

**FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY AND
BROWARD BEHAVIORAL HEALTH COALITION, INC.
FOR CONSULTATION SERVICES FOR ONE COMMUNITY PARTNERSHIP 4**

Agreement #: 24-CP-CSA-2199-01

This First Amendment ("Amendment") is entered into between Broward County, a political subdivision of the State of Florida ("County"), and Broward Behavioral Health Coalition, Inc., a governmental entity created under Section 163.01(7), Florida Statutes ("Consultant"), each a "Party" and collectively referred to as the "Parties."

RECITALS

- A. The Parties entered into the Agreement on March 15, 2024, for Consultation Services for One Community Partnership 4 (the "Original Agreement").
- B. The Parties then executed Contract Adjustment #1 on August 27, 2024, to exercise Option Period 1 and Contract Adjustment #2 on February 25, 2025, to increase funding for Option Period 1. The Original Agreement, as amended by Contract Adjustment #1 and Contract Adjustment #2, is referred to as the "Agreement."
- C. The Parties now desire to amend the Agreement to (i) revise Article 11, Section 12.5, and Section 13.25; (ii) revise and replace Section 13.22; (iii) revise Exhibit C-1, Scope of Services; and (iv) revise and replace Exhibit C-2, Required Activities, Deliverables, and Timelines; Exhibit C-3, Budget and Reimbursement; Exhibit D, Invoice; and Exhibit E, Required Reports and Submission Dates.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1. The above Recitals are true and correct and are incorporated herein by reference. All capitalized terms not expressly defined within this Amendment will retain the meaning ascribed to such terms in the Agreement.
- 2. Unless otherwise expressly stated herein, amendments to the Agreement made under this Amendment are indicated herein by use of strikethroughs to indicate deletions and underlining to indicate additions. Except as modified herein, all remaining terms and conditions of the Agreement remain in full force and effect.
- 3. Article 11 of the Agreement is amended as follows:
 - 11.1. Consultant and Subconsultants must not discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, ~~sexual orientation, pregnancy, or gender identity and expression~~ any other basis prohibited by Applicable Law in the performance of the Agreement. Consultant must include the foregoing or similar language in its contracts with all Subconsultants, except that any project assisted by U.S. Department of

Transportation funds must comply with the nondiscrimination requirements in 49 C.F.R. Parts 23 and 26.

~~11.2. By January 1 of each year, Consultant must submit, and cause each Subconsultant to submit, an Ownership Disclosure Form (or such other form or information designated by County), available at <https://www.broward.org/econdev/Pages/forms.aspx>, identifying the ownership of the entity and indicating whether the entity is majority owned by persons fitting specified classifications. This provision does not apply if (i) Consultant is a governmental entity, (ii) this requirement is prohibited by federal or state law, or (iii) this Agreement provides for a total maximum funding (inclusive of all Option Periods) of less than \$100,000.~~

~~11.3.~~ 11.2. County Business Enterprise or CBE means an entity certified as meeting the applicable requirements of Section 1-81, Broward County Code of Ordinances. Although no CBE goal has been set for this Agreement, County encourages Consultant to give full consideration to the use of CBE firms to perform Services under this Agreement.

4. Section 12.5, Discriminatory Vendor and Scrutinized Companies Lists; Countries of Concern, of the Agreement is amended as follows:

12.5. Discriminatory Vendor and Scrutinized Companies Lists; Countries of Concern. Consultant represents that it has not been placed on the “discriminatory vendor list” as provided in Section 287.134, Florida Statutes, and that it ~~is~~ has not been identified as a “scrutinized company” in accordance with company or other entity subject to scrutiny under Sections 215.473 or 215.4725, Florida Statutes. Consultant represents and certifies that it is not, and ~~for the duration of~~ throughout the term of this Agreement will not be, ineligible to contract with County on any of the grounds stated in Section 287.135, Florida Statutes. Consultant represents that it is, and ~~for the duration of~~ throughout the term of this Agreement will remain, in compliance with Section 286.101, Florida Statutes.

