



**Interoffice Memorandum**

December 20, 2019

**AGENDA ITEM**

TO: Mayor Jerry L. Demings  
-AND-  
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell*  
Community and Family Services Department

FROM: Lavon B. Williams, Esq., AICP, Manager  
Community Action Division

CONTACT: **Atalie Ashley West, Family Services Administrator**  
**Community Action Division**  
**(407) 836-7489**

SUBJECT: **Consent Agenda Item – January 14, 2020**  
The University of Central Florida Board of Trustees

The mission of the Marriage and Family Research Institute at the University of Central Florida is to support and strengthen relationships for individuals, couples, and families. The Marriage and Family Research Institute has several high yielding research projects designed to support children and families, and one such grant program is Project Harmony funded by the U.S. Department of Health and Human Service's Administration for Children and Families.

The objectives of Project Harmony are: (1) provide relationship education to low-income individuals (single or in a relationship) and couples; (2) increase marital relationship satisfaction; (3) increase parental involvement through a co-parenting alliance; (4) increase the number of couples in a healthy marriage or committed relationship; (5) increase conflict resolution skills; (6) increase communication skills; and (7) improve access to community social-services, including mental health and career oriented services. Project Harmony will operate workshops at the Holden Heights Community Center.

**ACTION REQUESTED:** Approval and execution of License Agreement between Orange County, Florida and The University of Central Florida Board of Trustees related to State of Florida University Community Center Utilization for the Provision of Services Benefitting the Public License Agreement No. 20181001 for Holden Heights Community Center and authorization for the Director of the Community and Family Services Department to execute any permitted renewals of the license agreement so long as those renewals do not substantively change or alter the terms and conditions of the license agreement.

LBW/aaw:jam

Attachment

c: Randy Singh, Deputy County Administrator  
Cristina Berrios, County Attorney's Office

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**LICENSE AGREEMENT**

*between*

**ORANGE COUNTY, FLORIDA**

*and*

**THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES**

*related to*

**STATE OF FLORIDA UNIVERSITY COMMUNITY CENTER UTILIZATION  
FOR THE PROVISION OF SERVICES BENEFITTING THE PUBLIC**

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**THIS LICENSE AGREEMENT** (“License Agreement”) is made and entered into by and between **ORANGE COUNTY, FLORIDA** (the “County”), a political subdivision of the State of Florida located at 201 South Rosalind Avenue, Orlando, Florida 32801, on behalf of its Community Action Division, and **THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES** (“UCF”), a State of Florida academic institution with an office located at the UCF Office of Research & Commercialization, 12201 Research Parkway, Suite 501, Orlando, FL 32826. The County and UCF may herein be referred to individually as “party” or collectively as “parties”.

**RECITALS**

**WHEREAS**, the Board of County Commissioners (the “Board”) desires that the community centers owned and managed by the County be used in a manner that publicly benefits the County’s residents; and

**WHEREAS**, the Board has designated the Manager of the Community Action Division (“CAD Manager”) of the Family Services Department to be responsible for arranging, managing, and supervising the public use of the County’s community centers by the County’s residents; and

**WHEREAS**, the Board finds that County’s residents benefit from the use of the County’s community centers by certain community not-for-profit educational institutions using the community centers to provide services that publicly benefit the County’s residents and therefore wishes to enter into license agreements with those community not-for-profit educational institutions; and

**WHEREAS**, UCF is a community not-for-profit educational institution that wishes to use one of the County’s community centers and the CAD Manager, using the discretionary authority granted to him/her by the Board, has determined that UCF’s services provide a substantiated, public benefit to the County’s residents.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, the parties agree as follows:

**Section 1.**     **Recitals.** The above recitals are true and correct and form a material part of this License Agreement.

**Section 2.**     **Documents.**

A.     The documents that are incorporated by either reference or attachment and thereby form this License Agreement are:

1.     This License Agreement;
2.     **Exhibit A:** Community Center Information;
3.     **Exhibit B:** Scope of Work;
4.     **Exhibit C:** UCF Evaluation Form; and

**Section 3.**     **Grant of License.**

A.     The County warrants it has authorization to grant and hereby grants UCF a license to use the community center (the “Licensed Premises”) that is more specifically described as attached hereto in **Exhibit A**.

