



# **Orange County Citizens' Review Panel Fund Distribution Process**

## **Spring 2023**



Orange County Citizens’ Review Panel
Request for Proposals for
Spring 2023 Fund Distribution Process

RFP Table of Contents

RFP Submittal Information and Instructions ..... 1
Article 1: Introduction ..... 1
Section A: Definitions (Alphabetical Order)..... 1
Section B: Notice of RFP ..... 2
Section C: RFP Process Timeline ..... 2
Table 1: RFP Process Timeline ..... 3
Section D: Questions ..... 4
Table 2: Staff RFP Contact..... 4
Article 2: Available Funding Objectives and Programs ..... 4
Section A: Children’s Services Fund..... 4
1. Funding Term ..... 4
2. Focus Target Areas ..... 4
Table 3: Concentrated Community Initiative (“CCI”) Sectors ..... 5
3. Funding Objectives for Children’s Services Fund ..... 5
4. Small Scale CRP (SSCRP) Requests for Proposals ..... 5
Table 4: Funding Objectives for Children’s Services Fund ..... 6
Section B: Innovation Program for Youth ..... 7
1. Funding Term ..... 7
2. Funding Objectives for Innovation Program for Youth ..... 8
Table 5: District Map..... 8
Table 6: Funding Objectives for Innovation Program for Youth ..... 8
Section C: Traditional Citizens’ Review Panel Fund ..... 9
1. Funding Term ..... 9
2. Funding Objectives for Traditional Citizens’ Review Panel Fund..... 9
3. Small Scale CRP (SSCRP) Requests for Proposals ..... 9
Table 7: Funding Objectives for TCRP Fund ..... 10
Section D: Youth Violence Prevention ..... 10

1. Funding Term.....	10
2. Funding Objectives for Youth Violence Prevention .....	10
Table 8: Funding Objectives for Youth Violence Prevention.....	10
<b>Article 3: RFP Terms and Conditions .....</b>	<b>11</b>
<b>Section A: Evaluation Criteria.....</b>	<b>11</b>
Table 9: Evaluation Criteria .....	11
<b>Section B: General Eligibility Requirements.....</b>	<b>11</b>
<b>Section C: Self-Performance/Collaborative Partnerships .....</b>	<b>11</b>
1. Self-Performance Requirement .....	11
2. Collaborative Partnerships.....	12
<b>Section D: Required Documentation Submittals.....</b>	<b>12</b>
<b>Section E: Required Certifications and Acknowledgements.....</b>	<b>13</b>
<b>Section F: Performance Measures.....</b>	<b>15</b>
<b>Article 4: Funding Proposal Submittal Instructions .....</b>	<b>16</b>
<b>Section A: Portal Submittal Information.....</b>	<b>16</b>
1. General Information .....	16
2. Accessing the Orange County Citizens' Review Panel Fund Distribution Portal.....	16
3. Registering an Account.....	17
4. Logging In .....	17
5. Forgotten Password.....	17
6. Changing Password.....	18
7. Signing Out.....	18
8. Application Users.....	18
9. Technical Assistance .....	19
<b>Section B: Agency Application Submittal Instructions .....</b>	<b>19</b>
1. Starting Agency Application .....	19
2. Notice of Intent to Apply (NOI).....	20
3. Required Documents (for submission of the NOI) .....	20
4. Submission of NOI.....	21
5. Complete Funding Proposal .....	21
<b>Section C: Specific Agency Application Guidance .....</b>	<b>21</b>
1. Agency Overview.....	21
2. Board Governance and Structure .....	22
3. Employee Structure .....	22
4. Agency Budget .....	23
5. Documents .....	23
6. Submission of Agency Application.....	24
7. Printing of Agency Application .....	24
<b>Section D: Program Application Submittal Instructions.....</b>	<b>24</b>
<b>Section E: Program Application Guidance .....</b>	<b>25</b>
1. Program/RRF Overview.....	25

2. Performance Measures .....	26
3. Program Budget.....	26
4. Printing of Application .....	27

**Appendices ..... 28**

**Appendix #1: Scopes of Services (CSF) ..... 28**

Behavioral Therapy for Children, Youth, and Young Adults (CSF).....	29
Early Literacy Programming (CSF) .....	32
Fatherhood Initiative (CSF).....	35
Infant/ Child Mortality Prevention (CSF).....	38
Life Skills Training and Development for Young Adults with Disabilities (CSF) .....	41
Mental Health Programming for Youth (CSF) .....	44
Nutrition Programming for Youth and their Families (CSF) .....	47
Nutrition Programming for Youth with Special Dietary Needs and their Families (CSF).....	50
Parenting (CSF) .....	53
Programming for Homeless Youth and their Families (CSF) .....	56
Reading/Math Coaches (CSF) .....	59
Small Scale CRP- Life Skills Training and Development for Youth (CSF).....	62
Small Scale CRP - Tutoring Programming for Youth (CSF).....	65
Small Scale CRP Youth Mentoring Program (CSF) .....	68
Substance Abuse for Programming for Youth and their Families (CSF) .....	71
Supportive Services for Expectant or Parenting Teens, and Young Parents (CSF).....	74
Teen Pregnancy Prevention (CSF).....	77
Vocational Opportunities for Persons with Disabilities (CSF) .....	80
Youth Mentoring (CSF) .....	83

**Appendix #2: Scope of Services (Innovation Program) ..... 86**

Innovation Programming for Youth – District 1.....	86
--	----

**Appendix #3: Scopes of Services (TCRP) ..... 89**

Case Management in Support of Bithlo NCF (TCRP) .....	90
Ex-Offender Re-entry Case Management (TCRP).....	93
Small Scale CRP - Case Management in Support of the Oak Ridge NCF (TCRP).....	96
Small Scale CRP - Case Management in Support of the Apopka/ Zellwood NCF (TCRP).....	99
Small Scale CRP - Case Management West NCF (TCRP) .....	102
Small Scale CRP - Life Skills Training and Development for Youth (TCRP) .....	105

**Appendix #4: Scope of Services (Youth Violence Prevention)..... 108**

Credible Messenger Program for Youth and Young Adults (CSTF) .....	108
--	-----

**Appendix #5: Performance Measures Menu..... 111**

**Appendix #6: Expenditure Category Definitions..... 115**  
**Appendix #7: Funding Proposal Budgets Supplement ..... 117**  
**Appendix #8: Insurance Requirement Checklist..... 119**  
**FORM 1: Collaborative Partnership Proposal ..... 122**

# RFP Submittal Information and Instructions

## Article 1: Introduction

---

### Section A: Definitions (Alphabetical Order)

---

The words and expressions (or pronouns used in their stead) defined in this Article shall, wherever they appear in this RFP, be construed as follows unless a different meaning is clear from the context.

“**Addenda**” shall mean any additional RFP-related provisions issued in writing by the County prior to the Submittal Deadline.

“**BCC**” shall mean the Orange County Board of County Commissioners.

“**CCC**” shall mean the “Citizens’ Commission for Children Division”, a division of the County’s Community and Family Services Department, and its duly authorized representative(s).

“**Contract**” shall mean the written agreements between the County and the selected Respondents

“**County**” shall mean Orange County, Florida, and its duly authorized representative(s).

“**CRP**” shall mean the “Citizens’ Review Panel for Human Services Advisory Board”, which is a volunteer advisory board appointed by the BCC and formed in 1995 for the purposes of making funding recommendations for the allocation of the County’s human services grant funding to local nonprofits

“**Day**” shall mean one calendar day unless otherwise expressly stated.

“**Large Agency**” shall mean any agency whose annual revenue is greater than one million (\$1,000,000).

“**Mid Agency**” shall mean any agency whose annual revenue is between \$300,001 - \$1,000,000.

“**Notice of Recommended Award**” shall mean the written notice of recommended award given by the County to each recommended Respondent.

“**Proposal**” shall mean the offer or proposal of a Respondent submitted in compliance with this RFP that sets forth the services to be provided. The words “**Proposal**” and “**Application**” shall be interchangeable.

“**Question Deadline**” shall mean the time and date on which the County will stop accepting questions or other RFP-related requests. Any question submitted thereafter will be considered untimely and may not be answered. For the purposes of this RFP, the Question Deadline is by 11:59 pm on **April 24, 2023**.

“**Respondent**” shall mean any organization submitting a Proposal and its duly authorized representative(s). Individuals may not be Respondents. In addition, Respondents must be 501(c)(3)

nonprofit organizations that are registered to do business within the State of Florida. The words “Respondent” and “Agency” shall be interchangeable.

“Small Agency” shall mean any agency whose annual revenue is \$300,000 or less.

“Submittal Deadline” shall mean the time and date on which the County will stop receiving Proposals. For this RFP, the Submittal Deadline is by 11:59 pm on **May 1, 2023**.

“Services” shall mean any and all obligations, duties, and responsibilities necessary to the successful completion of the Scope of Services undertaken by a particular selected Respondent under the Contract, including the furnishing of all labor, materials, equipment, and other incidentals unless otherwise expressly provided.

## **Section B: Notice of RFP**

---

Respondents are hereby put on notice that the County is soliciting Proposals from funding-eligible, qualified Respondents for the award of grant funding under the following funds or programs:

1. The Children’s Services Fund
2. The Traditional CRP Fund
3. Innovation Program for Youth
4. Citizens’ Safety Task Force

The purpose of such grant funding is for selected Respondents to provide certain human services to the residents of Orange County, Florida. The CCC is the County division tasked with the administration and disbursement of such funding.

Proposals will be submitted to the CCC and then reviewed and evaluated by the CRP, who will then issue recommendations of award to the BCC. The BCC shall be the ultimate decision-maker regarding the issuance of grant funding.

## **Section C: RFP Process Timeline**

---

**Table 1: RFP Process Timeline** below provides the current projected timeline for this RFP process.

The County reserves the right to unilaterally amend this timeline should it feel, using its sole discretion, that doing so is necessary to meet the goals and objectives of the grant funds.

<b>Table 1: RFP Process Timeline</b>	
<b>Fund Distribution Process Information Available to the public on</b> <a href="http://www.orangecountyfl.net/crp">www.orangecountyfl.net/crp</a>	Monday, March 27, 2023
<b>Agency Training: Virtual Session</b> <i>(Pre-recorded Session)</i>	Wednesday, March 29, 2023 - Monday, May 1, 2023
<b>Deadline to Submit Notice of Intent to Apply</b> <i>(online application)</i>	Monday, April 10, 2023
<b>Innovation Program Submissions Due</b>	
<b>CRP Fund Distribution Question and Answer Session</b>  <i>Register to participate at the link below:</i> <a href="http://bitly.ws/Bysl">http://bitly.ws/Bysl</a>	Wednesday, April 12, 2023
<b>Deadline to Submit Withdrawal Form</b> <i>(submit via email or fax)</i>	Friday, April 14, 2023
<b>Deadline to Inform Respondents to Proceed / Not Proceed with Innovation Program Application</b>	Monday, April 17, 2023
<b>Question Deadline</b>	Monday, April 24, 2023
<b>Citizens' Review Panel Proposals Due</b> <i>(online application)</i>	Monday, May 1, 2023
<b>Panel Review Sessions</b>	May - June 2023
<b>Citizens' Review Panel Advisory Board Funding Allocation</b>	To Be Determined
<b>Notice of Preliminary Funding Recommendation CRP mailed to agencies via USPS Certified Mail and Email</b>	To Be Determined
<b>Funding Recommendations for Funding to be voted on by the Board of County Commissioners</b>	To Be Determined
<b>Funding to begin for Youth Violence Prevention</b>	To Be Determined
<b>Funding to begin for TCRP Programs</b>	October 1, 2023
<b>Funding to begin for CSF Programs</b>	January 1, 2024



## Section D: Questions

---

Respondents are solely responsible for reading and completely understanding the requirements of this RFP. Any Respondent with questions regarding this RFP must submit such questions to the following contact prior to the Question Deadline. RFP-related questions submitted after the Question Deadline will not be answered.

Table 2: Staff RFP Contact	
Email:	<a href="mailto:Funding-CRP@ocfl.net">Funding-CRP@ocfl.net</a>
Phone:	(407) 836-7610

## Article 2: Available Funding Objectives and Programs

---

### Section A: Children's Services Fund

---

#### 1. Funding Term

The funding term for awards sourced from the Children's Services Fund shall be: January 1 through December 31, unless otherwise specified. Awarded contracts will be funded for a contract term of three years, with the exception of Small Scale contracts, which are funded for a two year term.

#### 2. Focus Target Areas

Funding for children's services and programs in Orange County, also known as the Children's Services Fund, have been assigned to the following focus areas with an emphasis on underserved areas:

- Juvenile Prevention/ Diversion
- Mental and Physical Health
- Early Childhood Education/Care
- Child/Student Homelessness
- Family Support Services

Programming to address the identified focus areas, are primarily concentrated in nine (9) zip codes in Orange County, Florida: 32703, 32801, 32805, 32808, 32810, 32811, 32818, 32822, and 32839.

The identified zip codes are categorized into five (5) Concentrated Community Initiative Sectors are shown on **Table 3: Concentrated Community Initiative ("CCI") Sectors** below.

**Table 3: Concentrated Community Initiative (“CCI”) Sectors**

	Sector	Zip Codes
	1	32703
	2	32801, 32805
	3	32808, 32810, 32811, 32818
	4	32822
	5	32839

**Note:** Some of the funding-eligible *Scopes of Service* included herein list service areas as West and East Orange County. West Orange County is defined as areas west of Interstate 4 (I-4) while East Orange County is defined as areas east of I-4.

**3. Funding Objectives for Children’s Services Fund**

**Table 4: Funding Objectives for Children’s Services Fund** below contains a list of Funding Objectives for grants to be awarded under the Children’s Services Fund, the number of awards available per Funding Objective, and the maximum available funding to fund each awarded Proposal per Funding Objective. Respondents may submit one Proposal for each Funding Objective for which they qualify.

