

**2022-2023 REQUEST FOR PROPOSAL
CHILDREN'S SERVICES ADVISORY COMMITTEE**

The Children's Services Advisory Committee of Indian River County was formed by Indian River County Ordinance 99.01, Chapter 103, as an advisory board to the Indian River County Board of Commissioners.

Section 103.20. Purpose

The purpose of the Children's Services Advisory Committee is to promote healthy children in a healthy community. The term "healthy" encompasses socioeconomic, physical, environmental, educational, and behavioral health.

Section 103.21. Objective

(1) The objective of the Children's Services Advisory Committee is to provide a unified system of planning and delivery, within which children's needs can be identified, targeted, evaluated, and addressed by the Children's Services Advisory Committee.

(2) Definition of child. Any person who has not attained the age of eighteen (18) years; also, a minor.

(3) This objective will be met by the Children's Services Advisory Committee through the powers and functions of the Board of County Commissions as follows:

- a) Recommend to provide and maintain in the county services for children as the Children's Services Advisory Committee determines are needed for the general well being of the county.
- b) Collect information and statistical data and conduct research helpful to the Children's Services Advisory Committee and the County in deciding the needs of children in the County.
- c) Consult, collaborate, and coordinate with other agencies dedicated to the well being of children to the end that duplication of services will be prevented.
- d) Recommend the allocation of funds to agencies that provide services for the benefit of children in Indian River County.
- e) Recommend standards for measurable outcomes within the Request for Proposal and monitor the agencies for actual performance on agreed upon standards.
- f) Recommend to employ, pay and provide benefits for any part-time or full-time position needed to execute the foregoing powers and functions.

MISSION

The mission of the Children's Services Advisory Committee is to facilitate and coordinate the planning and development of an effective and collaborative health and human services delivery system to meet the needs of the children and families of Indian River County.

The Children's Services Advisory Committee strongly supports cultural diversity and encourages its funded programs to demonstrate the inclusion of all children and families in program development and implementation.

VISION

The efforts of the Children's Services Advisory Committee will ensure the development of a shared vision for the health and human services delivery system in Indian River County enabling funding sources and providers to define and perform their roles in a dynamically changing environment.

OVER-ARCHING GOALS

- Improve the capacity of children in Indian River County to succeed to adulthood in a safe, healthy and productive manner.
- Support caregivers – a child's most important resource – to be and do what is needed to shepherd children into adulthood in a safe, healthy and productive manner.

FUNDING CRITERIA

The Children's Services Advisory Committee is seeking programs that provide services to children and families of Indian River County. Proposals will be reviewed and evaluated by the Grant Review subcommittee which consists of members of the Children's Services Advisory Committee and other citizens of Indian River County. Proposals are accepted from government agencies, for-profit and not-for-profit organizations, and from individuals.

1. The program addresses, directly or indirectly, one or more of the Children's Services Advisory Committee's Focus Areas.
2. The program incorporates a system to bring the target population in need of services to the program.
3. The program has a substantial impact, directly or indirectly, on the achievement of one or more of the Children's Services Advisory Committee's Focus Areas of Need and incorporates measurable objective data of outcomes to demonstrate such impact.

4. The focus of the program is early intervention: the prevention of a problem before it occurs rather than the treatment and rehabilitation of an individual after the problem occurs.
5. The amount of funding requested is a wise investment of community funds. The amount spent is reasonable relative to the number of persons served and the results achieved.
6. The agency offering the program has the organizational capacity to deliver the program successfully (management, financial stability, board effectiveness, community support, etc.)
7. The program is part of a coordinated, collaborative approach designed to achieve one of the Children's Services Advisory Committee's Focus Areas.
8. The program uses quantitative and qualitative measures to evaluate relevant outcomes.
9. The agency uses best practices to include:
 - a. Evidence based with measurable outcomes over time
 - b. Cost effective/efficient with adequate staffing and regard to child safety
 - c. Skilled executive, program management, and board leadership
 - d. Strong governance and fiscal management
 - e. Opportunity for broad impact (replicable, scalable, leverageable)

Focus should be on the pockets of poverty. Given that poverty in Indian River County is in geographically disbursed pockets and unique transportation problems exist, services need to be available where and when people need and can access them. Best mediums must be utilized to clearly communicate what, when and where these services are available. Collaboration in the community is essential and can help optimize human and financial resources, expose and eliminate overlap and duplication. Interventions should start as early as possible in a child's life in order to have the greatest impact.

PRIORITY OF FUNDING

A comprehensive, community-wide needs assessment provides valuable information to help guide the Children Services Advisory Committee (CSAC) in identifying essential children's services and areas of focus to address both the unmet and under-met needs of children. This year's funding priorities are the result of the 2019-2020 Community Needs Assessment and the annual re-evaluation of its data. The Focus Areas of Need are ranked in order of priority.

Due to the large impact of Covid-19 on our community, special focus will be on areas that have been most impacted such as trauma and mental health of children, regression in school and increased substance use. Priority will be given to evidence-based programs that can address these challenges.