B.     The parties understand and agree that this License Agreement only grants a license to enter upon and use the Licensed Premises as contemplated herein and confers no other rights of occupancy and/or use of the Licensed Premises by UCF.

**Section 4.**     **UCF’s Obligations.** UCF shall:

A.     Use the Licensed Premises exclusively for the purpose(s), and at the times and dates listed, in the Scope of Work attached hereto as **Exhibit B**.

B.     Notify the County, in writing, should UCF desire to perform in any manner outside the Scope of Work that is attached to this License Agreement. The CAD Manager shall be authorized to issue written approval of such requested changes to the Scope of Work without the need to formally amend this License Agreement so long as:

1.     UCF’s requested changes are determined by the CAD Manager to be in line with the purpose and intent of this License Agreement; and
2.     The County’s Risk Management Division reviews and approves the revised Scope of Work without requiring a change in the insurance, liability, or indemnification language of this License Agreement.

C.     Both parties hereby agree that upon UCF’s receiving of the CAD Manager’s written approval of UCF’s requested changes to the Scope of Work, those requested changes shall be binding upon both parties as a fully enforceable modification of **Exhibit B** of this License Agreement.

D. UCF shall observe and comply with all applicable federal, state, and local rules, orders, laws, and regulations pertaining to the use of the Licensed Premises. Nothing in this License Agreement shall be construed to relieve UCF of its obligation to obtain federal, state, county, or other permits, as applicable.

E. **Vulnerable Persons.** If the services to be provided in the Scope of Work attached to this License Agreement as **Exhibit B** involve “vulnerable persons” as defined in Section 435.02(6), Florida Statutes, then UCF’s employees, including its officers, servants, or agents of UCF, that are contributing to the delivery of those services, or who will come into contact with such vulnerable persons in any way, must undergo a background screening that complies with Section 435.04 (Level 2 screening standards), Florida Statutes. Additionally, UCF agrees that it shall pass down this obligation to its subcontractors (if any).

1. This screening shall:
  - a. Be completed at no cost to the County;
  - b. Be completed prior to the employee beginning work pursuant to this License Agreement;
  - c. Be repeated at five (5) year intervals for the duration of this License Agreement and any amendment hereto;
  - d. Consist of an employment history check; and
  - e. Include fingerprinting that will be checked against the following databases: (1) Statewide Criminal and Juvenile Justice Records through the Florida Department of Law Enforcement (FDLE); (2) Federal Criminal Records through the Federal Bureau of Investigation (FBI); and (3) Local Criminal Records through local law enforcement agency(ies).
2. If applicable, UCF shall provide the Director of the County’s Family Services Department, or their designee, confirmation that the aforementioned screenings have been conducted and that the employee(s) providing services to the County are acceptable to use in UCF’s provision of services to, or engagement with, such vulnerable persons.
3. The County may request to review the actual screenings and determine whether a particular employee may be utilized by UCF in completing its obligations under this License Agreement.
4. Any failure by the County to request to review the actual screenings of any employee shall not relieve UCF of its liability and obligations under this License Agreement, nor shall it place any liability regarding the

determination as to the eligibility or acceptability of any of UCF's employees to provide services or to engage with any vulnerable person.

**Section 5. Term and Termination.**

A. The term of this License Agreement will begin on the date of last signature below and shall expire on September 29, 2020. This License Agreement may be renewed for up to three (3) additional one-year terms upon written mutual consent by both parties.

B. Through its execution of this License Agreement, the Board hereby delegates limited signature authority to the Director of the Family Services Division so that he or she may execute any permitted renewals hereof so long as those stated renewals do not change or alter the terms and conditions herein.

C. **Termination for Convenience.** Either party may terminate this License Agreement at any time and for any reason by providing at least thirty (30) days written notice to the other party.

D. **Termination for Cause.** The failure of UCF, its employees, or contractor(s) to comply with any covenant or condition of this License Agreement shall constitute a breach of the License Agreement.

1. If the breach of this License Agreement, as determined by the CAD Manager, is not material and can be readily cured, the County may, in its sole and absolute discretion, provide UCF with fourteen (14) days written notice and an opportunity to cure the breach within the timeframe provided therein. Should UCF fail to cure the breach within the timeframe provided, the County may immediately terminate this License Agreement and reserves the right to prohibit UCF from future use of any of its community centers.

