

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Scott A. Rivkees, MD**  
State Surgeon General


**Vision:** To be the Healthiest State in the Nation

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**INTEROFFICE MEMORANDUM**

**DATE:** November 3, 2020

**TO:** Columbia County Board of County Commissioners

**FROM:** Brenda Brown, Sr. Public Health Services Manager  
DOH Columbia County Health Department 

**SUBJECT:** 2020-2021 Contract Between County and Department of Health

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Enclosed please find a fully executed copy of the 2020-2021 annual contract between the Columbia County Board of County Commissioners and the Columbia County Health Department.

Should you have any questions please feel free to contact me at (386) 758-1363. Thank you!

**CONTRACT BETWEEN  
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
AND  
STATE OF FLORIDA DEPARTMENT OF HEALTH  
FOR OPERATION OF THE  
COLUMBIA COUNTY HEALTH DEPARTMENT  
CONTRACT YEAR 2020-2021**

This contract is made and entered into between the State of Florida, Department of Health (“State”) and the Columbia County Board of County Commissioners (“County”), through their undersigned authorities, effective October 1, 2020.

**RECITALS**

A. Pursuant to Chapter 154, Florida Statutes, the intent of the legislature is to “promote, protect, maintain, and improve the health and safety of all citizens and visitors of this state through a system of coordinated county health department services.”

B. County Health Departments were created throughout Florida to satisfy this legislative intent through “promotion of the public’s health, the control and eradication of preventable diseases, and the provision of primary health care for special populations.”

C. Columbia County Health Department (“CHD”) is one of the created County Health Departments.

D. It is necessary for the parties hereto to enter into this contract in order to ensure coordination between the State and the County in the operation of the CHD.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. RECITALS. The parties mutually agree that the foregoing recitals are true and correct and incorporated herein by reference.

2. TERM. The parties mutually agree that this contract shall be effective from October 1, 2020, through September 30, 2021, or until a written contract replacing this contract is entered into between the parties, whichever is later, unless this contract is otherwise terminated pursuant to the termination provisions set forth in paragraph 8. below.

3. SERVICES MAINTAINED BY THE CHD. The parties mutually agree that the CHD shall provide those services as set forth on Part III of Attachment II hereof, in order to maintain the following three levels of service pursuant to section 154.01(2), Florida Statutes, as defined below:

a. “Environmental health services” are those services which are organized and operated to protect the health of the general public by monitoring and regulating activities in the environment which may contribute to the occurrence or transmission of disease. Environmental health services shall be supported by available federal, state and local funds

and shall include those services mandated on a state or federal level. Examples of environmental health services include, but are not limited to, food hygiene, safe drinking water supply, sewage and solid waste disposal, swimming pools, group care facilities, migrant labor camps, toxic material control, radiological health, and occupational health.

b. "Communicable disease control services" are those services which protect the health of the general public through the detection, control, and eradication of diseases which are transmitted primarily by human beings. Communicable disease services shall be supported by available federal, state, and local funds and shall include those services mandated on a state or federal level. Such services include, but are not limited to, epidemiology, sexually transmissible disease detection and control, HIV/AIDS, immunization, tuberculosis control and maintenance of vital statistics.

c. "Primary care services" are acute care and preventive services that are made available to well and sick persons who are unable to obtain such services due to lack of income or other barriers beyond their control. These services are provided to benefit individuals, improve the collective health of the public, and prevent and control the spread of disease. Primary health care services are provided at home, in group settings, or in clinics. These services shall be supported by available federal, state, and local funds and shall include services mandated on a state or federal level. Examples of primary health care services include, but are not limited to: first contact acute care services; chronic disease detection and treatment; maternal and child health services; family planning; nutrition; school health; supplemental food assistance for women, infants, and children; home health; and dental services.

4. FUNDING. The parties further agree that funding for the CHD will be handled as follows:

a. The funding to be provided by the parties and any other sources is set forth in Part II of Attachment II hereof. This funding will be used as shown in Part I of Attachment II.

i. The State's appropriated responsibility (*direct contribution excluding any state fees, Medicaid contributions or any other funds not listed on the Schedule C*) as provided in Attachment II, Part II is an amount not to exceed \$1,579,039 (*State General Revenue, State Funds, Other State Funds and Federal Funds listed on the Schedule C*). The State's obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

ii. The County's appropriated responsibility (*direct contribution excluding any fees, other cash or local contributions*) as provided in Attachment II, Part II is an amount not to exceed \$153,784 (*amount listed under the "Board of County Commissioners Annual Appropriations section of the revenue attachment*).

b. Overall expenditures will not exceed available funding or budget authority, whichever is less, (either current year or from surplus trust funds) in any service category. Unless requested otherwise, any surplus at the end of the term of this contract in the County Health Department Trust Fund that is attributed to the CHD shall be carried forward to the next contract period.

c. Either party may establish service fees as allowed by law to fund activities of the CHD. Where applicable, such fees shall be automatically adjusted to at least the Medicaid fee schedule.

d. Either party may increase or decrease funding of this contract during the term hereof by notifying the other party in writing of the amount and purpose for the change in funding. If the State initiates the increase/decrease, the CHD will revise the Attachment II and send a copy of the revised pages to the County and the Department of Health, Office of Budget and Revenue Management. If the County initiates the increase/decrease, the County shall notify the CHD. The CHD will then revise the Attachment II and send a copy of the revised pages to the Department of Health, Office of Budget and Revenue Management.

e. The name and address of the official payee to whom payments shall be made is:

County Health Department Trust Fund  
Columbia County  
217 NE Franklin Street  
Lake City, FL 32055

5. CHD DIRECTOR/ADMINISTRATOR. Both parties agree the director/administrator of the CHD shall be a State employee or under contract with the State and will be under the day-to-day direction of the Deputy Secretary for County Health Systems. The director/administrator shall be selected by the State with the concurrence of the County. The director/administrator of the CHD shall ensure that non-categorical sources of funding are used to fulfill public health priorities in the community and the Long Range Program Plan.