1. Early Childhood Development

This encompasses birth to age 5. For the younger children this would mean improving their interactions with caregivers beginning at birth and with focus on physical, social emotional and cognitive development. It would include improving the quality of childcare, Pre-K and Voluntary Pre-K providers. Providers must complete developmental screenings at appropriate intervals and make referrals where necessary.

Why? Research shows that the period 0-5 years is the most important time for brain development. Physical, social emotional and cognitive skills can be significantly impacted during this time.

2. Quality remediation and enrichment programs that include a meaningful component of social emotional skill building and academic instruction

Programs should be free/affordable and accessible (transportation) to parents and children. They should include quality instruction, be properly staffed and have enough dosing to make a meaningful impact on a child. We hold agencies to a high standard of what constitutes academic enrichment and intervention. Mentoring programs are included.

Why? Children need to develop positive in and out of school outlets that keep them engaged in learning, promote their physical, emotional and mental health. There is a wealth of data supporting quality research-based intervention, extended day programs and extended year.

3. Build Parent Capacity

This encompasses improving parenting skills at every age of a child's life and providing support mechanisms for parents, including the pre-natal period. Parents should be taught the importance of wellness of the whole child (medical, dental, mental health and developmental) in addition to meeting their basic needs. A priority would be new parents, first-time and single parents and those in the poverty pockets. Additionally, parents need to be assisted in obtaining developmental screenings at all stages of a child's development starting at 2 months.

Why? A parent is a child's first and most important teacher. We need to equip parents to be the good parents they all want to be.

4. Programs that address risky youth behavior

Evidence-based programs that help children and teens develop the tools to become productive, healthy, law-abiding citizens and address risky behavior (e.g., chronic absenteeism, substance use, delinquency, violence, teen pregnancy, STDs, bullying, depression and other mental health problems.)

Why? Nonacademic risk factors like absenteeism, mental illness, and substance abuse among youth are associated with adverse outcomes (e.g., high school dropout, criminal justice involvement, unemployment, etc.). Evidenced-based prevention, early intervention, and intensive, individualized interventions are needed to promote success and well-being of individuals, families, and the greater community.

FUNDING PROCESS

- To Be Announced** A **mandatory** information session will be held to provide an overview of the grant application process. Contact Leigh Anne Uribe at luribe@ircgov.com to register.
- May 2, 2022** Proposals are due by **2:00 PM ONLINE VIA e-CIMPACT**. Late proposals will NOT be accepted.
- June 9-11, 2022** The Grant Review Subcommittee will evaluate funding proposals. Agencies will be contacted to schedule a date and time for their review.
- June 13, 2022** The Grant Review subcommittee will present funding recommendations to the Children's Services Advisory Committee for approval.
- June 21, 2022** Approved funding recommendations will be presented to the Board of County Commissioners, followed by formal notifications to all agencies regarding the funding of their proposal(s).
- September 22, 2022** Grant contracts will be electronically mailed following the County's final Budget Hearing. Contract dates will run October 1, 2022 through September 30, 2023.

DISQUALIFICATION

Any one, or a combination of the items listed below, will disqualify an applicant from further consideration as a qualified applicant.

1. Failure to include proof of, or ability to obtain, all required liability insurance listing Indian River County as an additional insured, as specified in the County contract attached to the proposal.
2. Failure to submit all portions of the proposal by the specified submission deadline.
3. Failure to certify the Application for Funding by the Agency's duly authorized official attesting to the accurateness of the submission and the governing body's approval.

REQUIREMENTS

- All agencies, or individuals, receiving a grant must negotiate performance measurements with the Children's Services Advisory Committee and submit a Program Budget for review.
- All agencies, or individuals, receiving a grant will be required to mention the Children's Services Advisory Committee and Indian River County as a funder, or partial funder of the program, in all printed material and press releases.
- All agencies, or individuals, receiving a \$100,000 grant or more, will be required to provide Indian River County with a financial audit within 180 days after the end of the agency's fiscal year.
- For Profit Applicants must provide a copy of their most recent Federal Tax Return with the application.

SPECIAL CONTRACT TERMS AND CONDITIONS

Period of Performance

- Grant contracts will run from October 1, 2022 through September 30, 2023.
- Program monitoring, quarterly reports, and mid-year presentations to the Grant Review subcommittee will be developed with grant recipients after the contract is finalized.

