



*Citizens' Commission for Children*

# Before You Apply: Contract Requirements for Awarded Agencies

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Applying for Citizens' Review Panel Human Services (CRPHS) funding means agreeing to enter into a formal agreement with Orange County. This is public funding, which comes with specific rules, reporting requirements, and accountability standards. Before you apply, make sure your organization understands what will be required.

# CRPHS FUNDING IS COMPETITIVE AND NOT GUARANTEED



- Submitting an application does not guarantee funding.
- CRPHS review panels make funding recommendations. Your contract will need approval by the Board of County Commissioners if the total award amount meets the County's procurement threshold that requires Board approval.
- Awards depend on available County funds and a signed contract.



# YOU MUST BE READY TO SIGN AND MANAGE A COUNTY CONTRACT

If awarded funding, your organization must sign a Provision of Services Contract with Orange County.

The contract will define:

- The services you are approved to provide
- How and when you must report
- How you will invoice for payment
- Performance monitoring expectations
- Financial oversight requirements
- Legal and regulatory responsibilities

In addition, all contracted providers must successfully pass a Level 2 background screening as required by Orange County before services can begin.

If your organization does not currently have the administrative systems to manage public funds, you should strengthen your capacity before applying.



## PAYMENT IS BASED ON DIRECT SERVICES; NOT OUTCOMES

***CRPHS funding works on a reimbursement basis.***

You are paid for:

- Direct services delivered to clients
- Services that are included in your approved Scope of Work
- Services that are properly documented
- Services that are correctly reported and invoiced

# OUTCOMES MATTER — THEY ARE USED TO EVALUATE PERFORMANCE

Your organization must track and report outcomes (using the Citizens' Commission for Children Performance Measures Menu, unless otherwise stated in your contract).

Outcome data is used to:

- Measure program effectiveness
- Monitor contract performance
- Identify training or technical assistance needs
- Help determine contract renewals and future funding

Failure to track and report outcomes is considered noncompliance, even if services were delivered and paid.





# REPORTING IS REQUIRED

Funded agencies must submit required reports, which may include:

- Monthly service reports
- Monthly invoices
- Quarterly performance and outcome reports
- Annual program reports

Late or incomplete reports can delay payment and may result in compliance findings.

# FINANCIAL REVIEW OR AUDIT IS REQUIRED



All funded agencies must submit annual financial documentation. Requirements depend on your organization's revenue and County thresholds.

This may include:

A financial review by an independent CPA

**OR**

A full financial audit completed by an independent CPA. Organizations must budget for this cost and address any findings identified.

# INSURANCE IS REQUIRED

Funded agencies must maintain required insurance throughout the contract period, which may include:

- General liability insurance
- Workers' compensation (if applicable)
- Automobile liability (if vehicles are used) and if services are provided on County property
- Professional liability (if required)

Failure to maintain required insurance can result in withheld payments or contract termination.

# MONITORING AND AUDITS ARE NORMAL

Orange County may:

- Conduct site visits
- Review client files
- Verify services billed
- Audit financial records
- Interview staff

Your organization must keep organized, accurate, and complete documentation for the entire contract period.

# YOU MUST FOLLOW ALL APPLICABLE LAWS AND POLICIES

Funded agencies must comply with all required laws and policies, including:

- All direct service staff are required to have a satisfactory Level II Background screening
- E-Verify and employment eligibility laws
- Public Entity Crimes and Scrutinized Companies statutes
- Human trafficking compliance requirements
- Public records laws
- Confidentiality and data protection requirements (including HIPAA, if applicable)





# SCOPES, DEADLINES, AND FUNDING AVAILABILITY MAY CHANGE

CRPHS funding cycles may include updated scopes of work, revised deadlines, or changes issued through formal addenda. It is the applicant's responsibility to monitor and follow all updates.

# LOCATION REQUIREMENTS



Awarded agencies must secure an approved service location prior to contract execution. If the Scope of Services specifies a geographic service area, the awarded organization is required to deliver the majority of services to residents within that designated area.

Programs operating on Orange County Public Schools (OCPS) property and/or serving OCPS students must obtain and maintain a current, executed agreement with OCPS prior to the commencement of services.

# CONTRACTS CAN BE TERMINATED



Orange County may terminate a contract for convenience or for cause (such as noncompliance, poor performance, or funding issues).

Agencies must be prepared to responsibly wind down services if needed

# For any QUESTIONS

For assistance, please contact the CRPHS team at  
407-836-7610 or  
[Funding-CRP@ocfl.net](mailto:Funding-CRP@ocfl.net)