6. ADMINISTRATIVE POLICIES AND PROCEDURES. The parties hereto agree that the following standards should apply in the operation of the CHD:

a. The CHD and its personnel shall follow all State policies and procedures, except to the extent permitted for the use of County purchasing procedures as set forth in subparagraph b., below. All CHD employees shall be State or State-contract personnel subject to State personnel rules and procedures. Employees will report time in the Health Management System compatible format by program component as specified by the State.

b. The CHD shall comply with all applicable provisions of federal and state laws and regulations relating to its operation with the exception that the use of County purchasing procedures shall be allowed when it will result in a better price or service and no statewide Department of Health purchasing contract has been implemented for those goods or services. In such cases, the CHD director/administrator must sign a justification therefore, and all County purchasing procedures must be followed in their entirety, and such compliance shall be documented. Such justification and compliance documentation shall be maintained by the CHD in accordance with the terms of this contract. State procedures must be followed for all leases on facilities not enumerated in Attachment IV.

c. The CHD shall maintain books, records and documents in accordance with the Generally Accepted Accounting Principles (GAAP), as promulgated by the Governmental

Accounting Standards Board (GASB), and the requirements of federal or state law. These records shall be maintained as required by the Department of Health Policies and Procedures for Records Management and shall be open for inspection at any time by the parties and the public, except for those records that are not otherwise subject to disclosure as provided by law which are subject to the confidentiality provisions of paragraphs 6.i. and 6.k., below. Books, records and documents must be adequate to allow the CHD to comply with the following reporting requirements:

- i.* The revenue and expenditure requirements in the Florida Accounting Information Resource (FLAIR) System;
- ii.* The client registration and services reporting requirements of the minimum data set as specified in the most current version of the Client Information System/Health Management Component Pamphlet;
- iii.* Financial procedures specified in the Department of Health's Accounting Procedures Manuals, Accounting memoranda, and Comptroller's memoranda;
- iv.* The CHD is responsible for assuring that all contracts with service providers include provisions that all subcontracted services be reported to the CHD in a manner consistent with the client registration and service reporting requirements of the minimum data set as specified in the Client Information System/Health Management Component Pamphlet.

d. All funds for the CHD shall be deposited in the County Health Department Trust Fund maintained by the state treasurer. These funds shall be accounted for separately from funds deposited for other CHDs and shall be used only for public health purposes in Columbia County.

e. That any surplus/deficit funds, including fees or accrued interest, remaining in the County Health Department Trust Fund account at the end of the contract year shall be credited/debited to the State or County, as appropriate, based on the funds contributed by each and the expenditures incurred by each. Expenditures will be charged to the program accounts by State and County based on the ratio of planned expenditures in this contract and funding from all sources is credited to the program accounts by State and County. The equity share of any surplus/deficit funds accruing to the State and County is determined each month and at contract year-end. Surplus funds may be applied toward the funding requirements of each participating governmental entity in the following year. However, in each such case, all surplus funds, including fees and accrued interest, shall remain in the trust fund until accounted for in a manner which clearly illustrates the amount which has been credited to each participating governmental entity. The planned use of surplus funds shall be reflected in Attachment II, Part I of this contract, with special capital projects explained in Attachment V.

f. There shall be no transfer of funds between the three levels of services without a contract amendment unless the CHD director/administrator determines that an emergency exists wherein a time delay would endanger the public's health and the Deputy Secretary for County Health Systems has approved the transfer. The Deputy Secretary for County Health

Systems shall forward written evidence of this approval to the CHD within 30 days after an emergency transfer.

g. The CHD may execute subcontracts for services necessary to enable the CHD to carry out the programs specified in this contract. Any such subcontract shall include all aforementioned audit and record keeping requirements.

h. At the request of either party, an audit may be conducted by an independent CPA on the financial records of the CHD and the results made available to the parties within 180 days after the close of the CHD fiscal year. This audit will follow requirements contained in OMB Circular A-133 and may be in conjunction with audits performed by County government. If audit exceptions are found, then the director/administrator of the CHD will prepare a corrective action plan and a copy of that plan and monthly status reports will be furnished to the contract managers for the parties.

i. The CHD shall not use or disclose any information concerning a recipient of services except as allowed by federal or state law or policy.

j. The CHD shall retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of this contract. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings.

k. The CHD shall maintain confidentiality of all data, files, and records that are confidential under the law or are otherwise exempted from disclosure as a public record under Florida law. The CHD shall implement procedures to ensure the protection and confidentiality of all such records and shall comply with sections 384.29, 381.004, 392.65 and 456.057, Florida Statutes, and all other state and federal laws regarding confidentiality. All confidentiality procedures implemented by the CHD shall be consistent with the Department of Health Information Security Policies, Protocols, and Procedures. The CHD shall further adhere to any amendments to the State's security requirements and shall comply with any applicable professional standards of practice with respect to client confidentiality.

