

# FY 2014/15 GENERAL REVENUE/SPECIAL PROJECTS CONTRACT SUBMISSION INSTRUCTIONS

*Please carefully read the entire handout before completing the Agreement.* For your convenience, this packet includes the following resources:

1. Three (3) copies of the Agreement (Please sign and return all 3 copies.)
2. A copy of the Agreement attachments
3. Your agency's Florida Department of State, Division of Corporations filing record (The **agency's legal name** as registered with the Department of State is the only name that can be listed on the Agreement, including the attachments to the Agreement.)
4. **A copy of the Provider Self-Monitoring Checklist, which must be submitted with the contract**

*Please submit three (3) copies of the complete Agreement to our office by 5:00 p.m., on Wednesday, October 15, 2014,* at the mailing address listed below. Please note that the submission due date is mandatory unless you receive an extension by this office based on extraordinary circumstances. **To expedite the approval process you can submit the contract materials earlier than the due date.**

Mailing Address for City of Tallahassee	Physical Address for City of Tallahassee
Pat Holliday, Human Services Division Economic & Community Development Department 300 South Adams Street, B-27 City Hall Tallahassee, Florida 32301-1731	435 North Macomb Street Renaissance Building (located in Frenchtown) Third floor

Before submitting the Agreement packets to our office, please carefully edit all three (3) copies for accuracy, and **make certain the Agreement is numbered sequentially**, starting on page one (1), which would be the first page of the Agreement. **The submission of an incomplete agreement will result in a delay in the execution of the contract.**

Please note that a complete General Revenue/Special Projects Contract includes the following sections:

1. The General Revenue or Change For Change Agreement, **with original signatures, including two (2) witnesses to the signatory**
2. Attachment A: Statement of Work
3. Attachment B: Collaboration Plan
4. Attachment D: Method and Amount of Compensation
5. Attachment D1: Vendor Information/W-9 Forms

**Also, please submit the following organizational documents with the contract:**

1. The 501(c) (3) status letter from the United States Department of Treasury.
2. Proof of registration with the Florida Department of Agriculture and Consumer Services
3. The sales tax exemption registration letter from the Florida Department of Revenue, pursuant to Section 212.08
4. The Nondiscrimination and Equal Opportunity Policy
5. The Fiscal Management Policies/procedures (The policy must include the following stipulations: The agency has a Check Signing Policy that requires two or more signatures based on certain fiscal thresholds approved by the board of directors. Furthermore, the policy specifies that no agency staff, including the executive director, can sign a check written to him or her or written for cash. The policy must include specification and internal safeguards (board oversight) regarding making withdrawals from the agency's accounts.) Please attach a copy of this policy signed by the Board President or Board Treasurer.
6. The current IRS Form 990
7. The most recent audit, if applicable
8. The Records Retention Policy
9. The Conflict of Interest Policy
10. Proof of liability coverage (**adding the City as an additional insured**)