is designed to increase caregiver protective factors and address social determinants of health, with the goal of improving child, family, and community outcomes. All services are provided free of charge thanks to the support of our more than 30 community partners, including but not limited to Columbia County, Meridian Behavioral Healthcare, Hanley Foundation, Lake City Police Department, Columbia County Sheriff's Office, Department of Children and Families, Career Source, and United Way of Suwannee Valley.

Helping our patrons to overcome barriers to long-term self-sufficiency and realize their own potential is a significant part of what happens at NSFRC each day. Our first interactions with patrons and families often involve meeting their basic needs. Once this has been accomplished, staff meet one-on-one with patrons to further assess needs, identify strengths and interests, set obtainable goals, address barriers to success, provide on-site and referral-based supports, help to identify and/or develop positive social and family supports, and provide ongoing guidance toward goal obtainment. NSFRC also hosts regular events and provides learning opportunities, resources, and support for relevant and emerging community needs, including the existing opioid crisis. NSFRC is trusted within the local community and serves a large number patrons, many of whom have active substance use, dependency, or high risk for abuse.

With the national opioid epidemic now showing its effects in Columbia County. In 2022, Columbia County had 126 unintentional, drug related emergency room visits, 40 of which were opioid-related and 92 hospitalizations, 48 that were opioid-related. Also, in the first half of 2022, there were eight substance related deaths in Columbia County, five of which involved opioids (flhealthcharts.gov). The ripple effects of opioid use cannot be ignored, as

families and communities face increased instances of crime violence, financial hardships, homelessness, child abuse and neglect. Of the nearly 1,000 verified child abuse reports received between July 1, 2020 and June 30, 2023, approximately 30% involved substance misuse, a staggering percentage. Additionally, Columbia County is ranked among the least healthy counties in Florida, 57 of 67 ranked counties, with substance included as one of the indicators of health (www.countyhealthrankings.org).

NSFRC will provide holistic support services aimed at increasing protective factors and addressing social determinants of health for those experiencing Opioid Use Disorder/Substance Abuse (OUD/SA). NSFRC will receive direct referrals from partnering agencies including Meridian Behavioral Healthcare and the Lake City Police Department, who actively engage opioid dependent clients. In addition to providing wrap-around support services, NSFRC staff will help individuals impacted by OUD/SA to develop positive family and social supports essential to successful treatment and recovery. NSFRC will also refer impacted individuals to substance abuse professionals for assessment and treatment of OUD/SA, as needed. Additional partnership opportunities will include OUD/SA prevention and education efforts through the sharing of prevention resources and materials at NSFRC and co-facilitation of trainings and community events. NSFRC will provide a safe, non-stigmatizing place for those impacted by OUD/SA to seek education and support for themselves and/or their loved ones.

Studies have shown that mental health and addiction services work best when combined with social services and supports like those provided through NSFRC. Such services promote stability and independence for the individual, providing them with the motivation to pursue treatment and recovery, also reducing the risk of relapse. It is for this reason collaborative initiatives, such as this one are so important to long-term success. In addition, many of NSFRC's programs are tied to the protective factor of social connections with an understanding that "support from family and friends can be the most important factor in long-term recover (National Library of Medicine, www.ncbi.nlm.gov)."

Since opening, NSFRC has received more than 9,400 visits and assisted with more than 10,300 requests for services. Approximately 61% of NSFRC visits are by adults, while the remaining 39% involve contacts made directly with children and youth. Of the visits, 82% of patrons identified as racial or ethnic minorities. Approximately 61% of those served identified as female and 39% as male. In the area immediately surrounding NSFRC, more than 50% of households live 200% below the federal poverty level, with an average of 24% of these being single parent households (The Community Opportunity Map- Casey Family Programs). To date residents from five of Columbia County's nine zip codes have received services from NSFRC.

Success Story: A mother of six children visited NSFRC seeking clothes and food for her family. After developing a relationship with the mother, staff determined she had a long history of substance misuse. NSFRC staff supported the mother as she reconnected with her biological family who resided in another state. Leveraging community partnerships, in June 2023, the mother was able to relocate to her mother's home where she had a support system already in place. Upon arriving, the mother entered a substance abuse treatment program. The mother called the NSFRC Manager in January 2024 to share that she and her children are doing well and to thank staff for "saving" her family.

EXHIBIT G

4. Please briefly describe your organization's need for additional funding, for a change in programming and/or for a change in funding as currently allocated. Please include the dollar amount(s) you are requesting and whether or not the amount requested is for a full year or partial. If the need for additional funding is due to funding being lapsed in the previous Fiscal Year, please provide an explanation for the lapse and describe your organization's capacity to spend funds if restored.

In 2019, PSF became 1 of 9 awardees of a highly competitive, multi-year grant through the Children's Bureau, a federal agency of the United States Department of Health and Human Services' Administration for Children and Families. These funds, available through September 30, 2024, have allowed us to evaluate and refine our FRC Model and provided the financial support necessary to open NSFRC in Lake City, FL. Since opening, all operating expenses for NSFRC have been covered through this federal grant, along with other local grants and generous donors. While PSF has historically been able to carve out part of our funding from DCF for our FRC work, this changed in 2023 due to unprecedented costs of caring for children in out of home care and the impact this is having on our budget.

We are requesting an award of \$108,618 to support operating expenses at NSFRC for one full year, with the ability to expand to multiple years. This includes expenses related to personnel and occupancy (see attached our proposed operating budget).

