

OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE



CONTRACT OVERSIGHT REPORT #2022-0007

Grant Review: The Fire Watch Project

MATTHEW J. LASCELL
INSPECTOR GENERAL

NOVEMBER 3, 2022

DATE ISSUED

“Enhancing Public Trust in Government Through Independent and Responsible Oversight”



OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

CONTRACT OVERSIGHT REPORT CASE NUMBER: 2022-0027 GRANT REVIEW

Matthew J. Lascell
Inspector General

“Enhancing Public Trust in Government Through Independent and Responsible Oversight”

EXECUTIVE SUMMARY

The Office of Inspector General (OIG) conducted a Contract Oversight Review (Review) in 2022 to assess the contract monitoring procedures for the City of Jacksonville (City), Office of Grants and Contract Compliance (OGCC).

The purpose of the Review was to provide the City with information to use when developing effective contract monitoring policies.

The OIG selected The Fire Watch Project, Inc. grant (Ordinance 2021-504-E) for Review.

FINDINGS

On-site monitoring conducted and reported by the OGCC contained inconsistencies and was incomplete.

RECOMMENDED CORRECTIVE ACTIONS

The OIG recommended the OGCC prepare complete and accurate reports during on-site monitoring and conduct careful reviews of final desk audit reports.

The OIG recommended the OGCC require Grant Compliance Officers to certify that all deliverables have been received and accepted.

The OGCC provided the following response:

“The OGCC carefully examined the findings and recommendations of the OIG outlined in Oversight Report 2022-0027 regarding the Fire Watch Project, Inc. grant (Ordinance 2021-504-E). The OGCC does not dispute the findings of the OIG and is in the process of updating all its Standard Operating Procedures, which includes revising the Direct Appropriation grant performance and monitoring tools. The OGCC will utilize findings and recommendations in Oversight Report 2022-0027 to continue staff training, which will ensure accurate post-award monitoring and receipt of expected deliverables from agencies.”

INSPECTOR GENERAL STANDARDS

The OIG provided the OGCC an opportunity to submit a written explanation or rebuttal to the findings as stated in this investigative report within ten (10) calendar days.

EXHIBITS:

1. Office of Grants and Contract Compliance Desk Audit dated August 2022
2. The Fire Watch Project By-Laws dated December 2020
3. The Fire Watch Project Articles of Incorporation dated October 2020
4. The Fire Watch Project Employee Manual dated September 2021

BACKGROUND

There are three phases of public procurement: Pre-Award, Award, and Post-Award. Pre-Award phase involves the determination of need, the development of the requirements package, and selection of the contracting method. The Award phase consists of the solicitation of vendors/sources, receipt of responses, evaluation of responses, and contract award. The Post-Award phase, also known as the contract administration phase, includes contract monitoring, ensuring the contractor adequately delivers the contracted goods and/or services, and contract closeout.

Contract Review is part of the Post-Award procurement phase. As part of the OIG Review, the OIG requested several items related to the FW contract from the OGCC including, but not limited to, verification the Contract Manager or his/her designee monitored the Program Goals and Objectives at least once per year as outlined in the contract

For the annual monitoring requirement, the OGCC provided a Desk Audit form for the FW Project dated August 24, 2022. The Desk Audit form has multiple requirements that may be scored Pass, Fail, or Not Applicable. These ratings must be based upon interviews, observations, or documentation. Ratings of Fail require supporting documentation. The Desk Audit addresses the following areas: Governance, Audits and Records, Human Resources Administration, Legal Concerns, Community Relations, Scope of Service, Clients to be Served, Performance Specifications, Insurance, and Equipment.

The Desk Audit items below were noted because of failures, passing scores with discrepancies, passing scores without justification, or the need for a score other than Not Applicable.

Governance:

To receive a passing score, Governance Item 2 says FW must have a volunteer Board of Directors of at least 6 members.

- a. The FW by-laws (1.2) state, "The range of numbers of directors, classes of directors, and terms of the directors of the Corporation shall be as set forth in the Articles of Incorporation." The FW Articles of Incorporation (9.2) state that there could be as few as three directors.

- b. The by-laws (4.2) also state, “Nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefor.” Despite these discrepancies, the OGCC gave a passing score.

To receive a passing score, Governance Item 3 says FW Board Members must have limited successive terms. FW by-laws (1.2) state, “Directors may serve unlimited successive terms.” Despite this discrepancy, the OGCC gave a passing score.

To receive a passing score, Governance Item 4 says FW must hold board meetings once per calendar quarter in accordance with agency by-laws. The FW by-laws have no requirement for quarterly meetings. Despite this discrepancy, the OGCC gave a passing score.

To receive a passing score, Governance Item 5 says FW board officers are to be regularly rotated by limiting the length of terms and the number of successive terms that an officer may hold. The FW by-laws (3.2) state, “The officers shall hold office, unless removed, until their successors are elected.” The OGCC issued a failing score noting the FW will implement rotation.

To receive a passing score, Governance Item 6 says FW must have a written conflict of interest policy or code of professional ethics. The FW Employee Manual (Pg.6-7) contains a section entitled Conflicts of Interest and Confidentiality. The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 7 says FW by-laws must not allow nepotism on the voting board or between the voting board and staff. Neither the FW by-laws nor the Articles of Incorporation address nepotism in relation to the voting board. However, the FW Employee Manual (Pg. 11) states, “Individuals who are related to a current employee or involved in a domestic partnership with a current employee of the Organization, will not be considered for future employment.” The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 8 says the FW board must employ the agency’s chief professional officer, unless it’s a government agency. The FW by-laws (3.2) state, “The officers of the Corporation shall be elected by the Board of Directors.” The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 9 says the FW by-laws must require regular attendance of board members and define what constitutes a quorum. The FW by-laws do not require regular attendance and state (1.10), “A majority of the directors then serving shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but a smaller number may adjourn any such meeting to a later date.” A prompt for the reviewer conducting the Desk Audit says, “Check if by-laws state an attendance policy of Board.” The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 10 says the FW by-laws must state that the agency does not support partisan organizations, politicians, or candidates for political office through public funds. The FW by-laws do not address the issue of political support. The FW Articles of Incorporation (Article VI) state, “The Corporation shall not participate or intervene in (including

the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 11 says the agency may have no voting board members that are employed by the organization unless employment is provided for in the agency's charter or articles of incorporation. Neither the FW by-laws nor the Articles of Incorporation address voting board members being employees of FW. The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 12 says the Board must have developed and approved policies and procedures related to agency operations. The FW by-laws, Articles of Incorporation and the Employee Manual do not contain policies and procedures related to agency operations. The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 13 says FW Board Membership must reflect gender, ethnic and professional diversity appropriate to the organization's mission. A prompt for the reviewer conducting the Desk Audit says, "Review the Board roster for diversity." The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 14 says FW must not operate in conflict with the policies of the City. A prompt for the reviewer conducting the Desk Audit says, "Are their services improving the quality of life for our citizens?" The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Governance Item 15 says FW's mission, vision and values must be complementary to those of the City. The FW Grant Agreement (Section II) states, "The Services performed by Recipient under this agreement shall only be performed in and for the benefit of individuals in Duval County, Florida." Again, a prompt for the reviewer conducting the Desk Audit says, "Are their services improving the quality of life for our citizens?" The OGCC reviewer also rated this section as Not Applicable.