5. Section 13.22, Drug-Free Workplace, of the Agreement is deleted in its entirety and replaced with the following (underlining omitted):

13.22. Confidential Information; Generative Artificial Intelligence. Unless expressly authorized in this Agreement or in writing in advance by the Contract Administrator, Consultant is strictly prohibited from disclosing, uploading, or otherwise making available to third parties, directly or indirectly, including but not limited to through utilization of generative artificial intelligence tools, any exempt, confidential, sensitive security, or personal information of County. Consultant must ensure that any use of generative artificial intelligence tools by Consultant or its Subcontractors does not involve the disclosure of exempt, confidential, sensitive security, or personal information, including without limitation for large language model learning or training. Consultant must implement and maintain

appropriate technological and operational safeguards to ensure compliance with the obligations of this section.

6. Section 13.25 of the Agreement is amended as follows:

...

FOR COUNTY:

Broward County ~~Community Partnerships Division~~ Human Services Department
 Attn: Director, Community Partnerships Division
 115 South Andrews Avenue, Suite A370
 Fort Lauderdale, Florida 33301
 Email address: ~~ecrenshaw@broward.org~~ caevans@broward.org

7. Exhibit C-1, Scope of Services, Section II.A. of the Agreement is amended as follows:

1. Comply with the terms and conditions contained in County's application for SAMHSA funding ("SAMHSA Application"), ~~and the resulting SAMHSA Notice of Award Letter for Grant Number 1H79SM087730-01 ("Award Letter"), and the subsequent SAMHSA Notice of Award Letter for Award Number 5H79SM087730-02 ("Renewal Letter")~~, each of which are incorporated by reference into this Agreement and were provided to Consultant prior to execution of this Agreement.
2. Implement the OCP4 program as referenced in Exhibit C-2, in the SAMHSA Application, and in accordance with all requirements identified in the SAMHSA Award Letter and Renewal Letter.
3. Comply with the requirements of SAMHSA's Fiscal Year ~~2023~~ 2025 – Award Standard Terms, incorporated by reference into this Agreement and located at: ~~<https://www.samhsa.gov/sites/default/files/grants/fy23-award-standard-terms-conditions.pdf>~~. <https://www.samhsa.gov/sites/default/files/fy25-award-standard-terms-conditions.pdf>.
4. Comply with Applicable Law, including Sections 561-565 of the Public Health Service Act, as amended, 45 C.F.R. Part 75, 2 C.F.R. Part 200, and 2 C.F.R. Part 300, as applicable, and any restrictions on federal funds in appropriations acts, to the extent those restrictions are pertinent.
5. Comply with the requirements of the U.S. Department of Health and Human Services Grants Policy Statement, incorporated by reference into this Agreement and located at: ~~<https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>~~ <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf>, to the extent the Grants Policy Statement applies to subrecipients as specified therein.

...

15. Consultant must comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375 and others, and as supplemented in 41 C.F.R., Part 60 if applicable.
 16. Consultant must comply with all applicable standards, orders, or regulations issued under the Clean Air Act as amended (42 U.S.C. §§ 7401-7671q), the Federal Water Pollution Control Act, as amended (33 U.S.C. §§ 1251-1387), and Executive Order 11738, as amended and where applicable. Consultant must report any violations of the above to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.
8. Exhibit C-1, Scope of Services, Section II.D. of the Agreement is revised and replaced in its entirety as follows (underlining omitted):
- D. Certification Regarding Lobbying. If the Agreement contains federal funding in excess of \$100,000, Consultant certifies Sections D.1. through D.3. If an amendment to the Agreement causes the federal funding to exceed \$100,000, Consultant must, prior to execution of the amendment, complete and return to the Contract Manager a Certification Regarding Lobbying form. Upon request from Consultant, the Contract Manager will provide a copy of the Certification Regarding Lobbying form to Consultant.
1. No federal appropriated funds have been paid or will be paid, by or on behalf of Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any federal contract, grant, loan, or cooperative agreement relating to the Agreement between County and Provider, Consultant must complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions.
 3. Consultant must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed

