



**INDIAN RIVER COUNTY, FLORIDA**  
**AGENDA ITEM**

**Department of Community Services / Human Services Division**

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**Date:** December 17, 2025  
**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's Recommendation of Request for Proposal, Grant Application and Agency Grant Contract for FY 2025-2026

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By recommendation of the Children Services Advisory Committee, attached is the Request for Proposal (RFP), the Grant Application and the Agency Grant Contract as pertaining to the funding of children's programs in Indian River County for the fiscal year 2025-2026.

**DESCRIPTION AND CONDITIONS:**

Each year, in accordance with Section 103.24(2)(a) of the Indian River County Code, the Children's Services Advisory Committee (CSAC) initiates the children's services grant process for the upcoming fiscal year by identifying and assessing the needs of children in Indian River County. The 2024-2027 Children's Services Needs Assessment Plan was approved by the Board of County Commissioners (BOCC) on December 26, 2023.

Over the past year, the CSAC Needs Assessment Subcommittee conducted a comprehensive review of new data, creating an Executive Summary of their findings and reaffirming the current funding priorities:

1. **Health & Well-Being**
2. **Nurturing Families & Communities**
3. **Success in School & Life**

Focus areas and data indicators remain aligned with each funding priority, reflecting the needs identified through previous assessments and ongoing analysis.

The CSAC Grants Subcommittee conducted a thorough review of the RFP and grant application process, resulting in the following updates:

- Strengthened organizational capacity and financial responsibility requirements.
- Increased transparency in program evaluation and administrative expectations.
- Incorporated a detailed scoring rubric to enhance the quality of grant submissions and ensure inter-rater reliability during the scoring process.

The updated RFP and Grant Application reflect these improvements and continue to align with the identified priorities, supporting programs that effectively address the needs of children and families

in Indian River County. Additional updates and supporting documents are highlighted in the attachment.

No changes were made to the Agency Grant Contract for the 2025-2026 fiscal year.

On December 10, 2024, the CSAC Main Committee reviewed and approved the 2024-2025 CSAC Needs Assessment Executive Summary, the Request for Proposal (RFP), the Grant Application, and the Agency Grant Contract for fiscal year 2025-2026.

**FUNDING:**

There is no funding associated with this item, as it is just approval of the Request for Proposal (RFP), the Grant Application and the Agency Grant Contract for fiscal year 2024-2025.

Each year, the Board of County Commissioners approves a funding allocation for Children's Services which can be up to the maximum millage cap of 0.2500 mills. Currently, the Children's Services funding has not been established for fiscal year 2025-2026 and will come to the Board for approval at a later meeting.

**RECOMMENDATION:**

Staff recommends that the Board accept the RFP, the Grant Application and the Agency Grant Contract for FY 2025-2026 as submitted and authorize the County Administrator to execute the individual contracts after review and approval by the County Attorney.

Children's Services Advisory Committee's Recommendation of Request for Proposal, Grant Application and Agency Grant Contract for FY 2024-2025

**ATTACHMENTS (4):**

Request for Proposal  
Grant Application  
Sample - Agency Grant Contract  
Scoring Rubric  
2024-2025 Needs Assessment Update Executive Summary

**APPROVED AGENDA ITEM FOR JANUARY 14, 2025**