

**Florida KidCare
Back-to-School Mini-Grants Program**

Call for Grant Proposal (CGP)

Released June 8, 2021

By the:

Florida Healthy Kids Corporation
1203 Governors Square Blvd., Suite 400
Tallahassee, Florida 32301
(850) 224-5437- office
www.healthykids.org

Florida KidCare Call for Grant Proposals | Back to School Mini-Grants Program

The Florida Healthy Kids Corporation (“Corporation” or “FHKC”) is pleased to announce a competitive opportunity for qualified entities and organizations (“Respondents”) to submit proposals under a Back-to-School Mini-Grants (“Grant”) program. The objective of the Grant is to spread brand awareness of the Florida KidCare program (“Florida KidCare”).

Respondents located in any Florida county are eligible to respond to this statewide Call for Grant Proposal (“CGP”). Florida KidCare has an extensive network of existing community- and school-based partners throughout the state, and is looking for Grantees who can complement these existing efforts and expand into other Florida counties to access more uninsured child populations. (A list of Florida KidCare’s current partners and their corresponding geographical locations can be found in Section 4.)

FUNDING AMOUNTS AVAILABLE:

Up to 8 Grants are available for this CGP in the amount of \$6,000 each.

CAMPAIGN TIMELINE: June 28, 2021 – October 31, 2021

PROPOSAL DEADLINE: No later than 5:00 p.m. ET on June 21, 2021

1. Background: Florida Healthy Kids Corporation/Florida KidCare

The Corporation is a private, nonprofit organization created to advance access to affordable, high-quality health and dental insurance for all Florida children. The Corporation coordinates marketing and enrollment services for Florida KidCare, the umbrella brand for the four government-sponsored health insurance programs serving Florida children – Medicaid, Florida Healthy Kids, MediKids, and the Children’s Medical Services (CMS)Health Plan.

Florida KidCare offers health insurance coverage for every Florida child. Eligibility for subsidized coverage is based on family income as a percentage of the federal poverty level; the age of the child; and for a small number of children, special medical conditions. The federal poverty level is calculated based on family income and the number of household members. For families who qualify, subsidized coverage is free or costs as little as \$15 or \$20 per month and includes all children in the household. For families who do not qualify for subsidized coverage, Florida KidCare offers competitively priced full-pay plans. Enrollment is open year-round and there are several options for applying – online via floridakidcare.org, by downloading a printed application and mailing it, or by calling customer service at 1-888-540-KIDS (5437).

For more information about the Corporation or the Florida KidCare program, visit healthykids.org.

2. Definitions

- a. "Applicant" means a parent or guardian of a child who has applied or may apply to receive health services through Florida KidCare.
- b. "Contract" means the agreement that the Corporation and each Grantee will execute to implement the terms of this CGP.
- c. "Enrollee" means an individual who is enrolled in Florida KidCare.
- d. "Grantee" means a qualified entity/organization that has been awarded a Grant under this CGP and is required to meet all activities/deliverables, reporting, and payment protocols.
- e. "Respondent" means a qualified entity/organization that respond or intend to respond to this CGP.
- f. "Responsive" means a proposal submitted by a Respondent that conforms in all material respects to the solicitation. "Responsive" in reference to a Respondent means a Respondent that has submitted a proposal that conforms in all material respects to the solicitation.
- g. "Responsible" means vendors that have the capability to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.
- h. "Service Period" means the period of time between June 28, 2021, and October 31, 2021, during which Grantees are to provide the deliverables specified in this Grant.
- i. "Back-to-School Florida KidCare Partner" means an organization/entity that has a paid contractual agreement with the Corporation to conduct outreach and help increase enrollment of uninsured children into Florida KidCare.

3. Qualified Entities:

Proposals will only be accepted from: 1) non-profit organizations as designated by the Internal Revenue Service, 2) governmental entities, or 3) educational institutions. All organizations and entities meeting these qualifications that provide services or interact with families, parents, and children are encouraged to apply under this proposal process.

The following are prohibited from responding to this CGP: Any entity or person that currently provides services to the Corporation, the Agency for Health Care Administration, the Florida Department of Health, or the Florida Department of Children and Families ("KidCare Partners"), either directly through a contract or indirectly through a subcontract or agency relationship.