Audits and Records:

To receive a passing score, Audits and Records Item 1 says FW's financial management and reporting must comply with generally accepted accounting principles. The OGCC reviewer did not rate this section but stated a balance sheet would be provided.

To receive a passing score, Audits and Records Item 6 says no recipient is allowed to supplant City funds for funds previously provided by another funder without City approval. The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Audits and Records Item 8 says the agency must maintain "a record of fundraising expenses, which demonstrates that such expenses are justified in terms of fundraising results." The OGCC reviewer also rated this section as Not Applicable.

To receive a passing score, Audits and Records Item 12 says the agency must obtain a Registration Letter (Solicitation of Contributions Act) from the Florida Department of Agriculture and Consumer Services. The OIG discovered that FW had obtained the required certificate. However, the OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Audits and Records Item 16 says the program should be maximizing resources in the community, including volunteers and in-kind resources. A prompt for the reviewer conducting the Desk Audit says, "Funding Stream Diversity: What other funds/resources support the program?" The OGCC reviewer rated this section as Not Applicable.

Human Resources Administration:

To receive a passing score, Human Resources Administration Item 2 says the agency must have personnel policies and procedures in place to include formal job descriptions/specifications and pay schedules on file. The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Human Resources Administration Item 3 says staff must possess the requisite knowledge, skills and abilities to perform the duties to which they are assigned. A prompt for the reviewer conducting the Desk Audit says, "Review résumé." The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Human Resources Administration Item 5 says the recipient actively recruits and effectively utilizes volunteers to accomplish the agency's mission. The OGCC reviewer rated this section as Not Applicable.

To receive a passing score, Human Resources Administration Item 8 says the recipient must advise the City, in writing, that a background screening has been performed on the recipient's staff. Such advisory report must be submitted under provisions of Section 837.06, Florida Statutes. The OGCC reviewer rated this section as Not Applicable but noted, "background screening were conducted for all employees."

Community Relations:

To receive a passing score, Community Relations Item 1 says the agency acknowledges its support by including City of Jacksonville logo on signage and public awareness materials, where applicable. The OGCC issued a failing score noting the FW "will add."

Scope of Services:

To receive a passing score, Scope of Services Item 1 says the recipient maintains adequate (i.e., complete, current, orderly) client services records for planning, report, and evaluation purposes. The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Scope of Services Item 3 says programs and services are to be accessible and responsive to client needs, as documented by customer satisfaction surveys, client evaluations, or other letters of testimony to the recipient's quality of services provided and attesting to the reasonable accessibility of the services. A prompt for the reviewer conducting the Desk Audit says, "Review client evaluations or letter of testimonies. Get copy of a samples and view past 3 months. Notate where these files are kept." The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Scope of Services Item 4 says services are provided according to date, time, and location specified. The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Scope of Services Item 5 says the provider met the length of service expected. A prompt for the reviewer conducting the Desk Audit says, "Did they complete services? Notate." The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Scope of Services Item 6 says programmatic reports were to have been submitted timely. A prompt for the reviewer conducting the Desk Audit says, "Check folders and see if they have been submitted timely." The OGCC reviewer provided no score.

To receive a passing score, Scope of Services Item 7 says agency records document and support information submitted on the most recent quarterly reports. Neither the FW by-laws nor Articles of Incorporation require a quarterly report. A prompt for the reviewer conducting the Desk Audit says, "Review a quarterly report and supporting documentation." The OGCC reviewer rated this section as Not Applicable.

Clients to be Served:

To receive a passing score, Clients to be Served Item 1 says services are to be provided to eligible clients meeting priority population as per the contract. A prompt for the reviewer conducting the Desk Audit says, "Are they providing services to appropriate target group? Notate group." The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Clients to be Served Item 2 says provider is to comply with eligibility criteria for new client enrollment. A prompt for the reviewer conducting the Desk Audit says, "What are the requirements to get services? Notate." The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

Performance Specifications:

To receive a passing score, Performance Specifications Item 1 says the provider is to maintain an adequate and accurate data collection system for collecting, recording and reporting performance information. A prompt for the reviewer conducting the Desk Audit says, "Get copy of numbers by

viewing attendance log or show all numbers sheet.” The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Performance Specifications Item 2 says data collection is to be a routine part of provider work performance. The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Performance Specifications Item 3 says staff responsible for data collection, recording and reporting must have received training in these processes. The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Performance Specifications Item 4 says program process objectives must be on target or ahead of target. A prompt for the reviewer conducting the Desk Audit says, “See goals on most recent progress report and notate actual to goal.” The OGCC reviewer gave a passing score but did not explain how they came about it (interviews, observations, or documentation).

To receive a passing score, Performance Specifications Item 8 says the program makes adjustments as needed, as a result of customer satisfaction surveys. The OGCC reviewer issued a failing score noting the FW “will implement.”

To receive a passing score, Performance Specifications Item 9 says the program involves clients and caregivers. A prompt for the reviewer conducting the Desk Audit says, “Ask for documentation and/or recent anecdotal evidence of client participation in programming decisions and notate.” The OGCC reviewer rated this section as Not Applicable.

Equipment:

To receive a passing score, Equipment Item 3 says any approved subcontracts funded by the recipient will contain all the clauses and provisions required of the City in this contract.” The OGCC reviewer rated this section as Not Applicable.

FY 2021-2022 Grant Compliance Unit - Site Monitoring Tool

Provider Name: The Fire Watch Project
Contract #: 634463-22
Program Description: Veteran Suicide Prevention
Desk Audit Date: 8/24/22
Site Visit Date:

Staff: Najera Stevenson
Report Date: 8/24/22
Agency Attendees: Mary Wubbolt, Michael Fleming

Overall Assessment	Pass/Fail
Administrative Assessment	PASS
Financial/Human Resources/Admin	PASS
Programmatic	PASS
Insurance	PASS
Priority Populations and Insurance	PASS

STAFF COPY

Total Assessment

Instructions:

All notes on this document must be typed during the course of the site monitoring review. Additional notes can be made upon return to the office. Agencies should receive a completed written report of the site monitoring review results within ten business days of its completion.