To ensure clarity of funding source, each Funding Objective related to the Children’s Services Fund will have a designation of “**CSF**”. There are Funding Objectives that are open to provide services countywide, while others specifically target populations shown in **Table 3: Concentrated Community Initiative (“CCI”) Sectors** above.

Priority preference must be provided to residents that reside in the designated geographical location, if applicable, with goal of serving the majority of program participants residing in the designated sector(s).

**4. Small Scale CRP (SSCRP) Requests for Proposals**

Small Scale CRP Funding Objectives are open to local health and human services 501(c)(3) nonprofit agencies with a total budget (revenue received from all funding sources) of no more than \$300,000, as documented by agency’s IRS 990 filing or Financial Statements prepared by a Certified Public Accountant (CPA). Agencies must have been in business for at least one (1) year and intend to provide services in Orange County. **Respondents must not have received funding from Orange County Citizens’ Review Panel Fund Distribution Process in the SSCR**

category within the past five (5) years. Respondents can only apply for one (1) Funding Objective in the category.

<b>Table 4: Funding Objectives for Children’s Services Fund</b>		
<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Behavioral Therapy for Children, Youth, and Young Adults	2	\$200,000.00
Early Literacy Programming – Countywide - Large Agency	1	\$125,000.0
Early Literacy Programming - Sector 1 – Small/Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 2 – Small/ Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 3 – Small/ Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 4 – Small/Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 5 – Small/ Mid Agency	1	\$75,000.00
Fatherhood Initiative - Small/Mid Agency	2	\$50,000.00
Infant/Child Mortality Prevention – Sectors 1 and 3	1	\$200,000.00
Infant/Child Mortality Prevention – Sectors 2, 4, and 5	1	\$200,000.00
Innovation Programming for Youth - District 1	1	\$100,000.00
Life Skills Training and Development for Young Adults with Disabilities	1	\$250,000.00
Mental Health Programming for Youth	1	\$150,000.00
Nutrition for Children and Families	1	\$100,000.00
Nutrition for Children with Dietary Needs and their Families	1	\$100,000.00
Parenting - Sector 1 – Small/ Mid Agency	1	\$100,000.00
Parenting - Sector 4 – Small/ Mid Agency	1	\$100,000.00
Programming for Homeless Youth and their Families	1	\$250,000.00
Reading/Math Coaches - Sector 1 – Small/ Mid Agency	1	\$75,000.00

**Table 4: Funding Objectives for Children’s Services Fund**

<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Reading/Math Coaches - Sector 2 Small/ Mid Agency	1	\$75,000.00
Reading/Math Coaches - Sector 4 Small/ Mid Agency	1	\$75,000.00
Reading/Math Coaches - Sector 5 Small/Mid Agency	1	\$75,000.00
SSCRP - Life Skills Training and Development for Youth	5	\$50,000.00
SSCRP - Tutoring Programming for Youth	3	\$50,000.00
SSCRP - Youth Mentoring Program	2	\$50,000.00
Substance Abuse Programming for Youth and their Families – Countywide	1	\$150,000.00
Supportive Services for Expectant or Parenting Teens, and Young Parents – Countywide -Priority zip codes	1	\$150,000.00
Teen Pregnancy Prevention – EAST	1	\$75,000.00
Teen Pregnancy Prevention – WEST	1	\$75,000.00
Vocational Opportunities for Persons with Disabilities – Sectors 1 and 3	1	\$150,000.00
Vocational Opportunities for Persons with Disabilities – Sectors 2, 4, and 5	1	\$150,000.00
Youth Mentoring – Countywide (Large Agency)	1	\$150,000.00
Youth Mentoring - Sectors 1 and 2	1	\$100,000.00
Youth Mentoring - Sectors 3	1	\$100,000.00

**Note:** Refer to the Scopes of Services for the above Funding Objectives in **Appendix #1: Scopes of Services (CSF)** for detailed information regarding the minimum requirements for each Funding Objective.

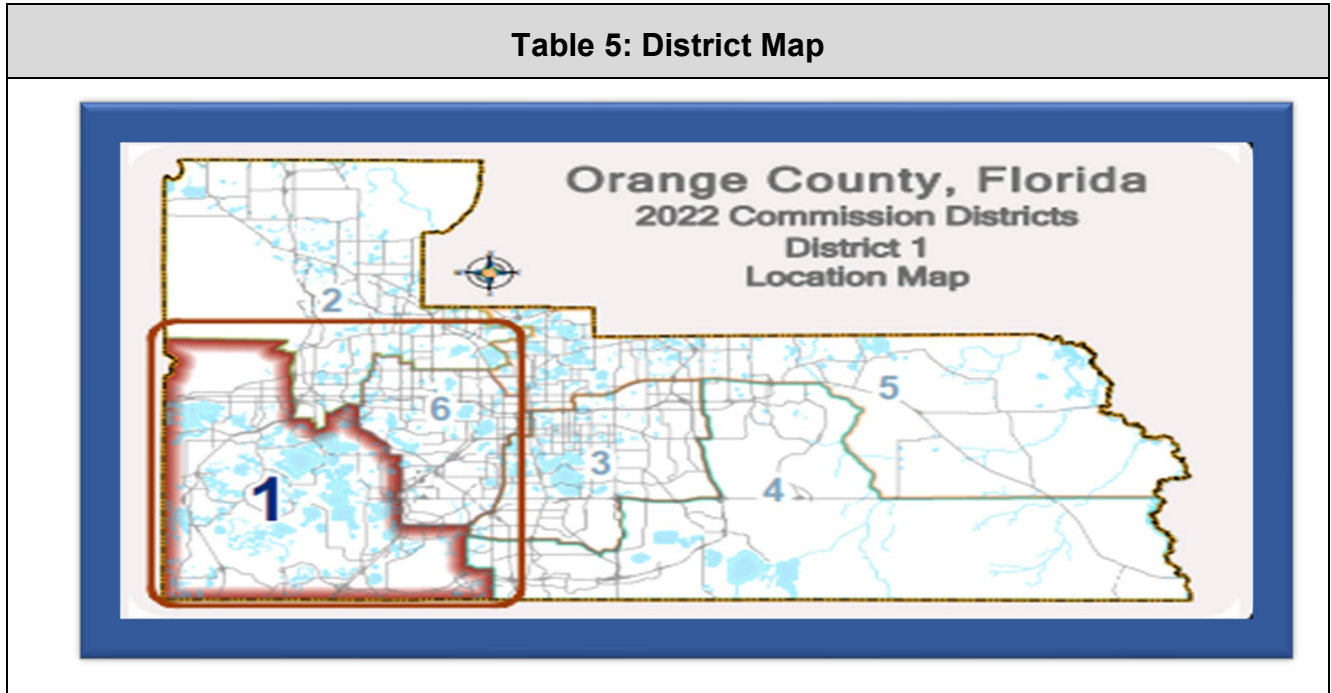
**Section B: Innovation Program for Youth**

**1. Funding Term**

The funding term for awards sourced from the Children’s Services Fund shall be: January 1 through December 31, unless otherwise specified. Awarded contracts will be funded for a contract term of three years, with the exception of Small Scale contracts, which are funded for a two year term.

## 2. Funding Objectives for Innovation Program for Youth

The County is seeking novel prevention/intervention strategies that are focused on improving the lives of children and families within Orange County Commission District 1 through the “Innovation Program for Youth”.



The innovative projects should fall within these two categories:

- **Revolutionary** – Brand new service/program, never tried before with CCC funding; or
- **Evolutionary** – Service that may already be in place but has evolved in a new way.

Some examples of innovative projects may include but are not limited to:

- Addressing the effects of COVID-19 on children and families
- Addressing the emerging issues for children and families
- Neighborhood or Community Specific Project(s)

<b>Table 6: Funding Objectives for Innovation Program for Youth</b>		
<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Innovation Programming for Youth - District 1 (CSF)	1	\$100,000.00

Respondents interested in applying for Innovation Program funding must submit an “Notice of Intent to Apply” by the deadline “Deadline to Submit Notice of Intent to Apply for Innovation Program” provided in **Table 1: RFP Process Timelines**.

All notices of intent to apply will be reviewed by an independent Innovation Committee to determine if the innovative idea presented meets the established criteria. If approved, Respondents will be notified by the “Deadline to Inform Respondents to Proceed / Not Proceed with Innovation Programs Application” provided in **Table 1: RFP Process Timeline** that they are invited to move forward with the Innovation Program application process. Decisions by the Innovation Committee are final and cannot be appealed.

**Note:** Refer to the Scope of Services for the above Funding Objectives in **Appendix #2: Scope of Services (Innovation Program)** for detailed information regarding the minimum requirements for each Funding Objective.

## **Section C: Traditional Citizens’ Review Panel Fund**

---

### **1. Funding Term**

The funding term for awards sourced from the Traditional CRP Fund shall be: October 1 through September 30. Awarded contract will be funded for a contract term of three years.

### **2. Funding Objectives for Traditional Citizens’ Review Panel Fund**

**Table 7: Funding Objectives for TCRP Fund** contains a list of Funding Objectives for Traditional CRP Funding, the number of awards available per Funding Objective, and the maximum available funding to fund each successful Proposal per Funding Objective. Respondents are only permitted to submit one Proposal for each Funding Objective.

To ensure clarity of funding source, each RFP in this funding source will have a designation of “**TCRP**”. Funding Objectives that are open to provide services countywide unless otherwise noted. Respondents submitting Proposals for Funding Objectives that provide support to a Neighborhood Center for Families (“**NCF**”) will be expected to work closely with the specific NCF is selected for award.

### **3. Small Scale CRP (SSCRP) Requests for Proposals**

Small Scale CRP Funding Objectives are open to local health and human services 501(c)(3) nonprofit agencies with a total budget (revenue received from all funding sources) of no more than \$300,000, as documented by agency’s IRS 990 filing or Financial Statements prepared by a Certified Public Accountant (CPA). Agencies must have been in business for at least one (1) year and intend to provide services in Orange County. **Respondents must not have received funding from Orange County Citizens’ Review Panel Fund Distribution Process in the SSCR category within the past five (5) years. Respondents can only apply for one (1) Funding Objective in the category.**

<b>Table 7: Funding Objectives for TCRP Fund</b>		
<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Case Management in Support of the Bithlo/ Christmas	1	\$75,000.00
Ex-Offender Re-entry Case Management (TCRP)	1	\$50,000.00
SSCRP Case Management in Support of the Apopka/ Zellwood NCF	1	\$50,000.00
SSCRP Case Management West Orange County	1	\$50,000.00
SSCRP Case Management in Support of the Oak Ridge NCF	1	\$50,000.00
SSCRP Life Skills Training and Development for Youth	1	\$50,000.00

**Note:** Refer to the Scopes of Services for the above Funding Objectives in **Appendix #2: Scopes of Services (TCRP)** for detailed information regarding the minimum requirements for each Funding Objective.

## **Section D: Youth Violence Prevention**

### **1. Funding Term**

The funding term for awards sourced from the Children’s Services Fund shall be: October 1 through September 30, unless otherwise specified. Awarded contracts will be funded for a contract term of three years.

### **2. Funding Objectives for Youth Violence Prevention**

Funding for this program resulted from a recommendation of the Citizens’ Safety Task Force (CSTF), whose goal is to identify solutions and strategies to reduce and prevent gun violence and violent crime in the community. Eligible nonprofits with a certified Credible Messenger(s) may apply.

The County is looking to fund a minimum of four (4) mentors certified through the Credible Messenger Mentoring Movement (CM3) who can provide mentoring and engagement services to youth and young adults currently involved or with increased vulnerability for involvement with the juvenile justice system as well as provide supportive services to their families. The Credible Messenger Program is a mentoring movement based on connecting community members who share similar lived experiences with the youth and families they serve.

<b>Table 8: Funding Objectives for Youth Violence Prevention</b>		
<b>Funding Objective</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Credible Messenger (CSTF)	4	\$50,000.00

**Note:** Refer to Scope of Services for the above Funding Objective in Appendix #4: Scope of Services (Youth Violence Prevention Program) for detailed information regarding the minimum requirements for each Funding Objective.

## Article 3: RFP Terms and Conditions

---

### Section A: Evaluation Criteria

---

Proposals will be evaluated, scored, and short-listed by the CRP based on the weighted criteria detailed in **Table 8: Evaluation Criteria** below.

Table 9: Evaluation Criteria	
Proposal Section	Weight
Agency Information	20
Agency Budget	10
Organization and Completeness	5
Program/RFP Overview	48
Performance Measures	7
Program Budget	10
<b><u>TOTAL</u></b>	<b><u>100</u></b>

### Section B: General Eligibility Requirements

---

To be eligible for an award from the County, Respondents must meet all of the following eligibility requirements:

1. Have a physical location within Orange County, Florida;
2. Be 501(c)(3) human services nonprofit organization;
3. Has been legally able to conduct business in the State of Florida for a minimum of one year prior to application; and,
4. Timely submit a Proposal with all of the requisite documentation, certifications, affirmations, and acknowledgements that complies with the terms and conditions of this RFP.

### Section C: Self-Performance/Collaborative Partnerships

---

#### 1. Self-Performance Requirement

Respondents must self-perform and directly deliver 100% of services contemplated in the Proposal. No outsourcing the provision of County-funded services to third parties will be permitted.



Proposals where a Respondent contemplates outsourcing the County-funded services will not be considered unless the following provisions regarding collaborative partnerships are strictly adhered to.

## 2. Collaborative Partnerships

If unable to self-perform 100% of the County-funded services contemplated in the Proposal, the Respondent may submit a Proposal as a collaborative partnership of no more than three (3) total nonprofit organizations – including the Respondent.