by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

9. Exhibit C-2, Required Activities, Deliverables, and Timelines, of the Agreement is revised and replaced in its entirety with the attached Exhibit C-2, Required Activities, Deliverables, and Timelines, (Revision #1). Consultant acknowledges that it must not bill for costs related to any activities not included in the revised Exhibit C-2.
10. Exhibit C-3, Budget and Reimbursement, of the Agreement is revised and replaced in its entirety with the attached Exhibit C-3, Budget and Reimbursement (Revision #1).
11. Exhibit D, Invoice, of the Agreement is revised and replaced in its entirety with the attached Exhibit D, Invoice (Revision #1).
12. Exhibit E, Required Reports and Submission Dates of the Agreement is revised and replaced in its entirety with the attached Exhibit E, Required Reports and Submission Dates, (Revision #1)
13. In the event of any conflict or ambiguity between this Amendment and the Agreement, the Parties agree that this Amendment will control. The Agreement, as amended herein by this Amendment, incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein, and the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter hereof that are not contained in the Agreement as amended in this Amendment. Accordingly, the Parties agree that no deviation from the terms hereof will be predicated upon any prior representations or agreements, whether oral or written.
14. Preparation of this Amendment has been a joint effort of the Parties, and the resulting document will not, solely as a matter of judicial construction, be construed more severely against one of the Parties than any other.
15. Consultant acknowledges that through the date this Amendment is executed by Consultant, Consultant has no claims or disputes against County with respect to any of the matters covered by the Agreement.
16. This Amendment is effective October 1, 2025.
17. This Amendment may be executed in multiple originals or in counterparts, whether signed physically or electronically; each of which will be deemed to be an original, and all of which, taken together, will constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Amendment: Broward County, through its Board of County Commissioners, signing by and through its Mayor or Vice-Mayor authorized to execute same by Board action on the 17th day of February 2026, and Consultant, signing by and through its duly authorized representative.

COUNTY

ATTEST:

BROWARD COUNTY, by and through
its Board of County Commissioners

By: _____
Broward County Administrator, as
ex officio Clerk of the Broward County
Board of County Commissioners

By: _____
Mayor
____ day of _____, 2026

Approved as to form by
Andrew J. Meyers
Broward County Attorney
115 South Andrews Avenue, Suite 423
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600

By: Ronald Honick Digitally signed by Ronald Honick
Date: 2026.01.30 14:26:50 -05'00'
Ronald J. Honick, III (Date)
Assistant County Attorney

By: Karen S. Gordon Digitally signed by Karen S. Gordon
Date: 2026.01.30 15:22:00 -05'00'
Karen S. Gordon (Date)
Senior Assistant County Attorney

RJH/bh
BBHC-25-CP-CSA-2199-01-Am01
1/29/2026
#60070

**FIRST AMENDMENT TO AGREEMENT BETWEEN BROWARD COUNTY
AND BROWARD BEHAVIORAL HEALTH COALITION, INC.
FOR CONSULTATION SERVICES FOR ONE COMMUNITY PARTNERSHIP 4**
Agreement #: 24-CP-CSA-2199-01

CONSULTANT

Broward Behavioral Health Coalition, Inc.