l. The CHD shall abide by all State policies and procedures, which by this reference are incorporated herein as standards to be followed by the CHD, except as otherwise permitted for some purchases using County procedures pursuant to paragraph 6.b.

m. The CHD shall establish a system through which applicants for services and current clients may present grievances over denial, modification or termination of services. The CHD will advise applicants of the right to appeal a denial or exclusion from services, of failure to take account of a client's choice of service, and of his/her right to a fair hearing to the final governing authority of the agency. Specific references to existing laws, rules or program manuals are included in Attachment I of this contract.

n. The CHD shall comply with the provisions contained in the Civil Rights Certificate, hereby incorporated into this contract as Attachment III.

o. The CHD shall submit quarterly reports to the County that shall include at least the following:

- i.* The DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report;
- ii.* A written explanation to the County of service variances reflected in the year end DE385L1 report if the variance exceeds or falls below 25 percent of the planned expenditure amount for the contract year. However, if the amount of the service specific variance between actual and planned expenditures does not exceed three percent of the total planned expenditures for the level of service in which the type of service is included, a variance explanation is not required. A copy of the written explanation shall be sent to the Department of Health, Office of Budget and Revenue Management.

p. The dates for the submission of quarterly reports to the County shall be as follows unless the generation and distribution of reports is delayed due to circumstances beyond the CHD's control:

- i.* March 1, 2021 for the report period October 1, 2020 through December 31, 2020;
- ii.* June 1, 2021 for the report period October 1, 2020 through March 31, 2021;
- iii.* September 1, 2021 for the report period October 1, 2020 through June 30, 2021; and
- iv.* December 1, 2021 for the report period October 1, 2020 through September 30, 2021.

7. FACILITIES AND EQUIPMENT. The parties mutually agree that:

a. CHD facilities shall be provided as specified in Attachment IV to this contract and the County shall own the facilities used by the CHD unless otherwise provided in Attachment IV.

b. The County shall ensure adequate fire and casualty insurance coverage for County-owned CHD offices and buildings and for all furnishings and equipment in CHD offices through either a self-insurance program or insurance purchased by the County.

c. All vehicles will be transferred to the ownership of the County and registered as County vehicles. The County shall ensure insurance coverage for these vehicles is available through either a self-insurance program or insurance purchased by the County. All vehicles will be used solely for CHD operations. Vehicles purchased through the County Health Department Trust Fund shall be sold at fair market value when they are no longer needed by the CHD and the proceeds returned to the County Health Department Trust Fund.

8. TERMINATION.

a. Termination at Will. This contract may be terminated by either party without cause upon no less than one-hundred eighty (180) calendar days notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

b. Termination Because of Lack of Funds. In the event funds to finance this contract become unavailable, either party may terminate this contract upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

c. Termination for Breach. This contract may be terminated by one party, upon no less than thirty (30) days notice, because of the other party's failure to perform an obligation hereunder. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract.

9. MISCELLANEOUS. The parties further agree:

a. Availability of Funds. If this contract, any renewal hereof, or any term, performance or payment hereunder, extends beyond the fiscal year beginning July 1, 2021, it is agreed that the performance and payment under this contract are contingent upon an annual appropriation by the Legislature, in accordance with section 287.0582, Florida Statutes.

b. Contract Managers. The name and address of the contract managers for the parties under this contract are as follows:

For the State:

Thomas P. Moffses, Jr.

Name

Administrator

Title

217 NE Franklin Street

Lake City, FL 32055

Address

386-466-6680

Telephone

For the County:

Ben Scott

Name

County Manager

Title

PO Box 1529

Lake City, FL 32055-1529

Address

386-758-1005

Telephone


If different contract managers are designated after execution of this contract, the name, address and telephone number of the new representative shall be furnished in writing to the other parties and attached to originals of this contract.


c. Captions. The captions and headings contained in this contract are for the convenience of the parties only and do not in any way modify, amplify, or give additional notice of the provisions hereof.

In WITNESS THEREOF, the parties hereto have caused this eight page contract, with its attachments as referenced, including Attachment I (two pages), Attachment II (six pages), Attachment III (one page), Attachment IV (one page), and Attachment V (one page), to be executed by their undersigned officials as duly authorized effective the 1<sup>st</sup> day of October, 2020.


**BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY**


**STATE OF FLORIDA  
DEPARTMENT OF HEALTH**

SIGNED BY:   
NAME: Toby Witt  
TITLE: Chairman  
DATE: 9/17/2020

SIGNED BY:   
NAME: Scott A. Rivkees, MD  
TITLE: State Surgeon General  
DATE: 10/29/20

**ATTESTED TO:**

SIGNED BY:   
NAME: Ben Scott  
TITLE: County Manager  
DATE: 9/17/2020

SIGNED BY:   
NAME: Thomas P. Moffses, Jr.  
TITLE: CHD Administrator  
DATE: 9/17/2020

**ATTACHMENT I**  
**COLUMBIA COUNTY HEALTH DEPARTMENT**  
**PROGRAM SPECIFIC REPORTING REQUIREMENTS AND PROGRAMS REQUIRING**  
**COMPLIANCE WITH THE PROVISIONS OF SPECIFIC MANUALS**

Some health services must comply with specific program and reporting requirements in addition to the Personal Health Coding Pamphlet (DHP 50-20), Environmental Health Coding Pamphlet (DHP 50-21) and FLAIR requirements because of federal or state law, regulation or rule. If a county health department is funded to provide one of these services, it must comply with the special reporting requirements for that service. The services and the reporting requirements are listed below:

