

Sample Contract
between
Children's Services Council of Martin County
and
Children's Future, Inc.
for
Endless Horizon Program

I. PURPOSE

The Children's Services Council of Martin County, hereinafter referred to as "CSCMC", and Children's Future, Inc., hereinafter referred to as "Provider", enter into this mutual Contract, including all its Attachments referred to herein for the period commencing **October 1, 2023, and extending through September 30, 2024.**

II. STAFF

The Provider agrees to employ staff, at its expense, to execute services provided in accordance with this Contract. Such individuals shall not be considered employees of CSCMC and are subject to the supervision, personnel practices, and policies of the Provider. Unless otherwise approved by CSCMC, all staff shall meet qualifications, as stated in the submitted CSCMC Application and job descriptions, and any approved revisions.

III. SERVICES

1. The Provider agrees to deliver services to accomplish the performance measurement targets set forth in the contract and any Special Conditions set forth in Section IX of this contract, in accordance with recognized child welfare practices as determined by CSCMC.
2. The Provider agrees to provide services only to Martin County residents with the funding provided by the Children's Services Council of Martin County.
3. All CSCMC-funded programs must participate in the fiscal and program components of The Hub-Martin.
4. Entry into this mutual Contract constitutes agreement by the Provider to follow the policies and procedures contained in the CSCMC Program and Funding Policies, which are incorporated into this Contract as if set forth in full herein, and to provide services in the manner defined in the CSCMC Application and Supporting Documents submitted by the Provider.

The Provider has read the CSCMC Program and Funding Policies document. By signing this document, Provider is bound to and hereby agrees to comply with all of the policies and procedures contained in the CSCMC Program and Funding Policies Document and any waivers approved by CSCMC.

_____ (Provider's President / C.E.O., or equivalent Initials)

_____ (Provider's Board of Directors Chair/President Initials)

IV. FUNDS

1. The budget for both CSCMC and other funds (if any) for accomplishing the above stated services are set forth in the approved Budget which is included in this contract. CSCMC agrees to reimburse up to **\$140,593.00 (this amount varies by Council approved funding allocation)** for actual costs incurred for services rendered pursuant to and in accordance with this Contract.
2. All grant allocations are payable from funds appropriated on an annual basis. Notwithstanding anything to the contrary in this Contract, the obligation of CSCMC to provide funding for any year is subject to annual budget and appropriation.

V. METHOD OF PAYMENT

1. CSCMC issues payment on a cost-reimbursement basis. Expenses incurred by the program that were included in the approved budget in The Hub-Martin will be reimbursed. Requests for payment must be completed monthly and submitted by the 10th of each month, following the month of expenditure. Under normal circumstances, reimbursement requests submitted by the 10th of the month will be processed by the end of the month. Final reimbursement is made only after completion of fiscal review by CSCMC and submission of end-of-year program statistics to CSCMC. Failure to submit program statistics may result in forfeiture of any remaining program funds.

VI. TERMINATION

1. It is the intent of CSCMC to assure a consistent and orderly delivery of children's services. It is also the intent of CSCMC to terminate contracts in those situations where such action is essential for protection of its interest and the interest of children, as solely determined by CSCMC.
2. Except as provided in Subparagraphs 3 and 4 below, this Contract may be terminated without cause by either party upon no less than 30-days' notice to the other. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
3. In the event that funds to finance this Contract become unavailable, CSCMC may terminate this Contract upon no less than 24-hours' notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. CSCMC shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management, to provide 30-days' notice for termination for lack of funds. CSCMC shall be the final authority as to the availability of funds and the extension of notice beyond the minimum time herein stated. Notwithstanding the foregoing, this Contract shall automatically terminate if CSCMC does not budget and appropriate sufficient funding to make grant payments for any given year.
4. In addition to the rights, as set forth in Paragraph 2 above, this Contract may be terminated by CSCMC for any breach by the Provider of the terms of this Contract, including all its Attachments, and the CSCMC Program and Funding Policies document, upon 24-hours' written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. CSCMC, at its discretion, may waive any breach by the Provider in writing, but such waiver shall not constitute a waiver of any future breaches, including breaches of the same type. Provided, however, CSCMC agrees to pay for all the Provider's services and expenses incurred pursuant to and in accordance with this agreement up to the date of termination.
5. The above provisions shall not limit CSCMC's right to legal remedies.