By: Silvia Quintana
Authorized Representative

Silvia Quintana CEO

Print/Type Name and Title

1/29/2026 | 3:53:33 PM EST
____ day of _____, 2026

EXHIBIT C-2
REQUIRED ACTIVITIES, DELIVERABLES, AND TIMELINES
(Revision #1)

QUARTER	DUE DATE	ACTIVITY/DELIVERABLES
JANUARY – MARCH	PLANS/REPORTS/REQUIREMENTS	
	Due 15th of the month (except the final invoice which is due on October 20th)	Invoice with supporting documentation
	Due to the County January 16, 2026 Due to SAMHSA February 4, 2026	Multi-year Award Submission (SF-424, Detailed Budget & Narrative Justification, SF 424A, and Program Narrative) for the next incremental period 09/30/2026-09/29/2027
	TRAINING	
		Wraparound Training for 30 SOC staff
	OTHER ACTIVITIES	
	January 16, 2026	Quarterly Evaluation Analysis
	January 16, 2026	Quarterly Match
APRIL – JUNE	PLANS/REPORTS/REQUIREMENTS	
	Due 10th of the month (except the final invoice which is due on October 20)	Invoice with supporting documentation
	TRAINING	
		Parent Child Interactive Therapy Training for 5 SOC staff Triple P Positive Parenting Program --Training for 5 Family Peers
	OTHER ACTIVITIES	
	April 10, 2026	Mental Health Month activities and social marketing for events
	April 10, 2026	Update OCP4 Budget
	April 10, 2026	Quarterly Evaluation Analysis
	April 10, 2026	Quarterly Match

QUARTER	DUE DATE	ACTIVITY/DELIVERABLES
JULY – SEPTEMBER (*includes end of quarter reports to be completed by December)	PLANS/REPORTS/REQUIREMENTS	
	Due 15th of the month (except the final invoice which is due on October 25)	Invoice with supporting documentation
	TRAINING	
		Triple P Parenting for Caregivers
JULY – SEPTEMBER (*includes end of quarter reports to be completed by December)	OTHER ACTIVITIES	
		Recovery Month activities and social marketing
	July 10, 2026	Quarterly Evaluation
	July 10, 2026 & October 20, 2026	Quarterly Match
	Due to County December 20, 2026	Multi-year Programmatic Progress Report
	Due to SAMHSA December 28, 2026	
OCTOBER – DECEMBER	PLANS/REPORTS/REQUIREMENTS	
	Due 10th of the month (except for the final invoice which is due on October 20th)	Invoice with supporting documentation
	October 31, 2026	Develop a sustainability plan in accordance with the FY 2023 Children s Mental Health Initiative Notice of Funding Opportunity Announcement. The sustainability plan includes but is not limited to changes in policy and financing strategies to maintain and possibly expand behavioral health services and supports for youth when federal funding ends.

GOALS/OBJECTIVES/OUTCOMES		
Year Three: FY25-26 Note: All measures will be reported if sample size exceeds 20 people.	Consultant will provide youth and family-driven care to a minimum of 59 unduplicated Clients in year three.	
	September 29, 2026	80% of Clients are discharged successfully.

GOALS/OBJECTIVES/OUTCOMES		
	September 29, 2026	80% of Clients demonstrate reduced functional impairment, evidenced by reduction in Child and Adolescent Needs and Strengths (CANS) Assessment scores & Columbia Impairment Scale. CANS and Columbia Impairment scales must be administered at enrollment, after 6 months, and at Client discharge.
	September 29, 2026	80% of Clients will demonstrate reduced school absenteeism evidenced by responses to the NOMS collected at enrollment, after 6 months and at Client discharge.
	September 29, 2026	80% of Clients demonstrate a decrease in trauma-related symptoms as evidenced by the Preschool/Pediatric Symptom Checklist & CANS after 6 months and at Client discharge.
	September 29, 2026	80% of parent/caregiver Clients will have demonstrated a decrease in stress/strain as evidenced by the scores from the Caregiver Strain Questionnaire collected at enrollment, after 6 months, and at Client discharge.
Year Four: FY26-27	Consultant will provide youth and family-driven care to a minimum of 58 unduplicated Clients in year four.	
	September 29, 2027	80% of Clients are discharged successfully
	September 29, 2027	80% of Clients demonstrate reduced functional impairment, evidenced by reduction in Child and Adolescent Needs and Strengths (CANS) Assessment scores & Columbia Impairment Scale. CANS and Columbia Impairment scales must be administered at enrollment, after 6 months, and at Client discharge.
	September 29, 2027	80% of Clients will demonstrate reduced school absenteeism evidenced by responses to the NOMS collected at enrollment, after 6 months and at Client discharge.
	September 29, 2027	80% of Clients demonstrate a decrease in trauma-related symptoms as evidenced by the