<u>Service</u>	<u>Requirement</u>
1. Sexually Transmitted Disease Program	Requirements as specified in F.A.C. 64D-3, F.S. 381 and F.S. 384.
2. Dental Health	Periodic financial and programmatic reports as specified by the program office.
3. Special Supplemental Nutrition Program for Women, Infants and Children (including the WIC Breastfeeding Peer Counseling Program)	Service documentation and monthly financial reports as specified in DHM 150-24* and all federal, state and county requirements detailed in program manuals and published procedures.
4. Healthy Start/ Improved Pregnancy Outcome	Requirements as specified in the 2007 Healthy Start Standards and Guidelines and as specified by the Healthy Start Coalitions in contract with each county health department.
5. Family Planning	Requirements as specified in Public Law 91-572, 42 U.S.C. 300, et seq., 42 CFR part 59, subpart A, 45 CFR parts 74 & 92, 2 CFR 215 (OMB Circular A-110) OMB Circular A-102, F.S. 381.0051, F.A.C. 64F-7, F.A.C. 64F-16, and F.A.C. 64F-19. Requirements and Guidance as specified in the Program Requirements for Title X Funded Family Planning Projects (Title X Requirements)(2014) and the Providing Quality Family Planning Services (QFP): Recommendations of CDC and the U.S. Office of Population Affairs published on the Office of Population Affairs website. Programmatic annual reports as specified by the program office as specified in the annual programmatic Scope of Work for Family Planning and Maternal Child Health Services, including the Family Planning Annual Report (FPAR), and other minimum guidelines as specified by the Policy Web Technical Assistance Guidelines.
6. Immunization	Periodic reports as specified by the department pertaining to immunization levels in kindergarten and/or seventh grade pursuant to instructions contained in the Immunization Guidelines-Florida Schools, Childcare Facilities and Family Daycare Homes (DH Form 150-615) and Rule 64D-3.046, F.A.C. In addition, periodic reports as specified by the department pertaining to the surveillance/investigation of reportable vaccine-preventable diseases, adverse events, vaccine accountability, and assessment of immunization

**ATTACHMENT I (Continued)**

- levels as documented in Florida SHOTS and supported by CHD Guidebook policies and technical assistance guidance.
7. Environmental Health Requirements as specified in Environmental Health Programs Manual 150-4\* and DHP 50-21\*
  8. HIV/AIDS Program Requirements as specified in F.S. 384.25 and F.A.C. 64D-3.030 and 64D-3.031. Case reporting should be on Adult HIV/AIDS Confidential Case Report CDC Form DH2139 and Pediatric HIV/AIDS Confidential Case Report CDC Form DH2140.  
  
Requirements as specified in F.A.C. 64D-2 and 64D-3, F.S. 381 and F.S. 384. Socio-demographic and risk data on persons tested for HIV in CHD clinics should be reported on Lab Request DH Form 1628 in accordance with the Forms Instruction Guide. Requirements for the HIV/AIDS Patient Care programs are found in the Patient Care Contract Administrative Guidelines.
  9. School Health Services Requirements as specified in the Florida School Health Administrative Guidelines (May 2012). Requirements as specified in F.S. 381.0056, F.S. 381.0057, F.S. 402.3026 and F.A.C. 64F-6.
  10. Tuberculosis Tuberculosis Program Requirements as specified in F.A.C. 64D-3 and F.S. 392.
  11. General Communicable Disease Control Carry out surveillance for reportable communicable and other acute diseases, detect outbreaks, respond to individual cases of reportable diseases, investigate outbreaks, and carry out communication and quality assurance functions, as specified in F.A.C. 64D-3, F.S. 381, F.S. 384 and the CHD Epidemiology Guide to Surveillance and Investigations.
  12. Refugee Health Program Programmatic and financial requirements as specified by the program office.

\*or the subsequent replacement if adopted during the contract period.

**ATTACHMENT II**  
**COLUMBIA COUNTY HEALTH DEPARTMENT**  
**PART I. PLANNED USE OF COUNTY HEALTH DEPARTMENT TRUST FUND BALANCES**

	Estimated State Share of CHD Trust Fund Balance	Estimated County Share of CHD Trust Fund Balance	Total
1. CHD Trust Fund Ending Balance 09/30/20	85862	149299	235161
2. Drawdown for Contract Year October 1, 2020 to September 30, 2021	-85862	-110	-85972
3. Special Capital Project use for Contract Year October 1, 2020 to September 30, 2021	0	0	0
4. Balance Reserved for Contingency Fund October 1, 2020 to September 30, 2021	0	149189	149189

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects, and mobile health vans.