If submitting a Proposal as a collaborative partnership:

- A. The Proposal must be clearly designated as a collaborative partnership proposal;
- B. The Proposal must clearly name all of the partners involved in the collaborative partnership;
- C. A “Collaborative Partnership Form”, attached to this RFP as **Form 1: Collaborative Partnership Proposal**, must be completed, all documents required in such form must be attached, the form must be executed by duly authorized representatives for each partner, and the form must be submitted with the Proposal.
- D. Each partner shall be required to self-perform 100% of the work for which they are assigned in **Form 1: Collaborative Partnership Proposal**.
- E. No outsourcing the provision of services to non-partner third parties will be permitted. No partner may be assigned to deliver less than 30% of the direct-funded services.
- F. One (1) partner must be assigned to deliver a higher percentage of the County-funded services than the other(s). Such partner must be the primary Respondent submitting the Proposal and will be the “Fiscal Agent” for the collaborative partnership responsible for contracting with the County and divvying out the funds appropriately amongst the partners.
- G. Each partner will be required to receive the full unit rate for the services they provide and a portion of the administrative costs that aligns with the percentage of the services they are assigned to deliver in **Form 1: Collaborative Partnership Proposal**.
- H. The County will not consider collaborative partnerships that are not properly identified in the Proposal, nor will it consider collaborative partnerships for which it failed to receive all requisite documentation as part of a timely submitted Proposal. Extenuating circumstances may be considered on a case by case basis.

### **Section D: Required Documentation Submittals**

Any Respondent seeking County funding must submit all of the following documentation with its Proposal.

**Note:** Failure to submit any documentation requested in this Section may result in the Respondent being deemed ineligible to receive an award.

1. The Respondent's Articles of Incorporation showing that the Respondent has been legally able to conduct business in the State of Florida for a minimum of one year prior to the date of application.
2. The Respondent's IRS tax exemption documentation, showing that the Respondent is recognized as tax exempt under 26 USC 501(c)(3) and is one whose contributions are tax deductible pursuant to 26 USC 170.
3. Evidence that the Respondent has a physical location within Orange County, Florida.
4. A copy of the Respondent's IRS Form 990. If the agency is required to submit an IRS Form 990-N (Electronic Notice also known as the e-Postcard), the agency may submit proof of filing to meet the requirement. Agencies may submit a Financial Statement prepared by a Certified Public Accountant (i.e., financial compilation, financial review, or an audit) in lieu of an IRS Form 990.
5. Current minimum certificates of insurance and applicable endorsements (please see: Insurance Requirement Checklist).
6. The following financial documentation:
  - **Audited Financial Statements** – Respondents with budgets of \$300,001 or more must undergo an annual audit by an independent Certified Public Accountant in the immediately preceding year. Respondents are required to submit their current audited financial statements, management letter, and if applicable, the agency's response to the management letter. If an audit is not available, the agency must provide an audit at the time of contract execution, if awarded funding. Respondents are advised that adverse audit results may compromise the Respondent's ability to receive funding, even if the BCC has already approved an award to the Respondent.
  - Respondents with a budget of \$300,000 or less are not required to submit an audit with their Proposal; however, Agency bank statements (last three months) is required if an audit is unavailable.
7. The Respondent must provide details in writing of:
  - A. Any currently pending civil, criminal, or administrative proceedings against the Respondent or any of its principal officers; and
  - B. Any civil, criminal, or administrative proceedings, actions, penalties, or complaints in which the Respondent or its principals were involved in the last ten (10) years.
  - C. Non-administrative civil citations that are \$500 or less may be excluded from this requirement.
8. If any of the services contemplated in the Proposal require licensure from any regulatory body, the Respondent must submit current copies of such licensure.
9. A letter documenting any actual or potential conflicts of interest that may be associated with the provisions of the proposed services or resulting Contract, or the Respondent's receipt of an award from the County.

## **Section E: Required Certifications and Acknowledgements**

By submitting a Proposal, each Respondent hereby certifies, affirms, acknowledges, and agrees to

all or the following statements.

**Note:** Failure to abide by any of the certifications, affirmations, acknowledgements, and agreements made pursuant to this Section may result in the Respondent being deemed ineligible to receive an award, even after the BCC has approved such award.

1. The Respondent has the capacity to, and will, self-perform and directly deliver 100% of the County-funded services contemplated in the Proposal. In the alternative, the Respondent is a collaborative partnership that has met the requirements for collaborative partnerships above and each partner has the capacity to, and will, self-perform and directly deliver 100% of the County-funded services for which they were assigned in **Form 1: Collaborative Partnership Proposal**.
2. The Respondent is governed by an active and responsible governing body whose members have no material conflict of interest and all of which serve without compensation.
3. The Respondent accounts for its funds in accordance with generally accepted accounting principles (GAAP).
4. Expenses of the Respondent connected with lobbying and all attempts to influence voting or legislation at local, state, and federal levels would classify it as tax exempt under 26 USC 501(h).
5. If selected for award, the Respondent will use the funds awarded only for its announced purposes, as stated in the Scope of Services associated with its selected Funding Objective (or the Program requirements, if the Innovation Program or Youth Violence Prevention Program) and in the Proposal, and in a manner compliant with the terms and conditions of the Contract.
6. If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.
7. If selected for award, the Respondent must enter into a Contract, using a form Contract provided by the County, for the provision of the requisite services for at least one (1) year.
8. The Respondent is required to comply with the Contract's payment terms, as established by the County.
9. The Respondent maintains a board-approved Code of Ethics, and policies denoting its compliance with the Equal Opportunity Policy and the Americans with Disabilities Act (ADA).
10. The Respondent's administrative costs are less than 15% of its support revenue. If greater than 10%, the agency must submit a detailed plan to reduce fundraising and administrative expenses within twelve (12) months or other mutually agreed upon time frames. Preference will be given to Respondents with administrative costs that are 10% or less.
11. The Respondent permits no general telephone solicitation of the public, permits no payment of commissions, finder's fees, percentages, bonuses, or similar practice in connection with its fundraising practice.
12. The Respondent conducts publicity and promotional activity based upon its actual program and operations; these activities are truthful and non-deceptive, include all material facts and make no

exaggerated or misleading claims.

13. If selected for award, the Respondent will be required to prepare and make available to the public an annual report that includes a full description of the organization's activities and supporting services, identifying the governing body/directors and chief administrative personnel.
14. If selected for award, Respondents with religious affiliation will be prohibited from refusing service to any client, patient, or other beneficiary of the County-funded services based on religion, or require attendance at religious services, as a condition of County-funded assistance, nor will such groups engage in any religious proselytizing in any program receiving County-fund.
15. The Respondent, whether selected or not, is required to comply with all applicable federal, state and local laws, regulations, and codes.
16. If selected for award, the Respondent will be required to maintain program and accounting records for five (5) years after the expiration of the Contract.
17. If selected for award, the Respondent will be required to comply with undergoing Level II Background Screening applicable background screening and fingerprinting of agency program employees in compliance with applicable federal and state law.
18. The Respondent will begin providing direct program services within three (3) months of Contract execution.
19. CCC may elect to fund applications submitted under the FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## **Section F: Performance Measures**

---

Selected Respondents will be contractually required to report on the impact that funded services have on children, youth, and families in the community.

The CCC has therefore created universal performance measures applicable to the majority of its funded programs. This data-driven process is designed to assess program services to determine: "How did we do, how well did we do it, and is anyone better off?"

Five focus areas for concentrated services have been identified within Orange County:

1. Juvenile Prevention/Diversion
2. Mental and Physical Health
3. Early Childhood Education & Child Care
4. Childhood and Student Homelessness
5. Family Support Services

CCC administered grant programs are assigned to at least one focus area, each of which have designated performance measures designed to reduce the critical need for that area. Additionally, performance measures will be utilized to evaluate the effectiveness of services within each of the defined focus areas at a programmatic level. This requires the assessment of the number (#) of

program participants served and the percentage (%) of those participants who achieved the defined performance measure(s).

Respondents must review and select two (2) measures, under the assigned focus area, that would best demonstrate the program's impact. When completing the program application, utilize the options listed in the performance measure menu attached as **Appendix #3: Performance Measures Menu**.

*Note: Programs assigned to one (1) focus area must select two performance measures under the assigned focus area. Programs that are assigned two (2) focus areas can select one (1) performance measure under each focus area or (2) two measures under one focus area.*

## **Article 4: Funding Proposal Submittal Instructions**

---

### **Section A: Portal Submittal Information**

---

#### **1. General Information**

All Respondents are required to utilize the Neighborly Software Portal to complete the Proposal submittal process.

Respondents are required to complete the Notice of Intent to Apply section of the online application by the established deadline in order to be eligible to submit a formal proposal to the CRP for funding.

Refer to the following instructions to access the online funding proposal application.

#### **2. Accessing the Orange County Citizens' Review Panel Fund Distribution Portal**

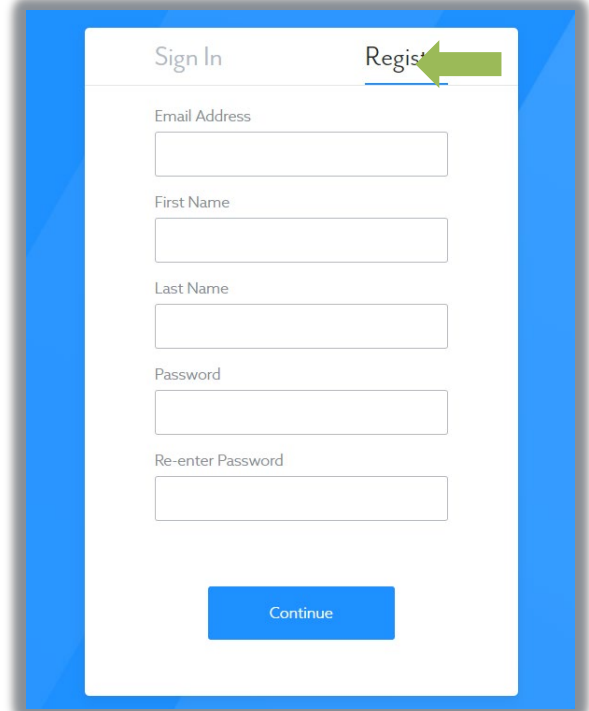
The Sub-recipient (Applicant Agency) Portal is hosted by Neighborly Software and is available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

To access the portal CLICK HERE or visit <https://bit.ly/2XGHy2k>.

### 3. Registering an Account

When accessing the Portal for the first time, agency representatives will need to register an account by clicking on the Register link. The registration process will create a username (email address). The email address used for registration will also be used for system emails/notifications. Passwords must be at least eight (8) characters. Note: Password will be used for future logins. For security purposes, the system will validate the registered email address by sending an email with a validation link.

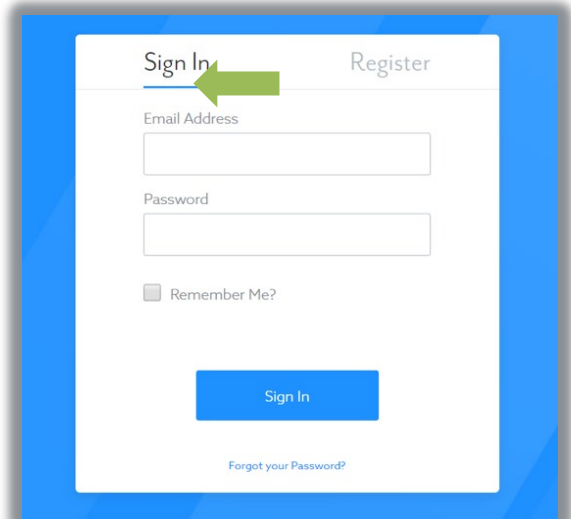
**Note:** If the email is not received from the system within 2 minutes, check the spam, junk, or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate “Not Junk” or “Not Spam” to ensure that other system notifications are received.



A screenshot of a web portal registration form. At the top, there are two links: "Sign In" and "Register". A green arrow points to the "Register" link. Below the links are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". At the bottom of the form is a blue button labeled "Continue".

### 4. Logging In

Once an account has been registered, the agency representative may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?” box, the web browser will remember the email address for future logins (depending on browser and security settings).




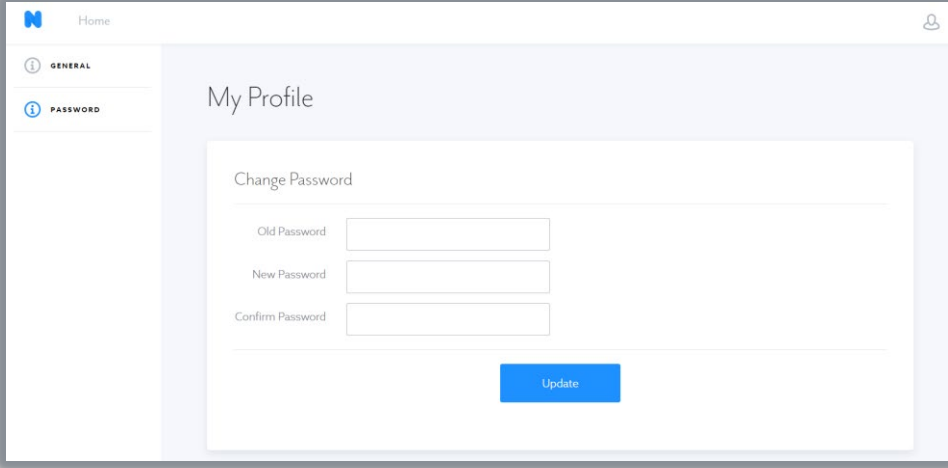
A screenshot of a web portal login form. At the top, there are two links: "Sign In" and "Register". A green arrow points to the "Sign In" link. Below the links are two input fields: "Email Address" and "Password". Below the input fields is a checkbox labeled "Remember Me?". At the bottom of the form is a blue button labeled "Sign In". Below the button is a link that says "Forgot your Password?".

### 5. Forgotten Password

To recover a forgotten password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset the password.


## 6. Changing Password

To change the password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, it will be required to enter your Old Password before selecting a New Password.



