



**INDIAN RIVER COUNTY, FLORIDA**  
**AGENDA ITEM**  
**Assistant County Administrator /**  
**Department of General Services**

---

**Date:** March 10, 2021  
**To:** The Honorable Board of County Commissioners  
**Thru:** Jason E. Brown, County Administrator  
Michael C. Zito, Assistant County Administrator  
**From:** Leigh Anne Uribe, Human Services Director  
**Subject:** Children's Services Advisory Committee's Recommendation of Request for Proposal, Grant Application and Agency Grant Contract for FY 2021-2022

---

By recommendation of the Children Services Advisory Committee, attached is the Request for Proposal (RFP), the Grant Application and the Agency Grant Contract as pertaining to the funding of children's programs in Indian River County for FY 2021-2022.

**BACKGROUND:**

Each year, in accordance with ordinance 99-01, the Children Services Advisory Committee (CSAC) initiates the grant process for the next fiscal year by identifying and prioritizing unmet and under-met needs to be addressed in programs and services funded for children living in Indian River County. The data evaluated is derived from a countywide children's needs assessment performed every 3- 5 years and updated annually, the result of which is set-forth in the Focus Areas of Need. Once determined, the RFP is written and then advertised, outlining the Focus Areas of Need and the funding priorities therein. Additionally, the full RFP includes instructions, administrative requirements, evaluation criteria, and general guidelines for agencies applying for funding.

**RECOMMENDATION:**

Staff recommends that the Board accept the RFP, the Grant Application and the Agency Grant Contract for FY 2021-2022 as submitted, and authorize the County Administrator to execute the individual contracts after review and approval by the County Attorney.

**ATTACHMENTS (5):**

Request for Proposal  
RFP Notification  
Grant Application  
Evaluation Form  
Agency Grant Contract (Sample – Not to be executed)

**APPROVED AGENDA ITEM FOR MARCH 16, 2021**