## ATTACHMENT II

### COLUMBIA COUNTY HEALTH DEPARTMENT

#### Part II, Sources of Contributions to County Health Department

October 1, 2020 to September 30, 2021

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
<b>1. GENERAL REVENUE - STATE</b>					
015040 AIDS PREVENTION & SURVEILLANCE · GENERAL REVENUE	36,053	0	36,053	0	36,053
015040 CHD · TB COMMUNITY PROGRAM	15,029	0	15,029	0	15,029
015040 CORONAVIRUS GENERAL REVENUE	251,198	0	251,198	0	251,198
015040 DENTAL SPECIAL INITIATIVE PROJECTS	6,191	0	6,191	0	6,191
015040 FAMILY PLANNING GENERAL REVENUE	33,008	0	33,008	0	33,008
015040 FLORIDA SPRINGS AND AQUIFER PROTECTION ACT	72,939	0	72,939	0	72,939
015040 PRIMARY CARE PROGRAM	118,600	0	118,600	0	118,600
015040 SCHOOL HEALTH SERVICES · GENERAL REVENUE	98,711	0	98,711	0	98,711
015050 CHD GENERAL REVENUE NON-CATEGORICAL	517,717	0	517,717	0	517,717
<b>GENERAL REVENUE TOTAL</b>	<b>1,149,446</b>	<b>0</b>	<b>1,149,446</b>	<b>0</b>	<b>1,149,446</b>
<b>2. NON GENERAL REVENUE - STATE</b>					
015010 CESSATION TREATMENT AND COUNSELING	5,715	0	5,715	0	5,715
<b>NON GENERAL REVENUE TOTAL</b>	<b>5,715</b>	<b>0</b>	<b>5,715</b>	<b>0</b>	<b>5,715</b>
<b>3. FEDERAL FUNDS - STATE</b>					
007000 COMPREHENSIVE COMMUNITY CARDIO · PHBG	52,500	0	52,500	0	52,500
007000 DIABETES · PREVENT & MGT	3,300	0	3,300	0	3,300
007000 EPID & LAB FOR INFECTIOUS DISEASE COVID-19	1,833	0	1,833	0	1,833
007000 FAMILY PLANNING TITLE X · GRANT	37,765	0	37,765	0	37,765
007000 HEART · PREVENT & MGT	1,507	0	1,507	0	1,507
007000 IMMUNIZATION ACTION PLAN	7,286	0	7,286	0	7,286
007000 MCH SPECIAL PROJCT DENTAL	11,400	0	11,400	0	11,400
007000 MCH BLOCK GRANT FLORIDA'S HEALTHY BABIES	11,503	0	11,503	0	11,503
007000 MCH SPECIAL PROJECTS DENTAL	50,000	0	50,000	0	50,000
007000 BASE COMMUNITY PREPAREDNESS CAPABILITY	175,699	0	175,699	0	175,699
007000 WELL-INTEGRATED SCREENING & EVALUATION FOR WOMEN	37,500	0	37,500	0	37,500
015075 SUPPLEMENTAL SCHOOL HEALTH	18,123	0	18,123	0	18,123
018005 AIDS DRUG ASSISTANCE PROGRAM ADMIN HQ	15,462	0	15,462	0	15,462
<b>FEDERAL FUNDS TOTAL</b>	<b>423,878</b>	<b>0</b>	<b>423,878</b>	<b>0</b>	<b>423,878</b>
<b>4. FEES ASSESSED BY STATE OR FEDERAL RULES - STATE</b>					
001020 CHD STATEWIDE ENVIRONMENTAL FEES	59,004	0	59,004	0	59,004
001092 CHD STATEWIDE ENVIRONMENTAL FEES	240,225	0	240,225	0	240,225
001206 ON SITE SEWAGE DISPOSAL PERMIT FEES	20,962	0	20,962	0	20,962
001206 SANITATION CERTIFICATES (FOOD INSPECTION)	2,487	0	2,487	0	2,487
001206 SEPTIC TANK RESEARCH SURCHARGE	2,710	0	2,710	0	2,710
001206 SEPTIC TANK VARIANCE FEES 50%	200	0	200	0	200
001206 PUBLIC SWIMMING POOL PERMIT FEES-10% HQ TRANSFER	538	0	538	0	538
001206 DRINKING WATER PROGRAM OPERATIONS	1,755	0	1,755	0	1,755
001206 TANNING FACILITIES	232	0	232	0	232
001206 ONSITE SEWAGE TRAINING CENTER	2,530	0	2,530	0	2,530
001206 MOBILE HOME & RV PARK FEES	1,588	0	1,588	0	1,588

