



ChildNet, Inc.

**Request for Proposals
RFP #CN2024-02**

**To Provide
Independent Living Services for Young Adults
in
Palm Beach County**

RFP Official Posting: <https://www.childnet.us/request-proposals>

Date: Tuesday, October 1, 2024, at 12:00 PM

RFP Response Due Date: Tuesday, November 12, 2024 at 3:00 PM

**Contact Person:
Denesee Rankine-Palmer
Procurement Manager
ChildNet, Inc.
4100 Okeechobee Road,
West Palm Beach, FL 33409
(954) 837-3951**

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Request for Proposals Independent Living Services for Young Adults

I. INSTRUCTIONS TO RESPONDENTS

A. STATEMENT OF PURPOSE

ChildNet, Inc. has been chosen by the Florida Department of Children and Families (DCF) to serve as the Community Based Care (CBC) lead agency in both Broward and Palm Beach Counties. As such, it is the single private non-profit entity responsible for administration of the local child welfare systems in each county. It fulfills this responsibility by managing comprehensive networks of child welfare services providers. The agency's mission is to protect abused, abandoned and neglected children in the communities it serves. Fulfillment of this mission requires input and support from community stakeholders and services providers.

B. STATEMENT OF NEED

ChildNet is soliciting proposals from organizations that have the ability to provide Independent Living Services to young adults ages 18-23 who were formerly in foster care and under the jurisdiction of Circuit 15, (regardless of the location of their current address) and are eligible for Independent Living Services in accordance with Section 409.1451, Florida Statutes. Respondents will administer a system of independent living transition services to young adults who are eligible for the Post-Secondary Educational Support Services (PESS) Program, Aftercare Services, and/or young adult interested in re-entering the Extended Foster Care (EFC) and/or PESS Program(s). Independent living services provide a continuum of tangible and intangible skills and knowledge that the young adult must have to be successful. The emphasis of this program is on providing resources, training, guidance, support, and ongoing assessments to assist young adults with developing the necessary skills to be self-sufficient.

- Aftercare Support Services. Services intended to assist young adults formerly in foster care in their efforts in developing the skills and abilities necessary for independent living. These services specifically include mentoring and tutoring, mental health services and substance abuse counseling, life skills classes, including credit management and preventive health activities, parenting classes, job and career skills training, counselor consultations, financial literacy skills training, and temporary financial assistance. Temporary financial assistance to prevent homelessness should be considered emergency assistance and should be provided as expeditiously as possible.
- Extended Foster Care. An extended care program for young adults who wish to remain in or re-enter foster care as an adult and were placed by the court in licensed care, remained placed in licensed care on their 18th birthday, have not achieved permanency, and are under the age of 21, or 22 with a documented disability.
- Post-Secondary Education Services and Support. An educational based stipend available to eligible young adults who have reached 18 years of age but are not yet 23, have received

their high school diploma or equivalent and are enrolled full time (9 credit hours) in a college, university, or vocational school.

- Independent Living System of Care Meetings: Coordinate and facilitate Independent Living System of Care meetings. Lead meetings and engage community partners to participate regularly to increase awareness surrounding the need for ongoing independent living community resources and support for young adults exiting the foster care system.
- Community Resource Navigation: Identify a single-point-of contact who will be recognized as the community resource navigator responsible for assisting EFC, PESS, and Aftercare young adults in maximizing utilization of available community resources to assist young adults in areas that includes, but is not limited to:
 - Medicaid/Sunshine Health
 - Medical and dental services
 - Food stamps/food banks
 - Public transportation
 - Birth to 22 participation
 - Homeless Continuum of Care (CoC)
 - Transportation
 - Housing
 - Community Partnerships with mental health providers
 - Education system
- Life Skills Coaching and Training: Provide a recurring curriculum for EFC, PESS, and aftercare young adults that is delivered in multiple formats (virtual, in-person, group or individual sessions) that includes, but is not limited to:
 - Money management
 - Grocery shopping and food storage
 - Cooking - meal prep, storage of leftovers
 - Cleaning - Laundry, home and bathroom cleaning
 - Storage of important documents (e.g., birth certificates, court documents, car documents, etc.)
 - Internet/online safety
 - Health – doctor, dentist, medication management
 - Keys to Independence
 - Self-Care
- Facilitate the creation of and management of an independent living systems strategic plan.