GOALS/OBJECTIVES/OUTCOMES		
		Preschool/Pediatric Symptom Checklist & CANS after 6 months and at Client discharge.
	September 29, 2027	80% of parent/caregiver Clients will have demonstrated a decrease in stress/strain as evidenced by the scores from the Caregiver Strain Questionnaire collected at enrollment, after 6 months, and at Client discharge.

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EXHIBIT C-3
BUDGET AND REIMBURSEMENT
(Revision #1)

PROGRAM COSTS			
Service	Name	Rate	Total Cost
Program Services Implementation Team	BBHC Staff	Project Director – 50% Level of Effort @ \$105,000/year (\$52,500) + 30% Fringe Benefits (\$15,750) = \$68,250	\$276,975
		Administrative Assistant – 10% of Part-time @ \$46,200/year (\$4,620) + 30% Fringe Benefits (\$1,386) = \$6,006	
		Care Coordinator – 100% Level of Effort @ \$57,750/year + 30% Fringe Benefits (\$17,325) = \$75,075	
		Mental Health Screener – 50% Level of Effort @ \$48,250/year (\$24,125) + 30% Fringe Benefits (\$7,238) = \$31,363	
		Mental Health Screener – 100% Level of Effort @ \$49,350/year + 30% Fringe (\$14,805) Benefits = \$64,155	
		Mental Health Screener - 50% Level of Effort @ \$49,425/year (\$24,712.5) + 30% Fringe Benefits (\$7,413.75) = \$32,126	
	Miscellaneous Program Support	Supplies @ \$3,974/year = \$3,974	\$48,941
		Annual Rent: \$21.93/sq. foot X 600 sq. ft = \$13,158	
		Telephones: 7 cellphones @ \$50/month (\$4,200/year) + 7 landlines @ \$35/month (\$2,940/year) = \$7,140	
		IT Support: 7 stations at \$80/month = \$6,720 /year	
		Marketing at \$14,549/year = \$14,549	
		Interpretation/Translation Services \$400/year= \$400	
		Conference Registration Fees @ \$3,000/year = \$3,000	
Program Oversight Team	BBHC Staff	Contract Manager/Analyst – 50% Level of Effort @ \$73,500/year (\$36,750) +30% Fringe Benefits (\$11,025) = \$47,775	\$47,775

SUBCONTRACTING COSTS			
Service	Name	Rate	Total Cost
System of Care Partners, Inc.	Data Evaluation	1,605 hours @ \$87/hour	\$139,635
BBHC	Data Evaluation	Peer Evaluator – 50% Level of Effort @ \$48,250/year (\$24,125) + 30% Fringe Benefits (\$7,238) = \$31,363	\$34,820
		Peer Evaluator Travel x \$.70 /mile x 2,367.14 miles = \$1,657	
		Participants' evaluation incentive cards for the third-year evaluations; each card covers baseline, 6-month & 12-month reassessments. These are used to incentivize youth/guardians, discharge interviews and youth/guardian focus groups. 60 incentive cards @ \$30 per data collection point = \$1,800	
South Florida Wellness Network	Capacity building for biological/ foster parents/ guardians and youth and family peers. Also, for peer support services for youth and families	Family Peer Specialists - 95% Level of Effort @ \$47,561/year (\$45,183) + 30% Fringe Benefits (\$13,555) = \$58,738	\$153,600
		Lead Family Coordinator – 100% Level of Effort @ \$66,308/year + 30% Fringe Benefits (\$19,892) Benefits = \$86,200	
		Flex Funds to support youth and families with housing, education, employment, social engagement, and other needs related to their Service Plans = \$5,662	
		Recovery Support Activities/Workshops = \$3,000	
Harmony Development Center	Wraparound services for children	Wraparound Services: \$19,928 x 6.4819/months = \$129,171	\$129,171
LPB Concepts & Solutions LLC	Social Marketing Consultation	\$86.20/hour X 58.0046 hours per year = \$5,000	\$5,000
Corporate Behavioral	Financial Accounting, Reporting, Budgeting, Billing	\$75 X 22.222 hours per month= \$1,666.65 X 12 = \$20,000	\$20,000