## ATTACHMENT II

### COLUMBIA COUNTY HEALTH DEPARTMENT

#### Part II, Sources of Contributions to County Health Department

October 1, 2020 to September 30, 2021

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
<b>FEE ASSESSED BY STATE OR FEDERAL RULES TOTAL</b>	332,231	0	332,231	0	332,231
<b>5. OTHER CASH CONTRIBUTIONS - STATE:</b>					
	0	0	0	0	0
090001 DRAW DOWN FROM PUBLIC HEALTH UNIT	85,862	0	85,862	0	85,862
<b>OTHER CASH CONTRIBUTION TOTAL</b>	85,862	0	85,862	0	85,862
<b>6. MEDICAID - STATE/COUNTY:</b>					
001057 CHD CLINIC FEES	0	21,575	21,575	0	21,575
001148 CHD CLINIC FEES	0	269,972	269,972	0	269,972
001148 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	200	200	0	200
<b>MEDICAID TOTAL</b>	0	291,747	291,747	0	291,747
<b>7. ALLOCABLE REVENUE - STATE:</b>					
018000 BASE COMMUNITY PREPAREDNESS CAPABILITY	0	0	0	0	0
031005 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	3,000	0	3,000	0	3,000
<b>ALLOCABLE REVENUE TOTAL</b>	3,000	0	3,000	0	3,000
<b>8. OTHER STATE CONTRIBUTIONS NOT IN CHD TRUST FUND - STATE</b>					
ADAP	0	0	0	57,928	57,928
PHARMACY DRUG PROGRAM	0	0	0	3,107	3,107
WIC PROGRAM	0	0	0	1,597,912	1,597,912
BUREAU OF PUBLIC HEALTH LABORATORIES	0	0	0	7,811	7,811
IMMUNIZATIONS	0	0	0	84,359	84,359
<b>OTHER STATE CONTRIBUTIONS TOTAL</b>	0	0	0	1,751,117	1,751,117
<b>9. DIRECT LOCAL CONTRIBUTIONS - BCC/TAX DISTRICT</b>					
008005 CHD LOCAL REVENUE & EXPENDITURES	0	153,784	153,784	0	153,784
<b>DIRECT COUNTY CONTRIBUTIONS TOTAL</b>	0	153,784	153,784	0	153,784
<b>10. FEES AUTHORIZED BY COUNTY ORDINANCE OR RESOLUTION - COUNTY</b>					
001025 CHD CLINIC FEES	0	100	100	0	100
001077 CHD CLINIC FEES	0	10,150	10,150	0	10,150
001094 CHD LOCAL ENVIRONMENTAL FEES	0	82,829	82,829	0	82,829
001110 VITAL STATISTICS CERTIFIED RECORDS	0	104,750	104,750	0	104,750
<b>FEES AUTHORIZED BY COUNTY TOTAL</b>	0	197,829	197,829	0	197,829
<b>11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY</b>					
001029 CHD CLINIC FEES	0	27,675	27,675	0	27,675
001029 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	300	300	0	300
001090 CHD CLINIC FEES	0	5,550	5,550	0	5,550
005000 CHD LOCAL REVENUE & EXPENDITURES	0	80	80	0	80
010300 MIGRANT LABOR HOUSING INSPECTION H-2A PROGRAM	0	652	652	0	652
011000 RYAN WHITE CONTRACTED GRANT PROGRAM	0	80,300	80,300	0	80,300
011001 CHD HEALTHY START COALITION CONTRACT	0	502,933	502,933	0	502,933

**ATTACHMENT II**

**COLUMBIA COUNTY HEALTH DEPARTMENT**

**Part II, Sources of Contributions to County Health Department**

**October 1, 2020 to September 30, 2021**

	<b>State CHD Trust Fund (cash)</b>	<b>County CHD Trust Fund</b>	<b>Total CHD Trust Fund (cash)</b>	<b>Other Contribution</b>	<b>Total</b>
090002 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	110	110	0	110
<b>OTHER CASH AND LOCAL CONTRIBUTIONS TOTAL</b>	<b>0</b>	<b>617,600</b>	<b>617,600</b>	<b>0</b>	<b>617,600</b>
<b>12. ALLOCABLE REVENUE - COUNTY</b>					
018000 BASE COMMUNITY PREPAREDNESS CAPABILITY	0	0	0	0	0
031005 GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	3,000	3,000	0	3,000
<b>COUNTY ALLOCABLE REVENUE TOTAL</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>
<b>13. BUILDINGS - COUNTY</b>					
ANNUAL RENTAL EQUIVALENT VALUE	0	0	0	164,700	164,700
OTHER (Specify)	0	0	0	0	0
UTILITIES	0	0	0	15,000	15,000
BUILDING MAINTENANCE	0	0	0	6,000	6,000
GROUNDS MAINTENANCE	0	0	0	0	0
INSURANCE	0	0	0	3,000	3,000
OTHER:PHONES	0	0	0	0	0
OTHER (Specify)	0	0	0	0	0
<b>BUILDINGS TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>188,700</b>	<b>188,700</b>
<b>14. OTHER COUNTY CONTRIBUTIONS NOT IN CHD TRUST FUND - COUNTY</b>					
EQUIPMENT / VEHICLE PURCHASES	0	0	0	0	0
VEHICLE INSURANCE	0	0	0	5,000	5,000
VEHICLE MAINTENANCE	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
<b>OTHER COUNTY CONTRIBUTIONS TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>
<b>GRAND TOTAL CHD PROGRAM</b>	<b>2,000,132</b>	<b>1,263,960</b>	<b>3,264,092</b>	<b>1,944,817</b>	<b>5,208,909</b>