VII. INDEMNIFICATION, HOLD HARMLESS; LIABILITY

1. To the extent permitted by law, the Provider agrees to indemnify and hold harmless CSCMC, its officers, employees, and representatives from liability on account of any injuries, damages, omissions, commissions, actions, causes of actions, claims, suits, judgments, and damages accruing, including court costs and attorney's fees, as a result of services performed or not performed, or any negligent act by the Provider, its officers, employees, representatives, volunteers or any subcontractor used by the Provider that provides services paid for with CSCMC funds, or funding granted or not granted by CSCMC, or any action arising out of the operation of this Contract. Nothing contained in this Contract shall be construed or interpreted as consent by the Council to be sued, nor as a waiver of sovereign immunity beyond the waiver provided in Section 768.28, Florida Statutes, as amended from time to time. The provisions and limitations of Section 768.28, Florida Statutes, shall apply to this Contract to claims or actions arising in tort and/or contract.
2. The Provider shall be responsible for providing general liability and other insurance coverages deemed reasonably necessary by CSCMC and at the amounts found in CSCMC's Program and Funding Policies. All insurance shall be maintained at all times during the existence of this Contract. Upon execution of this Contract or when otherwise requested, the Provider shall furnish CSCMC with an affidavit acknowledging compliance with all insurance requirements or a current Certificate of Insurance listing Children's Services Council of Martin County as the Certificate Holder and an Additional Insured with respect to General Liability, and shall contain a provision that such coverages afforded under the policies shall not have any material change or be canceled or allowed to expire until at least 30 days prior written notice has been given to the Children's Services Council of Martin County. The Provider shall confirm with CSCMC whether an affidavit or certificates of insurance are required. Compliance with these insurance requirements shall not relieve the Provider of its liability and obligations under this Contract. Further, no representation is made that the minimum insurance requirements are sufficient to cover the indemnification or other obligations of the Provider under this Contract.

VIII. COMMENCEMENT OF PAYMENT

Unless specifically authorized by CSCMC, payment for services rendered under this Contract shall not commence prior to its effective date, which is the date of Contract execution.

IX. SPECIAL CONDITIONS

The Attachments referenced in this Contract are hereby made a part of this Contract and incorporated herein and to the extent that any term in said Attachments conflicts with any term of this Contract, the terms of the Attachment shall control to the extent of such conflict.

The following condition(s) apply to this CSCMC-funded program: *(Conditions vary by program)*

--- CSCMC may require biannual meetings and/or status updates during the contract year. Additional meetings and reporting may be required as deemed necessary by CSCMC.

--- Provider is required to obtain and keep on file documentation signed by adults or a parent/legal guardian of children participating in this Contract's CSCMC-funded program, including but not limited to, the document entitled "Acknowledgement of Risks and Waiver of Liability Relating to the Coronavirus/COVID-19" provided by CSCMC to the Provider. This document, and any other documents provided by CSCMC to the Provider, must NOT be amended without the written consent by CSCMC.

--- Provider is required to follow the Centers for Disease Control and Prevention guidelines as documented on its website, www.cdc.gov, to reduce the likelihood of transmission of COVID-19 to this Contract's CSCMC funded-program's participants, staff, subcontractors, and other individuals entering the facilities that are utilized for the provision of services pursuant to this Contract. Providers will submit COVID-19 related protocol documentation to CSCMC upon request.

X. CONTRACT COMPONENTS AND REVISIONS

The CSCMC Contract including, but not limited to, the Program and Funding Policies, Performance Measurements, Measurement Instruments, Minimum Service Levels, Special Conditions, and Budget, as well as Attachments and Addendums to the Contract, as applicable, constitute the contractual relationship between the Provider and CSCMC. No amendments to the CSCMC Contract components may be made without the prior written approval of CSCMC.

XI. CONTRACT WAIVER

CSCMC reserves the right to waive requirements of this CSCMC Contract and its Attachments when warranted.

XII. ASSIGNMENTS AND SUBCONTRACTS

The Provider shall not assign the responsibility of this CSCMC Contract to another party or subcontract for any of the services provided under this CSCMC Contract without prior written approval of CSCMC. The CSCMC may, in its sole discretion, refuse to approve any assignment or subcontract. No approval by CSCMC of any assignment or subcontract shall be deemed an obligation by CSCMC to provide funds in addition to the total dollar amount stated in this CSCMC Contract.

If the Provider enters into a subcontract for the provision of any portion of services funded by CSCMC, the Provider must provide a copy of that subcontract to CSCMC with the signed CSCMC Contract and/or to the CSCMC Manager of Program Services or other designated CSCMC staff member if the subcontract is executed during the contract year.