The screenshot shows a web application interface. At the top left, there is a blue 'N' logo and the word 'Home'. On the right, there is a user profile icon. A left-hand navigation menu contains two items: 'GENERAL' and 'PASSWORD', with 'PASSWORD' selected. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below these fields is a blue 'Update' button.

## 7. Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select “Sign Out”.

## 8. Application Users

There are two options for users to log in to the agency application:

- Option 1 – An agency may choose to utilize a single log in for multiple users in the same organization.
- Option 2 – An agency may choose to have multiple users with each having their own registered log in. In order for all users to view and access all stages of the application process, the agency must designate additional users by:
  - Click the tab that says View Users
  - Select “Add a User” and enter the e-mail address for the user being added.
  - The user will need to register and follow the instructions for accessing the portal as detailed on the previous pages of these instructions.



## 9. Technical Assistance

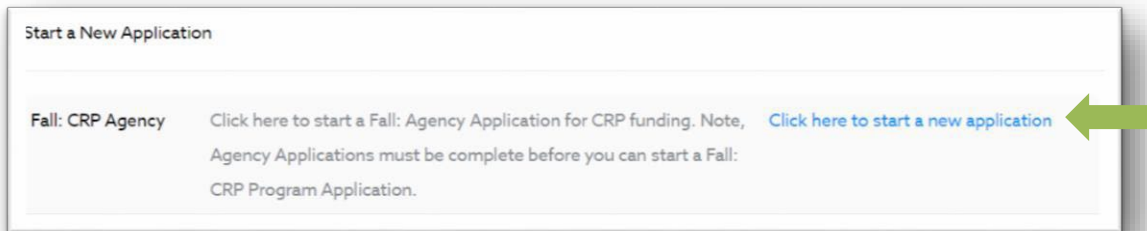
Respondents requiring technical assistance are directed to contact the point of contact listed in **Table 2: Staff RFP Contact** above.

## Section B: Agency Application Submittal Instructions

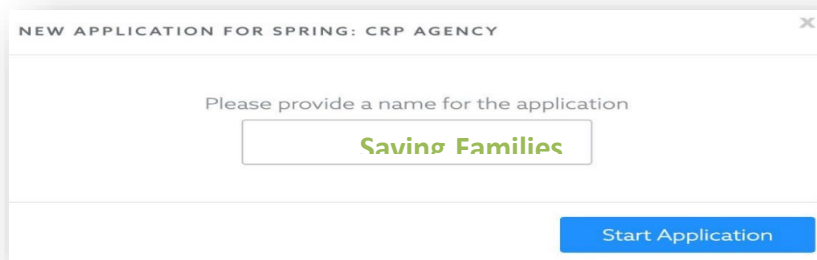
Once the user has registered and logged in to the Neighborly Software Participant portal, follow the steps outline below to complete the application.

### 1. Starting Agency Application

To start a new Spring: Agency Application, click on [Click here to start a new application](#). The Agency Notice of Intent (NOI) to Apply is considered the first section (Section A) of the application. An Agency's Notice of Intent to Apply must be approved before the Agency can proceed to the remainder of the agency application. Once the Notice of Intent portion of the application is approved, the agency will receive an email to the contacts indicated. Each agency will complete only **one** agency portion of the online proposal application.



Provide the **official name** of the Agency as indicated.

A screenshot of a web application window titled "NEW APPLICATION FOR SPRING: CRP AGENCY". The window contains the text "Please provide a name for the application" and a text input field with "Saving Families" entered. A blue "Start Application" button is located at the bottom right of the form.



Upon entering the application, note the menu on the left side of the application. This menu allows the user to navigate through application. Section A is considered the Notice of Intent to Apply.

Notice of Intent (NOI) Section

Spring: CRP Agency Application  
Id: 11844

View Users (3) Print Application

- A. Organization Information
- B. Agency Overview
- C. Board Governance & Structure
- D. Employee Structure
- E. Agency Budget
- F. Documents
- Submit

## 2. Notice of Intent to Apply (NOI)





Complete this section for the Agency. Persons entered as the Agency's Authorized Agent and Proposal Contact will be the individuals contacted regarding the funding proposal.

- If the Agency intends to apply for Innovation Programming for Youth, please indicate the intent to apply for this area, and provide a description of the innovative program. Be sure to include all requested information. Prior approval must be granted to apply for this programming. Applicants will be notified of approval status on April 17, 2023.
- Individuals interested in applying for funding under the Credible Messenger Program must be certified in the Credible Messenger Mentoring Movement (CM3). Certified Credible Messengers must be affiliated with an established nonprofit organization that meets minimum eligibility criteria for funding. Applicants will complete an Agency Application only; a Program Application is not required for this RFP.

## 3. Required Documents (for submission of the NOI)

The following documents are required for submission of the NOI:

- 501(c)(3) Determination Letter
- IRS Form 990 or Financial Statement prepared by Certified Professional Accountant (CPA) – Agencies must submit a copy of the most recent IRS Form 990. If the agency is required to submit an IRS from 990-N (Electronic Notice also known as the e- Postcard), the agency may submit proof of filing to meet the requirement. **To be eligible to participate in an RFP category with a designated Agency size (e.g.: Small Scale CRP, small/mid, or large), agencies must submit information for the immediate prior fiscal year.**
- Articles of Incorporation from Florida Department of State Division of Corporations
- Letter of Support to apply for funding from the Agency's Board President (on Agency Letterhead).

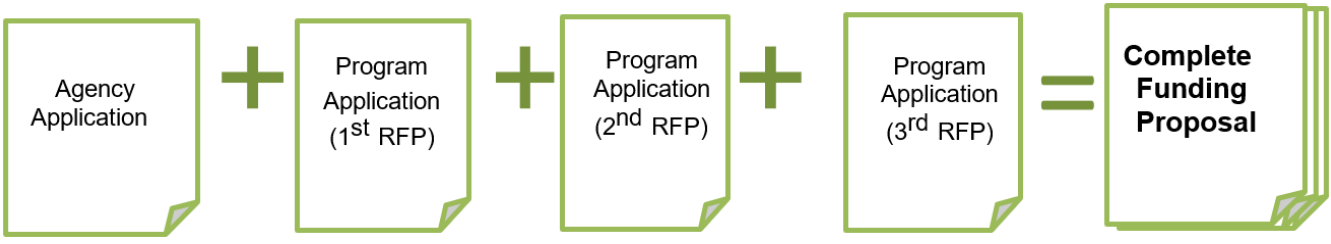
- 501(C)3 Determination Letter from the Internal Revenue Service (IRS) \*Required Upload File 
- Most recent IRS Form 990 or Form 990-N (E-Postcard) \*Required Upload File 
- Articles of Incorporation from Florida Department of State Division of Corporations \*Required Upload File 
- Letter of Support to apply for funding from the Agency's Board President (on Agency Letterhead) \*Required Upload File 

**4. Submission of NOI**

Once the agency has submitted the NOI, CCC staff will review to ensure that minimum eligibility requirements are met. Once the NOI is approved, the designated agency contact(s) will receive an approval email. If there are questions about the submission, the agency contact(s) will receive an email requesting corrected or additional information. The agency will then have until the due date of the submission of the NOI to submit additional or corrected information. No agency will be able to proceed in the application process without approval of the NOI. Once the agency's NOI is approved, the agency may proceed with the remainder of the application.

**5. Complete Funding Proposal**

To submit a completed funding proposal, submit one (1) Agency Application for the organization, followed by one (1) Program Application for each Request for Proposal (RFP) for which the agency is applying. For example, if the agency is applying for three (3) RFPs, the agency will need to complete one (1) Agency Application and three (3) Program Applications (one (1) for each RFP). See example below:



To navigate through the remainder of the Agency Application, use the menu on the left side of the Agency Application screen.

**Section C: Specific Agency Application Guidance**

**1. Agency Overview**

Answer all questions in this section regarding the agency. Be thorough in the responses and take note of character limits.

## 2. Board Governance and Structure

Answer all questions for the last completed fiscal year (12 months) according to the agency's bylaws. If the agency has a local advisory board responsible for local issues, provide information for the local presiding board.

- **Board Structure:** Provide requested information about the board's membership and attendance.
- **Board Governance Structure:** Provide requested information about the board's committees and diversity goals according to the agency's bylaws.
- **Board's Role and Responsibilities:** Provide requested information about the board's role and responsibility according to the agency's bylaws.
- **Board Information Form:** Complete all requested information. *Areas of Expertise* are defined as skills the member brings to the Board (e.g., fundraising, marketing, accounting, construction, human resources, etc.). To add board members to click on the Executive Committee button for executive committee members and members At- Large button for members at-large.

BOARD INFORMATION FORM

D.4. Provide a breakdown of the membership of the agency's current Board of Directors.

EXECUTIVE COMMITTEE

NAME	BOARD POSITION	BUSINESS AFFILIATION & TITLE	MAILING ADDRESS, PHONE & EMAIL	AREAS OF EXPERTISE OR RELEVANT EXPERIENCE	GENDER	# OF CONTINUOUS YEARS ON BOARD	CURRENT TERM EXPIRATION
Executive Committee							

MEMBERS AT-LARGE

NAME	BUSINESS AFFILIATION & TITLE	RELEVANT EXPERIENCE	GENDER	# OF CONTINUOUS YEARS ON BOARD	CURRENT TERM EXPIRATION
Members At-Large					

Click to add board members

- **Describe efforts made to recruit new board members.** Please include anticipated start date of upcoming board term and expertise.
- **Board Member Compensation:** Voting Board members are not to be compensated by the Agency. Please provide an attestation, or explanation for financial compensation of Board Members.

## 3. Employee Structure

- **Employees:** Provide the requested information in the table. Use the Definitions of Employee

Groups provided in Section D.1 of the Application to help define the different employee groups in the agency. Define “Other Employee Group” and “Unpaid Staff” in the space provided.

- **Leased Employees:** Answer the questions about the agency’s leased employees.

#### 4. Agency Budget

- **Agency Fiscal Year:** Enter the Agency’s fiscal year (Spell out the beginning and ending month, e.g.: July to June). The Budget section will be completed using the Agency’s fiscal year.

- **Agency Revenue Comparison**

Enter information using the agency’s fiscal year for each of the designated timeframes. Click on Funding Source to add each source of revenue.

Place CRP funding (current or proposed) in the first row of revenue.

FUNDING SOURCE (I.E. CRP, CITY OF ORLANDO, FEDERAL/STATE GRANTS, FUNDRAISING, ETC.)	BUDGETED 2021 FYE (12 MONTHS)	ACTUAL 2021 FYE (12 MONTHS)	BUDGETED 2022 FYE (12 MONTHS)	BUDGETED 2023 FYE (12 MONTHS) (CSF)	BUDGETED 2024 FYE (12 MONTHS)
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Click to add Funding Source</a>		<a href="#">Funding Source</a>			

- **Agency Expenditure Comparison**

Enter information using the agency’s fiscal year. Use **Appendix #6: Expenditure Category Definitions** to aid with the categorization of agency expenses.

- **Total Agency Budget**

In the appropriate box, reflect the agency’s current operating budget in the fiscal year. Below-the-line resources, such as in-kind goods and/or services should not be included in the budget.

- **Percentage of Administrative Costs More Than 10%:**

If the percentage of administrative costs is more than 10% of the agency’s budget for the Current and/or Proposed fiscal years, provide a breakdown of all expenses included in administrative costs and plans to lower costs in the future for each year.

- **Agency Reserves:** Answer all questions regarding the agency funding reserve.
- **Leveraging:** If the agency will be able to use proposed funding for matching dollars, enter information regarding matching dollars received from all sources. To add matching source, click on the “Add Row” button.

#### 5. Documents

- Agencies should upload requested documents as listed.
- Provide an explanation for any requested documents not uploaded.

**Note:** Insurance carriers furnishing coverage must be authorized to do business in the State of Florida, and must possess a minimum, current rating of A- Class VIII in the most recent edition

of “Best Key Rating Guide”. Insurance Certificates must have all applicable endorsements. Submit all of the agency’s current proof of insurance coverage.

**Appendix #8 contains the Insurance Requirement Checklist. The checklist is only for informational purposes. The County will notify awarded agencies of the necessary insurance certificates and endorsements prior to the execution of the contract. See Appendix for Insurance Requirement Checklist.**

## 6. Submission of Agency Application

To submit the Agency Application portion of the funding proposal, the agency will need to download the Authorization Page. The Authorization needs to be signed by the agency’s Chief Professional Officer. Once the Authorization Page is uploaded, the Agency Application can be submitted. Take note of the Agency Application Case ID number which will be needed for each Program Application.

Orange County Citizens' Review Panel (CRP)  
Funding Proposal

AUTHORIZATION PAGE

Our signatures certify that, to the best of our knowledge, the information contained in this proposal is accurate, complete and consistent with our organization's Mission, Articles of Incorporation and Bylaws and that we have the legal authority to sign below.

Chief Volunteer Officer (type or print)      Chief Professional Officer (type or print)

Chief Volunteer Officer (sign in blue ink)      Chief Professional Officer (sign in blue ink)

Date      Date

## 7. Printing of Agency Application

In each section of the funding proposal application, there is a “Print Application” button on the bottom of the navigation menu. Clicking on this button will create a PDF version of the application.

The next step is to create a Program Application section for each RFP that the agency is intending to apply for.

## Section D: Program Application Submittal Instructions

1. To start a new Spring: CRP Program application, click on “Click here to start a new application” next to Spring: CRP Program. A new program application will need to be completed for each RFP for which the agency is applying.
2. Enter the application name as follows: **Name of the Agency: Program Name** (Program Name is the name of RFP). The official RFP name is the considered the program name. Note: Program and RFP are considered interchangeable terms throughout this process.