4. Target Audience:

More than 2.5 million children are currently enrolled in one of the four Florida KidCare programs: Florida Healthy Kids, Medicaid, Medikids, and the CMS Health Plan. However, more than 343,000 children are still uninsured, and an estimated 176,000 qualify for free or low-cost health and dental insurance through Florida KidCare.

Florida KidCare has an extensive network of community- and school-based partners statewide who provide brand awareness and outreach efforts. The list below are the counties where these partners currently provide their services:

- Bay
- Calhoun
- Collier
- Duval
- Franklin
- Gulf
- Hillsborough
- Indian River
- Jackson
- Lee
- Martin
- Miami-Dade
- Okeechobee
- Orange
- Osceola
- Pasco
- Pinellas
- Seminole
- St. Lucie
- Washington

The primary target audience for this CGP is focused on school and community outreach efforts directed toward:

- Florida families with uninsured children, birth through the end of age 18, in the Florida counties not listed above where Florida KidCare has existing partnerships, and where additional representation of community- and school-based partners is needed to further outreach efforts. Some overlap in county service areas is acceptable.
- Hispanic families, lawfully residing immigrant children, and other minority populations.
- Other related audiences that interact with potential Applicants.

Respondents can locate uninsured zip code, county, and enrollment data for particular counties [here](#).

5. Back-to-School Timeline, Activities, and Deliverables:

All activities and deliverables related to this CGP must occur between June 28, 2021, and October 31, 2021.

If all deliverables are not met in full during the Contract, partial payment will be made at the sole discretion of the Corporation for deliverables completed. The activities below reflect the minimum level of activity required for the specified Grant amount, but Grantees are allowed to provide additional creative ideas to enhance their efforts.

Minimum Deliverables

Florida KidCare Training:

Grantee must identify in writing all staff members who will be promoting Florida KidCare under this Grant, and all staff members who promote Florida KidCare under this Grant must complete three online training modules (KidCare basics and outreach strategies) by July 15, 2021.

The Corporation will provide a link to these training modules, along with instructions for completing them. Grantee staff members who have completed the three mandatory Florida KidCare training modules within six months prior to the Grant award date are exempt from this training requirement, upon documentation thereof.

Outreach Opportunities:

Grantee will promote Florida KidCare through a **minimum of six (6) outreach opportunities**.

These outreach opportunities may include participation in a radio interview, newspaper advertisement, online community calendar listing (newspaper/local tv station), school or organization webpage posting, school flyer posting, school/organization newsletter posting, or another alternative. All outreach opportunities must be approved in advance by the Corporation. Upon request, the Corporation may provide content and guidelines for outreach opportunities noted in this deliverable.

Social Media Announcements/Postings Per Month:

Promote Florida KidCare through a **minimum of three (3) monthly social media posts during the Service Period** (totaling 12) on either Facebook, Instagram, and/or Twitter). All social media content must be approved in advance by the Corporation.

The Corporation will provide content, guidelines, and instructions for this deliverable. Grantee may post the same approved social media content on all three media (Facebook, Instagram, and Twitter) in the same month to account for the three-post minimum requirement. Grantees may also use varying combinations of approved social media graphics and/or platforms to fulfill this deliverable.

Event Hosting/Event Participation:

Promote Florida KidCare by hosting and/or participating in a **minimum of ten (10) community- or school-based outreach events** that target the audiences identified in Section 4.

Grantee must submit all outreach events to the Corporation for approval at least (3) three business days before the event so that the Corporation is able to timely notice the event on the Florida KidCare Community Outreach calendar.

If Grantee is scheduled to attend or host an event that is cancelled due to circumstances outside the Grantee's control (e.g., weather, local and/or state COVID-19 restrictions, etc.) which then restricts the Grantee's ability to meet the deliverables by the end of the Service Period, the Corporation may elect, at its discretion, to either withhold a portion of the final payment due or allow Grantee to host or attend another approved event.