The purpose of this Request for Proposals (RFP) is to define ChildNet's minimum requirements, solicit proposals, gain adequate information by which ChildNet may evaluate the services offered by Respondents, and as a result, enter into a contract with the successful Respondent. **The deadline for submitting responses to this Request for Proposals is 5:00p.m., on Thursday, November 12, 2024.**

C. PROPOSAL PROCESS AND MINIMUM REQUIREMENTS

1. Proposals must be prepared in compliance with provisions of this RFP. Failure to comply with all provisions of this RFP may result in disqualification of the proposal.
2. All proposals must be in writing to be considered and received by email at Proposals@ChildNet.us by **3:00 p.m.**, local time on **Tuesday, November 12, 2024**. Any proposal received after the date and time stipulated will not be considered.
3. Before submitting the proposal, Respondents will have the opportunity to ask questions. All questions must be in writing and directed only to Denesee Rankine-Palmer, Procurement Manager at Denesee.Palmer@ChildNet.us between **October 9, 2024** and **October 10, 2024**. All questions and answers will be addressed via posting on the ChildNet website to be available to all Respondents. Questions and answers will be posted by 5:00pm on **October 15, 2024** at <https://www.childnet.us/request-proposals>. This is the only source of official information regarding this RFP.
4. Services which are not specifically requested in this RFP but are necessary to provide the functional capabilities proposed by the Respondent should be included in the proposal.
5. No allowance will be made after proposals are received for oversight, omission, error or mistake by Respondent.
6. All proposals and any accompanying documents become the property of ChildNet and will not be returned.
7. ChildNet will not be liable in any way for any costs incurred by Respondents in the preparation of their proposals in response to this RFP.
8. ChildNet reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
9. Receipt of proposal materials by ChildNet or submission of a proposal to ChildNet offers no rights against ChildNet nor obligates ChildNet in any manner.
10. ChildNet reserves the right to accept or reject any and all proposals, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if ChildNet determines that doing so will be in the best interests of ChildNet, the network and its clients. ChildNet may reject any response not submitted in the manner specified by the solicitation documents. Any such waiver shall not modify any remaining RFP requirements or excuse the Respondent from full compliance with the RFP specifications and other contract requirements if the Respondent is awarded the contract.

13. Proposal must be signed by an officer of the Respondent who is legally authorized to obligate the Respondent to a contract.

D. EVALUATION OF PROPOSALS AND NOTIFICATION OF AWARD

1. ChildNet avoids procuring unnecessary or duplicative items and where appropriate, an analysis is completed to determine the most economical approach.
2. ChildNet seeks to buy the best services at the most favorable, competitive prices and to give all qualified businesses, including those that are owned, by minorities, women, persons with a disability, and small business enterprises an opportunity to do business with ChildNet as a subcontractor. ChildNet, at its sole discretion, shall determine whether particular Respondents have the basic qualifications to conduct the desired service for ChildNet. In determining whether a Respondent possesses the basic qualifications to operate, ChildNet may consider the following:
 - a. Respondent's general reputation for performance and service;
 - b. Respondent's longevity of service (number of years) and previous experience in operation of requested services;
 - c. Respondent's financial condition;
 - d. Respondent's status as a formal Network Provider. (*Network Provider Application form and instructions are included as **Attachment #3** of this Request For Proposals*)
3. All proposals will be evaluated and scored according to a uniform set of criteria and by an evaluation team consisting of ChildNet staff. ChildNet reserves the right to also include other community personnel who ChildNet believes will add value to the rating process. ChildNet's rating committee may take up to 14 days to review all proposals received. The rating committee may then elect to conduct interviews with one or more of the Respondents at a date, time, and place to be announced. Recommendations are made based upon the scores from the rating team and consideration of all other relevant factors outlined in the procurement document. Recommendations for contract awards shall be made by Chief Financial Officer and presented to the CEO.
4. ChildNet reserves the right to accept or reject in part or in whole any or all proposals submitted.
5. Prior to contract award, ChildNet reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response. Clarifications or corrections shall not alter the Respondent's price contained in the cost proposal.
6. ChildNet reserves the right to negotiate further with the successful Respondent. The content of the RFP and the successful Respondent's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.