All such assignments or subcontracts for which CSCMC funds are utilized shall be subject to the conditions of this CSCMC Contract and its Attachments, as applicable. The Provider must have a monitoring and evaluation process in place in order to determine that the Subcontractors are in compliance with their Subcontract Agreements. The Provider must submit a Subcontractor summary report to CSCMC at mid and end of contract term that should include, but is not limited to, confirmation that appropriate licensure/certifications are maintained; there is no current litigation between the Provider and any Subcontractor; verification that contracted deliverables/services are completed to the Provider's satisfaction; and the date that the evaluation process was completed.

XIII. NONDISCRIMINATION POLICY

The Provider agrees that it does not and shall not discriminate against any person on the grounds of race, color, gender, disability, national origin, ancestry, age, religion, marital status, sexual orientation, veteran's status, familial status, gender identity or expression, or political belief in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff; provision of benefits; selection of volunteers, vendors or subcontractors; or admission to, participation in, or receipt of the services and benefits of any of its CSCMC-funded programs and activities. The Provider also agrees to maintain reasonable access for persons with disabilities. These conditions apply whether the services and benefits are carried out by the Provider directly or through a CSCMC-funded Subcontractor. CSCMC and its funded programs may designate services for specific target populations, based on the identified community needs, per the current CSCMC Strategic Plan.

XIV. PUBLIC RECORDS RETENTION

The Provider agrees to retain all fiscal and program records, supporting documentation, and any other documents pertinent to the CSCMC Contract for a period of five years after termination of the CSCMC Contract. If any audit, litigation, claim, negotiation, or other action involving the records has been initiated before the expiration for the five year retention period, all records shall be retained until completion of such action and resolution of all issues which arise from it.

XV. PUBLIC RECORDS LAW COMPLIANCE

CSCMC is a public agency in Florida and as such, the Provider's records pertaining to this CSCMC Contract are subject to the Public Records Laws of Florida (Florida Statutes, Chapter 119). The Provider is required to, and does hereby agree to, comply with all applicable public records laws, including, without limitation:

The Provider will keep and maintain public records required by CSCMC to perform the services pursuant to Section III. SERVICES of this CSCMC Contract.

Upon request from CSCMC's custodian of public records, Provider will provide CSCMC with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes Chapter 119 or as otherwise provided by law.

The Provider will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this CSCMC Contract term and following completion of this CSCMC Contract if the Provider does not transfer the records to CSCMC.

Upon completion of this CSCMC Contract, the Provider will transfer, at no cost, to CSCMC all public records in possession of the Provider or keep and maintain public records required by CSCMC to perform the services pursuant to Section III. SERVICES of this CSCMC Contract. If the Provider transfers all public records to CSCMC upon completion of this CSCMC Contract, the Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon completion of this CSCMC Contract, the Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSCMC, upon request from CSCMC's custodian of public records, in a format that is compatible with the information technology systems of CSCMC.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CSCMC CONTRACT, CONTACT THE CSCMC CUSTODIAN OF PUBLIC RECORDS AT CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY, 101 S.E. CENTRAL PARKWAY, STUART, FL 34994-5905; (772) 288-5758; cscmc@cscmc.org.

XVI. TRANSPORTATION

If children are being transported by, or on behalf of, the Provider, or a vehicle is otherwise being used the CSCMC funded program, whether in Provider owned, rented, leased, non-owned, and any other hired vehicles, the Provider must comply with the following requirements:

- All drivers must have a valid driver's license with the appropriate class certification (if applicable). A copy of each driver's license must be on file with the Provider.
- All vehicles must be insured as specified in the CSCMC Program and Funding Policies.
- A transportation permission form must be signed by the parent or guardian of each child being transported (applies only when children are being transported). A copy of each form must be on file with the Provider.

XVII. MISCELLANEOUS PROVISIONS

1. Entire Agreement. This Contract, including its Attachments and other incorporated documents, contains all the terms and conditions agreed upon by the parties with respect to the subject matter of this Contract. No other agreements regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.
2. Severability. If any provision of this Contract or the application thereof to any person or circumstances shall be invalid or unenforceable to any extent, the remainder of this Contract and the application of such provisions to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
3. No Third-Party Benefits. The parties to this Contract do not intend any provision of this Contract to create any third-party beneficiaries or to confer any benefit or enforceable right upon anyone other than the parties hereto.
4. Sovereign Immunity. This Contract shall not be construed as constituting a waiver of any rights to sovereign immunity granted to the CSCMC under the laws or Constitution of the State of Florida.
5. Compliance with Laws. In performing its obligations hereunder, each party agrees to comply in all material respects with all applicable laws, rules and regulations. During the term of this Contract, the Provider shall ensure that it is duly organized, validly existing and in good standing under the laws of Florida. If the CSCMC becomes aware that a Provider's corporate status has been administratively dissolved or is otherwise not active, the CSCMC may terminate the Contract if the Provider does not have its corporate status reinstated within thirty (30) days written notice by the CSCMC.
6. Waiver of Jury Trial and Remedies. TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS CONTRACT. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.
7. Public Entity Crimes. The Provider acknowledges and agrees that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or replay on a contract to provide any goods or services to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes for Category Two (currently \$35,000.00) for a period of 36 months following the date of being placed on the convicted vendor list.
8. Time. Time is of the essence in all respects under this Contract.