5.1 Reporting Requirements and Payment Schedule:

Grantees must submit a monthly progress report throughout the Service Period, with a final report due after the conclusion of the Service Period. The Corporation will establish a uniform reporting format for the reports, and Grantees will be required to utilize this format.

All reports must specify the following:

1. The activities conducted by Grantee and resources (e.g., social media, radio, partners, etc.) utilized toward the CGP's goals;
2. Objectives and performance measures achieved by Grantee for this project; and
3. Barriers encountered, and how Grantee overcame or may address such barriers.

To validate deliverables have been met, all reports must include supporting documentation for the activity/deliverable noted in the report, such as copies of event flyers, email communications, screenshots of social media postings, attendee sign-up sheets, photographs, newspaper announcements, and screenshots of community calendar postings.

Reports are due under the following reporting periods and schedule:

| <u>Reporting Period</u> | <u>Report Due Date</u> |
|--|------------------------|
| • Period One (June 28 – July 31, 2021): | Aug. 10, 2021 |
| • Period Two (August 1 – August 31, 2021): | Sept. 10, 2021 |
| • Period Three (Sept. 1 – Sept. 30, 2021): | Oct. 11, 2021 |
| • Final Report and Invoice: (Summation of all activities/deliverables completed from June 28 – Oct. 31, 2021) | Nov. 10, 2021 |

The Corporation will assess a late payment penalty of ten (10) percent per day of the total for any reporting period if a report is submitted more than two (2) business days after the required due date.

Grantees must participate in all mandatory, monthly conference calls and any additional webinars as requested by the Corporation.

The Corporation will distribute payments to Grantees as follows:

\$6,000 Payment Schedule

- \$3,000 upon fully executed Contract between Corporation and Grantee
- \$3,000 upon Corporation’s approval of all reports (See 5.1 Reporting Requirements and Payment Schedule above) and final invoice submitted by the Grantee.

No invoice is required for the initial payment due at execution of the Contract; however, an invoice must be submitted for the second/final payment. The Corporation will issue the applicable payment upon review and approval of the invoice.

The Corporation reserves the right to withhold or modify any portion of the Grant should the Grantee not meet any of these conditions described in this CGP or the Contract.

6. Florida KidCare Outreach Materials:

The Corporation has developed and will provide Florida KidCare outreach materials to Grantees to market Florida KidCare. Names, logos, and other corporate identities of both the Corporation and Florida KidCare are trademarked and protected. Grantees will be required to adhere to the guidelines established by the Corporation and Florida KidCare with regard to these items. If Grantee is interested in using materials for local distribution that are not created by the Corporation, such materials must be approved by the Corporation prior to use. Grantees and other organizations that fail to receive such approval may have funding and/or endorsement of their activities revoked.

At the start of the Service Period, the Corporation will provide Grantees with the following approved Florida KidCare outreach materials:

- | | | |
|-------------------------|-------------------------|---------------------------|
| • 400 English Brochures | • 600 English Postcards | • 200 Pencils |
| • 300 Spanish Brochures | • 600 Spanish Postcards | • 200 Toothbrushes |
| • 200 Creole Brochures | • 200 Pens | • 200 Band-Aid Dispensers |
| | | • 100 hand sanitizers |

Each Grantee will also receive a \$100.00 shipping allowance to request additional Florida KidCare outreach materials. The provision of any additional Florida KidCare outreach materials will depend on availability and need. The first shipment is included in the total shipping allowance allocated to each Grantee and will be deducted from the shipping allowance amount.

7. General CGP Instructions

7.1 Waiver of Minor Irregularities

The Corporation reserves the right to waive minor irregularities when to do so would be in the best interest of the Corporation and the Grant. A minor irregularity is a variation from the terms and conditions of this CGP that does not affect the price of the proposal or give a Respondent a substantial advantage over other Respondents and thereby restrict or stifle competition and does not adversely impact the interests of the Corporation. At its option, the Corporation may allow a Respondent to correct minor irregularities but is under no obligation to do so. In doing so, the Corporation may request a Respondent to provide clarifying information or additional materials to correct the irregularity. However, the Corporation will not request, and a Respondent may not provide the Corporation with, additional materials that affect the price of the proposal or give the Respondent an advantage or benefit not enjoyed by other Respondents.

