

**2024-2025 REQUEST FOR PROPOSAL  
CHILDREN'S SERVICES ADVISORY COMMITTEE**

The Children's Services Advisory Committee of Indian River County is an advisory board to the Indian River County Board of County Commissioners.

**Section 103.20. Purpose**

The purpose of the Children's Services Advisory Committee is to promote the health and well-being of 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 evidence based 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.

Evaluations of agencies submitting funding applications shall include, but not be limited to, site visits, interviews, and application review. Applications received will be assessed on the basis of specified criteria and will include, but not be limited to, the following items:

- a. Organization's capability. The qualifications and experience of the applicant in providing quality human services and the agency's financial capability.
- b. Evidence based outcomes from prior years.
- c. Need for service. Appropriate goals and objectives in response to the advertisement of funding availability.
- d. Soundness of methodology. The goal and objectives, description of services with timeline and documented coordination with other service providers.
- e. Evaluation. The program's process and outcome objectives, data collection system and evaluation design.
- f. Cost effectiveness. The proportion of budget applied to direct services, funds from other sources, funds requested, current and projected long range efficiency.
- g. Children and families served. The extent to which the application addresses services to meet identified needs of the target population.
- h. Neighborhood-based initiatives. The extent and degree to which the application focuses on a local area or neighborhood.
- i. Response to a specified strategy. The applicant's identification of and appropriate response to a specified primary strategy.
- j. Application. The relative completeness, clarity and conciseness of the response to all required items in the funding announcement and application.

## **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. The funding priorities are the result of the 2024-2027 Children's Needs Assessment.

The assessment identified three primary priorities:

### ***Health and Well-being, Nurturing Families and Communities, and Success in School and Life***

Each priority is comprised of specific focus areas ranked in order of priority and associated data indicators, emphasizing prevention, early identification/intervention, and the pivotal role of building parent/guardian capacity in children's services. This proactive approach aims to address potential challenges before they escalate, recognizing the lifelong impact of early experiences on a child's development, and striving to positively shape their path. With a focus on cost-effectiveness, early interventions minimize societal and financial burdens linked with delayed support.

#### **Health and Well-being:**

Promoting the health and well-being of children is foundational to their overall development. Access to quality prenatal care ensures a healthy start for both mothers and infants, reducing the risk of complications and ensuring optimal birth outcomes. Positive behavioral health interventions are crucial for addressing mental health challenges among youth, fostering resilience, and preventing substance abuse issues. Promotion of physical health, including maintaining a healthy body weight, is essential for long-term well-being. Identifying and expanding programs for students with special needs ensures that every child receives the support necessary for their unique educational journey.

Why? Early prevention and intervention strategies in health, combined with building parent/guardian capacity, contribute to long-term well-being, reducing the need for more extensive interventions later on. By prioritizing these aspects, we proactively support children's health, addressing potential challenges at their inception.

#### **Focus Areas and Data Indicators:**

- 1. Enhanced Access to Prenatal Care:** Monitoring the initiation of prenatal care, birth outcomes, breastfeeding initiation, fetal and infant mortality, and repeat teen births.
- 2. Advancements in Positive Behavioral Health:** Tracking youth risk profiles, depression rates, substance abuse among youth, and adult alcohol consumption.
- 3. Promotion of Physical Health:** Observing body mass index (BMI) summaries and youth obesity rates.
- 4. Identification and Expansion of Programs for Students with Special Needs:** Assessing student demographics based on primary exceptionality.

### **Nurturing Families and Communities:**

Creating an environment that nurtures families and communities is vital for children's overall stability and well-being. Decreasing childhood adversity, including experiences of abuse and neglect, is essential for fostering safe and supportive family environments. The reduction of juvenile delinquency incidents contributes to a safer community and better opportunities for positive youth development.

Why? Prioritizing prevention and early intervention in family and community dynamics, along with building parent/guardian capacity, we aim to create an environment where potential issues are identified and addressed promptly, fostering stability and resilience in children from the outset.

#### **Focus Areas and Data Indicators:**

- 1. Decrease in Childhood Adversity:** Analyzing adverse childhood experiences, child abuse incidents, Baker Act utilization, and instances of children in foster care or homelessness.
- 2. Reduction of Juvenile Delinquency Incidents:** Examining trends in juvenile delinquency through metrics such as juvenile arrests.