XVII. MISCELLANEOUS PROVISIONS (continued)

9. Scrutinized Companies.
 1. Provider certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List and are not engaged in the boycott of Israel and shall execute the CSCMC's "Provider Certification Form Regarding Scrutinized Companies". Pursuant to section 287.135, Florida Statutes, the CSCMC may immediately terminate this Contract, at its sole option, if the Provider or any of its subcontractors are found to have submitted a false certification; or if the Provider or any of its subcontractors, are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of this Contract.
 2. The Provider agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Contract.
 3. The Provider agrees that the certifications in this section shall be effective and relied upon by the CSCMC for the term of this Contract, including any and all renewals.
 4. The Provider agrees that if it or any of its subcontractors' status changes in regards to any certification herein, the Provider shall immediately notify the CSCMC of the same.
 5. As provided in Subsection 287.135(8), Florida Statutes, if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.
10. Notices. All notices required to be given pursuant to this Contract shall be sent or delivered to the following addresses: CSCMC at 101 S.E. Central Parkway, Stuart, Florida 34994.
11. E-Verify - Pursuant to Section 448.095(2), Florida Statutes, beginning on January 1, 2021, the Provider shall:
 1. Register with and use the E-Verify system to verify the work authorization status of all newly hired employees and require all subcontractors (providing services or receiving funding under this Agreement) to register with and use the E-Verify system to verify the work authorization status of all the subcontractors' newly hired employees;
 2. Secure an affidavit from all subcontractors (providing services or receiving funding under this Agreement) stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien;
 3. Maintain copies of all subcontractor affidavits for the duration of this Agreement;
 4. Comply fully, and ensure all of its subcontractors comply fully, with Section 448.095, Florida Statutes;
 5. Be aware that a violation of Section 448.09, Florida Statutes (Unauthorized aliens; employment prohibited) shall be grounds for termination of this Agreement; and
 6. Be aware that if the CSCMC terminates this Agreement under Section 448.095(2)(c), Florida Statutes, the Provider may not be awarded a public contract for at least 1 year after the date on which the Agreement is terminated and will be liable for any additional costs incurred by the CSCMC as a result of the termination of the Agreement.

**Children’s Future, Inc.
Endless Horizon Program**

**SAMPLE PERFORMANCE MEASUREMENTS
FY 2023-2024**

Participant Level Performance Measurements (CDG)

All Primary Participants will be measured through the Performance Measurement reporting module in The Hub-Martin within a twelve-month period. The Provider agrees to collect performance measurement data using the method agreed upon by the Provider and CSCMC staff. Any change to the agreed upon method of measurement must first be negotiated with CSCMC staff.

<u>Performance Measure ID</u>	<u>Performance Measure Description</u>	<u>Target Level %</u>
1467	80% of parents will participate in a weekly follow-up activity over a six month period, as measured by weekly documentation on the Child Development Plan.	80%
1540	90% of parents will increase or maintain level of knowledge and skills in parenting and child development by achieving 80% or more of the goals on the Parent Checklist (administered to the parent by the home visitor).	90%
1541	70% of enrolled children will achieve developmental gain in self-help and language skills as evidenced by mastery of a majority of sequential developmental milestones measured by the XYZ Early Learning Profile.	70%
1542	80% of enrolled children will achieve developmental gain in cognitive and social skills as evidenced by mastery of a majority of sequential developmental milestones measured by the XYZ Early Learning Profile.	80%
1543	80% of enrolled children will achieve developmental gain in gross and fine motor skills as evidenced by mastery of a majority of sequential developmental milestones measured by the XYZ Early Learning Profile.	80%

Manual Performance Measurements

<u>Performance Measure ID</u>	<u>Performance Measure Description</u>
--------------------------------------	---

**Contracted Service Levels
Participant Level Minimum Service Levels (CDG)**

Primary Participants

Contracted Primary Youth:	75
Contracted Primary Adults:	75
Total Contracted Primary Participants:	150

Secondary Participants

Estimated Secondary Youth:	0
Estimated Secondary Adults:	0
Total Estimated Secondary Participants:	0

**Group Level Minimum Service Levels (Group Activity)
Section I: Minimum Service Levels for Group Activity**

Contracted Group Youth:	0
Contracted Group Adults:	0
Total Contracted Group Participants:	0