7.2 Public Records, Assertion of Confidential Information, and Indemnification

Proposals and other records produced or used in relation to this Grant and/or Contract may be subject to Chapter 119, Florida Statutes. If a Respondent considers any portion of any documents, data, or records submitted to the Corporation to be confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority ("Confidential Information"), the Respondent must mark every page that contains Confidential Information and simultaneously provide the Corporation with a separate, redacted copy of the information it claims as exempt and briefly describe in writing the grounds for claiming exemption, including the specific statutory citation for such exemption. This redacted copy shall be clearly titled "Redacted Copy." The redacted copy should only redact those portions of material that the Respondent claims contain Confidential Information. The following methods of redacting are not sufficient for designating information as Confidential Information:

- a. Statements to the effect that the record "may" contain confidential, trade secret, proprietary, or exempt information;
- b. Designations outside the body of the record such as in an electronic document title or in the body of an email providing the record; or
- c. Placement or formatting that interferes with the Corporation's ability to access the information such as using an opaque watermark.

If a Respondent fails to submit a redacted copy of Confidential Information, the Corporation is authorized to produce the entire documents, data, or records in response to a public records request or other lawful request for those records.

Records in which the sole Confidential Information is protected health information or personally identifiable information are excluded from this redaction requirement.

In the event of a public records or other disclosure request pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or other authority, to which documents marked as "Redacted Copy" are responsive, the Corporation will provide the Respondent-redacted copies to the requestor. If a requestor asserts a right to the Confidential Information, the Corporation will notify the Respondent such an assertion has been made. It is the Respondent's responsibility to assert that the Confidential Information is not subject to disclosure under Chapter 119, Florida Statutes, or other applicable law. If the Corporation becomes subject to a demand for discovery or disclosure under legal process regarding the Confidential Information, the Corporation shall

give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its records are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

The Respondent shall protect, defend, and indemnify the Corporation for any and all claims arising from or relating to the Respondent's determination that the redacted portions of records are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

7.3 Reserved Rights

The Corporation may elect to consider or reject any or all responses at any time prior to Contract execution.

7.4 Withdrawal of CGP

FHKC reserves the right to withdraw the CGP or all proposals at any time, including after an award is made, when to do so would be in the best interest of FHKC or the Program, and by doing so FHKC will have no liability to any Respondent.

7.5 No Contract until Execution

An award, recommendation to award, or a Notice of Contract Award under this CGP shall not constitute or form any contract between FHKC and a Respondent. No contract shall be formed until such time as a Respondent and FHKC formally execute the Contract with requisite written signatures.

7.6 Response

By submitting its proposal, Respondent agrees to the terms and conditions of this CGP.

7.7 Special Note

The Corporation is a private, not-for-profit corporation and not subject to the procurement requirements of chapter 287, Florida Statutes.

8. Proposal Submission Guidelines

8.1 Submission Instructions

The Corporation will accept questions about this CGP until 5:00 p.m. ET on June 11, 2021. Questions may be submitted to the Issuing Manager at outreach@healthykids.org with "CGP Question" in the subject line of the email.

All responses to timely-submitted questions will be publicly posted by June 15, 2021, on the Healthy Kids website (healthykids.org). To locate this listing, select the "Calendar" tab on the homepage and "Procurement" from the menu on the right-side under "More Information."

Respondents must submit proposals electronically in PDF format to the Issuing Manager at outreach@healthykids.org by **5:00 p.m. ET on June 21, 2021**. Each Respondent is solely

responsible for the Corporation's timely receipt of the proposal. Respondents are encouraged to submit proposals as soon as possible.

Until final execution of the Contract, Respondents and their agents shall only contact the Issuing Manager at outreach@healthykids.org regarding this CGP and the Grant process. If a Respondent or its agent contacts any other employee of the Corporation or a Corporation Board or committee member, including any ad hoc member regarding this CGP, the Respondent's proposal may be disqualified at the Corporation's sole discretion.