NEW APPLICATION FOR SPRING: CRP PROGRAM

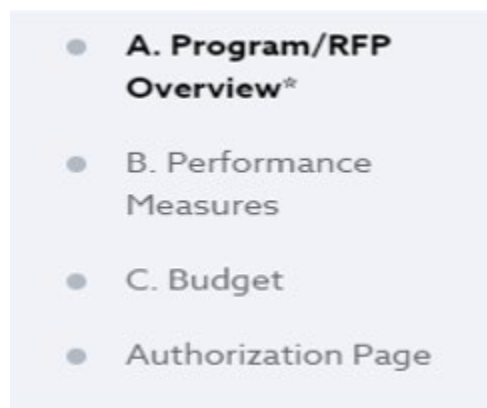
Please provide a name for the application

Agency Name → Saving Families, Inc.: Innovation Program...

Start Application

← Name of the RFP

3. Upon entering the application, note the menu on the left side of the application. This menu allows the user to navigate through application.



4. To start the Program section, enter the noted Agency Application Case Number. The number should be added to each new program created.

A. PROGRAM / RFP OVERVIEW

Agency Application Case ID Number (This number can be found at the top of the AGENCY Application.) ?

Enter Agency case ID number

## Section E: Program Application Guidance

### 1. Program/RRF Overview

- Answer **all** questions in this section regarding the agency (note character limits). If an item is not applicable, please enter N/A.
- **Select Program (RFP) Name from the dropdown list.**
  - Credible Messenger Programming does not require a Program Application (Only an Agency Application is required to apply for this funding). Note, this is the only exception - All other RFP awards require a Program Application for a complete proposal.
  - Innovation Programs must receive PRIOR Approval with the Notice of Intent to Apply (NOI). Innovation Program Applications that did not receive approval with the NOI will be denied.
- **Program Funding Request – Enter the amount of funding being requested for the proposed program/RFP.**

*Note: The maximum amount available for the Program/RFP is provided on the Scopes of Services. Should the Agency request less than the amount available, then the requested amount will be awarded, should the application be recommended for funding.*

## 2. Performance Measures

- Select two (2) proposed performance measures from **Appendix #5: Performance Measures Menu** (based on the assigned focus area for the Funding Objective/Program on the Scope of Services). Include proposed measurement tools, and frequency of data collection (e.g., quarterly assessments) that will be used to evaluate program impact.
- If the Agency selects only one (1) performance measure, please provide justification (e.g.: only one performance measure is applicable to the proposed program design).

*Note: Focus areas were not assigned to Innovation Programming for Youth. Agencies applying for Innovation Programming for Youth must select performance measures that are aligned with the proposed program.*

## 3. Program Budget

- **Program Revenue Comparison**  
Enter information using the Orange County's contract year for the program you are applying for, for each of the designated timeframes. Click on Funding Source to add each source of revenue.

Place CRP funding (current and/or proposed) in the first row of revenue.

FUNDING SOURCE	BUDGETED 2020 FYE (12 MONTHS)	ACTUAL 2020 FYE (12 MONTHS)	BUDGETED 2021 FYE (12 MONTHS)	BUDGETED 2022 FYE (12 MONTHS)	BUDGETED 2023 FYE (12 MONTHS)
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Click to add  Funding Source

- **Program Expenditure Comparison**  
Use **Appendix #6: Expenditure Category Definitions** to aid with the categorization of agency expenses.
- **Request for Proposal Budget Explanation**  
Using the submitted Program budget as a reference, answer all questions in this section. Below-the-line resources such as in-kind goods and/or services should not be included in the budget.
- **Explanation of Funding**  
Please provide, for each year, a breakdown of what funding from Orange County– CRP will specifically fund. (Note: The total should equal the amount of funding being requested for the specific Program/RFP.
- **Units of Service**  
Define the program's units of service cost associated with running the program. Enter the following information:
  - **Description of Unit of Service** – Provide a description of the unit of service for the program. Include the defined unit of service outlined in the Scope of Service. Examples of

units of services include shelter nights, program hours, etc. Be specific and include details of what will be included in one unit of service (e.g.: one (1) hour of life skills training to include anger management, problem-solving, communication skills, substance abuse education, employability skills).

- **Proposed Number of Units of Service** – Provide the total of the proposed units of service the program will provide during the program year. *(e.g., 50 hours/units)*
- **Proposed Cost per Unit of Service** – Include all associated costs to provide one unit of service (e.g. \$25 per hour).
- **Total Cost per Program Year** - Calculate the total cost of a program year based on the defined unit of service. *(e.g., [# of units in a program year] X [\$ unit cost] = total cost per program year)*. The total cost should equal the total amount of funding being requested.

**NOTE:**

- Refer to the Scope of Service for the Funding Objective for which the agency is applying to find the defined unit of service.
- Funding of the proposal does not guarantee acceptance of proposed unit cost. If the agency is recommended for funding, the final unit cost will be negotiated and must be approved before contract execution.

#### **4. Printing of Application**

In each section of the funding proposal application, there is a “Print Application” button on the top of the navigation menu. Clicking on this button will create a PDF version of the application.



# Appendices

## **Appendix #1: Scopes of Services (CSF)**

---

The following pages contain the Scopes of Services for each Funding Objective related to the Children’s Services Fund, including detailed descriptions of Orange County’s minimally expected services for each funded program.

All agencies/programs should incorporate evidence-based practices that will provide Results Based Accountability (“**RBA**”) which works to improve the lives of children, and families in Orange County.

Planned programming must correlate to the identified focus areas for the target service areas provided in the RFP.

If a Funding Objective identifies a corresponding sector in which services are required to be primarily provided, the Proposal must address as much. As a reminder, the identified priority zip codes are categorized into the five CCI sectors provided in **Table 2: Concentrated Community Initiative (“CCI”) Sectors** in the RFP.

## Behavioral Therapy for Children, Youth, and Young Adults (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Behavioral Therapy for Children, Youth, and Young Adults (CSF)	2	\$200,000.00

### Description of Services

Orange County is seeking qualified nonprofit agencies, located in Orange County, to provide Behavioral Therapy services to youth age birth to 22 with varying degrees of difficulty with behavior as a result of diagnosed developmental, emotional, or behavior disorders, particularly autism spectrum disorder, traumatic brain injuries, etc. Therapy provided through the program should focus on using evidence-based techniques to produce measurable improvement in behavior, including, but not limited to: Applied Behavior Analysis (ABA), Cognitive Behavioral Therapy (CBT), Dialectical Behavioral Therapy (DBT), Parent-Child Interaction Therapy (PCIT), etc. Programming should also include a case management component to ensure that families receive necessary support and wraparound services to address unmet needs.

Applicant Agencies must have a mission that includes behavioral health care and be able to demonstrate a history of successfully providing services outlined in this RFP. Services will be provided by a qualified behavioral health professional in a variety of settings to include, but not be limited to: the client's home, child care centers, school and community settings, clinical settings, detention centers, etc.

### Program Model

Behavioral Therapy for Children, Youth, and Young Adults (CSF) service models shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Consistent and ongoing behavioral assessments and data analysis to inform clinical decision-making.
- Development of Individualized Behavior Plans which set social and developmental goals for clients.
- Application of behavioral modification therapy techniques that are responsive to the individual child and family's complex social, emotional, and psychological needs.
- Collaboration with family members or other care providers in determining how to best address short and long-term individual goals.
- Family intervention designed to develop and sustain positive behavioral change and self-regulation skills.
- Utilize natural supports and community resources that support the unique needs of the individuals and families served.

- Communicate frequently with families and teachers/educational support staff about the specific needs, and progress of clients served, to include collaboration in the development of Individualized Education Plans (IEP), as appropriate.
- Provide culturally competent services designed to guide clients toward changed behaviors.
- Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children-funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, a master's degree in counseling, Education, Psychology, Behavior Analysis, or a closely related field and two years of experience in behavior therapy. A bachelor's degree in psychology, counseling, education, or closely related field, and four (4) years' work experience in behavior therapy may be accepted in place of graduate-level education. Staff credentialed through the Behavior Analyst Certification Board (BACB) may also provide direct services under supervision, if applicable.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.

- The Agency’s staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole) or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, according to Orange County policies and procedures.

### **Location**

- Program services may be conducted at various locations throughout the Orange County including, but not limited to: the client’s home, child care centers, school and community settings, clinical settings, detention centers, etc.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure - Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support
- Mental and Physical Health

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Early Literacy Programming (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Early Literacy Programming – Countywide -Large Agency	1	\$125,000.00
Early Literacy Programming - Sector 1- Small/Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 2 Small/ Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 3 Small/Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 4 Small/ Mid Agency	1	\$75,000.00
Early Literacy Programming - Sector 5 Small/ Mid Agency	1	\$75,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Early Literacy Programming is to provide high yield learning activities that will promote the development of oral language, phonological awareness, print awareness, and alphabet knowledge. Programming should also encourage and reinforce the development of home learning habits critical for school success by creating a literacy rich home environment. The program will accommodate students one-on-one or in small groups based on age and performance levels. Programming will offer services to students from birth to kindergarten to enhance the early language, literacy, and early reading development of preschool age children, particularly those from low-income families, through strategies and professional development that are based on scientifically based reading research.

### Program Model

The Early Literacy Programming service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly.

- Provide high yield learning activities that prepare students to enter kindergarten with the language, cognitive, and early reading skills necessary for reading success, thereby preventing later reading difficulties.
- Provide intensive and ongoing professional development that includes mentoring and coaching in the classroom.
- Provide culturally relevant education and support to families to promote engagement at home and empower parents to take part in child(ren)'s educational goals.
- Utilizes evidenced-based curriculum, existing experience using a childhood assessment tool, and activities to instruct students.
- Utilize pre- and post-assessments to determine increased skills.

- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing.
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.

### **Eligibility Minimum Requirements and Agency Responsibilities**

- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participant.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County’s Citizens’ Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency’s direct program staff shall have at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency’s program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency’s staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.

- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure - Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Early Childhood Education /Care
- Juvenile Prevention/Diversion

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per student (one-on-one or group of four (4) or more persons).
- The agency shall be required to provide and report on the specified number of contracted units of service during the contract year. (Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Fatherhood Initiative (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Fatherhood Initiative – (CSF)	2	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Fatherhood Initiative (CSF) program will promote healthy relationship(s), responsible parenting/fatherhood, and self-sufficiency through gainful employment that leads towards long-term economic independence and responsibility. The program design will emphasize elements that may include the following: value of healthy relationships, responsible fatherhood, education and skills training, obstacles to effective fathering, pregnancy prevention, financial management, mentoring services and other fatherhood strengthening services in order to help and encourage fathers to have a positive impact on their family as well as their community.

Program referrals may come from a variety of sources based on community outreach to include, but not be limited to, school administrators, churches, neighborhood associations and Orange County's Neighborhood Centers for Families (NCF) partners.

### Program Model

The Fatherhood Initiative service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Assess and identify common obstacles, coach, and empower fathers to be involved in the lives of their child(ren).
- Provide family management programming to support fathers with children up to age 18.
- Provide education to aid the understanding of non-custodial fathers of their parenting and financial responsibilities to their children.
- Promote and emphasize skills and services necessary to succeed as a father to include, but not be limited to communication skills, parent-child mentoring, appropriate discipline practices, job readiness, and life skills.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).
- Provide linkage to clients to other support services, as appropriate, within the parameters of the designated program, such as medical evaluation and treatment, social services, employment services, prepare, and maintain required documentation.



- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation.

### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support Services
- Mental and Physical Health

## **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The agency shall maintain a caseload of at least twenty-five (25) individuals/families.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. (Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Infant/ Child Mortality Prevention (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Infant/ Child Mortality Prevention – Sectors 1 and 3 (CSF)	1	\$200,000.00
Infant/ Child Mortality Prevention – Sectors 2, 4, and 5 (CSF)	1	\$200,000.00

### Description of Services

Orange County Government is seeking a qualified nonprofit agency, located in Orange County, to provide year-round programming for expectant and parenting teens, young adults, and their families. Programming will offer activities to improve the education, health and social outcomes for expectant and parenting teens, young parents (both mothers and fathers), guardians and their families with children ages 0 – 5. Agencies are required to implement evidenced-based programs that have been proven effective to reduce infant mortality and improve child outcomes. Program content should include, but not be limited to, home visitation, prenatal/postnatal parent education, and care coordination to help connect to available resources for participants. The program should also include enrichment programs and activities that provide ongoing information and support needed to assist parents as their children grow. The goal of the program is to lower risk factors associated with preterm birth, low-birth weight, infant mortality and poor developmental outcomes. The program will also work to identify and establish relationships with public and private service providers within the local community that are qualified to meet the nutritional and material needs of the program participants

### Program Model

Infant/ Child Mortality Prevention service models shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide education to parents that will equip them to effectively recognize and meet the needs of their child(ren) and families, while applying healthy coping strategies for managing the challenges of parenting.
- Provide educational classes for mothers/fathers and family members on how to safely care for their babies to include but not be limited to parenting skills, safe-sleeping, SIDS (sudden infant death syndrome), breastfeeding, baby proofing, and CPR.
- Utilize innovative strategies involving technology such as applications, videos, and telehealth resources.
- Provide culturally relevant, individualized learning experiences for parents to obtain and increase positive parenting approaches for building healthy families.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).

- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.

### **Eligibility Minimum Requirements and Agency Responsibilities**

- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children-funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACES) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, according to Orange County policies and procedures.

## **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Mental Health and Physical Health
- Family Support

## **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Life Skills Training and Development for Young Adults with Disabilities (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Life Skills Training and Development for Young Adults with Disabilities (CSF)	1	\$250,000.00

### Description of Services

Orange County is seeking qualified nonprofit agencies, located in Orange County, to provide Life Skills Training and Development for Young Adults ages 18-26 with intellectual and developmental disabilities (IDDs). Programming should be individualized and focused on developmental and social determinants of wellness important for emerging adults. Services should promote independent living skills and self-advocacy, including activities that support positive social-emotional well-being and quality of life. Programming should also include a case management component to ensure that families receive necessary support and wraparound services to address unmet needs.