## ATTACHMENT II

## COLUMBIA COUNTY HEALTH DEPARTMENT

## Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service

October 1, 2020 to September 30, 2021

## Quarterly Expenditure Plan

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd	3rd	4th			
<b>A. COMMUNICABLE DISEASE CONTROL:</b>										
IMMUNIZATION (101)	0.69	287	345	17,411	14,927	17,411	14,926	35,855	28,820	64,675
SEXUALLY TRANS. DIS. (102)	2.18	600	964	50,433	43,239	50,433	43,238	134,185	53,158	187,343
HIV/AIDS PREVENTION (03A1)	0.75	0	144	18,058	15,483	18,058	15,483	55,105	11,977	67,082
HIV/AIDS SURVEILLANCE (03A2)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS PATIENT CARE (03A3)	0.37	59	138	25,853	22,165	25,853	22,164	0	96,035	96,035
ADAP (03A4)	0.37	0	0	6,870	5,890	6,870	5,890	19,596	5,924	25,520
TUBERCULOSIS (104)	0.38	367	1,220	7,207	6,179	7,207	6,180	14,995	11,778	26,773
COMM. DIS. SURV. (106)	0.07	0	0	70,208	60,193	70,208	60,193	260,802	0	260,802
HEPATITIS (109)	0.00	0	0	0	0	0	0	0	0	0
PREPAREDNESS AND RESPONSE (116)	1.20	0	0	52,907	45,360	52,907	45,361	196,535	0	196,535
REFUGEE HEALTH (118)	0.00	0	0	0	0	0	0	0	0	0
VITAL RECORDS (180)	1.66	4,730	11,314	26,688	22,881	26,688	22,880	0	99,137	99,137
<b>COMMUNICABLE DISEASE SUBTOTAL</b>	<b>7.67</b>	<b>6,043</b>	<b>14,125</b>	<b>275,635</b>	<b>236,317</b>	<b>275,635</b>	<b>236,315</b>	<b>717,073</b>	<b>306,829</b>	<b>1,023,902</b>
<b>B. PRIMARY CARE:</b>										
CHRONIC DISEASE PREVENTION PRO (210)	1.45	0	774	27,207	23,326	27,207	23,325	101,065	0	101,065
WIC (21W1)	0.00	0	0	0	0	0	0	0	0	0
TOBACCO USE INTERVENTION (212)	0.00	0	0	0	0	0	0	0	0	0
WIC BREASTFEEDING PEER COUNSELING (21W2)	0.00	0	0	0	0	0	0	0	0	0
FAMILY PLANNING (223)	3.30	756	1,241	72,073	61,792	72,073	61,792	160,130	107,600	267,730
IMPROVED PREGNANCY OUTCOME (225)	0.00	0	0	0	0	0	0	0	0	0
HEALTHY START PRENATAL (227)	4.36	268	2,711	132,768	113,830	132,768	113,830	50,948	442,248	493,196
COMPREHENSIVE CHILD HEALTH (229)	0.04	31	33	798	684	798	685	1,591	1,374	2,965
HEALTHY START CHILD (231)	1.46	171	1,623	25,629	21,973	25,629	21,973	0	95,204	95,204
SCHOOL HEALTH (234)	1.31	0	1,407,101	37,361	32,032	37,361	32,031	138,785	0	138,785
COMPREHENSIVE ADULT HEALTH (237)	1.52	329	380	25,666	22,005	25,666	22,006	81,857	13,486	95,343
COMMUNITY HEALTH DEVELOPMENT (238)	0.30	0	4	6,155	5,277	6,155	5,278	22,865	0	22,865
DENTAL HEALTH (240)	4.68	1,516	2,270	110,259	94,531	110,259	94,530	189,157	220,422	409,579
<b>PRIMARY CARE SUBTOTAL</b>	<b>18.42</b>	<b>3,071</b>	<b>1,416,137</b>	<b>437,916</b>	<b>375,450</b>	<b>437,916</b>	<b>375,450</b>	<b>746,398</b>	<b>880,334</b>	<b>1,626,732</b>
<b>C. ENVIRONMENTAL HEALTH:</b>										
<b>Water and Onsite Sewage Programs</b>										
COSTAL BEACH MONITORING (347)	0.00	0	0	0	0	0	0	0	0	0
LIMITED USE PUBLIC WATER SYSTEMS (357)	1.11	109	5,597	29,278	25,102	29,278	25,101	87,009	21,750	108,759
PUBLIC WATER SYSTEM (358)	0.48	3	2,912	8,457	7,251	8,457	7,252	9,517	21,900	31,417
PRIVATE WATER SYSTEM (359)	0.24	1	21	4,465	3,828	4,465	3,829	0	16,587	16,587
ONSITE SEWAGE TREATMENT & DISPOSAL (361)	4.12	1,113	2,150	79,615	68,259	79,615	68,259	281,319	14,429	295,748
<b>Group Total</b>	<b>5.95</b>	<b>1,226</b>	<b>10,680</b>	<b>121,815</b>	<b>104,440</b>	<b>121,815</b>	<b>104,441</b>	<b>377,845</b>	<b>74,666</b>	<b>452,511</b>
<b>Facility Programs</b>										
TATTOO FACILITY SERVICES (344)	0.00	0	0	0	0	0	0	0	0	0