SUBCONTRACTING COSTS			
Service	Name	Rate	Total Cost
Health Financial Consultants			

TRAINING COSTS			
Name of Training	Description	Rate	Total Cost
Parent Child Interactive Therapy	Parent Child Interactive Therapy (PCIT) is an evidence-based treatment program for caregivers and their children aged 2-10 years old who are experiencing behavioral difficulties. PCIT training will be provided to therapeutic staff.	\$4,200/hour x 5 participants = \$21,000	\$21,000
Wraparound Training	Wraparound Training	Wraparound Training: \$1,000/day x 2 trainings x 3 days= \$6,000 Wraparound Facilitator's Coaching: \$150/hour X 20 hours = \$3,000	\$9,000
The Journey Institute	Identifying Toxic Stress in Children Training	Identifying Toxic Stress in Children Training: \$1,000/day x 2 days = \$2,000	\$7,600
		Diagnosing Children with Mental Health Disorders Training: \$3,600	
		Two-Day Reflective Consultation Training: \$2,000	

TRAVEL COSTS					
Name	Location	Item	Rate	Cost	Total Cost
Conference Travel	Washington D.C. or other	Airfare	\$350 x 4 staff	\$1,400	\$9,357
		Hotel	\$159/night x 4 staff x 5 nights	\$3,180	
		Per Diem (meals and incidentals)	\$69/day x 4 staff x 4 days	\$1,104	
		Car Rental	\$99/day x 4 staff x 3 days	\$1,188	
Local Travel		Mileage	507.143 miles = @ .70/mile X 7	\$2,485	
TOTAL AGREEMENT AMOUNT					\$902,874

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EXHIBIT D
INVOICE (Revision #1)

Invoice #			
Broward Behavioral Health Coalition, Inc. 3521 West Broward Boulevard, Suite 206 Lauderhill, FL 33312 (954) 622-8121 Vendor ID: VS0000012199	Agreement Number: 24-CP-CSA-2199-01		Date Stamp: On time? Yes ☐ No ☐
	Agreement Amount: \$902,874		
	Program Name: One Community Partnership 4 (OCP4)		
	Billing Period for This Invoice (Month/Year):		
A. Total Units Billed			
Reimbursable	\$ Value This Month	\$ Value Year to Date	Maximum \$ Allowed
Program Oversight Team			
Program Services Implementation Team			
Subconsultants			
Data Evaluation			
Training			
Conference Travel			
Local Travel			
\$ Total for This Invoice:			
\$ Grand Total:	\$	\$	\$902,874
B. CERTIFICATION: The undersigned, as an authorized signatory for the Agreement between Broward County and Broward Behavioral Health Coalition, Inc., hereby affirms and certifies that the Services billed herewith have been delivered to Clients on behalf of Broward County in accordance with the Agreement, that all Clients served have met the program eligibility requirements, and that complete and accurate documentation is available to support services, payment, and pricing requested. Consultant also represents to County that no other reimbursement is used for invoiced Services in accordance with the "Compensation" article of the Agreement.			
Authorized Signatory Name and Title:		Authorized Signature and Date:	
FOR COUNTY USE:		FUND/PROG/DEPT/ACCT/BUS UNIT/ACTIVITY/PROJ/BUD REF: 100010-40303020-580210	
CGA Reviewer/Date: _____		OAS Reviewer/Date:	
Section Reviewer/Date: _____			
I hereby certify that the backup documentation is complete, accurate, and supports the payment requested. Approver Signature/Date:			
Requisition #:		Date:	
P.O. #:			
Receipt #:			