Tally the totals under Pass and Fail for each to determine overall assessment in each area

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What,When, Where, Why, How and Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
A. Governance					
1. Agency has a charter and/or bylaws, which clearly define the agency's purpose and organization and the duties, authority and responsibilities of the governing body.	X			D- Bylaws	Do you have bylaws or policy & procedures? Ask to provide a copy
2. The Governing authority is held by a volunteer Board of Directors of at least 6 members, who are representative of both the community at large and the population served.	X			D- Bylaws	Find paragraph that states minimum members
3. Terms of Board membership are fixed lengths and the number of successive terms is limited.	X			D- Bylaws	Find paragraph that covers term lengths and verify
4. Board meetings are held at least once per calendar quarter in accordance with agency bylaws. Minutes are recorded and maintained in agency files.	X			I- Quarterly	Find paragraph that covers meetings and verify
5. Board officers are regularly rotated by limiting the length of terms and the number of successive terms that an office may hold.		X		I- Will implement Rotation	Find paragraph that covers meetings and verify

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Monitoring Type: Desk Audit **Date:** 8/24/22

<p>6. Board and staff members should act in the best interest of the organization, rather than in the furtherance of personal interests, or in furtherance of personal interests of third parties. RECIPIENT has a written conflict of interest policy or code of professional ethics. This, at a minimum, prohibits agency purchase of any service or product from a member (Board, Staff or Volunteer), employer of a member, or any company in which member has a financial interest, unless there is a clear statement of non-conflict. These policies shall be in place, and shall routinely and systematically be implemented to prevent actual, potential or perceived conflicts of interest.</p>			N/A		Find paragraph that references conflict of interest
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Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
A. Governance					
7. No nepotism exists between board and staff or within the board. <i>(Review the composition requirements of the board and note whether the by-laws do not allow nepotism on the voting board or between the voting board and staff. Review board staff rosters for obvious relationships.)</i>			N/A		Find paragraph that references nepotism. <u>IF NOT REFERENCED MUST ADD</u>
8. The board employs the agency's chief professional officer, unless it is a government agency.			N/A		Find paragraph that states Board employs HIGHEST (various names) officer
9. Board members regularly attend meetings and are actively involved in fulfilling their responsibilities to the agency. Board attendance policy is written and enforced. <i>(Check the by-laws to ensure that they require regular attendance of board members. The by-laws should define what constitutes a quorum.)</i>			N/A		Check if By-Laws state an attendance policy of Board
10. The bylaws state that the agency does not support partisan organizations, politicians or candidates for political office through public funds. <i>(Check to see if the prohibition is in the bylaws.)</i>			N/A		Find paragraph that references NO political support. <u>IF NOT REFERENCED MUST ADD</u>

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

11. No voting board members are employed by the organization unless such employment is provided for in the agency's charter or articles of incorporation. <i>(Review the board and employee listing. If an employee is a voting member of the board, review the charter and the articles of incorporation to verify an approved exception.)</i>			N/A		Look at Board Roster against bylaws
STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
A. Governance					
12. The Board has developed and approved policies and procedures related to agency operations.			N/A		Inquire about last time the PNP were updated
13. Board Membership reflects gender, ethnic and professional diversity appropriate to the organization's mission.			N/A		Review the Board Roster for diversity
14. Organization does not operate in conflict with the policies of the City.			N/A		Are their services improving the quality of life for our citizens?
15. Organization's mission, vision and values are complementary to those of the City.			N/A		Are their services improving the quality of life for our citizens?

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
B. Audits and Records					
1. Financial management and reporting complies with generally accepted accounting principles.				I- Uses Forde Firm, will provide Balance Sheet	How are finances tracked? Get copy of fiscal policy
2. Agency's annual operating budget is balanced.	X			D- Statement of Financial Position	Get copy of approved budget & review Balance Sheet
3. Board members are provided financial statements, balance sheets, cash flow reports and or such other documentation of the organization's fiscal health at every meeting of the Board of Directors.	X			I- Yes	Review minutes to see if finances are being dicussed in meetings (Finance Committee or Board minutes)
4. The Board of Directors reviews and approves the organization's annual budget	X			D- Board Meeting Minutes	What is the fiscal year? Get copy of minutes w/ Board approval
5. RECIPIENT'S internal financial management policies and procedures assure adequate control and security.	X				Does agency have separate fiscal PNP or is it including in admin PNP? How often updated or last update?
6. No RECIPIENT is allowed to supplant CITY funds for funds previously provided by another funder without CITY approval. Any costs or services paid for under any other agreement or funding source are not eligible for payment under this agreement.	X				They cannot use COJ or State/Fed funding to fund prgs that were funded by agency unless program is being eliminated
7. The RECIPIENT completes either an annual audit or annual report as required by contract with the CITY .	X			I- Annual Report	Which one does agency do? When?
8. Agency maintains a record of fundraising expenses, which demonstrates that such expenses are justified in terms of fundraising results.			N/A		Check ledger or annual budget?

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:**8/24/22

9. RECIPIENT must maintain records of programs funded by the City for up to five years to include property inventory.				RFP REQUIRES 3 YEARS	How long do you keep records and where?
STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What,When, Where, Why, How and Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
B. Audits and Records					
10. The Agency has a formal system of accounting. A. Identify the system utilized – software, etc. B. The provider maintains an agency-operating budget detailed by cost center, by source of funds and by expenditure category. If not, or if a different method is used, explain in notes. (Obtain and review the Agency’s operating budget. The Provider receiving City of Jacksonville funds who do not maintain a separate checking account, should maintain a separate cost center.)	X			I- Forde Firm	What type of system does agency use? Do they have separate account for funds or proof of allocation/email (approval to have with other funds as line item)?
11. Monthly financial Reports have been submitted timely.	X			D- Received in Office	Review folder and indicate compliance
12. Agency has obtained a Registration Letter (Solicitation of Contributions Act) from the Florida Department of Agriculture and Consumer Services.			N/A		Obtain current copy and attach
13. Verify whether expenditures are supported by appropriate documentation such as time sheets, invoice, etc.	X			D- Received in Office	Review copies of time sheets against an invoice- if salaries reimbursed

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What,When, Where, Why, How and Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
STAFF COPY					
B. Audits and Records					
14. If applicable, if an audit was performed in the year previous to this review: a). The recommendations/findings noted in the compliance report, internal control report, management letter and any corrective action reports have been followed or otherwise cleared. If not, please explain discrepancies in notes. <i>(Audits are not required for recipients of the City funds under \$100,000. Amounts under \$100,00 must submit annual report by Nov 15th)</i> b). The agency has responded to the issues identified in the management letter? c). The most recent IRS Form 990 is available (Tax Return for Non Profits) <i>(Identify the year of the return and retain a copy for your records).</i>			N/A		<i>If audit is completed, view auditor's letter as well. View IRS 990-look to see if Management Overhead is done.</i>
15. Verify Certificate of Other Funding Source from contract (exhibit B) and varify the other funding to the program	X			I-The Fire Watch Council	<i>Review annual budget/General Ledger to see other funders</i>
16. The Program is maximizing resources in the community, including volunteers and in-kind resources? What other funds are supporting this program.			N/A		<i>Funding Stream Diversity:What other funds/resources support the program?</i>