Minimum Service Level ID

Minimum Service Level Description

**Children's Future, Inc.
Endless Horizon Program**

**SAMPLE CURRENT & PROPOSED OPERATING BUDGET
(ROUND NUMBERS UP TO THE NEAREST DOLLAR)**

ACCT# TITLE	(1) 2022-2023 PROG. BUDG.	(2) 2023-2024 PROG. BUDG.	(3) % CHG.	(4) 2022-2023 ORIG. ALLOC.	(5) 2023-2024 ORIG. ALLOC.	(6) % CHG.
Salary Accounts:						
569.120 Regular Salaries and Wages	\$149,466.00	\$98,476.00	-34.00%	\$149,466.00	\$98,476.00	-34.00%
Total Salary:	\$149,466.00	\$98,476.00	-34.00%	\$149,466.00	\$98,476.00	-34.00%

Fringe Accounts:						
569.210 FICA	\$10,945.00	\$7,005.00	-35.00%	\$10,945.00	\$7,005.00	-35.00%
569.220 Retirement Contributions	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
569.230 Life and Health Insurance	\$6,398.00	\$3,687.00	-42.00%	\$6,398.00	\$3,687.00	-42.00%
569.240 Workers Compensation	\$3,096.00	\$1,983.00	-35.00%	\$3,096.00	\$1,983.00	-35.00%
569.250 Unemployment Compensation	\$1,310.00	\$655.00	-50.00%	\$1,310.00	\$655.00	-50.00%
Total Fringe:	\$21,749.00	\$13,330.00	-38.00%	\$21,749.00	\$13,330.00	-38.00%

Operating Expense Accounts:						
569.260 Travel/Transportation	\$6,615.00	\$5,985.00	-9.00%	\$6,615.00	\$5,985.00	-9.00%
569.270 Conference/Training	\$1,000.00	\$350.00	-65.00%	\$350.00	\$350.00	0.00%
569.280 Office Supplies	\$550.00	\$850.00	55.00%	\$550.00	\$850.00	55.00%
569.290 Telephone	\$1,938.00	\$1,520.00	-21.00%	\$1,938.00	\$1,520.00	-21.00%
569.300 Postage	\$1,500.00	\$150.00	-90.00%	\$857.00	\$150.00	-82.00%

ACCT# TITLE	(1) 2022-2023 PROG. BUDG.	(2) 2023-2024 PROG. BUDG.	(3) % CHG.	(4) 2022-2023 ORIG. ALLOC.	(5) 2023-2024 ORIG. ALLOC.	(6) % CHG.
569.310 Utilities	\$1,646.00	\$1,276.00	-22.00%	\$1,646.00	\$1,276.00	-22.00%
569.320 Occupancy (Building & Grounds)	\$12,433.00	\$8,280.00	-33.00%	\$12,433.00	\$2,100.00	-83.00%
569.330 Printing & Copying	\$1,750.00	\$1,000.00	-42.00%	\$1,750.00	\$1,000.00	-42.00%
569.350 Insurance	\$1,355.00	\$1,056.00	-22.00%	\$1,355.00	\$1,056.00	-22.00%
569.360 Equipment Rental/Lease & Maintenance	\$1,300.00	\$1,300.00	0.00%	\$1,300.00	\$1,300.00	0.00%
569.370 Advertising	\$500.00	\$500.00	0.00%	\$0.00	\$0.00	0.00%
569.380 Equipment Purchases	\$0.00	\$1,000.00	100.00%	\$0.00	\$0.00	0.00%
569.390 Professional Fees	\$304.00	\$305.00	1.00%	\$304.00	\$305.00	1.00%
569.400 Books/Subscriptions	\$1,000.00	\$1,000.00	0.00%	\$0.00	\$0.00	0.00%
569.420 Administrative Cost	\$25,455.00	\$19,208.00	-24.00%	\$0.00	\$11,250.00	100.00%
569.430 Audit	\$880.00	\$574.00	-34.00%	\$880.00	\$574.00	-34.00%
569.470 Program Supplies	\$7,700.00	\$7,700.00	0.00%	\$1,200.00	\$1,071.00	-10.00%
Total Operating Expense:	\$65,926.00	\$52,054.00	-21.00%	\$31,178.00	\$28,787.00	-7.00%
Total Program Expenses:	\$237,141.00	\$163,860.00	-30.00%	\$202,393.00	\$140,593.00	-30.00%