7. By submission of proposals pursuant to this RFP, Respondents acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
8. Contracts will be awarded to the responsible and responsive Respondent(s) whose proposal is determined by ChildNet's CEO to be the most advantageous to ChildNet and its clients, taking into consideration the price and other criteria set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between ChildNet and the Respondent.
9. **Final announcement of award(s) will be posted on ChildNet's website no later than 5:00 pm on January 8, 2025.** Notice of Awards is posted for a minimum of 72 hours. **It is ChildNet's intent to enter into a contract with an organization(s) on or after April 1, 2025.**
10. All Respondents have the right to protest the award. Parties wishing to protest a contract award shall file a notice of protest in writing to ChildNet's Procurement Manager within 72 hours after the award is posted on ChildNet's website. The formal written protest shall be filed within 10 calendar days after the date the notice of protest is filed.
11. When protesting a decision, the protesting party must post a bond equal to one percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor. If no contract price was submitted, ChildNet shall provide the estimated contract amount to the protestor within 48 hours of the receipt of the protest notice (excluding Saturdays, Sunday and agency recognized holidays). Failure to file the proper bond at the time of filing the formal written protest will result in a rejection of the protest. In lieu of a bond, ChildNet will accept a cashier's check, official bank check, or money order in the amount of the bond.
12. Upon receipt of the formal written protest and 1% bond, all negotiations with the selected Respondent(s) cease until the protest is resolved.
13. The Procurement Manager will provide the protest information to ChildNet's CEO to be reviewed with ChildNet's Senior Management committee. This committee will investigate the complaint and issue a written finding and resolution to the protesting party. This protest procedure provides recourse to bidders who believe that their proposal did not receive proper consideration. Bidders entering a protest should be prepared to document specific factors, which put the aggrieved bidder at a competitive disadvantage, and/or document violations of specific sections of state or federal regulations and the procedures set forth in the respective competitive procurement solicitation document. ChildNet reserves the right to refuse to consider an appeal that does not identify specific procedural shortcomings.

II. SPECIFICATIONS OF PROPOSAL

A. OVERVIEW

Each proposal shall include the following five items:

1. Narrative Description of Proposed Services which includes information on the General Qualifications of the Respondent and Narrative Description of Services for the proposed services. Respondents are required to follow the outline of this RFP and limit the response to 10 pages, double spaced and in either Times New Roman 12 point or Arial 11-point type.
2. Unit Description and Cost Summary- Attachment #1
3. Signature Page – Attachment #2
4. Completed Network Provider Application Form- Attachment #3
5. Budget and Budget Narrative Form – Attachment #4

B. NARRATIVE

All proposals shall include a detailed description of the services to be provided, how they will be delivered, and how they will meet the goals of the contract set forth in this procurement document. Proposals should minimally include discussion of or consideration the following items: (maximum 10 pages)

1. General Qualifications

- a. Organizational Capacity: Describe expertise demonstrated by historical provision of the service being requested, or a closely related service.
- b. Workforce Stability: Describe efforts that will be implemented to recruit and retain staff and reduce turnover among those who have direct contact with children and families. Provide a detailed response of how the agency maintains a stable workforce and the steps that are taken or will be developed to address staff turnover while ensuring services are still provided even when temporary staff turnover occurs.
- c. Financial Stability and Insurance Coverage: Provide a statement of the agency's current financial position and the ability to support the financial requirement of this proposal. Respondents are required to submit the most current audited financial statement and management letter as applicable. Respondents must comply with the insurance requirements listed in **Attachment #5**.