8.2 Content of Proposals

Each Respondent is responsible for ensuring that all elements of the proposal are provided in the format requested and is organized in a concise fashion. The Corporation is not obligated to interpret any elements that are not clearly described. Non-Responsive proposals may be rejected at FKHC's sole discretion.

Proposals must be a maximum of seven (7) pages, excluding attachments, and describe the main activities or events that would be funded under the CGP. Respondents are encouraged to build upon existing educational or health-related programs or expand current levels of activities; include personal interactions with families; and demonstrate an innovative and coordinated, community-based approach to identify and educate those eligible for the Florida KidCare program to increase enrollment.

Respondents must complete and submit the following attachments within their proposals, as set forth in the instructions for Tabs 1-4, below:

- a. The CGP Submission Checklist, as set forth in Attachment I;
- b. An Affirmation Statement, as set forth in Attachment II; and
- c. Respondent's List of Anticipated School/ Community Events, as set forth in Attachment III.

At a minimum, the proposal must include the following elements in the order below:

TAB 1 (maximum 2 pages)

- A cover page including:
 - Respondent organization's legal company name.
 - Contact name for Respondent (the contact person must be available to respond to inquiries during the Grant review period) along with their phone/fax numbers and email address.
 - Respondent organization's Mailing address.
 - Respondent organization's Street address, if different from mailing address.

- Background information of Respondent (and any other organizations, if a collaborative effort), including: a brief description of Respondent, type of business, the services Respondent provides, and the population(s) it serves.
- The county or counties to be served under the Grant.

TAB 2 (maximum 5 pages)

- A brief description of the proposed activities, including how Respondent plans to educate the public on Florida KidCare programs and services, provide families with Florida KidCare program information and instructions on how to apply. Respondents should:
 - Include specific performance measures including the proposed methodology for tracking outreach activities;
 - Use Attachment III to list anticipated community or school-based events; and
 - Include information (e.g., flyers, web page banners, etc.) for already-scheduled events.

TAB 3

- If applicable, a list identifying Respondent's previous experience educating families on Florida KidCare or similar public benefit programs; and
- If applicable, a list of partners Respondent intends to work with to complete the deliverables proposed under this CGP, and a written confirmation from each partner of their participation in this proposal.

TAB 4

- A signed Affirmation Statement (see Attachment II) from Respondent's executive officer or authorized agent indicating the following:
 - Support for the submission; and
 - A statement affirming that Respondent agrees to adhere to all terms and conditions proposed under this CGP.
- A copy of Respondent's Commercial General Liability insurance certificate.
- Proof of Respondent's tax-exempt status or legal authority (such as state or local law).
- A copy of the Attachment I: CGP Submission Checklist (completed and signed).

A Respondent may withdraw its application by in writing to the Corporation's Issuing Manager at outreach@healthykids.org. The withdrawal must be submitted on the Respondent's letterhead and signed by an authorized representative of the Respondent's organization.

9. Review and Evaluation Process

All proposals will be reviewed to determine if the proposal meets the requirements for further consideration and if they further the overall objectives of the Grant program. Proposals will be evaluated based on whether the proposed activities meet the stated objectives of this CGP and have been sufficiently supported to achieve the desired goal of brand awareness that seek to increase enrollment in the Florida KidCare Program. Grants will be awarded at the discretion of the Corporation; therefore, approval and funding levels are not guaranteed. The Corporation will select those Grantees that best further the Corporation's goals and objectives under the terms of the Grant.

An evaluation team established by the Corporation will review of proposal submissions received by the deadline. The contents of the proposals received, the evaluation tool, and any documents related to this process will be available for review only after the final award of any Grants under this CGP.

The Corporation reserves the right to ask any Respondent to provide additional information or clarification regarding its proposal. Respondents may also be invited to participate in an oral presentation or personal interview at the sole discretion of the Corporation. It is the Respondent's responsibility to reply to such requests on a timely basis in order to continue in the evaluation process. The cost for any such interview or presentation shall be borne by the Respondent.

The proposals that are Responsive and Responsible will be evaluated as follows:

- The maximum points a Respondent's proposal can achieve is 75 points per evaluator.
- The evaluators' scores for a Respondent's proposal will then be totaled to determine the Respondent's total score.

