

**AMENDMENT NUMBER ONE TO THE AGREEMENT
FOR NON-PROFIT AGENCY SERVICES**

THIS IS AMENDMENT NUMBER ONE to the Agreement, entered into and executed on October 25, 2016, hereinafter referred to as “Agreement,” between the County of Manatee, hereinafter referred to as “County,” and Manatee Community Action Agency, hereinafter referred to as “Agency”.

WHEREAS, County funds are utilized to provide curriculum-based instruction for development of school readiness skills, serving families at 200% of the federal poverty line or below, who have children ages 8 to 36 months, and;

WHEREAS, the funding Agreement defines the target population to be served as living in Manatee County zip codes: 34211, 34208, and 34203; and

WHEREAS, the agency has identified the need and demand for services does not align with a limited service area; and

WHEREAS, Agency requested the Agreement be amended effective October 1, 2016 to align the service area to the need and demand throughout Manatee County; and

WHEREAS, Article 11 of the Agreement provides that the Agreement may be amended only by written agreement executed by the governing bodies of both parties, and;

WHEREAS, the County finds that such Amendment would be in the best interest of the citizens of Manatee County.

NOW THEREFORE, in consideration of mutual promises made herein, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

Attachment A, Program Description, in its entirety, shall be amended and replaced with Exhibit 1 of the Amendment to align the target population eligibility criteria with the need and demand and to expand the service area to all zip codes within Manatee County; and

This Amendment shall be considered to be effective October 1, 2016.

All other provisions of the Agreement are unaffected by this Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have signed this Amendment to Agreement as of the day and year first above written.

WITNESSES:

Sign Name: Meredith Gromko
Print Name: MEREDITH GROMKO
Sign Name: Carla Hunt
Print Name: CARA HUNT

AGENCY

By: Barbara J Patten
Print Name: Barbara J Patten
Title: Pres. / CEO
Phone Number: 941-827-2887 x7901

MANATEE COUNTY, FLORIDA

By: Board of County Commissioners

By: [Signature]
County Administrator

Date of Execution: 9/26/17

(Exhibit 1)

**ATTACHMENT A
PROGRAM DESCRIPTION**

**MANATEE COMMUNITY ACTION AGENCY
TEACHING OUR TODDLERS**

1. PROGRAM DESCRIPTION:
 - a. Agency shall provide one on one home based education, to instruct parents how to teach their toddlers, curriculum based pre-academic school readiness skills, hereinafter "Program".
2. TARGET POPULATION:
 - a. This program shall serve families at 200% of the current federal poverty line or below, living in Manatee County, who have children ages 8 to 36 months and enroll them in the program between 8 and 24 months of age, with a minimum enrollment opportunity of one year, hereinafter, "Client".
 - b. Agency will serve 105 unduplicated clients during the course of this agreement.
 - i. An unduplicated client is one which is only counted 1 time during the period of this agreement regardless of the number of services they receive.
3. LOCATION/HOURS OF SERVICE:
 - a. Services will be provided at the following location(s):
 - i. Clients' home
 - ii. 302 Manatee Ave. W, Suite 322, Bradenton, FL and local parks (parent meetings only)
 - iii. Palmetto Early Head Start 1315 2nd Ave W Palmetto, FL
 - iv. Pine Village Early Head Start 1102 56th Dr E Bradenton, FL
 - v. South County Early Head Start 404 60th Ave Dr E Bradenton, FL
 - vi. 26th Street Early Head Start 923 26th St W Bradenton, FL
 - vii. Morton Clark Early Head Start 1707 15th St E Bradenton, FL
 - b. The Program will be provided at the following time(s):
 - i. Monday –Friday, 8:00 am to 5:00 pm
 - ii. Based on circumstance, evening and Saturday appointments may occur.
 - c. Other locations and times may be requested by the agency in writing. Changes are not approved until the County Representative has approved them in writing.
4. SERVICES:
 - a. Program shall provide:
 - i. Conducted one time every two weeks, in-home parent education and training sessions occur for a minimum of 45-minutes per visit.
 - ii. *Teaching Our Toddlers* curriculum based activities that build pre-academic school readiness skills which address: physical development, approaches to learning, social and emotional development, cognitive development, general knowledge and language communication.
 - iii. Group parent instruction and/or events
5. PROGRAM QUALIFICATIONS
 - a. Staff Training:
 - i. Director of Early Childhood Services provides every other month training to Home Educators from the TOTs Curriculum.
6. OUTCOME MEASUREMENTS:
 - a. Agency will monitor and measure the following outcomes and report them quarterly.
 - i. 95% of parents demonstrate an improved home environment as measured by the composite average score on the Home Inventory Assessment, six months after the baseline assessment is conducted.

ii. 93% of children will be developmentally on target and demonstrate age-appropriate school readiness skills as indicated by the child's score on target for age on the Ages and Stages questionnaire, which will be administered at 12, 18, 24 or 30 months.

7. UNIT OF SERVICE: A unit of service shall be defined as enrollment of one unduplicated family enrolled in the program.

September 26, 2017 - Regular Meeting
Agenda Item #19

Approved in Open Session 9/26/17,
Manatee County
Board of County Commissioners

Subject

Amendment One to FY 2016/17 Agreement for Non-Profit Agency Services with Manatee Community Action Agency for the Teaching Our Toddlers' Program

Briefings

None

Contact and/or Presenter Information

Cheri Coryea, Director of Neighborhood Services, ext. 3468

Allen Donahue, Human Services Program Manager, ext. 3467

Action Requested

Authorization for County Administrator to execute Amendment Number One to the FY 2016/17 Services Agreements between Manatee County and Manatee Community Action Agency for the Teaching Our Toddlers' program.

Enabling/Regulating Authority

Manatee County Code 2-2-251 through 2-2-259

Resolution R-90-169

Ordinances 91-42, 94-28, 97-30, 99-30

Background Discussion

On October 25, 2016, the Manatee County Board of County Commissioners executed the FY 2016/17 funding agreement between Manatee County and Manatee Community Action Agency for the Teaching Our Toddlers program. This program provides curriculum-based instruction for development of school readiness skills, serving families at 200% of the federal poverty line or below, who have children ages 8 to 36 months.

An amendment to the agreement is needed at this time to align the target population eligibility criteria with the need and demand, expanding the service area to all zip codes within Manatee County. The original funding agreement restricted the service population to a three zip code area: 34203, 34208, and 34221 based on the funding application submitted by the agency in February 2016. After the agreement was executed, the agency began to receive a demand for services from families beyond the three zip code area,

accumulating a large waiting list of families needing the program services. The service area limitations in the agreement do not allow the agency to meet the need and demand for school readiness services throughout our community. Without this amendment, Manatee Community Action Agency would be forced to disqualify and refuse services for families that would otherwise qualify by poverty level and age.

This amendment does not change the overall funding amount of the original agreement and does not require a need to fund additional budget amounts to serve this population.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

Provide one fully executed amendment to Neighborhood Services, to the attention of Allen Donahue.

Distributed 9/28/17, RT

Cost and Funds Source Account Number and Name

Children's Services Dedicated Millage 104.0015002

Amount and Frequency of Recurring Costs

\$91,955

Attachment: [MCAA AMENDMENT ONE TO AGREEMENT.pdf](#)