



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

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**DATE:** March 13, 2019  
**TO:** BOARD OF COUNTY COMMISSIONERS  
**THRU:** Jason Brown, County Administrator  
**THRU:** Michael Zito, Assistant County Administrator  
**FROM:** Leigh Anne Uribe, Human Services Director  
**SUBJECT:** Children's Services Advisory Committee's Recommendation of Focus Areas of Need, Request for Proposal, and Agency Grant Contract for FY 2019-20

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By recommendation of Children Services Advisory Committee, attached are the Focus Areas of Need, the Request for Proposal (RFP) and Agency Grant Contract as pertaining to the funding of children's programs in Indian River County for FY 2019-20.

**BACKGROUND**

Each year, in accordance with ordinance 99-01, the Children Services Advisory Committee (CSAC) initiates the grant process by identifying and prioritizing unmet and under-met needs to be addressed in programs and services funded for children in Indian River County for the upcoming fiscal year. The data evaluated is derived from the 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 funding priorities and focus areas therein. The RFP also includes instructions, administrative requirements, evaluation criteria, and general guidelines for all agencies applying for funding.

It is noteworthy that while a reevaluation of the needs assessment data occurred, no change was warranted in the Focus Areas for FY 2019-20 over the previous year. A comprehensive community-wide needs assessment is currently underway, however. The results of the assessment, which is expected to conclude by the year's end, will be available for the next grant cycle in 2020.

**RECOMMENDATION**

Staff recommends that the Board accept the Focus Areas of Need and RFP for FY 2019-20, as well as the Agency Grant Contract as submitted, and authorize the County Administrator to execute the individual contracts after review and approval by the County Attorney.

**ATTACHMENTS**

Request for Proposal  
Focus Areas of Need  
RFP Press Release  
Agency Grant Contract (Sample – Not to be executed)