

**2019-2020 REQUEST FOR PROPOSAL
CHILDREN SERVICES ADVISORY COMMITTEE**

INTRODUCTION

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

The Children's Services Advisory Committee recommends funding for programs to the Board of County Commissioners. The final decision for funding will be made by the Indian River County Board of County Commissioners.

The Children's Services Advisory Committee is seeking programs that provide services to children and families of Indian River County as identified in the 2014/15 Indian River County Community Needs Assessment. Applications are accepted from government agencies, for-profit and not-for-profit organizations, and from individuals.

MISSION STATEMENT

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 STATEMENT

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 OUTCOMES

- 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.

CHILDREN SERVICES PRIORITY OF FUNDING

BACKGROUND

The 2014/15 Indian River County (IRC) Community Needs Assessment provided valuable information to help guide the Children Services Advisory Committee (CSAC) in identifying essential children's services. Parts of this data was re-evaluated in 2018. Grant requests will be considered based on the criteria outlined below.

LARGER PICTURE

The community must start taking a long-term view focusing 15-25 years out. We have a cycle of poverty in IRC that has been increasing and needs to be broken.

Interventions should start as early as possible in a child's life in order to have the greatest impact.

IRC agencies should use best practices.

- a. Evidence based with measurable outcomes over time
- b. Cost effective/efficient
- c. Skilled executive, program, and board leadership
- d. Strong fiscal management
- e. Opportunity for broad impact (replicable, scalable, lever gable)

Focus should be on the pockets of poverty. Given that IRC poverty is in geographically disbursed pockets and that we have unique transportation problems, we must always keep in mind that services need to be available where and when people need and can access them. We must utilize the best mediums 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.

The considerations highlighted above have precedence over the actual CSAC Focus Areas listed below.

FOCUS AREAS OF NEED (ranked in order by the Advisory Team at the completion of the Needs Assessment process and updated for clarity)

Mental health affects every Focus Area. We have decided not to make mental health a separate Focus Area, but to evaluate mental health interventions relevant to each Focus Area.

1. Early Childhood Development

This encompasses birth to age 5. For the younger children this would mean improving the interactions they have beginning at birth with their caregivers and with focus on physical, social emotional and cognitive development. It would include improving the quality at childcare, PreK and Voluntary PreK providers as well as improving financial accessibility by leveraging available federal and state funds.

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

2. 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. A priority would be new parents in particular first time and single parents and those in the poverty pockets.

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

3. After school and summer recreational activities and academic enrichment programs

They need to be free/affordable and accessible (transportation) to parents and children. They should include a literacy/tutoring component. We hold agencies to a high standard of what constitutes academic enrichment. Mentoring programs are included. There is a large gap of programs for children 12+.

Why: Children need to develop positive out of school outlets that keep them engaged in school, promote their health and provide connections (to sports/hobbies, a person or group, etc.). There is a wealth of data supporting extended day and extended year.

4. Middle and High School programs that address risky behavior

Programs that help adolescents and teens develop the tools to become productive, healthy and law-abiding citizens and address risky behavior (alcohol, tobacco, vaping, drugs, delinquency, teen pregnancy, STDs, bullying, etc.)

Why: There is a lot of at-risk behavior and we need to ensure that it is addressed early and repeatedly.

EVALUATION CRITERIA

The proposals will be reviewed and evaluated by the Grant Review Sub-Committee, which consists of members of the Children's Services Advisory Committee and other citizens of Indian River County.

STANDARDS FOR EVALUATION

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 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. This program is part of a coordinated collaborative approach designed to achieve one of the Children's Services Advisory Committee's Focus Areas.

GUIDELINES

TIMETABLE

1. Proposals are due **by 2:00 PM on MAY 7, 2019, ONLINE VIA e-CIMPACT**. Late proposals will not be accepted.
2. The Grant Review Sub-Committee will evaluate agency proposals on June 6-8, 2019.
3. The Grant Review Sub-Committee will present funding recommendations to the Children's Services Advisory Committee for approval on June 10, 2019.
4. Approved funding recommendations will be presented to the Board of County Commissioners at the Budget Hearing in June, followed by formal notifications to all agencies regarding the funding of their proposal(s).
5. Grant contracts will be mailed out in September 2019. Contract dates will run October 1, 2019 through September 30, 2020.

DISQUALIFICATION

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

1. Failure to include proof of ability to obtain all required liability insurance having Indian River County as an additional insured, contained in the contract attached to the proposal.
2. Failure to submit all portions of the proposal by stated deadline.

REQUIREMENTS

- 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.

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

- Any expense not outlined in the agency's funding application
- 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 expenses not related to the delivery of the program
- Travel outside of Indian River County
- Paid Time Off - sick or vacation day payments for employees

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.

SPECIAL CONTRACT TERMS AND CONDITIONS

Contract Procedures

- For Profit Applicants must provide a copy of most recent Federal Tax Return with application.

Period of Performance

- Grant contract will run from October 1, 2019 through September 30, 2020.
- Program monitoring, written quarterly reports, and mid-year presentations to the Grant Review Sub-Committee will be developed with grant recipients after contract finalization.

Invoicing and Payment

- All payments are based on reimbursement.
- 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 dollar amount during each calendar quarter unless preapproval is granted (Oct-Dec, Jan-March, Apr-June, July-Sept).
- Each reimbursement request must have a Cover Sheet detailing all expenses. For each expense listed, a backup invoice 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 request
 - 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 IRC, in a timely manner

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.