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
C. Human Resources Administration				Only if PSG Funds pays for	salaries or benefits
1. RECIPIENT'S Board of Directors has developed and periodically reviews personnel policies to include a volunteer management policy, which are disseminated to the staff.	X			I- Yes	Check to see if PNP has reference to volunteer policy. Inquire how often updated and last time updated by Board
2. Agency has personnel policies and procedures in place to include formal job descriptions/specifications and pay schedules on file.	X				Check to see if PNP has job descriptions or inquire where they can be found. Get copy of job description if necessary
3. Staff possess the requisite knowledge, skills and abilities to perform the duties to which assigned.	X				Review resume
4. Agency has a formal personnel performance review system that is thorough and equitable. <i>(Review personnel policies for the performance evaluation policy. Check a sample of PSG funded personnel files to see if reviews are up to date.)</i>			N/A	I- Will implement when applicable	Review PNP for performance evaluation policy. Inquire last evaluation and check if up to date
5. RECIPIENT actively recruits and effectively utilizes volunteers to accomplish the agency's mission. Recommended			N/A		Ask question

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6. Provider staffing levels are maintained as per contract.	X				Is position filled?
7. Provider handles staffing changes as per contract.	X				If vacant, are you seeking to fill?
STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
C. Human Resources Administration					

<p>8. If applicable, RECIPIENT staff who work with juveniles, youth or vulnerable adults to submit to a criminal history records check. This applies to all positions involving direct contact with juveniles, youth or vulnerable adults with the exception of special event volunteers. For this purpose, a special event volunteer is defined as a volunteer committed to assist on a specific event/project lasting less than two consecutive weeks and where duties are performed under supervision of staff or certified volunteer leadership. In the event that the RECIPIENT Staff is not required by Florida Law to be screened, as a condition of employment, the screening standards to be used shall be the Level 1 Screening Standards as specified in Section 435.03, Florida Statutes. If, on the other hand, the RECIPIENT Staff, or any part thereof is required, by law to be screened, such RECIPIENT Staff shall submit to the Level 1 or Level 2 Screening Standards, as specified in Sections 435.03 and 435.04, Florida Statutes, depending upon which level is applicable to the RECIPIENT Staff or any part thereof. <u>The RECIPIENT must advise the CITY, in writing that a background screening has been performed on the RECIPIENT Staff.</u> Such advisory report must be submitted under provisions of Section 837.06, Florida Statutes.</p>			N/A	I- Background screening were conducted for all employees	<p>What level of background check has been done? Get copy of background check. Level 1 is local, Level 2 is State. <u>Especially make sure COJ funded employee is level 2, if necessary- NO EXCEPTIONS.</u></p>

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D. Legal Concerns					
1. Agency has adopted a written policy prohibiting discrimination on the basis of race, religion, sex, nationality, disability or military status in the following practices and functions:	X			D- Employee Handbook	Where is reference to non-discrimination? COJ Contract pg 14
a) Hiring, assignment, training, promotion and Termination of staff;	X			D- Employee Handbook	Where is this?
b) Selection of board members, and	X			D- Articles of Incorporation	Where is this?
c) Provision of services.	X			D- Employee Handbook	Where is this?
2. Agency is fully licensed/certified/ accredited by appropriate authorities and/or accrediting bodies. List certification, accreditation and timeframe in notes section.			N/A		Get copy of any licenses
3. Agency is registered/incorporated as a nonprofit organization under the laws of Florida or is a duly constituted public organization.	X			D- Articles of Incorporation	Get copy of registration for non profit or SUNBIZ print-out
4. Agency possesses a letter of exemption from federal taxes under Section 501 (c) (3), Internal Revenue Code.	X			D- 501 (c) 3	Get copy
5. Agency observes HIPPA requirements as outlined in the Exhibit G (as applicable).	X			D- Employee Handbook	Is there a reference about HIPPA, where?
6. Agency maintains an Emergency Preparedness Plan for clients, employees and volunteers.		X		D- Will create	Review to see if they have a plan-must have some plan

Agency Name: The Fire Watch Project
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	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What,When, Where, Why, How and Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
E. Community Relations					
1. Agency acknowledges its support by including City of Jacksonville logo on signage and public awareness materials, where applicable		X		I- Will add	Request copy of anything with City logo on it even letterhead
2. RECIPIENT actively seeks and maintains cooperative relationships and collaborates with other agencies when appropriate.	X			I- Wounded Warrior, K9s for Warriors	Does the agency have partnerships with other agencies? List two to three
3. RECIPIENT actively publicizes the program to neighborhoods, schools, community organizations and the media.	X			I- Watch Standard Program, churches, civic organizations	How do they market agency/services? Name at least two
F. Scope of Service					
1. RECIPIENT maintains adequate (i.e., complete, current, orderly) client services records for planning, report and evaluation purposes.	X				How does agency track numbers? Explain. What system does it utilize?
2. Programs are monitored and periodically evaluated in terms of clearly defined objectives and measured outcomes.	X			I- Watch Standard Program	How often are evaluations done and who does them?
3. Programs and services are accessible and are responsive to client needs, as documented by customer satisfaction surveys, client evaluations, or other letters of testimony to the RECIPIENT'S quality of services provided and attesting to the reasonable accessibility of the services.	X				Review client evaluations or letters of testimonies. Get copy of a sample & view past 3 months. Notate where these files are kept.
4. Services are provided according to date, time, and location specified.	X				Get a copy of a calendar (past month) to show activities
5. Provider met length of service expected.	X				Did they complete services? Notate

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

6. Programmatic Reports have been submitted timely.					Check folders and notate if they have been submitted timely
STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
F. Scope of Service					
7. Agency records document and support information submitted on the most recent quarterly reports. Review a quarterly report and supporting documentation.	X				Does City have quarterly report? Review the report to determine if they are on track and verify at least the last quarter's numbers. Notate findings
G. Clients to be Served					
1. Services are provided to eligible clients meeting priority population as per the contract. (current clients)	X				Are they providing services to appropriate target group? Notate group
2. Provider complies with eligibility criteria for new client enrollment.	X				What are the requirements to get services? Notate
3. Service units are provided as defined by the contract.	X				View contract and most recent performance report to compare services. Compare actuals to goals and verify if on track. Notate whether on track
H. Performance Specifications					
1. Provider maintains an adequate & accurate data collection system for collecting, recording and reporting performance information.	X				Get copy of numbers by viewing attendance log or show all numbers sheet

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

2. Data collection is a routine part of provider work performance.	X				How often do you enter data and who enters it?
3. Staff responsible for data collection, recording and reporting has received training in these processes.	X				How long has person been in position? Has person collected data before? What training did that person receive?
4. Program process objectives are on target or ahead of target.	X				See goals on most recent progress report and notate actual to goal
5. Program's short-term outcome objectives are on target or ahead of schedule in relation to time of fiscal year.	X			I- Over 2500 of 3000 Watch Standers	See goals on most recent progress report and notate actual to goal
6. Program's long-term outcome objectives are on target or ahead of schedule in relation to time of fiscal year.	X			I- Over 2500 of 3000 Watch Standers	See goals on most recent progress report and notate actual to goal
7. Programmatic adjustments are being made when outcome measures are not on target.			N/A		Very whether outcoIf off track, get explanation and inquire about plan of action and notate details
8. Program makes adjustments as needed, as a result of customer satisfaction surveys.		X		I = Will implement	Ask for documentaion of last customer satisfaction survey results. If off track, get explanation and inquire about plan of action. Notate