Invoicing and Payment

- All payments are based on reimbursement of paid expenses.
- All requests for payment should be submitted to Indian River County Human Services Department, Attention: Leigh Anne Uribe, 1900 27th Street, Vero Beach, Florida, 32960.
- Request for payment must be submitted in a timely manner (monthly, if possible).
- Reimbursements will be limited to 25% of the contracted program dollar amount during each calendar quarter unless pre-approved (Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sept).
- Each reimbursement request must have a Reimbursement Request Form detailing all expenses. For each expense listed, a backup invoice and/or receipt, and any other pertinent data must be attached. If the agency requests reimbursement for salaries, other related documentation (i.e., copies of payroll checks, payroll tax checks, invoices, checks for benefits) must be included.
- Travel inside the county will be reimbursed according to Florida Statute 112.061.
- Payment may be delayed for three reasons:
 - Improper filing of requests
 - Not filing quarterly reports with the Department of Human Services within 30 days after the end of each quarter
 - Not filing the agency's audit, as required by the County, in a timely manner

The following items will NOT be reimbursed by the Indian River County Board of County Commissioners or by the Children's Services Advisory Committee:

- Food and beverages
- Paid Time Off - sick or vacation payments for employees
- Capital expenses of any amount
- Cell phone charges
- Costs incurred by applicants in responding to the RFP
- Expenses other than those related to the curriculum or staffing of the program
- Expenses incurred prior to the first date of the grant
- Travel outside of Indian River County
- Travel expenses not related to the delivery of the program
- The payment of fines or assessed penalties
- Any expense not outlined in the agency's Program Budget

THE CHILDREN'S SERVICES ADVISORY COMMITTEE AND THE BOARD OF COUNTY COMMISSIONERS RESERVE THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE ANY NON-SUBSTANTIVE DEFICIENCY OR IRREGULARITY, AND TO AWARD A CONTRACT IN WHAT THE CHILDREN'S SERVICES ADVISORY COMMITTEE AND BOARD OF COUNTY COMMISSIONERS BELIEVE TO BE IN THE BEST INTEREST OF INDIAN RIVER COUNTY CHILDREN.

SUPPORTING DOCUMENTS CHECKLIST

- _____ List of current Officers and Directors
- _____ Latest Financial Audit Report & Management Letter (Must conform to the AICPA Audit Guide)
- _____ Most recent IRS Form 990, (Including all schedules)
- _____ Most recent Internal Financial Statement (Profit & Loss or Balance Sheet)
- _____ Staff Organizational Chart
- _____ Most recent Annual Report (if available)
- _____ 501(C)(3) IRS Exemption Letter
- _____ Articles of Incorporation
- _____ Agency's Bylaws
- _____ Agency's written policy regarding Affirmative Action
- _____ Evidence of Liability and Workers Compensation Insurance
- _____ Board-approved Strategic Plan (if available)
- _____ Sworn Statement Under Section 105.08, Indian River County Code on Disclosure of Relationships
- _____ Funder Specific Budget and Position Salaries
- _____ Survey Tools
- _____ Program Outcomes Report

All materials and supporting documentation submitted in response to the RFP become public documents and the property of the Indian River Board of County Commissioners.

**SWORN STATEMENT UNDER SECTION 105.08, INDIAN RIVER COUNTY CODE,
ON DISCLOSURE OF RELATIONSHIPS**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement MUST be submitted with CSAC 2022-2023 Request for Proposal for: _____

2. This sworn statement is submitted by: _____

(Name of entity submitting Statement)

whose business address is: _____

3. My name is _____

(Please print name of individual signing)

and my relationship to the entity named above is _____

4. I understand that an “affiliate” as defined in Section 105.08, Indian River County Code, means:

The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity.

5. I understand that the relationship with a County Commissioner or County employee that must be disclosed as follows:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have any relationships as defined in section 105.08, Indian River County Code, with any County Commissioner or County employee.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents, who are active in management of the entity have the following relationships with a County Commissioner or County employee:

Name of Affiliate
or entity

Name of County Commissioner
or employee

Relationship

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by _____ who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC

SIGN: _____

PRINT: _____

Notary Public, State at large
My Commission Expires:

(Seal)

**2022-23 FUNDING APPLICATION
FUNDER SPECIFIC BUDGET
PROGRAM EXPENSES**

AGENCY NAME:			
PROGRAM NAME:			
	FY 22-23 TOTAL PROGRAM BUDGET	FY 22-23 FUNDER SPECIFIC BUDGET	% OF TOTAL VS. FUNDER REQUEST
EXPENDITURES			
Salaries			
Employment Benefits			
Retirement - Annual pension for qualified staff			
Life/Health - Medical/Dental/Short-term Disab.			
Payroll Taxes			
FICA - Total salaries x 0.0765			
Workers Compensation - # employees x rate			
Florida Unemployment - # projected employees x \$7,000 x rate			
Administrative Costs			
Advertising			
Audit Expense			
Books/Educational Materials			
Equipment:Rental & Maintenance			
Food & Nutrition			
Insurance			
Occupancy (Building & Grounds)			
Office Supplies			
Postage/Shipping			
Printing & Publications			
Specific Assistance to Individuals			
Subscription/Dues/Memberships			
Telephone			
Travel/Conferences/Training			
Travel-Daily			
Utilities			
Other/Miscellaneous			
Professional Fees (Legal, Consulting)			
TOTAL OPERATING EXPENDITURES			
Equipment Purchases:Capital Expense			
TOTAL EXPENDITURES			