The Corporation will appoint independent evaluators to evaluate and score proposals. Each evaluator will receive a copy of the proposals eligible for evaluation. Each evaluator will separately score each Respondent's proposal as set forth below.

Evaluators will score each proposal item using the following scale:

5 = Superior.

The response exhaustively addresses the question and demonstrates Respondent has extraordinary experience in performing the required services related to the question. The response indicates Respondent would provide exceptionally enhanced value to the Corporation. The response demonstrates the ability of the Respondent to exceed the Corporation's requirements, provide outstanding quality of service and/or implement innovative ideas to achieve the desired outcome.

4 = Good.

The response extensively addresses the question and demonstrates exceptional experience in performing the required services related to the question. The response indicates Respondent would provide enhanced value to the Corporation.

3 = Adequate.

The response adequately addresses the question and demonstrates Respondent has

sufficient experience in performing the required services related to the question.

2 = Poor.

The response minimally addresses the question or demonstrates Respondent has nominal experience in performing the required services related to the question.

1 = Unsatisfactory.

The response inadequately addresses the question or demonstrates Respondent has very limited experience in performing the required services related to the question.

0 = Inadequate.

The response is blank, does not address the question, or demonstrates Respondent has no experience in performing the required services related to the question.

The following proposal items will be scored by the evaluators using the 0-5 point scale:

1. Respondent's organizational description and how it aligns with Florida KidCare's mission to reach Florida's families with uninsured children. **(5 total points available. This item is scored 0-5.)**
2. A detailed summary of Respondent's proposed outreach efforts and how it will reach the uninsured children in their communities, including whether Respondent will provide an innovative and coordinated, community-based approach to identify, educate, and provide information to those children eligible to participate in the Florida KidCare program. **(20 total points available. This item is scored 0-5, and the score will be multiplied by 4.)**
3. How Respondent will complement Florida KidCare's existing outreach efforts in the counties listed in Section 4 of the CGP, and whether Respondent will expand into other Florida counties not listed in Section 4, where current outreach opportunities are needed to provide information about Florida KidCare. **(15 total points available. This item is scored 0-5, and the score will be multiplied by 3.)**
4. Respondent's proposed plan of action and explanation of how it will complete the goal of participating in a minimum of ten (10) community or school-based events and educating a minimum of 500 individuals about Florida KidCare. **(20 total points available. This item is scored 0-5, and the score will be multiplied by 4.)**
5. Respondent's anticipated outreach efforts, including calendar of events, and whether it represents a diverse mix of opportunities to promote Florida KidCare within the county(ies) proposed to be served (e.g., through school events, health fairs, community events, PTA meetings, family festivals, and other related activities). **(15 total points available. This item is scored 0-5, and the score will be multiplied by 3.)**

Each proposal will receive a total score of up to 75 points from each evaluator. The total overall points for each Respondent's proposal will then be summed to determine the highest overall scores.

10. Award

Subject to the availability of funds, the Corporation intends to award ten (10) Grants to the Respondent with the highest overall scores; however, the Corporation retains the right to award fewer than ten (10) Grants.

A list of all Grant awardees will be publicly posted on the Healthy Kids website (healthykids.org) by the close of business on June 25, 2021. To locate this listing, select the "Calendar" tab on the homepage and "Procurement" from the menu on the right-hand side under "More Information."

11. Conditions of Grant

11.1 Proposed Contract

All Grantees will be required to execute a Contract that will set forth the rights and responsibilities of the Corporation and the Grantee. No revisions will be considered.

11.2 Restrictions on Lobbying

Grantees are prohibited from using any funds received under this Grant and any accompanying matching funds to lobby or advocate any positions or proposed legislation to either the federal, state, or local executive or legislative branches during the term of the Contract. Grantees are responsible for ensuring compliance with these provisions and providing an accurate accounting upon request of the Corporation to affirm such compliance. Failure to adhere to these requirements shall result in the forfeiture of all Grant funds awarded under this Grant at the Corporation's sole discretion.

11.3 Identification and Association

Grantees may not identify themselves to any third party as a representative of Florida KidCare or the Corporation. Representatives of a Grantee shall be identified as representatives only of the Grantee that has received funds from the Corporation under this Grant.