2. Narrative Description of Services – Specific Scope of Work

ChildNet is seeking applications from for profit and non-profit community-based organizations for proposals to provide collaborative and innovative approaches to the delivery of independent living services for young adults. Respondents must identify any evidence-based, evidence-informed or promising practice model that will be utilized and

demonstrate that the proposed services will be tailored to meet the needs of the identified population.

Proposals submitted by Respondents should include a detailed description of the services to be provided, how they will be delivered, and how they will meet the objectives referenced in this RFP. ChildNet encourages Respondents to submit a comprehensive and explicit response as reasonably possible. Broad generalizations and simple statements will not provide ChildNet with the information needed to properly evaluate the effectiveness and potential success of the proposed approach and services. Additionally, the following guidelines and program components should be considered and discussed in the proposal:

- a. Target population: Include any evidence or best practice research that suggests that the proposed programming will be successful with the identified target population.
- b. Program services: Describe in detail the services that will be provided. Describe the specific service components, activities, resources and supports that will be provided. Additionally, Respondent's proposed program structure must include procedures for ongoing coordination with ChildNet and other community organizations to provide a comprehensive array of services to clients. Additionally, Respondent must address the following areas.
 1. Describe the specific service components, activities, resources and supports that will be provided. Consideration should be given to mental health services, behavioral health services, support services and service linkage.
 2. Agency approach to transition process, case consultation, minimum monthly contact with young adults enrolled in PESS, timely submission of court documents, life skills training and presentations, assist youth with documentation for renewal and academic purposes, and case planning activities.
 3. Coordinate and provide independent living activities, and training. Make monthly contacts with young adults enrolled in the PESS program. All monthly contacts must be visual and can be in-person or virtual, using virtual meeting platforms or video conferencing.
 4. Obtain monthly documentation from young adults and/or the young adult's educational program reflecting progress and enrollment to support continuing eligibility.
 5. Work collaboratively with ChildNet when young adults Opt-In and/or Opt-Out of services to ensure timely processing and submission of documents.
 6. Life Skills Coaching and Training: Provide a recurring curriculum for EFC, PESS, and aftercare young adults that is delivered in multiple formats

(virtual, in-person, group or individual sessions) that includes, but is not limited to the following topics:

- i. Money management
 - ii. Grocery shopping and food storage
 - iii. Cooking - meal prep, storage of leftovers
 - iv. Cleaning - Laundry, home and bathroom cleaning
 - v. Storage of important documents (e.g., birth certificates, court documents, car documents, etc.)
 - vi. Internet/online safety
 - vii. Health – doctor, dentist, medication management
 - viii. Keys to Independence
 - ix. Self-Care
- c. Assessment: Describe any and all assessments that will be used to identify client needs and strengths, direct service planning and evaluate progress. Also indicate the frequency with which the assessments will be completed, reviewed and how they will be used to improve client outcomes.
- d. Young Adult Engagement: Describe outreach strategies that will be used to positively and effectively engage young adults in program services and maintain their engagement and involvement throughout service delivery. How will Respondent reengage young adults who have “dropped off” and are not engaged in any services?
- e. Make follow-up contact with young adults 60 days post EFC and/or PESS termination and 60 days after the Aftercare application has been completed. All contacts and attempted contacts must be documented.
- f. Service delivery area: Respondents are expected to provide services to young adults whose dependency case originated in Palm Beach County regardless of the location of their current address.
- g. Implementation Plan of Operation Readiness: Outline timelines and critical milestones associated with the implementation of the program with full implementation by April 1, 2025.
- h. FSFN Documentation: Describe process to ensure that the provision of all independent living services, case specific activities, not inclusive of administrative activities, will be recorded in the IL FSFN tab within forty-eight (48) hours of each activity. Describe how this will be reviewed to ensure compliance with timely and accurate documentation.