## ATTACHMENT II

## COLUMBIA COUNTY HEALTH DEPARTMENT

## Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service

October 1, 2020 to September 30, 2021

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd	3rd	4th			
				(Whole dollars only)						
FOOD HYGIENE (348)	0.56	122	501	10,897	9,343	10,897	9,343	40,480	0	40,480
BODY PIERCING FACILITIES SERVICES (349)	0.00	0	0	0	0	0	0	0	0	0
GROUP CARE FACILITY (351)	0.22	110	206	4,058	3,480	4,058	3,480	13,776	1,300	15,076
MIGRANT LABOR CAMP (352)	0.07	16	61	1,274	1,093	1,274	1,093	4,082	652	4,734
HOUSING & PUB. BLDG. (353)	0.00	0	0	0	0	0	0	0	0	0
MOBILE HOME AND PARK (354)	0.23	129	327	4,057	3,478	4,057	3,477	15,069	0	15,069
POOLS/BATHING PLACES (360)	0.08	23	51	1,479	1,268	1,479	1,267	5,493	0	5,493
BIOMEDICAL WASTE SERVICES (364)	0.00	0	0	0	0	0	0	0	0	0
TANNING FACILITY SERVICES (369)	0.03	15	27	545	468	545	468	2,026	0	2,026
<b>Group Total</b>	<b>1.19</b>	<b>415</b>	<b>1,173</b>	<b>22,310</b>	<b>19,130</b>	<b>22,310</b>	<b>19,128</b>	<b>80,926</b>	<b>1,952</b>	<b>82,878</b>
<b>Groundwater Contamination</b>										
STORAGE TANK COMPLIANCE SERVICES (355)	0.00	0	0	0	0	0	0	0	0	0
SUPER ACT SERVICES (356)	0.00	0	0	0	0	0	0	0	0	0
<b>Group Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community Hygiene</b>										
COMMUNITY ENVIR. HEALTH (345)	0.00	0	0	0	0	0	0	0	0	0
INJURY PREVENTION (346)	0.00	0	0	0	0	0	0	0	0	0
LEAD MONITORING SERVICES (350)	0.00	0	0	0	0	0	0	0	0	0
PUBLIC SEWAGE (362)	0.00	0	0	0	0	0	0	0	0	0
SOLID WASTE DISPOSAL SERVICE (363)	0.00	0	0	0	0	0	0	0	0	0
SANITARY NUISANCE (365)	0.09	62	74	1,853	1,589	1,853	1,588	6,883	0	6,883
RABIES SURVEILLANCE (366)	0.55	70	189	10,155	8,706	10,155	8,706	37,543	179	37,722
ARBORVIRUS SURVEIL. (367)	0.01	0	0	124	107	124	107	462	0	462
RODENT/ARTHROPOD CONTROL (368)	0.00	0	0	0	0	0	0	0	0	0
WATER POLLUTION (370)	0.00	0	0	0	0	0	0	0	0	0
INDOOR AIR (371)	0.00	0	0	0	0	0	0	0	0	0
RADIOLOGICAL HEALTH (372)	0.00	0	0	0	0	0	0	0	0	0
TOXIC SUBSTANCES (373)	0.00	0	0	0	0	0	0	0	0	0
<b>Group Total</b>	<b>0.65</b>	<b>132</b>	<b>263</b>	<b>12,132</b>	<b>10,402</b>	<b>12,132</b>	<b>10,401</b>	<b>44,888</b>	<b>179</b>	<b>45,067</b>
<b>ENVIRONMENTAL HEALTH SUBTOTAL</b>	<b>7.79</b>	<b>1,773</b>	<b>12,116</b>	<b>156,257</b>	<b>133,972</b>	<b>156,257</b>	<b>133,970</b>	<b>503,659</b>	<b>76,797</b>	<b>580,456</b>
<b>D. NON-OPERATIONAL COSTS:</b>										
NON-OPERATIONAL COSTS (599)	0.00	0	0	0	0	0	0	0	0	0
ENVIRONMENTAL HEALTH SURCHARGE (399)	0.00	0	0	8,884	7,617	8,884	7,617	33,002	0	33,002
MEDICAID BUYBACK (611)	0.00	0	0	0	0	0	0	0	0	0
<b>NON-OPERATIONAL COSTS SUBTOTAL</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>8,884</b>	<b>7,617</b>	<b>8,884</b>	<b>7,617</b>	<b>33,002</b>	<b>0</b>	<b>33,002</b>
<b>TOTAL CONTRACT</b>	<b>33.88</b>	<b>10,887</b>	<b>1,442,378</b>	<b>878,692</b>	<b>753,356</b>	<b>878,692</b>	<b>753,352</b>	<b>2,000,132</b>	<b>1,263,960</b>	<b>3,264,092</b>

**ATTACHMENT III**  
**COLUMBIA COUNTY HEALTH DEPARTMENT**  
**CIVIL RIGHTS CERTIFICATE**

The applicant provides this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance. The provider agrees to complete the Civil Rights Compliance Questionnaire, DH Forms 946 A and B (or the subsequent replacement if adopted during the contract period), if so requested by the department.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C., 2000 Et seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving or benefiting from federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
6. All regulations, guidelines and standards lawfully adopted under the above statutes. The applicant agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contracts, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the applicant understands that the grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.



**ATTACHMENT V  
COLUMBIA COUNTY HEALTH DEPARTMENT  
SPECIAL PROJECTS SAVINGS PLAN**

CASH RESERVED OR ANTICIPATED TO BE RESERVED FOR PROJECTS

<u>CONTRACT YEAR</u>	<u>STATE</u>	<u>COUNTY</u>	<u>TOTAL</u>
2019-2020*	\$ _____ 0	\$ _____ 0	\$ _____ 0
2020-2021**	\$ _____ 0	\$ _____ 0	\$ _____ 0
2021-2022***	\$ _____ 0	\$ _____ 0	\$ _____ 0
2022-2023***	\$ _____ 0	\$ _____ 0	\$ _____ 0
PROJECT TOTAL	\$ _____ 0	\$ _____ 0	\$ _____ 0

**SPECIAL PROJECTS CONSTRUCTION/RENOVATION PLAN**

PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

PROJECT TYPE:            NEW BUILDING            \_\_\_\_\_ ROOFING            \_\_\_\_\_  
    RENOVATION            \_\_\_\_\_ PLANNING STUDY            \_\_\_\_\_  
    NEW ADDITION            \_\_\_\_\_ OTHER            \_\_\_\_\_

SQUARE FOOTAGE:            \_\_\_\_\_ 0

PROJECT SUMMARY:            *Describe scope of work in reasonable detail.*

START DATE *(Initial expenditure of funds)*  
 : \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

DESIGN FEES:            \$ \_\_\_\_\_ 0

CONSTRUCTION COSTS:            \$ \_\_\_\_\_ 0

FURNITURE/EQUIPMENT:            \$ \_\_\_\_\_ 0

TOTAL PROJECT COST:            \$ \_\_\_\_\_ 0

COST PER SQ FOOT:            \$ \_\_\_\_\_ 0

**Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects mobile health vans.**

\* Cash balance as of 9/30/20

\*\* Cash to be transferred to FCO account.

\*\*\* Cash anticipated for future contract years.