2. If the breach of this License Agreement, as determined by the CAD Manager, is material and cannot be readily cured, the County may immediately terminate this License Agreement and reserves the right to prohibit UCF from future use of any of its community centers.

E. Nothing in this Agreement shall be construed to interfere with the County's absolute right to terminate this License Agreement without cause.

**Section 6. License Restrictions.**

A. All services provided by UCF while using the Licensed Premises must be open and available to the public and shall not require any member of the public to register with, or become a member of, UCF to fully participate in the services provided. Additionally, if UCF is a faith-based (or faith-affiliated) organization, proselytization and/or

disparagement of other religions and/or systems of belief are not permitted while UCF is utilizing the Licensed Premises.

B. Use of the common areas of the Licensed Premises, such as meeting and conference rooms, shall only be with the approval of the Program Administrator or the designee thereof.

C. Alcoholic beverages and smoking are not permitted anywhere on the Licensed Premises or the property on which the Licensed Premises are located. Persons violating these restrictions shall be asked to leave, shall be escorted off the Licensed Premises, and may be trespassed from the Licensed Premises for a period of at least six (6) months. Any instance where the policy against alcoholic beverages is violated with the consent or knowledge of UCF will be cause for termination of this License Agreement.

**Section 7. In-Kind Payment for License.** By executing this License Agreement, UCF hereby certifies that it is eligible to pay for this License Agreement by means of “in-kind” contribution because UCF: (1) is a registered not-for-profit educational institution of the State of Florida that is eligible to do business in the State of Florida; and (2) shall exclusively use the Licensed Premises in a manner that, as determined by the CAD Manager, provides a substantive benefit to the County and/or the general public.

**Section 8. Evaluation.** Unless otherwise stated in the Scope of Work, UCF shall submit monthly reports documenting the services it has provided on the Licensed Premises. These reports must be provided to the CAD Manager, or the designee thereof, on or before the 5<sup>th</sup> business day of the month that follows each month and must conform to the format provided for in **Exhibit C** which is attached hereto.

**Section 9. Indemnity.** Each party agrees to defend, indemnify, and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including attorneys’ fees) arising from the indemnifying party’s own negligent acts or omissions, or those negligent acts or omissions of the indemnifying party’s officials and employees acting within the scope of their employment. Each party’s indemnification is expressly limited to the amounts set forth in Section 768.28, Florida Statutes as amended by the Florida Legislature. Nothing contained in this provision shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes, by either party. The foregoing shall not constitute an agreement by either party to assume any liability of any kind for the acts, omissions, or negligence of the other party, its officers, officials, employees, agents, or contractors. UCF warrants and represents that it is self-funded for liability insurance, both public and property, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by UCF.

**Section 10. Liability.**

Neither party shall be liable to the other party for any special, consequential, incidental, punitive, or indirect damages arising from, or relating to, this License Agreement and/or

any breach by the County hereof, regardless of any notice of the possibility of such damages.

**Section 11. Protection of Persons and Property.**

A. UCF shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this License Agreement. UCF shall take all reasonable precautions for the safety and protection of:

1. All employees and all persons whom UCF suffers to be on the Licensed Premises and other persons who may be affected thereby; and
2. All property, materials, and equipment on the Licensed Premises under the care, custody, or control of UCF; and
3. Other property at or surrounding the Licensed Premises including trees, shrubs, lawn, walk, pavement, and roadways.

B. UCF agrees that the County does not guarantee the security of any equipment or personal property brought onto County property by UCF, its agents, officers, servants, or employees and further agrees that the County shall in no way be liable for damage, destruction, theft, or loss of any equipment and appurtenances regardless of the reason for such damage, destruction, theft, or loss.

C. UCF shall comply with, and shall ensure that its contractors comply with, all applicable safety laws or ordinances, rules, regulations, standards, and lawful orders from authority bearing on the safety of persons or property for their protection from damage, injury or loss. This includes, but is not limited to, the following:

1. Occupational Safety & Health Act (OSHA) National
2. Institute for Occupational Safety & Health
3. (NIOSH) National Fire Protection Association (NFPA)

D. UCF must also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the following address: <http://www.orangecountyfl.net/Vendorservices/OrangecountySafetyandhealthManual.asp>

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E. UCF shall be held responsible for any and all damage resulting from, or in any way related to, its use of the Licensed Premises. Consequently, to mitigate its liability as stated herein, UCF hereby agrees to assist in efforts to repair and/or mitigate the impact of any damage caused by UCF to the Licensed Premises as may be requested by the County.