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

9. Program involves clients and caregivers.			N/A	Ask for documentation and/or recent anecdotal evidence of client participation in programming decisions and notate
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Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, When, Where, Why, How and Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
I. Insurance					
1. Agency is adequately insured against liability, loss and damage. All insurance policies are current. List all policies, carrier and effective date: Workers Compensation (Florida Statutory Coverage)	X			Secure a copy of the certificate of insurance to verify insurance requirements.	
a.) Commercial General Liability					
(including premises operations and contractual liability)					
\$2,000,000 Products/Comp./Ops.Agg.	X				
\$1,000,000 Personal/Advertising Injury	X				
\$1,000,000 Each Occurrence	X				
\$50,000 Fire Damage	X				
\$5,000 Medical Expenses	X				
b.) Employer's Liability					
\$100,000 Each Accident		N/A			
\$500,000 Disease Policy Limit		N/A			
\$100,000 Each Employee/Disease		N/A			
c.) Commercial Auto Liability					
(All automobiles-owned, hired or non-owned)					
\$1,000,000 Combined single limit		N/A			
d.) Professional Liability					
\$1,000,000 per claim					
\$2,000,000 aggregate		N/A			
E.) Sexual Molestation-if COJ funds direct supe.of children, special needs, and/or senior citiz					
\$1,000,000 per Claim					
\$2,000,000 Aggregate		N/A			
F.) Umbrella Liability					
e.) City as additional insured					
2. If the Agency is not required to carry Worker's Compensation coverage as defined under Chapter 440, Florida Statutes, the requirement may be waived. Written confirmation verifying exemption will be provided on Agency's					

Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

letterhead, signed by authorized representative.

		N/A			
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Agency Name: The Fire Watch Project
Monitoring Type: Desk Audit **Date:** 8/24/22

STAFF COPY	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What,When, Where, Why, How and Attach supporting documentation	Explain Ratings of Fail; Attach supporting documentation
J. Equipment				Only necessary of COJ funds equipment not supplies	
1. Property with a value of \$1,000 must have a useful life of one (1) year or more and must be inventoried by the RECIPIENT. RECIPIENT must retain property inventory records, acquisition documents and usage records. Upon expiration of its use for an approved public purpose, the Property shall be transferred free and clear of all liens and encumbrances to the CITY or otherwise disposed of as may be authorized, in writing, by the CITY			N/A		Get Copy of Purchase/ Procurement Policy if COJ funds have been used for Equipment
2. Agency has complied with contracted equipment purchasing requirements.			N/A		Verification that procurement policy has been followed as prescribed in the contract. Indicate any equipment purchased during the year.
3. Any approved subcontracts funded by the receiptient contain all the clauses and provisions required of the City in this contract.			N/A		Review all subcontract agreements and indicate required clauses and provisions are present. Notate names of subrecipients and amounts.

BYLAWS
OF
THE FIRE WATCH PROJECT, INC.

ARTICLE I
BOARD OF DIRECTORS

1.1 General Powers. The Corporation shall have a Board of Directors. All corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation managed under the direction of, its Board of Directors, subject to any limitation set forth in the Articles of Incorporation. Directors must be natural persons who are eighteen (18) years of age or older, but need not be U.S. citizens and need not be residents of the State of Florida.

1.2 Number; Classes; Terms. The range of numbers of directors, classes of directors, and terms of the directors of the Corporation shall be as set forth in the Articles of Incorporation. A majority of the Board of Directors shall fix the number of directors from time to time. Directors may serve unlimited successive terms.

1.3 Election or Designation. Members of the Board of Directors shall be elected or designated as set forth in the Articles of Incorporation. No individual shall be named or elected as a director without the individual's prior consent. Each director shall hold office until the end of the individual's term or until such individual's prior death, resignation, or removal. Upon an increase in the number of Elected Directors, additional Elected Directors may be elected as set forth in the Articles of Incorporation. Each additional Elected Director shall be added to one of the groups of Elected Directors as will best maintain approximately equivalent numbers of directors in each group and shall serve until the term of directors in that group expires.

1.4 Vacancies. Any vacancy in an Elected Director position or the Appointed Director position, including a vacancy resulting from the removal of a director or an increase in the number of Elected Directors, shall be filled in the manner prescribed in the Articles of Incorporation and may, in the case of a resignation that will become effective at a specified later date, be filled before the vacancy occurs, but the new director may not take office until the vacancy occurs. Any reduction in the number of Elected Directors shall not shorten the term of any director then serving.

1.5 Removal of Directors. The Board of Directors may remove any Elected Director, with or without cause, but only at a meeting called for that purpose, and the notice of the meeting must state that the purpose, or one of the purposes, of the meeting is the removal of the director. The removal of an Elected Director shall be effective only upon the affirmative vote of a majority of the directors other than the director whose removal is at issue. K9's For Warriors, Inc. may remove the Appointed Director and appoint a successor Appointed Director at any time, with or without cause, upon written notice to the Board of Directors.

1.6 Annual Meeting. A regular annual meeting of the Board of Directors shall be held at such place and time as shall be determined by the Board of Directors and designated in the Notice or Waiver of Notice of the meeting. If no such place is designated in the notice of a meeting, it shall be held at the principal office of the Corporation. If, by the end of the calendar year, no meeting was designated as the annual meeting, the annual meeting shall be deemed to have been the first meeting of the Board of Directors in such calendar year.

1.7 Regular and Special Meetings. The Board of Directors may hold regular or special meetings at such place, either within or without the State of Florida, as may be provided in the notice of the meeting. The Board of Directors may provide by resolution the time and place, either within or without the State of Florida, for the holding of regular meetings of the Board of Directors without other notice. The President or Secretary or any two (2) directors may call a special meeting of the Board of Directors by giving notice of such meeting. If no place is designated in the notice of a meeting, such meeting shall be held at the principal office of the Corporation.

1.8 Notice of Meetings. Notice of meetings of the Board of Directors shall be given to each director not less than twenty-four (24) hours before the meeting, by delivering the same to the director in person or to the director's residence or business address (or such other place as the director may have directed in writing) by mail, messenger, electronic mail, telecopier, telegraph, or other means of written communication or by telephoning such notice to the director. Any such notice shall set forth the time and place of the meeting.

1.9 Waiver of Notice. A director may waive any notice required by law, the Articles of Incorporation, or these Bylaws before or after the date and time stated in the notice, and such waiver shall be equivalent to the giving of such notice. Except as provided in the next sentence of this section, the waiver shall be in writing, signed by the director entitled to the notice, and filed with the minutes or corporate records. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director at the beginning of the meeting, or promptly upon arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting. Any meeting of the Board of Directors and any action otherwise properly taken at such meeting shall be valid if notice of the meeting is waived by all directors to whom timely notice was not given as provided in these Bylaws.