Applicant Agencies must have a mission that includes serving individuals with disabilities and be able to demonstrate a history of successfully providing services outlined in this RFP. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to: the client's home, school and community settings, clinical settings, etc.

### Program Model

Life Skills Training and Development for Young Adults (CSF) service models shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Implement a multidisciplinary approach to providing individualized, evidence based programming that includes flexible goals, methods, materials, assessments, and navigation of the client's unique needs.
- Development of comprehensive and individualized service plans that are responsive to the client's complex social, emotional, medical, and/or psychological needs.
- Collaboration with family members and/or other care providers in determining how to best address short and long-term individual goals.
- Provision of activities that promotes social and emotional wellness, self-advocacy skills, community and life skills, and independent living skills.
- Provide access to inclusive experiences such as recreational outings, peer supports, and career exploration.
- Provide culturally competent services designed to engage and support clients through experiential learning.
- Utilize natural supports and community resources that support the unique needs of the individuals and families served.

- Educating families about preventing Adverse Childhood Experiences (ACEs) to promote safe, stable, nurturing relationships and environments.
- Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children-funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at minimum, a master's degree in Counseling, Education, Psychology, Behavior Analysis, or a closely related field and two years of experience. A bachelor's degree in psychology, counseling, education, or closely related field, and four (4) years' work experience may be accepted in place of graduate-level education.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole) or have ready access to translators.

- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, according to Orange County policies and procedures.

### **Location**

- Program services may be conducted at various locations throughout the Orange County including, but not limited to: the client’s home, child care centers, school and community settings, clinical settings, detention centers, etc.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Family Support Services
- Mental Health and Physical Health

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.



## Mental Health Programming for Youth (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Mental Health Programming for Youth	1	\$150,000.00

### Description of Services

Orange County seeks qualified nonprofit organizations to provide year-round Mental Health Programming to Youth throughout Orange County. Programming will provide access to effective prevention, screening, early identification and mental health interventions for children and young adults age birth to 22. Programming should include monitoring the progress of individuals being served, and collaboration with family members or other care providers in determining how to best address short and long-term individual goals. Program components should include an emphasis on prevention and intervention strategies, decreasing problem behavior, and increasing positive choices. The program should have a case management component to ensure that families receive necessary support and wraparound services to address unmet needs.

Applicant Agencies must have a mission that includes provision of mental health services and be able to demonstrate a history of successfully providing services outlined in this RFP. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to: the client's home, school and community settings, clinical settings, etc.

### Program Model

Mental Health Programming for Youth (CSF) service models shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide evidence based services that promote mental wellbeing in youth participants and their families.
- Educating families about preventing Adverse Childhood Experiences (ACEs) to promote safe, stable, nurturing relationships and environments.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.

### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- Awardee shall maintain a minimum of two (2) counselors for the duration of the contract.
- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.

- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation of support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Family Support Services
- Mental Health and Physical Health

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Nutrition Programming for Youth and their Families (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Nutrition Programming for Youth and their Families (CSF)	1	\$100,000

### Description of Services

Orange County is seeking qualified nonprofit agencies, located in Orange County, to provide comprehensive nutrition services with priority given for children and families experiencing challenges with food insecurity – where people lack access to enough food at all times for an active a healthy life (USDA). Programming will educate children and families about healthier nutrition choices by providing education, supporting and referral services. This program will provide guidance to families on obtaining assessments to determine appropriate interventions.

Applicant Agencies must be able to demonstrate a history of successfully providing services outlined in this RFP. Access to a food kitchen and provision of cooking demonstrations and/or workshops is required. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to: the client’s home, school and community settings, clinical settings, etc.

### Program Model

Nutrition Programming for Youth and their Families (CSF) service model shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Coordinate with community-based programs, local schools, and other human service organizations to identify children and families who are in need of nutritional support.
- Provide hands-on activities to educate families on implementing practices for making healthy meal options (i.e., cooking demonstrations, recipe sharing, grocery shopping trip planning, etc.)
- Provide nutritional planning services aimed at improving the dietary habits of program participants.
- Provide ongoing case management services to participants encouraging nutritional intervention services.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families. Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

## **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children-funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at minimum, a bachelor's degree in nutrition or related field, licensing as a Nutritionist or a Dietician, and two years of experience. Registered Nutrition and Dietetics technicians with an associate degree may also provide services under the supervision of a Registered Dietician.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole) or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, according to Orange County policies and procedures.

## **Location**

- Program services may be conducted at various locations throughout the Orange County including, but not limited to: the client's home, child care centers, school and community settings, clinical settings, detention centers, etc.

## Reporting and Monitoring

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## Performance Measures – Focus Area(s)

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support
- Mental and Physical Health

## Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Nutrition Programming for Youth with Special Dietary Needs and their Families (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Nutrition Programming for Youth with Special Dietary Needs and their Families (CSF)	1	\$100,000

### **Description of Services**

Orange County is seeking qualified nonprofit agencies, located in Orange County, to provide comprehensive nutrition services to Orange County youth and their families to assist with the management of special dietary needs and/or restrictions as a result of diagnosed conditions such as celiac disease, inflammatory bowel disease (IBD), diabetes, obesity, food intolerance or allergies, etc. Programming will educate children and families about healthier nutrition choices by providing education, support, and referral services. This program will provide guidance to families on obtaining assessments to determine appropriate interventions.

Applicant Agencies must be able to demonstrate a history of successfully providing services outlined in this RFP. Access to a food kitchen and provision of cooking demonstrations and/or workshops is required. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to: the client's home, school and community settings, clinical settings, etc.

### **Program Model**

Nutrition Programming for Youth with Special Dietary Needs and their Families (CSF) service model shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Coordinate with community-based programs, local schools, and other human service organizations to identify children and families who are in need of nutritional support.
- Provide hands-on activities to educate families on implementing practices for making healthy meal options (i.e., cooking demonstrations, recipe sharing, grocery shopping trip planning, etc.)
- Provide nutritional planning services aimed at improving the dietary habits of program participants.
- Provide ongoing case management services to participants encouraging nutritional intervention services.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families. Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children-funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at minimum, a bachelor's degree in nutrition or related field, licensing as a Registered Dietician, and two years of experience.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole) or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, according to Orange County policies and procedures.

### **Location**

- Program services may be conducted at various locations throughout the Orange County including, but not limited to: the client's home, child care centers, school and community settings, clinical settings, detention centers, etc.



## Reporting and Monitoring

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## Performance Measures – Focus Area(s)

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support
- Mental and Physical Health

## Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Parenting (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Parenting – Sector 1 (CSF) – Small/Mid Agency	1	\$100,000
Parenting – Sector 4 (CSF) – Small/Mid Agency	1	\$100,000

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Parenting (CSF) is to offer parents or legal guardians of children and youth from birth to 18, or up to 24 for individuals with Special Needs, the opportunity to learn and develop new parenting skills through individualized parent and parent-child activities. Session content should include, but not limited to, strategies for effective communication, age-appropriate child development, behavior management, child safety, and injury prevention. Programming should facilitate support for all parent groups, including, but not be limited to parents of children with special needs, parents of children who identify as LGBTQ+, single parents, co-parents, etc. Family-specific programs should emphasize parent leadership development and civic involvement, empowering parents to become more engaged in child-serving systems and to advocate for their own child's success and improved family-centered services.

### Program Model

Parenting (CSF) service model shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide education to parents that will equip them to effectively recognize and meet the needs of their child(ren) and families, while applying healthy coping strategies for managing the challenges of parenting.
- Provide culturally relevant, individualized learning experiences for parents to obtain and increase positive parenting approaches for building healthy families.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).
- Implement evidence-based practices supported by research and evaluation.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families. Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

## **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703 and Sector 4 – 32822.
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children-funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole) or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, according to Orange County policies and procedures.

## Location

- Program services may be conducted at various locations throughout the Orange County including, but not limited to: the client's home, child care centers, school and community settings, clinical settings, detention centers, etc.

## Reporting and Monitoring

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## Performance Measures – Focus Area(s)

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support
- Mental and Physical Health

## Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Programming for Homeless Youth and their Families (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Programming for Homeless Youth and their Families (CSF)	1	\$250,000

### Description of Services:

Orange County is seeking a qualified nonprofit agency, located in Orange County, to provide year-round programming to address the complex needs of homeless youth. Programming should promote positive youth development and may include, but not be limited to life skills, mentoring, mental and physical wellness, educational support, peer support etc. Programming should also include a case management component to ensure that families receive necessary support and wraparound services to address unmet needs. Priority preference should be given to youth and their families that are not stably housed (i.e. in-shelter or living in places not meant for human habitation).

Applicant Agencies must be able to demonstrate a history of successfully providing services outlined in this RFP.

### Program Model:

Programming for Homeless Youth and their Families (CSF) service models shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide culturally competent and inclusive services designed to support homeless youth who are not stably housed.
- Collaboration with family members or other care providers in determining how to best address short and long-term individual goals.
- Utilize supports and community resources that support the unique needs of the individuals and families served.
- Communicate frequently with families about the specific needs, and progress of clients served.
- Educating families about preventing Adverse Childhood Experiences (ACEs) to promote safe, stable, nurturing relationships and environments.
- Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

**Eligibility Minimum Requirements and Agency Responsibilities:**

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children-funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

**Personnel**

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACES) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole) or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, according to Orange County policies and procedures.

**Location**

- Program services may be conducted at various locations throughout Orange County including, but not limited to: the client's home, child care centers, school and community settings, clinical settings, detention centers, etc.

## Reporting and Monitoring

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## Performance Measures – Focus Area(s):

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support
- Mental and Physical Health

## Unit of Service:

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Reading/Math Coaches (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Reading/Math Coaches - Sector 1 (CSF)	1	\$75,000.00
Reading/Math Coaches - Sector 2 (CSF)	1	\$75,000.00
Reading/Math Coaches - Sector 4 (CSF)	1	\$75,000.00
Reading/Math Coaches - Sector 5 (CSF)	1	\$75,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Reading/Math Coaches Programming will assist students (Kindergarten through 8<sup>th</sup> grade) who are struggling with reading and mathematics to improve their skills utilizing teaching strategies, and materials to include, but not be limited to workbooks, handouts, and technology such as educational software. **Reading programming will focus on increasing students' reading levels as early as Kindergarten through 2<sup>nd</sup> grade, to ensure students are at the appropriate level of skill in 3<sup>rd</sup> grade and beyond. Math programming will focus on increasing students' math levels as early as Kindergarten through 7<sup>th</sup> grade, to ensure students are at the appropriate level of skill in 8<sup>th</sup> grade and beyond.** High yield learning activities will promote an improvement in skills in the identified areas of weakness, preparing students for gains in the classroom and standardized assessments to increase student promotion and increase graduation rates. The program will accommodate students in small groups based on grade and performance levels.

### Program Model

The Reading/Math Coaches service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide high-yield learning activities that promote increased skills in reading and math in youth participants.
- Utilizes evidenced-based curriculum and activities to instruct students.
- Utilize pre- and post-assessments to determine increased skills.
- Provide services in a structured manner that engages youth and encourage positive social interactions.
- Provide programming to teach and encourage youth to use sound decision-making and positive interaction with peers and authority figures.
- Provide programming to encourage leadership and social responsibility in youth.
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.



- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### **Eligibility Minimum Requirements and Agency Responsibilities**

- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 4 – 32822; and Sector 5 - 32839
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County’s Citizens’ Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency’s direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency’s program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency’s staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.

- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Juvenile Prevention/Diversion

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. (Total number of required units of service is based on available funding and unit rate, as approved *by the County, during contract negotiations.*)

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Small Scale CRP- Life Skills Training and Development for Youth (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
SSCRP – Life Skills Training and Development for Youth (CSF)	5	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the SSCRCP - Life Skills and Development for Youth (CSF) program is to offer a group setting to deter youth from entering the juvenile justice system or enable youth to successfully re-enter society and prevent recidivism; encouraging youth to become responsible members in the community. The program shall include a focus on basic skills such as antisocial behavior, anger management, problem-solving, functional social skills, communication skills, interpersonal relationships, self-control, substance abuse/addiction education, financial literacy, and job training.

### Program Model

The Small Scale CRP - Life Skills and Development for Youth (CSF) service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Assist participants in their ability to problem solve at levels of proficiency, to function on the job, in family relationships, and in society.
- Assist participants with skills to make positive lifestyle and behavioral changes in order to build healthy relationships and achieve goals during the reintegration period.
- Assist participants in life/social skills to improve coping skills and interpersonal strategies to develop healthy relationships.
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Provide linkage to community resources to assist participants in reestablishing ties to community services.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participant.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- Program services may be conducted at various locations throughout Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Juvenile Prevention/Diversion

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community need

## Small Scale CRP - Tutoring Programming for Youth (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
SSCRP – Tutoring Programming for Youth (CSF)	3	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the SSCRCP - Tutoring Programming for Youth (CSF) is to target students who have been identified by teachers, counselors, or parents as having specific difficulties with any academic subject area. The program shall have an emphasis on high-yield learning activities that promote academic skills such as reading, writing, math, English language proficiency, and problem-solving.

### Program Model

The Small Scale CRP - Tutoring Programming for Youth (CSF) service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide instruction delivered individually or in a small group setting, with ongoing feedback based on the need of the participant.
- Provide programming designed to reinforce and complement the regular academic program of participating students.
- Promote and emphasize the skills necessary to succeed in life (i.e., organization, time management, problem-solving, etc.).
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Preference shall be given to all referrals received from Orange County’s Neighborhood Center for Families.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participant.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- Program services may be provided at various locations throughout Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
-

- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. (Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.



## Small Scale CRP Youth Mentoring Program (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
SSCRP – Youth Mentoring Programming for Youth	2	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP - Youth Mentoring Program (CSF) is to have an emphasis on a mentoring component based on best practices, dedicated staff, and agency support to achieve successful program outcomes including, but not limited to increase graduate success, prevention, or reduction of anti-social, delinquent, or destructive behaviors, and reduction of delinquent recidivism. The program shall promote positive behaviors, attitudes, and outcomes for youth and reduce risk factors.