Grantees must also agree to submit to the Corporation or its designee, for prior approval, any locally developed materials utilized or distributed as a result of activities funded through this Grant. Florida KidCare- and Corporation-branded names and logos are trademarked identifications. Failure to seek such prior approval may result in the forfeiture of any or all Grant funds awarded under this Grant at the Corporation's sole discretion.

11.4 Compliance with Marketing and Advertising Standards

Grantees shall comply with any marketing and advertising standards set forth by the Corporation. This includes, but is not limited to, the use of truthful and accurate information as well as proper, legal and ethical conduct in the course of any marketing, outreach or other activities conducted by Grantees under this arrangement. Failure to adhere to these standards shall result in the forfeiture of all Grant funds awarded under this Grant at the Corporation's sole discretion.

11.5 Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 prohibits employers from knowingly hiring illegal workers. Grantees must employ only individuals who may legally work in the United States – either U.S. Citizens or foreign citizens who are authorized to work in the United States. Respondents/Grantees should use the U.S. Department of Homeland Security’s E-Verify Employment Eligibility System to verify the employment status of:

- All persons employed by Grantee to perform employment duties within Florida; and
- All persons (including subcontractors) assigned by a Grantee to perform work pursuant to a Contract.

11.6 Subcontracting

Grantees are prohibited from subcontracting with other persons or entities without the prior written approval of the Corporation.

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Attachment I: CGP Submission Checklist

This form should be printed, completed, and included as the first page of your proposal submission. Check each applicable statement:

I certify that all elements of this proposal are completed as requested and have been organized and tabbed accordingly as defined in Section 8.2 Content of Proposals, Tab 1 – Tab 4:

- a. Cover Page (Tab 1)
- b. Organizational Background (Tab 1)
- c. Service Counties (Tab 1)
- d. Proposal Description (Tab 2)
- e. Tentative Outline of Events with Schedule (Tab 2)
- f. Partner List & Agreements to Participate (Tab 3)
- g. Affirmation Statement (Tab 4)
- h. Submission Checklist (Tab 4)

I have included a copy of my organization's Commercial General Liability insurance certificate.

I have included a copy of my organization's tax-exempt certificate and/or the state or local law my organization is created under, as applicable.

By my signature, I certify that the checked statements above are included in _____ (Organization's Name) proposal submission.

I also attest the statements contained in this proposal are true and complete to the best of my knowledge.

Date: _____

Signed By: _____
(Signature Above)

Print Name: _____

Title: _____

Attachment II: Sample Affirmation Statement

Affirmation that Respondent agrees to adhere to all terms and conditions proposed under this CGP. This attestation must be signed by an executive officer or authorized agent of the Respondent's organization and submitted on the organization's letterhead.

(Insert Organization Name)
(Insert Organization Address)
(Insert Organization Phone)
(Insert Organization Email)

(Insert Date)

Florida Healthy Kids Corporation
Attn: BTS Mini Grant Issuing Manager
1203 Governors Square Blvd., Suite 400
Tallahassee, Florida 32301

Dear Issuing Manager:

I (Name), Executive Officer or Authorized Agent (Title) for ORGANIZATION NAME, hereby attest that ORGANIZATION NAME agrees to abide by all of the terms and conditions included in the Back to School Mini-Grant Application issued by the Florida Healthy Kids Corporation on June 8, 2021.

This attestation includes agreement to the following terms and conditions as stated in the Call for Grant Proposal:

- A. Restrictions on Lobbying
- B. Identification and Association
- C. Immigration Reform and Control Act of 1986
- D. Mandatory Conference Calls
- E. Reporting

I understand that should ORGANIZATION NAME be awarded a Grant under this process that failure of ORGANIZATION to adhere to these terms and conditions may result in forfeiture of the Grant or the withholding of funds at the Florida Healthy Kids Corporation's sole discretion.

Sincerely,

(Name)
(Title)

Attachment III: List of Anticipated School / Community Events

| BTS Event Name and Date | Location of Event City and County | # of Anticipated Participants |
|--------------------------------|--|--------------------------------------|
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