1.10 Quorum. A majority of the directors then serving shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but a smaller number may adjourn any such meeting to a later date. Except as otherwise expressly required by applicable law or these Bylaws, the act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. A director who is present at a meeting of the Board of Directors or a committee of the Board of Directors when corporate action is taken is deemed to have assented to the action taken unless the director (i) objects at the beginning of the meeting, or promptly upon arrival, to holding it or transacting specified business at the meeting; or (ii) votes against, or abstains from, the action taken.

1.11 Participation in Meetings. Any or all directors may participate in a regular or special meeting (including the annual meeting) by, or the Board of Directors may conduct the

meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting for all purposes of these Bylaws.

1.12 Action Without a Meeting. Any action which may or must be taken at a meeting of the directors, may be taken without a meeting if the action is taken by all of the directors then serving. The action shall be evidenced by one or more written consents stating the action taken, signed by each director either before or after the action is taken, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section shall be effective when the last director signs the consent unless the consent specifies a different effective date and states the date of execution by each director, in which event it shall be effective according to the terms of the consent.

ARTICLE II COMMITTEES

2.1 Committees – Generally. The Board of Directors may create one or more committees, including an Executive Committee, and may appoint members of the Board of Directors to serve on such committees. Each committee shall have two (2) or more members who serve at the pleasure of the Board of Directors.

2.2 Term of Office. Each member of a committee shall continue to serve until the next annual meeting of the Board of Directors or until his or her successor is appointed, whichever occurs later, unless the committee shall be sooner terminated or such member is removed from such committee or such member shall cease to qualify as a member thereof.

2.3 Authority of Committees. To the extent specified by the Board of Directors, each committee may exercise the authority of the Board of Directors, except that a committee may not (i) fill vacancies on the Board of Directors or on any of its committees; (ii) amend the Articles of Incorporation; (iii) adopt, amend, or repeal these Bylaws; (iv) approve a plan of merger or consolidation; (v) approve the sale, lease, or exchange, or the mortgage, pledge, or other disposition of all, or substantially all, of the property and assets of the Corporation; or (vi) approve revocation of voluntary dissolution proceedings.

2.4 Committee Meetings; Miscellaneous. The provisions of these Bylaws that govern meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors shall apply to all committees of directors and such committees' members as well.

2.5 Advisory Committees. The Board of Directors may establish such advisory committees as it deems necessary or proper and appoint any individuals to serve on them. Each advisory committee shall have two or more members who serve at the pleasure of the Board of Directors. Any advisory committee so established shall provide advice to the Board of Directors on matters as requested by the Board of Directors to assist the Board of Directors in carrying out the purposes of the Corporation as set forth in the Corporation's Articles of Incorporation. An advisory committee shall act only in an advisory capacity and may make recommendations to the

Board of Directors or any committee of the Board of Directors, but shall have no authority to act on behalf of the Board of Directors or the Corporation.

ARTICLE III OFFICERS

3.1 Officers. The officers of the Corporation shall be a President and a Secretary, and in the discretion of the Board of Directors, one or more Vice Presidents and other officers and assistant officers as may be deemed necessary or advisable to carry on the business of the Corporation. Officers need not be chosen from among the directors. One person may hold more than one office, except that the offices of President and Secretary shall not be combined in one person, and no person may act in more than one capacity where the action of two or more officers is required.

3.2 Election; Term. The officers of the Corporation shall be elected by the Board of Directors. The officers shall hold office, unless removed, until their successors are elected. Any officer may resign at any time upon written notice to the Board of Directors. Such resignation shall take effect at the time therein specified, and no acceptance of a resignation shall be necessary to make such resignation effective.

3.3 Removal. Any officer elected by the Board of Directors may be removed, either with or without cause, by resolution passed by the Board of Directors at any regular or special meeting.

3.4 Duties of Officers. The President shall be the Chief Executive Officer of the Corporation. The President and the other officers of the Corporation shall have such powers and duties as generally pertain to their respective offices as well as such powers and duties as may be delegated to them from time to time by the Board of Directors.

ARTICLE IV COMPENSATION OF OFFICERS AND DIRECTORS

4.1 Compensation of Officers. Salaries or other compensation of the officers may be fixed from time to time by the Board of Directors provided that such salaries and compensation shall be reasonable and not excessive in amount and shall be for services which are reasonable and necessary for performance of the Corporation's purposes.

4.2 Compensation of Directors. The Board of Directors may by resolution provide for the payment of compensation to the directors for their services, and/or for the reimbursement of their expenses for attendance at regular or special meetings of the Corporation; provided, however, that all such payments shall be reasonable and not excessive in amount, and shall be for services or expenses which are reasonable and necessary for the performance of the Corporation's purposes. Nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefor.

4.3 Prohibition Against Excess Benefit Transactions. Notwithstanding anything contained in this Article to the contrary, the Corporation shall make no payment that would result in an “excess benefit transaction” as defined in Section 4958 of the Internal Revenue Code.

ARTICLE V MISCELLANEOUS PROVISIONS

5.1 Fiscal Year. The fiscal year of the Corporation shall be determined in the discretion of the Board of Directors, but in the absence of any such determination it shall be the calendar year.

5.2 Loans. No loans shall be made by the Corporation to any director or officer thereof.

5.3 Gifts. Any director or officer of the Corporation may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the purposes of the Corporation.

5.4 Corporate Minutes and Records. The Corporation shall keep as permanent records minutes of all meetings of its Board of Directors, a record of all actions taken by the directors without a meeting, and a record of all actions taken by the committees of the Board of Directors. The Corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time. The Corporation shall keep a copy of the following records at its principal office: (a) its Articles of Incorporation and all amendments and restatements to them currently in effect; (b) its Bylaws and all amendments and restatements to them currently in effect; and (c) a list of the names and business or home addresses of its current directors and officers.

5.5 Inspection of Records. The minutes and records described above shall be made available for inspection by current directors of the Corporation during normal business hours. In addition, to the extent required by applicable law, the Corporation shall make available for inspection during regular business hours, by any individual, copies of: (i) any application filed with and any letter or other document issued by the Internal Revenue Service with respect to the tax-exempt status of the Corporation; and (ii) the annual returns filed with the Internal Revenue Service for the three most recent years (to the extent that the Corporation is required to file such returns), provided that the names and addresses of contributors to the Corporation may be kept confidential.

5.6 Governing Law. These Bylaws shall be governed by and construed in accordance with the laws of the State of Florida.

5.7 Interpretation. For the purpose of construing these Bylaws, unless the context indicates otherwise, words in the singular number shall be deemed to include words in the plural and vice versa, and words in one gender shall be deemed to include words in other genders. The section and other headings contained in these Bylaws are for reference purposes only and shall not affect the meaning of these Bylaws.

5.8 Amendments. These Bylaws may be amended, or repealed and new Bylaws may be made, by the affirmative vote of a majority of the directors then in office, at any meeting of the Board of Directors, but only if the notice of the meeting states that the purpose, or one of the purposes, of the meeting is the amendment or repeal of the Bylaws.