F. In any emergency affecting the safety of persons or property, UCF will act with reasonable care and discretion to prevent any threatened damage, injury, or loss.

G. UCF agrees to ensure confidentiality of client information related to any client of UCF or the County related to this Agreement and to limit access to the Licensed Premises to duly authorized staff or clients receiving specified services. UCF shall maintain space in appropriate condition as to customary wear and cleanliness and return furnishings and equipment to its original order upon vacating Licensed Premises after each use.

H. UCF will comply with, and shall ensure that its contractors comply with, all applicable safety laws, ordinances, rules, regulations, standards, and lawful orders from authority bearing on the safety of persons or property for their protection from damage, injury, or loss.

I. In any emergency affecting the safety of persons or property, UCF will act with reasonable care and discretion to prevent any threatened damage, injury, or loss.

**Section 12. Insurance.**

A. UCF agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this License Agreement the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by UCF, are not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by UCF under this License Agreement.

B. UCF shall require and ensure that each of its sub-contractors/consultants providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits necessary to protect the interests of UCF and the County.

C. UCF participates in the State of Florida's State Risk Management Trust Fund for General Liability and Workers Compensation Coverage with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by UCF. Under this program, UCF maintains General Liability coverage of \$200,000 each person and \$300,000 each occurrence, statutory Workers' Compensation and Employers' Liability insurance of \$200,000 each person and \$300,000 each occurrence and Fleet Automobile Liability coverage of \$200,000 per person, \$300,000 per occurrence and \$10,000 personal injury per occurrence.

D. Any request for an exception to these insurance requirements must be submitted in writing to the County for the approval of the County's Risk Management Division.

E. UCF's insurance certificates can be viewed at <http://ehs.ucf.edu/Insurance>

**Section 13. Equal Opportunity and Nondiscrimination.**



A. The County's policies of equal opportunity and nondiscrimination are intended to assure equal opportunities to every person, regardless of race, religion, sex, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided and enforced by section 17-314 of the Orange County Code and the County's relevant Administrative Regulations. It is also the county policy that person(s) doing business with the County shall recognize and comply with this policy and that the County shall not extend public funds or resources in a manner as would encourage, perpetuate or foster discrimination. As such:

1. UCF shall adopt and maintain, or provide evidence to the County that UCF has adopted and maintains, a policy of nondiscrimination as defined by Section 17-288, Orange County Code, throughout the term of this License Agreement. UCF's nondiscrimination policies can be found at: <https://letsbeclear.ucf.edu/title-ix-at-ucf/ucf-policies-and-regulations/>
2. UCF agrees that, on written request and during normal operating hours, UCF shall permit reasonable access to all business records or employment, employment advertisement, application forms, and other pertinent data and records, by the county, for the purpose of investigating to ascertain compliance with the nondiscrimination provisions of this License Agreement; provided, that UCF shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this License Agreement.
3. UCF agrees that, if any obligations of this License Agreement are to be performed by subcontractor(s), the provisions of subparagraphs "1" and "2" of this Section shall be incorporated into and become a part of the subcontract.

**Section 14. Notices.** Notices to either party provided for herein shall be sufficient if sent by certified or registered mail, return receipt requested, postage prepaid, addressed to the following addressees or to such other addressees as the parties may designate to each other in writing from time to time:

**To the County:** Orange County Administrator  
Orange County Administration Building  
201 S. Rosalind Avenue, 5th Floor  
Orlando, Florida 32801

**AND**

Community Action Division Manager  
Orange County Family Services Department  
Community Action Division

2100 East Michigan Street  
Orlando, Florida 32806

**To UCF:** UCF Office of Research & Commercialization  
Contracts and Grants  
12201 Research Parkway, Suite 501  
Orlando, FL 32826  
Attn: Arlisia Potter  
[osp@ucf.edu](mailto:osp@ucf.edu)

**Section 15. General Provisions.**

A. **Non-Use of Names.** Neither party may use each other's name or trademarks in any promotion, statement, advertisement, press release or communications to the general public or any third party without each other's express written consent. Any proposed public statement, advertisement, press release or communications by either party shall be submitted to the other party for its review and written approval at least thirty (30) days prior to the planned dissemination or publication, unless otherwise required. However, nothing shall prohibit either party from complying with Florida Statute 1004.22(2) regarding sponsored research activities.