### Program Model

The Small Scale CRP - Youth Mentoring Program (CSF) service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide a structured mentoring relationship by facilitating matches between an adult mentor and one or more youth in a school or an appropriate program setting.
- Promote and emphasize the skills necessary to succeed in life (i.e., organization, teamwork, fiscal management, creativity, workflow, healthy lifestyle, etc.).
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Demonstrate the ability to relate positively to youth in a multi-cultural, pluralistic community.
- Provide linkage to clients to other support services, as appropriate, within the parameters of the designated program, such as medical evaluation and treatment, social services, employment services, prepare, and maintain required documentation.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### Client Retention and Recruitment

- Agency is responsible for the recruitment and enrollment of program participants.

- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.

- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

**Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Juvenile Prevention/Diversion

**Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Substance Abuse for Programming for Youth and their Families (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Substance Abuse Programming for Youth and their Families (CSF)	1	\$150,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Substance Abuse Programming for Youth and their Families (CSF) program is to primarily provide substance abuse prevention and intervention services for youth and their families. Program components should include, but not be limited to: substance abuse treatment, counseling, information dissemination, education components, alternative and healthy activities, and wraparound services. Additional components may also focus on strengthening protective factors among younger children by teaching parents better family communication skills, appropriate discipline styles, firm and consistent rule enforcement, and other family management approaches. Prevention programming should target children's social and academic skills, including enhancing peer relationships, self-control, coping and drug-refusal skills.

### Program Model

Substance Abuse Programming for Youth and their Families (CSF) service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Participate in a community-level strategy to address substance abuse challenges among youth and families.
- Consistent, ongoing, objective assessment and case management services.
- Develop Individualized Responsibility Plans for individuals and families.
- Communicate frequently with teachers, families, and staff about the specific needs, and progress of clients served.
- Collaborate with families in the development of Case Management Plans to address substance abuse issues.
- Provide culturally competent services designed to guide clients toward changed behaviors.
- Educating families about preventing Adverse Childhood Experiences (ACEs) to promote safe, stable, nurturing relationships and environments.
- Utilize Trauma-informed care and Mental Health Fist Aid techniques that promote a culture of safety, empowerment, and healing.
- Participate in a coordinated, community-level strategy to address issues among target populations.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.

## **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participant.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- Program services can be provided at various locations throughout Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Juvenile Prevention/Diversion

## **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations).*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Supportive Services for Expectant or Parenting Teens, and Young Parents (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Supportive Services for Expectant or Parenting Teens, and Young Parents (CSF)	1	\$150,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies, located in Orange County, to provide year-round Supportive Services for Expectant or Parenting Teens, Young Parents, and their families within Orange County, FL. Programming will offer activities to improve the education, health and social outcomes for expectant and parenting teens, young parents, students, and their families. The program will offer holistic services designed to teach young mothers up to 24 years old how to face daily life challenges, provide wrap-around supports aimed at preventing a subsequent pregnancy during their teens. Once a teenager has one baby, she is at increased risk of having another as a teen. A repeat birth during the teen years, compounds educational, economic, and health problems for both the mother and her children. Grantees are required to implement evidenced-based family planning programs that have been proven effective to reduce repeat pregnancies, behavioral risk factors underlying teenage pregnancy, or other associated risk factors. The program will prepare a resource assessment to determine the needs of expectant and parenting teens, students, and their families and identify resources available to meet the needs identified. The program will identify and establish relationships with public and private service providers within the local community that are qualified to meet the nutritional and material needs of the expectant and parenting teens, students, and their families. Programming should not include pregnancy termination services. Programming must serve both male and females.

### Program Model

The Supportive Services for Expectant or Parenting Teens, and Young Parents service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide education to parents that will equip them to effectively recognize and meet the needs of their child(ren) and families, while applying healthy coping strategies for managing the challenges of parenting.
- The program will provide referrals to improve family self-sufficiency by gaining employment, enrolling in job training, furthering their education, or securing stable housing. Session content may include but not be limited to academic assistance, mentoring/coaching services, peer mentoring, parental support groups.
- Provide services to promote health and nutritional behavior for participants.
- Provide culturally relevant, individualized learning experiences for parents to obtain and increase positive parenting approaches for building healthy families.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).

- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).

### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency shall provide countywide Supportive Services for Expectant or Parenting Teens, and Young Parents to children and youth. Priority preference shall be given to residents within the following zip codes: 32811, 32809, 32807, 32712, 32825, 34761, and 32824.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as liaison between the agency and Orange County.
- The Agency's direct program staff shall have at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency shall conduct Adverse Childhood Experiences (ACEs) training for each funded staff by the execution of this agreement within 30 days of hire.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.



## **Location**

- Program services may be provided at various locations throughout Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Mental and Physical Health
- Family Support Services

## **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Teen Pregnancy Prevention (CSF)

---

Funding Objective	# of Awards	Maximum Funding Per Proposal
Teen Pregnancy Prevention - East (CSF)	1	\$75,000
Teen Pregnancy Prevention – West (CSF)	1	\$75,000

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within East and West Orange County, FL. Programming will offer activities to help youth avoid pregnancy and other risk factors associated with teen sex. The target population should be youth ages 10-19, with a significant focus on youth ages 15-19. Agencies are required to implement evidenced-based programs that have been proven effective to reduce teenage pregnancy, underlying behavioral risk factors for teenage pregnancy, or other associated risk factors. Applicants should focus on identified youth most vulnerable to teen pregnancy, STDs, multiple partners, and other risks associated with sexual activity (i.e., incest, drugs, alcohol). Programming should recognize the importance of healthy decision-making throughout adolescence via regular sessions and may include mentorship and/or education from qualified healthcare professionals/counselors.

### Program Model

The Teen Pregnancy Prevention service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide age-appropriate activities for youth and their families to promote a reduction of risk behavioral factors.
- Provide education to parents that will equip them to effectively recognize and meet the needs of their child(ren) and families, while applying healthy coping strategies for managing the challenges of parenting.
- Provide culturally relevant, individualized learning experiences for parents to obtain and increase positive parenting approaches for building healthy families.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren).
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities

- A majority, or minimum of 51%, of clients must reside within the targeted geographical area.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### Client Retention and Recruitment

- Agency is responsible for the recruitment and enrollment of program participants.

- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACES) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and

responsibilities, with other organizations that will be instrumental in carrying out program services.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

**Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Juvenile Prevention/Diversion

**Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Vocational Opportunities for Persons with Disabilities (CSF)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Vocational Opportunities for Persons with Disabilities – Sectors 1 and 3 (CSF)	1	\$150,000.00
Vocational Opportunities for Persons with Disabilities – Sectors 2, 4, 5 (CSF)	1	\$150,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The program components shall have an emphasis on increasing the independence, knowledge, and safety for persons with disabilities (i.e., developmental, intellectual, physical, etc.) by providing employability skills, training, and vocational opportunities. Programming will offer services to persons with disabilities between the ages of 15 to 22 to enhance vocational opportunities through evidence-based strategies, professional development, mentorship, and training. Educational training may include but not be limited to customer service skills, social skills, equipment utilization, and employability skills, etc. Programming will offer opportunities for employment place in the mainstream workforce or agency- operated employment program. The program will accommodate youth one-on-one or in small groups based on age and performance levels.

### Program Model

The Vocational Opportunities for Persons with Disabilities service model shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide employment training to persons with disabilities based on the demand for specific job skills needed in the local workforce.
- Provide career and technical education or entrepreneurial training for persons with disabilities.
- Advocate and support program participants and develop employment opportunities.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.

### Eligibility Minimum Requirements and Agency Responsibilities

- The Agency shall provide Vocational Opportunities for Persons with Disabilities to individuals in the Concentrated Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 – 32808, 32810, 32811, 328182; Sector 4 – 32822; and Sector 5 – 32839.
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participant.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Juvenile Prevention/Diversion
- Family Support Services

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. (*Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.*)

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Youth Mentoring (CSF)

---

<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Youth Mentoring – Countywide (CSF)	1	\$150,000.00
Youth Mentoring – Sector 1 and 2 (CSF)	1	\$100,000.00
Youth Mentoring – Sector 3 (CSF)	1	\$100,000.00

### **Description of Services**

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL to youth age 17 years or younger and/or completing their 12th-grade year. The goal of the Youth Mentoring Program (CSF) is to have an emphasis on a mentoring component based on best practices, dedicated staff, and agency support to achieve successful program outcomes including, but not limited to increase graduate success, prevention or reduction of anti-social, delinquent, or destructive behaviors, and reduction of delinquent recidivism. The program shall promote behaviors, attitudes, and outcomes for youth and reduce risk factors.

### **Program Model**

The Youth Mentoring Program service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide a structured mentoring relationship by facilitating matches between an adult mentor and one or more youth in a school or an appropriate program setting.
- Promote and emphasize the skills necessary to succeed in life (i.e., organization, teamwork, fiscal management, creativity, workflow, healthy lifestyle, etc.).
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Demonstrate the ability to relate positively to youth in a multi-cultural, pluralistic community.
- Provide linkage to clients to other support services, as appropriate, within the parameters of the designated program, such as medical evaluation and treatment, social services, employment services, prepare, and maintain required documentation.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### **Eligibility Minimum Requirements and Agency Responsibilities**

- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; and Sector 3 - 32808, 32810, 32811, 32818.



- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- Countywide awardee shall maintain a minimum of four (4) mentors for the duration of the contract. Sector specific awardees shall maintain a minimum of three(3) mentors for the duration of the contract.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.

- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Juvenile Prevention/Diversion

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency will be required to provide and report on the specified number of contracted units of service during the contract year. (*Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.*)

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Appendix #2: Scope of Services (Innovation Program)

---

### Innovation Programming for Youth – District 1

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Innovation Programming for Youth- District 1	1	\$100,000.00

#### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Innovation Programming for Youth is to identify an issue, develop a potential solution and implement creative strategies that will effect change in an area not already identified in another area of designated funding. Prospective programs must be able to present a proven link between the selected activities and positive youth outcomes. Focus areas for innovation programming are Early Childhood Education, Juvenile Prevention/Diversion Programs, Mental and Physical Health, Child, and Student Homelessness. Programming may be provided independently or in conjunction with other established programming throughout the community.

#### Program Model

The Innovation Programming for Youth service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide high yield learning activities that promote physical and mental wellbeing in youth participants.
- Provide services in a structured manner that engages youth and encourage positive social interactions.
- Provide programming that is revolutionary (brand new services that have not been previously funded by the CCC) or evolutionary (previously funded services that are evolving in a way that is innovative and new).
- Provide programming to teach and encourage youth to use sound decision-making and positive interaction with peers and authority figures.
- Provide programming to encourage leadership and social responsibility in youth.
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

#### Eligibility Minimum Requirements and Agency Responsibilities

The Agency shall provide services within each Orange County District 1.

- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participant.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.

- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

- Varies based on Program Design

### **Unit of Service**

- The cost-effective unit of service may vary based on program design.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

### **Appendix #3: Scopes of Services (TCRP)**

---

The following pages contain the Scopes of Services for each funding objective related to the Traditional CRP Funding, including detailed descriptions of Orange County's minimally expected services for each funded program. RFPs are open to provide services countywide unless otherwise noted. RFPs provide support to a Neighborhood Center for Families (NCF) and will be expected to work closely with the specific NCF.

## Case Management in Support of Bithlo NCF (TCRP)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Case Management in Support of Bithlo NCF (TCRP)	1	\$75,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP - Case Management in Support of the Bithlo NCF (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of the Bithlo NCF to enable them to become self-sufficient. The program shall provide clients with community resources, connect clients to ancillary support services, provide emotional support, assist clients in becoming knowledgeable of eligibility criteria to participate in programs and services, assist clients in the enrolment of services, and monitor and document clients' progress. The program should include evidenced-based services that meet the needs of each client to achieve the Small Scale CRP - Case Management in Support of the Bithlo NCF (TCRP) program goals.

### Program Model

The Small Scale CRP - Case Management in Support of the Bithlo NCF (TCRP) - service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Outreach, identify, and recruit eligible program participants. Provide services in a structured manner that engages youth and encourages positive social interactions.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing. Provide programming to encourage leadership and social responsibility in youth.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### Client Retention and Recruitment

- Agency is responsible for the recruitment and enrollment of program participants.

- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

### **Location**

- Programming will take place at the Bithlo Neighborhood Center for Families 18510 Madison Ave, Orlando, FL 32820.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.



- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

**Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Family Support Services

**Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Ex-Offender Re-entry Case Management (TCRP)

---

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Ex-Offender Re-Entry Case Management (TCRP)	1	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Ex-Offender Re-entry - Orange County (TCRP) program is to provide culturally competent, comprehensive case management services to ex-offenders in Orange County, Florida to enable them to become self-sufficient, contributing citizens. Program staff will be responsible for working independently to assess or arrange for the assessment of clients' needs, to include, but not be limited to assessing disabilities (mental, behavioral, and/or physical). Staff will make clients aware of community resources, connect clients to ancillary support services, provide emotional support, and assist clients in becoming knowledgeable of eligibility criteria to participate in programs and services, assist clients in the enrollment of services, and monitor and document clients' progress. Referrals may come from a variety of sources based on community outreach to include, but not be limited to, churches, neighborhood associations, community mental health agencies, and Orange County's Neighborhood Centers for Families (NCF) partners. Program services may be conducted at various locations throughout the County including, but not limited to in the office, in the home, community centers, churches, and/or in the schools.