- i. Cultural competence: Describe specific efforts to identify, acknowledge and effectively consider the client's culture, including but not limited to such areas as, race, national origin, religion, sexual orientation, and gender, in the provision of services.
- j. Access and availability of services: Describe where services will be provided. Describe the days and hours that services will be provided. If multiple services are proposed describe when each will be provided or available. Describe how afterhours emergencies are handled and how young adults will reach agency staff if there are after hours emergencies.
- k. Staffing: Include a detailed description of proposed staffing and staffing patterns. Include each position's responsibilities, educational requirement, work experience and specialized training requirements for each position. Provisions for competent and adequate supervision and administration are necessary.
- l. Leveraging Other Funding Sources: Describe how Respondent will leverage other sources of funding to support and enhance the quality of services paid for by ChildNet.
- m. Community Resource Navigation: Describe how Respondent will maximize utilization of available community resources to assist young adults in EFC, PESS, and aftercare in the following areas:
 - i. Medicaid/Sunshine Health
 - ii. Medical and dental services
 - iii. Food stamps/food banks
 - iv. Public transportation
 - v. Birth to 22 participation
 - vi. Homeless Continuum of Care (CoC)
 - vii. Transportation
 - viii. Housing
 - ix. Community Partnerships with mental health providers
 - x. Education system
- n. Quality Improvement Plan: Describe how your agency will approach Independent Living Services for Young Adults to achieve the requirement outlined in 409.1451.
- o. Independent Living System of Care Meetings: Coordinate and facilitate Independent Living System of Care meetings. Describe how Respondent will develop this systems meeting, the frequency of the meetings, how will community partners be invited and engaged to participate regularly and increase support and awareness surrounding young adults exiting the foster care system.

- p. Independent Living System Strategic Plan: Facilitate the creation and management of and the independent living system strategic plan.
- q. Service coordination and information sharing: Describe efforts to work collaboratively with other agencies to ensure quick enrollment and engagement during service linkage. Provide actual Memorandum of Understanding (MOU) that supports the proposed partnership and delineates how the agencies will interact. Describe planned efforts to ensure proposed services are integrated with other services being provided to young adults.

Respondent must be aware and have a working understanding of the existing MOU (**Attachment #6**) held between ChildNet, West Palm Beach Housing Authority, and Palm Beach County Continuum of Care for housing assistance provided through FYI housing vouchers. As a third-party entity, Respondent is expected to monitor young adults and provide life skills training, counseling, linkage to community resources, and participate in regular meetings conducted by Palm Beach Housing Authority and ChildNet, and/or Palm Beach County Continuum of Care.

- r. Outcome measurement: At minimum, Respondents will be required to meet the below outcome measures and address how the agency intends to meet each. Describe how the necessary data will be gathered to actually measure the outcomes. Describe and/or demonstrate how the outcome measurement information and data will be presented to ChildNet.
 - 1. 99.5% of young adults contacted a minimum of once per month via phone call, emails, text message, office visit, home visit or field visit. (Text messaging is not the only acceptable form of monthly contact.) A minimum of 2 attempted contacts notes in FSFN will meet the standard even if youth does not respond.
 - 2. 100% of all PESS/EFC young adults served will have a current Independent Living Module update in FSFN
 - 3. 90% of all Aftercare young adults served will have a current Independent Living Module update in FSFN
 - 4. 90% of young adults surveyed, ages eighteen (18) and older, who are not receiving EFC services but are on PESS or are eligible for services and have opted out, will indicate satisfaction with the services received
 - 5. 99.5% of PESS young adults served are attending an approved post-secondary educational institution full-time (9 credit hours)
 - 6. 100% of eligible young adults applying for Extended Foster Care will have a staffing with ChildNet