B. **No Waiver of Sovereign Immunity.** Nothing contained herein shall constitute, or be in any way construed to be, a waiver of the parties' sovereign immunity or the protections and provisions of Section 768.28, Florida Statutes.

C. **Assignments and Successors.** Each party binds itself and its partners, successors, executors, administrators, and assigns to the other party of this License Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this License Agreement. Neither party shall assign, sublet, convey, or transfer its interest in this License Agreement without the written consent of the other, which consent shall be in the sole determination of the party with the right to consent.

D. **Waiver.** No delay or failure on the part of any party hereto to exercise any right or remedy accruing to such party upon the occurrence of an event of violation shall affect any such right or remedy, be held to be an abandonment thereof, or preclude such party from the exercise thereof at any time during the continuance of any event of violation. No waiver of a single event of violation shall be deemed to be a waiver of any subsequent event of violation.

E. **Remedies.** No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such 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 rights, power, or remedy hereunder shall preclude any other or further exercise thereof.

F. **Governing Law.** This License Agreement, and any and all actions directly or indirectly associated herewith, shall be governed by and construed in accordance with the internal laws of the State of Florida, without reference to any conflicts of law provisions.

G. **Venue.** For any legal proceeding arising out of or relating to this License Agreement, each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against, the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions shall be in the Orlando Division of the U.S. Middle District of Florida.

H. **Jury Waiver.** Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this License Agreement.

I. **Attorneys' Fees and Costs.** With the exception of the indemnification terms of this License Agreement, the parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this License Agreement and any litigation that arises either directly, or indirectly, herefrom.

J. **No Third Party Beneficiaries.** Nothing in this License Agreement, express or implied, is intended to, or shall confer, upon any person, other than the parties and their respective successors and permitted assigns, any legal or equitable right, benefit or remedy of any nature under or by reason of this License Agreement.

K. **No Representations.** Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this License Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this License Agreement.

L. **Headings.** The headings or captions of articles, sections, or subsections used in this License Agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this License Agreement.

M. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation, or termination of this License Agreement, including, by way of example only, the indemnification and public records provisions, shall survive the expiration, cancellation, or termination of this License Agreement.

N. **Authority of Signatory.** Each signatory below represents and certifies that he or she has full power and is duly authorized by their respective party to enter into and perform this License Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this License Agreement as stated.

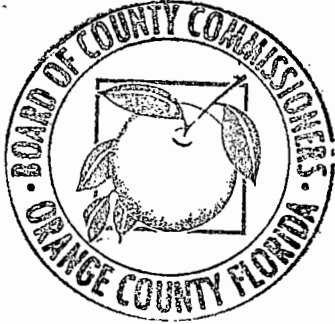
O. **Severability.** If any provision of this License Agreement is held by a court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

P. **Written Modification.** Other than the exception regarding the Scope of Work as stated in Section 4(B) above, no modification of this License Agreement shall be binding upon any party to this License Agreement unless reduced to writing and signed by a duly authorized representative of each party to this License Agreement.

Q. **Entire License Agreement.** This License Agreement, and any documents incorporated herein, sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This License Agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this License Agreement.

**[ SIGNATURES ON THE FOLLOWING PAGE ]**

IN WITNESS WHEREOF, the parties hereto have signed and executed this License Agreement on the dates indicated below.



ORANGE County, FLORIDA  
By: Board of County Commissioners

By: *Jerry L. Demings*  
Jerry L. Demings  
Orange County Mayor

Date: 1/14/2020

ATTEST: Phil Diamond, CPA, Comptroller  
As Clerk of the Board of County Commissioners

By: *Katie Smith*  
Deputy Clerk

Date: JAN 14 2020

THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES

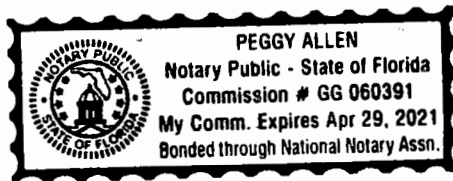
By: *Jane Gentilini*  
Printed Name: Jane Gentilini

Date: 12/3/2019  
Official Title: Director, Sponsored Programs

STATE OF Florida \_\_\_\_\_ )  
COUNTY OF Orange \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this 3<sup>rd</sup> day of December, 2019, by Jane Gentilini, who is personally known to me or produced \_\_\_\_\_ as a form of valid identification.