**Children's Future, Inc.
Endless Horizon Program**

**SAMPLE SALARY AND FRINGE PREPARATION
FISCAL YEAR 2023-2024**

Position	Staff	% Time Hrs/Wk # Wks	Gross Salary 2023-2024	Salary In Program 2023-2024	Fringe In Program 2023-2024	CSCMC Request For Salary 2023-2024	CSCMC Request For Fringe 2023-2024	Salary Funding % 2023- 2024
Program Specialist (1359) (1276)	Smythe, Mary (1234)	100% 40 52	\$35,916.00	\$35,916.00	\$6,823.00	\$35,916.00	\$6,823.00	100.00%
Program Specialist (2115) (2030)	Shards, Dan (2345)	100% 20 52	\$18,683.00	\$18,683.00	\$1,958.00	\$18,683.00	\$1,958.00	100.00%
Program Specialist (2116) (2031)	Gifford, Harry (3456)	100% 40 52	\$35,943.00	\$35,943.00	\$3,566.00	\$35,943.00	\$3,566.00	100.00%
Director of Programs (1738) (1674)	Gable, Karen (4567)	10% 40 52	\$79,340.00	\$7,934.00	\$983.00	\$7,934.00	\$983.00	100.00%
TOTALS:			\$169,882.00	\$98,476.00	\$13,330.00	\$98,476.00	\$13,330.00	100.00%

**Children's Future
Endless Horizon Program**

**SAMPLE PROGRAM BUDGET REPORT
FISCAL YEAR 2023-2024**

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

Salary and Fringe Narrative

569.120	Regular Salaries and Wages	2.6 FTE made up of 2 full time Program Specialists at 100%, 1 part time Program Specialist (20 hours per week) at 100%, and full time Director of Programs at 10%.	\$98,476.00	\$98,476.00	\$0.00
---------	----------------------------	--	-------------	-------------	--------

Other Funders

Funding Organization	Amount
	<hr/>
Total:	\$0.00

569.210	FICA	FICA for 2.6 FTE made up of 2 full time Program Specialists at 100%, 1 part time Program Specialist (20 hours per week) at 100%, and full time Director of Programs at 10%.	\$7,005.00	\$7,005.00	\$0.00
---------	------	---	------------	------------	--------

Other Funders

Funding Organization	Amount
	<hr/>
Total:	\$0.00

569.220	Retirement Contributions		\$0.00	\$0.00	\$0.00
---------	--------------------------	--	--------	--------	--------

Other Funders

Funding Organization	Amount
	<hr/>
Total:	\$0.00

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
569.230	Life and Health Insurance	Life and Health Insurance for 2.6 FTE made up of 2 full time Program Specialists at 100%, 1 part time Program Specialist (20 hours per week) at 100%, and full time Director of Programs at 10%.	\$3,687.00	\$3,687.00	\$0.00
<u>Other Funders</u>					
Funding Organization				Amount	
			Total:	<u>\$0.00</u>	
569.240	Workers Compensation	Workers Compensation Insurance for 2.6 FTE made up of 2 full time Program Specialists at 100%, 1 part time Program Specialist (20 hours per week) at 100%, and full time Director of Programs at 10%.	\$1,983.00	\$1,983.00	\$0.00
<u>Other Funders</u>					
Funding Organization				Amount	
			Total:	<u>\$0.00</u>	
569.250	Unemployment Compensation	Unemployment Compensation Insurance for 2.6 FTE made up of 2 full time Program Specialists at 100%, 1 part time Program Specialist (20 hours per week) at 100%, and full time Director of Programs at 10%.	\$655.00	\$655.00	\$0.00
<u>Other Funders</u>					
Funding Organization				Amount	
			Total:	<u>\$0.00</u>	
			Salary and Fringe Totals:	\$111,806.00	\$111,806.00
					\$0.00

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

Operating Expense Budget Narrative

569.260	Travel/ Transportation	2.5 FTE field staff plus incidental mileage for non field staff averaging 475 miles per month @ \$.42 cents = \$5,985 Original Budget Calculation 2.5*475*12*.42	\$5,985.00	\$5,985.00	(\$969.00)
---------	---------------------------	---	------------	------------	------------

Other Funders

Funding Organization	Amount
	<u>\$0.00</u>

569.270	Conference/ Training	Projected training / seminars costs on Reactive Attachment, Infant Mental Health, Conscious Discipline, Development Disorder, Behavior Management and other related topics for two staff at \$350 Original Budget Calculation 350	\$350.00	\$350.00	\$0.00
---------	-------------------------	---	----------	----------	--------

Other Funders

Funding Organization	Amount
Foundations for Children’s Future	\$0.00
Funders Way of MC	\$0.00
	<u>\$0.00</u>