C. COST PRICING AND METHOD OF PAYMENT FOR PROPOSED SERVICES

Respondents must define all units of service for their proposal and identify the cost of providing each unit. Pricing for individual unit costs shall be documented on **Attachment #1**. The total amount of funding allocated for Independent Living Services for Young Adults is up to **\$600,000.00**. Respondents are encouraged to demonstrate their ability to access services that ChildNet does not typically pay for but will support the enhanced quality of services necessary for the program to be successful. Actual payment for services is contingent upon an annual appropriation by the Legislature and subject to the availability of funds.

- *In the Proposal, Respondent shall identify the maximum number of units that can be provided for the service(s) being proposed. Additionally, a proposed cost for each unit shall be provided and must be based on a line item budget that supports the service and cost. Cost and budgets must be submitted on the forms provided and the budget must include a detailed justification for each expense. An agency will not be paid for clients who do not attend sessions. ChildNet will not provide funding to supplant any other source of funds.*

III. GENERAL INFORMATION

A. CONTACT

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

B. CONVICTED VENDORS

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- a. submitting a bid on a contract to provide any goods or services to a public entity;
- b. submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submitting bids on leases of real property to a public entity;
- d. being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- e. transacting business with any public entity in excess of \$3,500.

C. DISCRIMINATORY VENDORS

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, F. S. may not:

- a. submit a bid on a contract to provide any goods or services to a public entity;
- b. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submit bids on leases of real property to a public entity;
- d. be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
- e. transact business with any public entity.

IV. SUBCONTRACT CRITERIA

A. CONTRACT FORMATION

This is a Request for Proposals only. Proposals will be treated as offers to enter into a contract with ChildNet. The written acceptance of the Respondent's Proposal by ChildNet shall constitute a contract, pending execution of a formal written contract satisfactory to both ChildNet and the respondent.

B. LENGTH OF CONTRACT

ChildNet intends to enter into a contract with the selected respondent on or after April 1, 2025 with the option of two additional 12-month renewal periods that will ultimately expire on June 30, 2027. Each renewal shall be made by mutual agreement of the Parties and contingent upon satisfactory performance evaluations as determined by ChildNet and be subject to the availability of funds.

C. SUBCONTRACT CRITERIA

If awarded a contract, Respondent(s) must be able to comply with all sections of ChildNet's standard core contract utilized with Network Providers. Specific criteria pertaining to insurance requirements, indemnification, employee background screening, applicable federal and state laws, regulations, agency rules and procedures, ChildNet's policies and procedures, and other legal and regulatory details are contained within the core contract. The standard core contract is **Attachment #5** of this Request for Proposal.

D. CONFLICT OF INTEREST

The Respondent shall disclose and describe on **Attachment #2** any business, financial, pecuniary or familial relationship existing between the Respondent (or any Board Member, officer, agent, or employee of the Respondent) and any officer, employee, agent or board member of ChildNet. In addition, Respondent shall submit a list of all members of their Board of Directors.

E. TAXES

ChildNet is exempt from all federal, state and local taxes. ChildNet shall not be responsible for any taxes that are imposed on the Respondent. Furthermore, the Respondent understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to ChildNet.

V. ATTACHMENTS

Attachment #1	Unit Description and Cost Summary
Attachment #2	Signature Page
Attachment #3	Network Provider Application
Attachment #4	Budget and Budget Narrative
Attachment #5	SAMPLE Standard Core Contract
Attachment #6	MOU between ChildNet, Palm Beach Housing Authority & Homeless Continuum of Care

V. SUGGESTED LITERATURE REVIEW

Chapter 409.1451, Florida Statutes
Chapter 414.56, Florida Statutes
Chapter 65C-42, Florida Administrative Code

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