5. Please briefly describe your organization's plan for the additional funding, change in funding or change in programming. In the event that a service is being discontinued, this plan should outline how the previously served population will be served after the change is made.

Awarded funds will allow for the continued operation of NSFRC as a hub for community resources and support, without any loss of programming or lapse in services, which include, but are not limited to:

NSFRC patrons have access to a wide array of on-site and referral-based services, including, but not limited to concrete supports (e.g., food, clothing, emergency financial assistance), employability skills training, after-school programs for at-risk youth, community events, including an annual health and wellness expo, and referrals to other social service agencies (e.g., parenting education, mental health, substance abuse, housing, employment specialists). Each service is designed to increase caregiver protective factors and address social determinants of health, with the goal of improving child, family, and community outcomes.

As previously mentioned, social and family connections, along with prevention, intervention, and recovery supports naturally provided as part of Partnership for Strong Families' Resource Center Model, help promote long term recovery for those impacted by Opioid Use Disorder/Substance Abuse (OUD/SA). Community events and programs also help to educate the community about OUD/SA, removing the stigma of seeking assistance and reaching at-risk youth. All services are provided free of charge thanks to the support of our more than 30 community partners.

6. If a license is required for the proposed program, have you obtained it (DCF Substance Abuse license for Outpatient services, AHCA license, etc.)?

N/A

7. Please briefly describe your organization's expertise about the delivery of service to the

identified population which will be impacted by this change.

Established in 2003, Partnership for Strong Families (PSF) is the lead Community-Based Care agency for Florida Judicial Circuits 3 and 8. PSF is a nonprofit, 501(c)(3) organization contracted by the Florida Department of Children and Families (DCF) to deliver comprehensive child welfare services to children who are victims of abuse and neglect. It is our mission at PSF to enhance the community's ability to protect and nurture children by building, maintaining, and constantly improving a network of family support services. A hallmark of PSF's system of care is our belief that child abuse is preventable. We have found that by providing resources and supports to families on the front end, many can avoid reaching the crises that lead to formal child welfare involvement. This belief is the foundation of our Resource Center Model. With more than a decade of experience providing prevention services to local communities, PSF currently operates a network of four Family Resource Centers (FRC), with NSFRC being our newest location.

Using the Strengthening Families Protective Factors Framework, all services and supports provided through our network of FRCs are tied to one of five protective factors (Concrete Supports, Parental Resilience, Knowledge of Parenting & Child Development, Social Connections, and Social & Emotional Competence of Children), which research shows reduce the risk of child abuse and neglect and improve child outcomes when present in families (Strengthening Families| Center for the Study of Social Policy; cssp.org). This framework also aligns with research that demonstrates the importance of social and family connections and the provision of recovery supports for the long term recovery of those impacted by Opioid Use Disorder/Substance Abuse.

8. Are the changes outlined above to be made for this fiscal year only or to be continued beyond year-end into subsequent fiscal years, assuming an ongoing contractual relationship between the agency and LSF Health Systems? Please explain this response.

As a sub-contracted agency, partnering with the Columbia County government, PSF/NorthStar Family Resource Center would like to request funding be continued beyond year-end into subsequent fiscal years.

9. Please define and describe the Program Goals.

1. Increase healthy social connections and family support for those impacted by Opioid Use Disorder/Substance Misuse.
2. Continuous Quality Improvement to the NSFRC Model in a manner that is responsive to the needs of the patrons and community members.
3. Integrate and strengthen service activities within the NSFRC that are linked to protective factors and represent a meaningful multi-agency/multi-system community collaboration.
4. Enhance the well-being of children and families and increase the protective factors in families within Columbia County.

10. Please define and describe the Proposed Outcome Measures for the program in which funding is being requested.

- Receive a minimum of 3,500 visits, annually.
 - At least 30% of visits will involve individuals who have been impacted by OUD/SA.
- Provide at least 4,300 services/supports, annually. Receive a patron satisfaction rate of 90% or more.
- Host at least two new programs/events that focus on substance misuse education and/or youth intervention services.

11. Outside organizations only: Please describe your organization’s data collection capacity and list the name of the data collection system. If you utilize an Electronic Health Record (EHR) system, confirm its capacity to export data as an XML file.

PSF's network of Family Resource Centers uses an internal data base called the Community Module to collect information about each individual who visits one of our Family Resource Centers. This system allows us to collect demographic data, including name, city, zip code, age range, gender, race, and ethnicity, along with information about service needs and services delivered. We are able create reports and download information Excel files, as needed.

12. Outside organizations only: Please describe your organization’s business administration capacity specifically related to employee screening and financial management.

All staff and volunteers* at PSF (NSFRC) require a Level II background screen.

*Volunteers who are onsite less than 10 hours per month, do not have direct contact with children, and are supervised by an approved staff or volunteer are excluded from the screening requirement with prior approval from our Chief of Clinical and Community Services. These volunteers are generally onsite for special events.

PSF has a Finance Department who assists with budget management and reporting. Program staff, including the NSFRC Manager and Director of Resource Centers, also monitor spending to ensure appropriate documentation and recording of financial information.

13. Please provide, as an attachment, the Exhibit C and D - Projected Operating and Capital Budget, using the most recent template, outlining the requested funding including OCAs and associated covered services. Statistics or data regarding utilization to substantiate the request may also be supplied.

Organization’s CEO

Date

Organization’s Contract Manager

Date