### **Success in School and Life:**

Ensuring success in school and life is fundamental for a child's future prospects. Increasing kindergarten readiness sets the stage for a strong educational foundation, impacting a child's academic journey positively. Improvement in academics, attendance, and the expansion of pathways for college and career success are critical for preparing children to meet the challenges of an ever-evolving world.

Why? By focusing on prevention and early intervention in education, coupled with building parent/guardian capacity, provides children with the resources they need from the beginning, reducing barriers to success and fostering a foundation for lifelong learning and achievement.

#### **Focus Areas and Data Indicators:**

- 1. Increase of Kindergarten Readiness:** Evaluating early learning indicators and kindergarten readiness.
- 2. Improvement in Academics:** Analyzing student performance and proficiency on statewide assessments in reading, math, science, and social studies.
- 3. Boost in Attendance:** Monitoring average daily attendance and chronic absenteeism.
- 4. Expansion of Pathways for College and Career Success:** Reviewing high school graduation rates, workforce data, and school discipline measures.

Applicants seeking funding are encouraged to focus their programs on serving pockets of poverty, considering the geographical dispersion and transportation challenges in Indian River County. It is crucial that services are designed to be accessible, considering both the location and timing that align with the community's needs. To enhance program effectiveness, applicants should employ research/evidence-based strategies and best practices, ensuring that interventions are informed by proven approaches. Collaboration within the community is essential to optimize resources, eliminate redundancy, and initiate interventions as early as possible in a child's life, thereby maximizing the impact of support services.

## FUNDING PROCESS

**April 12, 2024** Proposals are due by **5:00 PM ONLINE VIA e-CIMPACT**. Late proposals will NOT be accepted.

**May 30 & June 5-7, 2024** The Grant Review subcommittee will evaluate funding proposals. Agencies will be contacted to schedule a date and time for their review.

**June 11, 2024** The Grant Review subcommittee will present funding recommendations to the Children’s Services Advisory Committee for approval.

**July 2, 2024** 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 20, 2024** Grant contracts will be electronically mailed following the County’s final Budget Hearing. Contract dates will run October 1, 2024 through September 30, 2025.

## 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 to include supporting documents.
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 are required to acknowledge 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, are 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, 2024 through September 30, 2025.
- Program monitoring, quarterly reports, and site visits schedules will be developed with grant recipients after the contract is finalized.

## Invoicing and Payment

- All payments are based on reimbursement of pre-approved paid expenses per the County contract.
- Request for payment should be submitted via mail or uploaded in E-Cimpact.
- 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 such as sick or vacation payments for employees
- Capital expenses greater than \$5,000
- 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
- Services provided by other governmental entities or their employees
- Any expense not approved in the agency's Funding Budget

## **SUPPORTING DOCUMENTS CHECKLIST**

- \_\_\_\_\_ Program Salaries Budget
- \_\_\_\_\_ Program Budget Support Documents
- \_\_\_\_\_ Agency Budget
- \_\_\_\_\_ Financial Audit & Internal Control Letter
- \_\_\_\_\_ IRS Form 990
- \_\_\_\_\_ Internal Financial Statements
- \_\_\_\_\_ Board Meeting Minutes
- \_\_\_\_\_ List of current Officers and Directors
- \_\_\_\_\_ Staff Organizational Chart
- \_\_\_\_\_ Strategic Plan
- \_\_\_\_\_ Agency Bylaws
- \_\_\_\_\_ Affirmative Action Policy
- \_\_\_\_\_ Evidence of Liability and Workers Compensation Insurance
- \_\_\_\_\_ Articles of Incorporation
- \_\_\_\_\_ 501(C)(3) IRS Exemption Letter
- \_\_\_\_\_ Florida Charitable Solicitations Registration
- \_\_\_\_\_ Sworn Statement Under Section 105.08
- \_\_\_\_\_ Most recent Annual Report
- \_\_\_\_\_ Program Outcomes Report
- \_\_\_\_\_ Survey Tools
- \_\_\_\_\_ Other
- \_\_\_\_\_ Evidence of School District Partnership
- \_\_\_\_\_ Evidence of Agency Collaboration
- \_\_\_\_\_ Agency Logo
- \_\_\_\_\_ Program Logo
- \_\_\_\_\_ Program Photos

**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.**

**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.**