* * *

Adopted effective as of December 14, 2020.



November 3, 2020

FLORIDA DEPARTMENT OF STATE
Division of Corporations

THE FIRE WATCH PROJECT, INC.
C/O K9S FOR WARRIORS, INC.
114 CAMP K9 RD
PONTE VEDRA BEACH, FL 32081

The Articles of Incorporation for THE FIRE WATCH PROJECT, INC. were filed on November 2, 2020, and assigned document number N20000012349. Please refer to this number whenever corresponding with this office.

This document was electronically received and filed under FAX audit number H20000380512.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above. It is your responsibility to remember to file your annual report in a timely manner.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Apply today with the IRS online at:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>.

Please be aware if the corporate address changes, it is the responsibility of the corporation to notify this office.

Should you have any questions regarding corporations, please contact this office at (850) 245-6052.

Sincerely,
James G Harris
Regulatory Specialist II
New Filings Section
Division of Corporations

Letter Number: 520A00021989

Florida Department of State
 Division of Corporations
 Electronic Filing Cover Sheet

Note: Please print this page and use it as a cover sheet. Type the fax audit number (shown below) on the top and bottom of all pages of the document.

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To:

Division of Corporations
 Fax Number : (850) 617-6381

From:

Account Name : HOLLAND & KNIGHT OF JACKSONVILLE
 Account Number : 074323003114
 Phone : (904) 353-2000
 Fax Number : (904) 358-1872

****Enter the email address for this business entity to be used for future annual report mailings. Enter only one email address please.****

Email Address: _____

FLORIDA PROFIT/NON PROFIT CORPORATION

The Fire Watch Project, Inc.

Certificate of Status	0
Certified Copy	0
Page Count	05
Estimated Charge	\$70.00

**ARTICLES OF INCORPORATION
OF
THE FIRE WATCH PROJECT, INC.**

The undersigned, acting as the incorporator of The Fire Watch Project, Inc., under Chapter 617 of the Florida Statutes, and Section 501(c)(3) of the Internal Revenue Code of 1986, including its Treasury Regulations, all as amended from time to time (the “Internal Revenue Code”), submits the following Articles of Incorporation:

**ARTICLE I
NAME**

The name of this corporation (the “Corporation”) is The Fire Watch Project, Inc.

**ARTICLE II
DURATION AND COMMENCEMENT OF EXISTENCE**

The Corporation will have perpetual existence, commencing with the filing of these Articles of Incorporation with the Florida Department of State.

**ARTICLE III
INITIAL PRINCIPAL PLACE OF BUSINESS AND MAILING ADDRESS**

The initial principal place of business and mailing address of the Corporation is:

c/o K9s For Warriors, Inc.
114 Camp K9 Road
Ponte Vedra Beach, FL 32081

The Board of Directors may, from time to time, change the principal office and mailing address to any other address in Florida.

**ARTICLE IV
REGISTERED AGENT**

The name of the initial registered agent of the Corporation, which is authorized to receive service of process on behalf of the Corporation, is Corporate Creations Network, Inc. The street address of the initial registered office of the Corporation is 801 US Hwy 1, North Palm Beach, Florida 33408.

**ARTICLE V
PURPOSES**

The Corporation is organized and shall be operated exclusively for charitable, scientific, literary, and educational purposes within the meaning of Section 501(c)(3) of the Internal

Revenue Code, including, without limitation, the purpose of making distributions to organizations described in Section 501(c)(3) of the Internal Revenue Code. Without limiting or expanding the foregoing, the purpose of the Corporation is to end Veteran suicide in the United States of America, primarily by partnering with local communities, local and state governments, and other nonprofit organizations to improve healthcare services for Veterans including through preemptive care and crisis care programs.

In furtherance of such purpose, the Corporation is authorized to do all acts and things requisite, necessary, proper, and desirable to carry out and further the purposes of the Corporation and, in general, to have all the rights, privileges, and immunities, and enjoy all the benefits of the laws of the State of Florida applicable to corporations of this character, including but not limited to the powers described in Section 617.0302 of the Florida Statutes, subject however to the requirements of Section 501(c)(3) of the Internal Revenue Code and to the other limitations provided in these Articles of Incorporation.

ARTICLE VI RIGHTS AND RESTRICTIONS

Despite any other provision of these Articles of Incorporation, the Corporation may not conduct or carry on any activities not permitted to be conducted or carried on by an organization described in Section 501(c)(3) of the Internal Revenue Code. These restrictions include, but are not limited to, the following:

No part of the net earnings of the Corporation may inure to the benefit of, or be distributable to, the Incorporator, members, directors, or officers of the Corporation, or to any other private persons, except that the Corporation is authorized and empowered (i) to pay reasonable compensation for personal services rendered to the Corporation, so long as the services are reasonable and necessary to carrying out the exempt purposes of the Corporation, and to reimburse expenses or advances made for the Corporation that are reasonable in character and amount, and (ii) to make payments and distributions in furtherance of the Corporation's exempt purposes as set forth in Article V.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE VII DISPOSITION OF ASSETS

If the Corporation is dissolved pursuant to the Florida Statutes, the Board of Directors, after paying, satisfying, discharging, or making adequate provision for the payment of all of the liabilities and obligations of the Corporation, shall distribute all of the assets of the Corporation to one or more organizations that are organized and operated exclusively for charitable, scientific, literary, or educational purposes within the meaning of Sections 501(c)(3) and 170(c)(2)(B) of the Internal Revenue Code, as the Board of Directors determines. Any assets not so disposed of will be disposed of by the Circuit Court of the county in which the principal office

of the Corporation is then located, exclusively for such exempt purposes, or to such organization or organizations as that Court determines are organized and operated exclusively for such purposes.

ARTICLE VIII MEMBERSHIP

The Corporation shall have no members.

ARTICLE IX DIRECTORS

9.1 Board of Directors. All corporate powers will be exercised by or under the authority of, and the affairs of the Corporation will be managed under the direction of, a Board of Directors. The qualifications of directors will be as provided in the Bylaws.

9.2 Number; Classes; Terms. The Corporation shall have not less than three (3) and not more than eleven (11) directors. The Corporation's Board of Directors shall consist of the following classes of directors:

(a) Ex Officio Directors. The Corporation shall have one (1) director designated as the Ex Officio Director, who shall be that individual who holds the official position of President of the Corporation. The Ex Officio Director shall serve *ex officio* for a term that equals the individual's tenure in the office specified.

(b) Elected Directors. The Corporation shall have not less than one (1) and not more than nine (9) directors designated as the Elected Directors. The initial Elected Directors shall be appointed by the Incorporator. At the first annual meeting of the Board of Directors, the number of Elected Directors shall be divided into three (3) groups with each group containing one-third of the total, as nearly equal in number as possible. The terms of the Elected Directors in the first group shall expire at the first annual meeting of the Board of Directors after their appointment, the terms of the Elected Directors in the second group shall expire at the second annual meeting of the Board of Directors after their appointment, and the terms of the Elected Directors in the third group shall expire at the third annual meeting of the Board of Directors after their appointment. Thereafter, at each annual meeting of the Board of Directors, one group of Elected Directors shall be elected by the Board of Directors for a term of three (3) years to succeed those whose terms expire.