(Seal)



*Peggy Allen*  
Signature Notary Public

**EXHIBIT A**

**Holden Heights Community Center  
1201 20<sup>th</sup> Street  
Orlando, FL 32805-4632**

**Workshop 1**

**Room:** Multipurpose A, B, C and Classroom

**Day(s):** Intake: 1/27 and 2/3

Relationship Education Workshops: 2/10, 2/17, 2/24, 3/2

Career Enhancement and Money Management Workshop: 3/9

**Frequency:** 6-week session, weekly

**Hours:** 6pm-9pm

**Workshop 2**

**Room:** Multipurpose A, B, C and Classroom

**Day(s):** Intake: 4/6 and 4/13

Relationship Education Workshops: 4/20, 4/27, 5/4, 5/11

Career Enhancement and Money Management Workshop: 5/18

**Frequency:** 6-week session, weekly

**Hours:** 6pm-9pm

## **EXHIBIT B**

### **Summary:**

The mission of the Marriage and Family Research Institute at the University of Central Florida is to support and strengthen relationships for individuals, couples, and families. The Marriage and Family Research Institute has several high yielding research projects designed to support children and families, and one such grant program is Project Harmony funded by the U.S. Department of Health and Human Service's Administration for Children and Families.

The objectives of Project Harmony are: (1) provide relationship education to low-income individuals (single or in a relationship) and couples; (2) increase marital relationship satisfaction; (3) increase parental involvement through a co-parenting alliance; (4) increase the number of couples in a healthy marriage or committed relationship; (5) increase conflict resolution skills; (6) increase communication skills; and (7) improve access to community social services, including mental health and career oriented services.

### **Scope of Work:**

- A.** Project Harmony is delivered as weekly workshops through several sites around Central Florida and as an incentive, the grant provides funding for childcare and lunch/dinner during the sessions, and up to \$160 in gift cards.
  - a. Childcare will be provided by UCF Project Harmony staff during workshop sessions.
  - b. Childcare will be provided up to 30 minutes before sessions start and 30 minutes after they end
  - c. Childcare will only be provided for youth aged 5-12 with a participating parent/guardian
  - d. For every 5 children, 1 caregiver will be assigned
  - e. In order to participate, parents must complete a Childcare Services Registration form. This form will be shared with the participating center
- B.** The UCF will provide data to the County weekly to demonstrate that provision of county space at no cost is justified.
  - a. Data only includes participation rates and non-identifiable outcomes achieved
- C.** Based on Holden Heights Community Center availability, services may be coordinated Monday-Saturday 6pm-9pm, or Saturdays from 10am-1pm or 2pm-5pm
- D.** Project Harmony will enroll 30-80 participants per class

### **Monthly National Performance Indicator reports should include data on:**

#### **A. Outcome measures:**

- a. FNPI 2e: The number of parents/caregivers who improved their home environments.

- b. FNPI 5c: The number of individuals who demonstrated improved mental and behavioral health and well-being.
- c. FNPI 5d: The number of individuals who improved skills related to the adult role of parents/ caregivers.
- d. FNPI 5e: The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.

**B. Process Measures**

- a. SRV 1f: Job readiness training
- b. SRV 1g: Career counseling workshop
- c. SRV 1h: Career coaching
- d. SRV 5p: Wellness classes (stress reduction, mindfulness, etc.)
- e. SRV 5kk: Family mentoring sessions
- f. SRV 5ll: Life skills coaching sessions



**EXHIBIT C**

**UCF EVALUATION FORM**

**Name of Reporting Individual:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Reporting Period:** \_\_\_\_\_ **to** \_\_\_\_\_

Number of individual clients	Of those, number of new clients	Total number of visits (all clients, new and existing)