569.280	Office Supplies	Office supplies are estimated at \$850 for the year (includes the cost of printing cartridges and expendable office equipment under \$500 Original Budget Calculation 850	\$850.00	\$850.00	\$0.00
---------	-----------------	---	----------	----------	--------

Other Funders

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

Funding Organization **Amount**

Total: **\$0.00**

569.290	Telephone	Telephone includes Comcast, ABC Technologies, XYZ Financial, Zoom, Yellow Pages for office phone services @ \$1,586/month @ 5.15% = \$1,586 x 12 x .0515 = \$980 and \$15 per month for 3 field employees for cell phone stipend \$15 x 12 x 3 = \$540. Total estimate for is \$980 + \$540 = \$1,520	\$1,520.00	\$1,520.00	\$0.00
---------	-----------	---	------------	------------	--------

Original Budget Calculation
1586*12*.0515+540-.15

Other Funders

Funding Organization **Amount**

Total: **\$0.00**

569.300	Postage	Postage for mail for program including news letter and correspondence to/for program participants.	\$150.00	\$150.00	\$750.00
---------	---------	--	----------	----------	----------

Original Budget Calculation
150

Other Funders

Funding Organization **Amount**

Foundations for Children’s Future \$0.00

Total: **\$0.00**

569.310	Utilities	Utilities includes Florida Power & Light, Martin County Utilities, Waste Management at \$2,065/month. \$2,065 x 12 = \$24,780 at 5.15% = \$1,276.	\$1,276.00	\$1,276.00	\$0.00
---------	-----------	---	------------	------------	--------

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

Original Budget Calculation
(2065*12)*.0515-.17

Other Funders

Funding Organization	Amount
	Total:
	\$0.00

569.320	<p>Building rent, 20,000 sq. ft. \$120,000 X 5.15% = \$6,180. Maintenance- Includes cost of service contracts, building maintenance including janitorial services, lawn maintenance, electrical, AC maintenance, pest control, fire, sprinklers. These costs are allocated at 3.28% if the service is for the entire staff, 5.15% if the service is for the staff at the main office, with some direct cost allocated at 100% if the service was only for the department. These costs are based on historical costs and expected costs for building. Repair and Maintenance is estimated at \$2,100</p> <p>Occupancy (Building & Grounds)</p> <p>Original Budget Calculation (120000*.0515)+2100</p>	\$8,280.00	\$2,100.00	\$0.00
---------	--	------------	------------	--------

Other Funders

Funding Organization	Amount
Foundations for Children’s Future	\$6,180.00
	Total:
	\$6,180.00

569.330	<p>Printing of staff business cards, brochures and promotional materials expense of \$1,000</p> <p>Printing & Copying</p> <p>Original Budget Calculation 1000</p>	\$1,000.00	\$1,000.00	\$0.00
---------	--	------------	------------	--------

Other Funders

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

Funding Organization **Amount**

Total:
\$0.00

569.350		Agency General Commercial Business Liability Insurance including sexual abuse and molestation, professional liability, contents, windstorm and umbrella coverage, D & O, Automobile coverage. A total of \$32,200 allocated at 3.28% for insurance related to the entire staff, 5.15% if the insurance related the staff at the main office.	\$1,056.00	\$1,056.00	\$0.00
	Insurance				

Original Budget Calculation
32200*.0328-.16

Other Funders

Funding Organization **Amount**

Total:
\$0.00

569.360		Equipment rental / lease & maintenance which includes copy, postage, printer rental and maintenance for computers and other equipment maintenance. These costs are allocated at 3.28% for service of the entire staff, 5.15% if the service was for the staff at the main office, with some direct cost, as applicable. These costs are based on historical costs with expected increases.	\$1,300.00	\$1,300.00	\$0.00
	Equipment Rental/Lease & Maintenance				

Original Budget Calculation
1300

Other Funders

Funding Organization **Amount**

Total:
\$0.00

569.370	Advertising	Advertising for funded positions, volunteers and public awareness.	\$500.00	\$0.00	\$0.00
---------	-------------	--	----------	--------	--------

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

Original Budget Calculation
500

Other Funders

Funding Organization	Amount
Foundations for Children’s Future	\$500.00
Total:	\$500.00

569.380	Equipment for Organizational servers allocated at the program share and upgrades to individual PC's for those individuals assigned to the program.	\$1,000.00	\$0.00	\$0.00
	Equipment Purchases			
	Original Budget Calculation 1000			

Other Funders

Funding Organization	Amount
Foundations for Children’s Future	\$1,000.00
Total:	\$1,000.00

569.390	ADP payroll services, direct deposits, year-end W2s and quarterly reports estimated to be \$9,300 X 3.28%	\$305.00	\$305.00	\$0.00
	Professional Fees			
	Original Budget Calculation 9300*.0328-.04			