(c) Appointed Directors. The Corporation shall have one (1) director designated as the Appointed Director. The initial Appointed Director and successor Appointed Directors shall be appointed by K9s For Warriors, Inc. to serve for a term of three (3) years.

ARTICLE X INDEMNIFICATION OF DIRECTORS AND OFFICERS

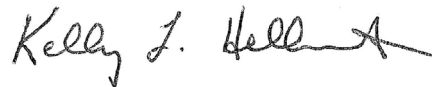
Every director or officer of the Corporation will be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed in connection with any proceeding or any settlement of any proceeding (including any appeals) to

which a director or officer may be a party or may become involved by reason of being or having been a director or officer of the Corporation, whether or not a director or officer at the time such expenses are incurred, but only if (i) the director or officer is not adjudged guilty of or liable for willful misfeasance in the performance of his or her duties, and (ii) in the case of a settlement before entry of judgment, the Board of Directors approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification will be in addition to and not exclusive of all other rights to which a director or officer may be entitled by law. Appropriate liability insurance may be provided for every officer, director, and agent of the Corporation in amounts determined from time to time by the Board of Directors.

ARTICLE XI
AMENDMENTS TO ARTICLES OF INCORPORATION OR BYLAWS

These Articles of Incorporation may be amended or restated by the affirmative vote of a majority of the directors then in office, at any meeting of the Board of Directors, but only if the notice of the meeting states that the purpose, or one of the purposes, of the meeting is the amendment or restatement of the Articles of Incorporation. The power to adopt, alter, amend, or repeal the Bylaws of the Corporation is vested in the Board of Directors in accordance with the provisions of the Bylaws.

IN WITNESS WHEREOF, the undersigned Incorporator has executed these Articles of Incorporation as of this 30th day of October, 2020.



Kelly L. Hellmuth, Incorporator
Address of Incorporator:
c/o Holland & Knight, LLP
50 N. Laura St., Suite 3900
Jacksonville, FL 32202

**CERTIFICATE OF ACCEPTANCE OF DESIGNATION AS REGISTERED AGENT OF
THE FIRE WATCH PROJECT, INC.**

WITNESSETH:


That The Fire Watch Project, Inc., desiring to organize under the laws of the State of Florida, has named Corporate Creations Network, Inc. as its agent to accept service of process within this state.

ACKNOWLEDGMENT:

Corporate Creations Network, Inc. hereby agrees to act as registered agent for the Corporation named above, to accept service of process at the place designated in these Articles of Incorporation, and to comply with the provisions of the Florida Not For Profit Corporation Act, and acknowledges it is familiar with, and accepts the duties and obligations of such position.

Dated this 30th day of October, 2020.

CORPORATE CREATIONS NETWORK, INC.

By:  _____
Name: Jenisa Irizarry
Title: Special Secretary

THE FIRE WATCH PROJECT, INC.
EMPLOYEE HANDBOOK



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Equal Opportunity and Commitment to Diversity

Equal Opportunity

The Fire Watch provides, without exception, equal employment opportunity to all citizens, employees, and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, gender expression, results of genetic testing or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, retention, compensation, training, transfer, appointment, leave of absence, layoff, recall, disciplinary action, or termination.

The Fire Watch complies fully with the letter and spirit of the nondiscrimination provisions of local, state, and federal rules, regulations, ordinances, laws, and executive orders and expressly and strictly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, The Fire Watch will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require or wish to request a reasonable accommodation should contact the Human Resources Department.

Commitment to Diversity

The Fire Watch is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Organization policy and the way we do business at The Fire Watch and is an essential principle of sound business management.

Harassment and Complaint Procedure

The Fire Watch is committed to providing a work environment free of sexual or any form of unlawful harassment, discrimination, or retaliation. Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state and local laws. Harassment or unlawful discrimination based on a characteristic protected by law and commonly referred to as a protected class, such as race, color, national origin or ancestry, gender, sex, pregnancy, sexual orientation, gender identity, gender expression, marital status, citizenship status, religion or creed, age, mental or physical disability, veteran status or other characteristic or classification protected by local, state, or federal law is prohibited.

It is The Fire Watch's policy to provide a work environment free of sexual and other harassment. To that end, harassment of The Fire Watch's employees by management, supervisors, coworkers, or nonemployees (contractors, independent contractors, vendors, clients, or others doing business with the Organization) who are in the workplace is prohibited and will not be tolerated. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Fire Watch will take all steps necessary to prevent and eliminate unlawful harassment. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of employment or engagement. To the extent a customer, vendor, or other person with whom the Company does business, engages in unlawful harassment, discrimination or retaliation, the Company will take appropriate action to remedy the situation.

Definition of Unlawful Harassment

The Company expressly prohibits any form of unlawful harassment based on a characteristic protected by law. "Unlawful harassment" is conduct that is severe or pervasive to the extent it creates an intimidating, hostile or offensive work environment; has the purpose or effect of

substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping or other threatening, hostile, or intimidating act, based on race, color, ancestry, national origin, gender, gender identity, gender expression, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment

The Company expressly prohibits any form of sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome (1) sexual advances or requests for sexual favors; and (2) all other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body or comments about an individual's sexual activity, deficiencies or prowess;

- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, ogling, whistling, brushing up against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

Any questions whether certain conduct is prohibited and unlawful should be directed to the Human Resources Department.

Complaint Procedure

The Fire Watch requests and strongly encourages any employee who believes he or she has been subject to or witnessed discrimination, including sexual or other forms of unlawful harassment, make a complaint. In the event you believe that a violation of this policy has occurred, please follow this Complaint Procedure. The Organization will investigate your complaint and take appropriate remedial action. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department manager, to any other member of management with whom you feel comfortable bringing such a complaint. If your immediate supervisor or department manager is unsuccessful in attempts to reconcile a complaint that pertains to unlawful harassment or discrimination, it will be referred to the Chief Executive Officer and subsequently the Board of Directors. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

Anti-retaliation Policy

All employees should take particular note that retaliation against an individual who has complained about or cooperated with an investigation into discrimination is prohibited, unlawful and will not be tolerated at The Fire Watch. The Organization prohibits retaliation. No one will be subject to any form of discipline, reprisal, intimidation, retaliation or any other

adverse action for good faith complaints, reports, or for information of incidents of harassment of any kind, or for pursuing any harassment claim or for participating or cooperating in related investigations or proceedings. Any suspected retaliation or intimidation should be reported immediately to a supervisor or the Human Resources Department.

Any employee who engages in retaliation or otherwise violates this policy is subject to disciplinary action, up to and including termination of employment.

All complaints will be investigated promptly, and to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, The Fire Watch will take immediate, appropriate, and corrective action, including discipline, up to and including termination.