National Performance Indicator (NPI)	NPI Description	Number of clients achieving NPI
FNPI 2e	Number of parents/caregivers who improved their home environments	
FNPI 5c	Number of individuals who demonstrated improved mental and behavioral health and well-being	
FNPI 5d	Number of individuals who improved skills related to the adult role of parents/ caregivers	
FNPI 5e	Number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children	
SRV 1f	Number of clients who attended job readiness training session	
SRV 1g	Number of clients who attended career counseling workshop	
SRV 1h	Number of clients who received career coaching	
SRV 5p	Number of clients who attended wellness class	
SRV 5kk	Number of clients who attended family mentoring sessions	
SRV 5ll:	Number of clients who attended life skills coaching sessions	

**Supporting documentation for outcome completion included with the report:**    Yes \_\_\_    No \_\_\_

**Reporting Individual's Signature:** \_\_\_\_\_

**Reviewing County Staff Signature:** \_\_\_\_\_



**ORANGE COUNTY COMMUNITY ACTION DIVISION**  
**Facility Use Application**  
**Memorandum of Understanding (MOU)**  
**Partners Requesting Space to Conduct Services**

**I. Community Center**

East Orange  Hal Marston  Holden Heights  John Bridges  Maxey  Pine Hills  Taft  South Wood Head Start

**II. Organization Information**

Name of Organization: UCF Marriage and Family Research Institute, Project Harmony

Mailing Address: 12649 Triangulum Ct, Building 402, Orlando Florida 32816

Phone #: (407) 823-1748 Fax #: (407) 823-1749

Contact Person: Bridgette L. Toussaint Phone #: (407) 823-4219

Email Address: Bridgette.Toussaint@ucf.edu

1. What type of space do you need to conduct your meetings/activities:  Conference Room  
 Large Activities Room  Office Space  Other? If other, please specify: \_\_\_\_\_

2. What day(s) will the meetings/activities be conducted?  Mon.  Tues.  Wed.  Thurs.  Fri.  
 Sat; **How often?**  Weekly  Monthly  Quarterly  Bi-Weekly  Every Other Month  
 Other. If other, please specify:

3. What are the hours will the services be conducted? **(Including setup and cleanup)**

Based on availability, services can be conducted any day Monday – Friday 6:00pm – 9:00pm and Saturdays during one of the following time slots: 10am – 1 pm, 2pm – 5pm, and 6pm – 9pm. Setup and cleanup is on average 5 hours.

Approximately, how many people will be attending the services? 50 – 80

4. Who will sign the Memorandum of Understanding Arlisia Potter

5. Title: Assistant Director, Contracts & Grants Email : Apotter@ucf.edu

6. Which Community Action's National Performance Indicator(s) (NPI) Outcomes best describes your services? (e.g. 1.1A; 1.2B; 2.2E, etc.) **See attached.**

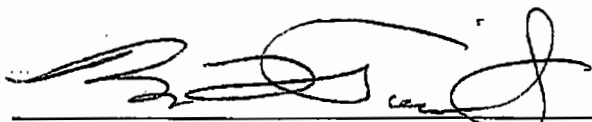
1.3D Complete/Maintain Budget (90 days), 2.1i Education/Training Opportunities,  
4.1 Partnerships, 6.5E Service Counts – Info. & Referrals

7. What is the objective of your organization? (Example Only: The objective of the Southwest Home Owner's Association is to improve or maintain the neighborhood quality of life for its residents).

The mission of the Marriage and Family Research Institute is to support and strengthen relationships for individuals, couples and families. The objective of Project Harmony is to (1) provide relationship education to low-income individuals (single or in a relationship) and couples, (2) increase marital and relationship satisfaction, (3) increase parental involvement through a co-parenting alliance, (4) increase number of couples in healthy marriages or committed relationships, (5) increase conflict resolution skills, (6) increase communication skills, and (7) improve access to community social services (including mental health and career related services).

8. Will this organization provide the following types of insurance coverage with limits and on forms: Worker's Compensation, Commercial General Liability, and Professional Liability? (If providing professional services, i.e., medical, counseling, etc.) Yes \_\_\_ No \_\_\_ If No, Why not? \_\_\_\_\_

9. The initial term of this Memorandum shall be for one (1) year commencing from the date of full execution of this Memorandum with two (2) additional one (1) year automatic renewals. The maximum term of this Agreement shall be for no more than three consecutive (3) years from the date of full execution of this Memorandum.

  
\_\_\_\_\_  
Signature of Person Completing the Application

7/10/18  
Date