EXHIBIT E
REQUIRED REPORTS AND SUBMISSION DATES
(Revision #1)

Report	Applicable?		Due Date/Frequency	# Copies
Invoice with supporting documentation	Yes ☒	No ☐	15th day of each month, except the final invoice which is due on October 20	Original
Deliverables to include all items listed on Exhibit C-2	Yes ☒	No ☐	January 16, April 15, July 15, October 20	Original
Equal Employment Opportunity Policy	Yes ☒	No ☐	Due prior to or upon Consultant's execution of Agreement	1 copy
Americans with Disabilities Act Policy	Yes ☒	No ☐	Due prior to or upon Consultant's execution of Agreement	1 copy
Nondiscrimination Policy	Yes ☒	No ☐	Due prior to or upon Consultant's execution of Agreement	1 copy
Current Certificate(s) of Insurance	Yes ☒	No ☐	Due prior to Consultant's execution of Agreement and prior to expiration; submit to Contract Manager	1 copy
Broward County Federal Funding Accountability and Transparency Act (FFATA) Data Collection Form for Subrecipients of Federal Funds	Yes ☒	No ☐	Due within ten (10) days after execution of this Agreement and after any subsequent amendment or Contract Adjustment	1 copy
Continuity of Operations Plan (COOP)	Yes ☒	No ☐	Due upon Consultant's execution of Agreement and annually on April 15	1 copy
Audited Financial Statements	Yes ☒	No ☐	Due within 120 days after the close of Consultant's fiscal year end; submit to Contract Manager	1 copy
Monitoring and/or Accreditation Reports from other agencies or funding sources	Yes ☒	No ☐	Due within 30 days after receipt	1 copy
Personnel Activity Report (PARS)	Yes ☒	No ☐	Due with monthly invoice	1 copy
Federal Payroll Certification	Yes ☒	No ☐	January 1, April 15, and October 15	1 copy

Report	Applicable?		Due Date/Frequency	# Copies
SAMHSA's Performance Accountability and Reporting System (SPARS) Annual Goals and Budget Training	Yes ☒	No ☐	Training to be completed by December 30, 2026	1 copy
Enter Annual Goals and data into SPARS	Yes ☒	No ☐	Due by January 22 annually	1 copy
Training Sign-in Sheets with Agendas	Yes ☒	No ☐	Submit with invoice after the end of the training session	1 copy
BBHC, CSC match documentation	Yes ☒	No ☐	January 16, April 15, July 15, and October 15	1 copy
Governance Board and Implementation Committee and its subcommittee meeting sign-in sheets and agendas	Yes ☒	No ☐	Due January 16, April 15, July 15, October 20	1 copy
Evaluation Report/Performance Status	Yes ☒	No ☐	January 16, April 15, July 15, and October 20	1 copy
Fiscal Information to be provided, as requested, to address SAMHSA and County Requirements	Yes ☒	No ☐	January 16, April 15, July 15, and October 20	1 copy
Sustainability Plan	Yes ☒	No ☐	Due to the County September 28, 2026 Due to SAMHSA on or before October 31, 2026	1 copy
Begin entering Quarterly data into SPARS	Yes ☒	No ☐	Begin entering by January 31	1 copy
Multi-Year Programmatic Progress Report Programmatic Report	Yes ☒	No ☐	Due December 20, 2026, to County for the period covering September 30, 2026, through September 29, 2027	1 copy
Executed Subconsultant and provider Contracts	Yes ☒	No ☐	Due to County within 30 days after execution by Subconsultants as identified in Exhibit C-2	1 copy

Note: Failure to submit the foregoing reports on or before the due date will result in the suspension of any payments due by County to Consultant.