

**Indian River County, Florida  
Community Services Department  
Board Memorandum**

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**Date:** June 18, 2024

**To:** The Honorable Board of County Commissioners

**Thru:** John A. Titkanich, Jr., County Administrator  
Michael C. Zito, Deputy County Administrator  
Cindy Emerson, Community Services Director

**From:** Megan Kendrick, Human Services Manager

**Subject:** Children's Services Advisory Committee Recommended Program  
Funding Allocations for Fiscal Year 24/25

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**BACKGROUND**

On February 16, 2024, the County issued a Request for Proposals (RFP) inviting not-for-profit and for-profit organizations, government agencies, and individuals to apply for funding to support children's programs and services in Indian River County. This grant program is administered by Indian River County with assistance from the Children's Services Advisory Committee (CSAC), consistent with Ordinance Number 2022-007 and the County's Outside Agency Funding Policy Revisions approved by the Board on August 4, 2022. In response to the RFP, the County received 56 proposals requesting a total of \$3,452,939.14 in funding. All 56 proposals can be found on The Children's Services Webpage.

Over the past 10 months, staff have collaborated with the CSAC Main Committee, the Needs Assessment Subcommittee, and the Grants Subcommittee to refine the RFP process. The goal is to ensure the needs of the children and families in our community are being met, to provide agencies with professional development and coaching to develop strong RFPs, to establish clear measurable outcomes for agencies, to analyze and share impact reports with the public, and to increase transparency throughout the process. Below is a timeline of the work that has been done to improve the RFP process by enhancing accountability and impact.

**RFP Timeline:**

**November - January**

- Staff collaborated with the Needs Assessment Committee to develop the comprehensive 2024-2027 Needs Assessment Plan.

**January**

- Staff developed the RFP Scoring Rubric based on the needs identified in the Needs Assessment Plan.

**February**

- Staff offered an RFP walkthrough to all interested agencies.
- Staff provided individualized RFP support to all interested agencies.
- Staff provided professional development for budget planning and performance accountability

to all interested agencies.

- RFP Application for FY 24/25 opened to all agencies.

#### March

- Staff provided professional development on research-based program design and evaluation.

#### April - May

- Application closed.
- CSAC Grant Subcommittee reviewed and scored 56 program applications using the RFP Scoring Rubric.
- Staff provided individualized presentation preparation to all interested agencies.

#### May - June

- May 30, June 5, and June 6: CSAC Grant Subcommittee held grant presentations for all 56 programs.
- June 7: CSAC Grant Subcommittee deliberated and voted on FY 24/25 CSAC Funding Recommendations.
- June 14: CSAC Main Committee reviewed the recommendations and voted to approve the CSAC Grant Subcommittee Recommendations.

#### Funding Recommendation Process:

On April 9<sup>th</sup>, 2024, the Board of County Commissioners approved FY 24/25 funding for Children's Services in the amount of \$3,149,351, with up to \$207,522 for administrative expenses and up to \$2,941,829 in Children's Program expenses.

Staff organized programs into the three priorities identified in the Needs Assessment: Health and Well-being, Nurturing Families and Communities, and Success in School and Life. After the CSAC Grant Subcommittee reviewed, analyzed, scored, and heard presentations from the 56 programs, they used the scores from the RFP Scoring Rubric, supporting documentation, and information from the presentations to determine how much funding each program should be allocated. Once the allocation for each program had been decided, the CSAC Grant Subcommittee voted on the total funding recommendation for programs in each priority.

The CSAC Grant Subcommittee approved full or partial requested funding for the following programs, per priority:

Priority	# of Appl. Programs	# of Awarded Programs	Award
Health & Well-Being	10	7	\$400,000
Nurturing Families and Communities	14	11	\$449,950
Success in School & Life	32	29	\$1,963,069
<b>Total Awarded</b>	<b>56</b>	<b>47</b>	<b>\$2,813,019</b>
<b>Total Funding Available</b>	<b>\$2,941,829</b>	<b>Total Funding Remaining</b>	<b>\$128,810</b>

After allocating funding to 47 total programs, there was a remaining balance of \$128,810, with a recommendation that it be used for future needs that serve children and families in FY 24/25.

The CSAC Main Committee then approved the Grant Subcommittee's funding recommendation.



**FUNDING**

Funding was approved on April 9<sup>th</sup>, 2024, by the Board of County Commissioners and no additional funds are requested.

**RECOMMENDATION**

Staff respectfully recommends that the Board of County Commissioners approve CSAC's funding recommendations for children's programs for FY 24/25 and authorize the County Administrator to execute the 47 program grant agreements after review and approval by the County Attorney for legal sufficiency. Should program funding become available through default, noncompliance, or early termination of an awarded grant program during the fiscal year, staff will bring an item to the Board for approval of an alternative program or service based on the needs of children and families in Indian River County.

**ATTACHMENTS**

CSAC Recommended Program Funding FY 24/25  
Funding Recommendation Presentation  
Request for Proposal  
Grant Proposal Evaluation Rubric

**AGENDA ITEM FOR July 2, 2024**