Other Funders

Funding Organization	Amount
Total:	\$0.00

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

569.400	Books/ Subscriptions	Books and publications for participants and program staff, projected costs. Original Budget Calculation 1000	\$1,000.00	\$0.00	\$0.00
---------	-------------------------	--	------------	--------	--------

Other Funders

Funding Organization	Amount
----------------------	--------

Foundations for Children’s Future	\$1,000.00
-----------------------------------	------------

Total:	\$1,000.00
---------------	-------------------

569.420	Administrative Cost	Salaries, benefits cost are Executive Director \$114,766, Director of Finance \$96,150, Senior Accountant \$74,746, Human Resources Manager \$49,918, Administrative Assistant \$30,578, IT Manager \$75,723, Receptionist \$27,694, Maintenance \$13,988, Fundraising \$102,032. \$114,766 + \$96,150 + \$74,746 + \$49,918 + \$30,578 + \$75,723 + \$27,694 + \$13,988 + \$102,032 = \$585,595 * 3.28% = \$19,208 with \$11,250 to CSC MC Original Budget Calculation (114766+96150+74746+49918+30578+75723+27694+13988+102032)*.0328+.48	\$19,208.00	\$11,250.00	\$0.00
---------	---------------------	---	-------------	-------------	--------

Other Funders

Funding Organization	Amount
----------------------	--------

Foundations for Children’s Future	\$7,958.00
-----------------------------------	------------

Total:	\$7,958.00
---------------	-------------------

569.430	Audit	\$17,500 estimated cost for annual audit and the agency's 990 X 3.28% Original Budget Calculation 17500*.0328	\$574.00	\$574.00	\$219.00
---------	-------	---	----------	----------	----------

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
-----------	--------------	-----------	----------------	----------------	-------------

Other Funders

Funding Organization	Amount
Total:	\$0.00

569.470	Curriculums, supplies and materials utilized on weekly visits and the program approximately \$7,700 for the year.	\$7,700.00	\$1,071.00	\$0.00
	Program			
	Supplies			
	Original Budget Calculation			
	7700			

Other Funders

Funding Organization	Amount
Foundations for Children’s Future	\$6,629.00
Funders Way of MC	\$0.00
Total:	\$6,629.00

Operating Expense Budget Totals: \$52,054.00 \$28,787.00 \$0.00

Grand Totals: \$163,860.00 \$140,593.00 \$0.00

Other Funders

Funding Organization	Amount
Foundations - Foundations for Children’s Future	\$23,267.00
Total	\$23,267.00

Audit Trail

Jeffrey Connors (jconnors) created document	09/19/2023 09:43 AM
Jeffrey Connors (jconnors) forwarded document to Melissa Manning (mmanning)	09/20/2023 02:14 PM
Melissa Manning (mmanning) submitted document to CSC for approval	09/20/2023 02:15 PM
Nicole King (nking) forwarded document to Laura Haase (lhaase)	09/22/2023 02:50 PM
Laura Haase (lhaase) forwarded document to Zackery Hackley (zhackley)	09/26/2023 05:19 PM
Zackery Hackley (zhackley) approved document	09/18/2023 02:54 PM

**Children's Future, Inc.
Endless Horizon Program**

SAMPLE SOURCES OF REVENUE

Funder Type/Funder	2021-2022 Total	2022-2023 Budget	2022-2023 Amend	2022-2023 Total	2023-2024 Budget	2023-2024 Amend	2023-2024 Total	Percent Increase Decrease
Foundations								
Foundations for Children's Future	\$19,567.00	\$27,748.00	\$0.00	\$27,748.00	\$23,267.00	\$0.00	\$23,267.00	-16%
	\$19,567.00	\$27,748.00	\$0.00	\$27,748.00	\$23,267.00	\$0.00	\$23,267.00	-16.00%
Other Grants								
Funders Way of MC	\$6,500.00	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	-100%
	\$6,500.00	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	-100.00%
Grand Total	\$26,067.00	\$34,748.00	\$0.00	\$34,748.00	\$23,267.00	\$0.00	\$23,267.00	-33.00%

FY 2023-2024 Totals

Total Amended Program Revenue	\$163,860.00
Total Program Budget	\$163,860.00
Difference	\$0.00
Total Amended CSC Allocation	\$140,593.00
Total Program Budget	\$140,593.00
Difference	\$0.00

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

CHILDREN'S FUTURE, INC.

David L. Heaton, Executive Director

Signature of Provider's President / C.E.O., or equivalent

Date

Typed Name

Date

Signature of Provider's Board of Directors Chair/President

Typed Name

Date