### Program Model

The Ex-Offender Re-entry Case Management- Orange County (TCRP) service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Outreach, identify, and recruit eligible program participants.
- Assess the needs of program participants and make the appropriate linkages to resources.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Coordinate and monitor the access and delivery of service to program participants.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Preference shall be given to all referrals received from Orange County's Neighborhood Center for Families.
- Develop support strategies to include, but not be limited to, employability skills, career development, money management, GED education, daily living skills, and social skills.
- Assist participants in life/social skills to improve coping skills and interpersonal strategies to develop healthy relationships and reduce recidivism. Assistance can be accomplished through

instructional programming (modules, seminars, etc.) or referrals to appropriate community resources for this instruction.

- Provide linkage to community resources to assist participants in reestablishing ties to community services.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

### **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Family Support Services

## **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Small Scale CRP - Case Management in Support of the Oak Ridge NCF (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Case Management in Support of the Oak Ridge NCF (TCRP)	1	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP - Case Management in Support of the Oak Ridge NCF (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of the Oak Ridge NCF to enable them to become self-sufficient. The program shall provide clients with community resources, connect clients to ancillary support services, provide emotional support, assist clients in becoming knowledgeable of eligibility criteria to participate in programs and services, assist clients in the enrolment of services, and monitor and document clients' progress. The program should include evidenced-based services that meet the needs of each client to achieve the Small Scale CRP - Case Management in Support of the Oak Ridge NCF (TCRP) program goals.

### Program Model

The Small Scale CRP - Case Management in Support of the Oak Ridge NCF (TCRP) - service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Outreach, identify, and recruit eligible program participants. Provide services in a structured manner that engages youth and encourages positive social interactions.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing. Provide programming to encourage leadership and social responsibility in youth.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- Programming will take place at the Oak Ridge Neighborhood Center for Families 150 Amidon Ln, Orlando, FL 32809.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and

responsibilities, with other organizations that will be instrumental in carrying out program services.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support Services
- Mental and Physical Health

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Small Scale CRP - Case Management in Support of the Apopka/ Zellwood NCF (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Case Management in Support of Apopka/ Zellwood NCF(TCRP)	1	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP - Case Management in Support of the Apopka/ Zellwood NCF (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of the Oak Ridge NCF to enable them to become self-sufficient. The program shall progress. The program should include evidenced-based services that meet the needs of each client to achieve the Small Scale CRP - Case Management in Support of the Apopka/ Zellwood NCF (TCRP) program goals.

### Program Model

The Small Scale CRP - Case Management in Support of the Apopka/ Zellwood NCF (TCRP) - service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Outreach, identify, and recruit eligible program participants. Provide services in a structured manner that engages youth and encourages positive social interactions.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing. Provide programming to encourage leadership and social responsibility in youth.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.



## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- Programming will take place at the Apopka/ Zellwood Neighborhood Center for Families 6565 Willow St, Zellwood, FL 32798.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and

responsibilities, with other organizations that will be instrumental in carrying out program services.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Family Support Services
- Mental and Physical Health

### **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Small Scale CRP - Case Management West NCF (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Case Management West NCF(TCRP)	1	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP - Case Management West (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of West to enable them to become self-sufficient. The program shall clients with community resources, connect clients to ancillary support services, provide emotional support, assist clients in becoming knowledgeable of eligibility criteria to participate in programs and services, assist clients in the enrolment of services, and monitor and document clients' progress. The program should include evidenced-based services that meet the needs of each client to achieve the Small Scale CRP - Case Management West (TCRP) program goals.

### Program Model:

The Small Scale CRP - Case Management West Orange County (TCRP) service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Outreach, identify, and recruit eligible program participants. Provide services in a structured manner that engages families and encourages positive social interactions.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing. Provide programming to encourage leadership and social responsibility in youth.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

## **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and

responsibilities, with other organizations that will be instrumental in carrying out program services.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

**Performance Measure – Focus Area(s):**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Family Support Services
- Mental and Physical Health

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. (Total number of required units of service is based on available funding and unit rate, as approved *by the County, during contract negotiations.*)

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Small Scale CRP - Life Skills Training and Development for Youth (TCRP)

---

Funding Objective	# of Awards	Maximum Funding Per Proposal
Small Scale CRP- Life Skills Training and Development for Youth (TCRP)	1	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP - Life Skills Training and Development for Youth (TCRP) program is to offer a group setting to deter youth from entering the juvenile justice system or enable youth to successfully re-enter society and prevent recidivism; encouraging youth to become responsible members in the community. The program shall include a focus on basic skills such as antisocial behavior, anger management, problem-solving, functional social skills, communication skills, interpersonal relationships, self-control, substance abuse/addiction education, financial literacy, and job training.

### Program Model

The Small Scale CRP - Life Skills Training and Development for Youth (TCRP) service models shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Assist participants in their ability to problem solve at levels of proficiency, to function on the job, in family relationships, and in society.
- Assist participants with skills to make positive lifestyle and behavioral changes to build healthy relationships and achieve goals during the reintegration period.
- Assist participants in life/social skills to improve coping skills and interpersonal strategies to develop healthy relationships.
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Provide linkage to community resources to assist participants in reestablishing ties to community services.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

## **Client Retention and Recruitment**

- Agency is responsible for the recruitment and enrollment of program participant.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

## **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0. per mile, pursuant to Orange County policies and procedures.

## **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

## **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and

responsibilities, with other organizations that will be instrumental in carrying out program services.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

**Performance Measure – Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus area for this scope of service is as follows:

- Juvenile Prevention/Diversion

**Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community need.



## Appendix #4: Scope of Services (Youth Violence Prevention)

### Credible Messenger Program for Youth and Young Adults (CSTF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Credible Messenger Program for Youth and Young Adults Y(CSTF)	4	\$50,000.00

**Please Note: Proposal application is limited to Respondents who have completed the Orange County Credible Messenger Mentoring Movement (CM3) Training prior to the submission of the application.**

#### Description of Services

Orange County is seeking qualified nonprofit agencies, located in Orange County, with certified CM3 Credible Messengers, to provide year-round services within Orange County. The goal of the Credible Messenger Programming is to provide mentoring and engagement services to youth and young adults, currently involved or with increased vulnerability for involvement with the juvenile justice system as well as provide supportive services to their families. Direct services are to be provided by certified credible messengers who have shared life experiences with the youth and families they serve and can relate to their situation from a first hand perspective. Shared life experiences can include but is not limited to various forms of social, economic and political marginalization, justice involvement, substance use, etc. Credible Messengers are to collaborate with other entities involved with the youth and their families to provide integral services to strengthen their opportunities to thrive.

Programming will include youth mentoring and family engagement when possible. Youth mentoring will include one-on-one as well as group mentoring sessions. Family engagement will include one-on-one support to family members/caregivers of the youth being served in the youth mentoring component. "Sneaks on the Streets" is a component of the programming where Credible Messengers engage with the hardest to reach youth within their environment and in times of duress when needed.

Programming should focus on positive behaviors and interaction in the family and social environments, emphasizing the achievement of attainable goals including, but not limited to, increased academic success, reduction of involvement in delinquent or destructive behaviors and recidivism.

#### Program Model

Credible Messenger Programming for Youth service models shall be trauma-informed, age and developmentally appropriate, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Deliver ongoing comprehensive guidance through mentoring and coaching to participants to enable healthy functioning and strengthen resilience.
- Promote positive social-emotional well being and life skills to navigate conflict through self-reflection, being respectful of others, empathy and gaining an understanding of how harm affects them and others.
- Assist families with employing strategies for the provision of emotional support, acceptance, and positive affirmation of all members of the family unit.

- Assist participants with skills to make positive lifestyle and behavioral changes in order to build healthy relationships and achieve goals.
- Participate in a coordinated, community-level strategy to address issues among the identified youth populations.
- Develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Maintain an active caseload of up to eight (8) youth, serving 15-20 youth over the course of the program year.
- Maintain client engagement in the program by making contact (in-person or virtually) with each participant at least four times per week.
- Co-facilitate three (3) group activities per week, two (2) hours per group, including evenings and weekends.

#### **Eligibility Minimum Requirements and Agency Responsibilities**

- The Agency's Credible Messengers must have obtained the CM3 prior to the submission of the application.
- The Agency shall provide Credible Messenger Programming to youth and young adults in Orange County.
- The Agency must be fiscally sound and capable of managing the proposed program.

#### **Client Retention and Recruitment**

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

#### **Personnel**

- The Agency shall designate a Program Coordinator to serve as a liaison between the Agency and Orange County.
- The Agency's program staff shall be trained in the Orange County CM3 Training and be certified as a Credible Messenger. Staff shall follow through with additional training sessions and meetings as required by Orange County.

- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, scheduled through Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.

### **Location**

- The Agency may utilize a facility of their choice located within the designated geographical area.

### **Reporting and Monitoring**

- The Agency shall provide to the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

### **Performance Measure - Focus Area(s)**

The Agency shall provide quality services, with performance measures, as approved by Orange County. The focus areas for this scope of service are as follows:

- Juvenile Prevention/Diversion
- Family Support Services

Orange County reserves the right to modify days, locations and hours of service and other program requirements based on community needs.

## Appendix #5: Performance Measures Menu

---

### Citizens' Commission for Children Performance Measures Menu

The following five focus areas for concentrated services were identified within Orange County, Florida:

1. Juvenile Prevention/Diversion;
2. Mental and Physical Health;
3. Early Childhood Education & Child Care;
4. Childhood and Student Homelessness, and
5. Family Support Services.

Respondents must review and select two (2) measures, under the assigned focus area, from the menu below that would best demonstrate the program's impact.

<b>Focus Area #1: Juvenile Prevention/ Diversion (JPD)</b>	
Agencies with service delivery methods and/or strategies (practice model) that includes services designed to prevent children from entering the juvenile justice system and/or reducing any further involvement of children currently in the juvenile justice system. These programs will include programs (i.e., Afterschool programs, Tutoring, Mentoring, and/or other prevention-based programming).	
<b>JPD1</b>	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher or will show an increase in their cumulative grade point average, from the first semester or previous year, if available.
<b>JPD2</b>	# and % of program participants with below average reading, math, and/or English scores will achieve an increase in scores as measured by CCC approved pre- post-tests and/or school records. (i.e. assessments, school grades).
<b>JPD3</b>	# and % of program participants who show improvement in school behavior where appropriate (i.e. case notes, surveys, level 3 and 4 disciplinary referrals, suspensions, school records) from the most recent school quarter report prior to program entry or previous year, if available.
<b>JPD4</b>	# and % of program participants who are not involved nor have repeat involvement/offenses with Department of Juvenile Justice (DJJ) system during the time of intervention.
<b>JPD5</b>	# and % of students who show improvement or maintain satisfactorily school attendance (4 or less unexcused absences per semester), or students who were truant (5 or more unexcused absences per semester) achieved a reduction in truancy from the first semester to the second semester.

**Focus Area #2: Mental and Physical Health (MPH)**

Agencies with service delivery methods and/or strategies (practice model) that include services designed to deliver prevention and or intervention strategies for Mental Health, Physical Health or Wellness to children, families & seniors.

<b>MPH1</b>	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher, or will show an increase in their cumulative grade point average, from the first semester or previous year. (i.e. Report Cards, School Records)
<b>MPH2</b>	# and % of program participants who maintain stability if already stable or exhibit improvement (pre-assessment/post-assessment) in mental health (i.e. CFARS, parent-child relationship, Baker Act, CALF, Exceptional Student Education referrals, depression inventory, Patient Health Questionnaire-9).
<b>MPH3</b>	# and % of program participants who maintain positive health screenings and/or show improvement in physical health (i.e. timely immunizations, physical exams, dental check-ups Patient Health Questionnaire-9).
<b>MPH4</b>	# and % of program participants who shows increase (pre-assessment/post-assessment) in teen pregnancy prevention knowledge and awareness.
<b>MPH5</b>	# and % of program participants will demonstrate a 90% proficiency or higher on the post-test or will increase their knowledge and/or learned behaviors or personal safety as measured by standardized CCC approved pre- and post- test.
<b>MPH6</b>	# and % of individuals receiving school-based nursing services will be returned to class at least 50% of the visits.
<b>MPH7</b>	# and % of individuals receiving school entry physical exams and/or updated immunization records will officially enter school at the start of the following school year or within 14 days of the initial visit to the Nurse.
<b>MPH8</b>	# and % of program participants who show improvement/maintain prosocial behavior by a CCC approved instrument.
<b>MPH9</b>	# and % of program participants who remove or reduce health related risk factors through instructional presentation(s) as evidenced by an increase in score on the post-test or by return demonstration (observed behavior) for children under 5 years of age.
<b>MPH10</b>	# and % of students who show improvement or maintain satisfactorily school attendance (4 or less unexcused absences per semester), or students who were truant (5 or more unexcused absences per semester) achieved a reduction in truancy form the first semester to the second semester.

**Focus Area #3: Early Childhood Education & Child Care (ECE)**

Agencies with service delivery methods and/or strategies (practice model) designed to prepare children for school readiness.

<b>ECE1</b>	# and % of program participants who show improvement in school readiness (pre-assessment/post-assessment)
<b>ECE2</b>	# and % of program participants enrolled in VPK or other education readiness programs.

### Focus Area #4: Childhood and Student Homelessness (CSH)

Agencies with service delivery methods and/or strategies (practice model) that include services designed to deliver prevention and or intervention strategies for homelessness.

<b>CSH1</b>	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher, or will show an increase in their cumulative grade point average, from the first semester or previous year.
<b>CSH2</b>	# and % of program participant families referred to housing programs and/or services that will reduce the likelihood of imminent risk of homelessness, loss of housing/homelessness or lockout through referrals to relevant social services and/or community linkages.
<b>CSH3</b>	# and % of program participants who are placed/maintain stable housing for at 3 months.
<b>CSH4</b>	# and % of program participants sixteen years of age or older, who have met the participation requirement, will obtain employment, enroll in a continuing educational or vocational program, or achieve a score of 90% on the post-test or demonstrate an increase from pre- to post- test.
<b>CSH5</b>	# and % of students who show improvement or maintain satisfactorily school attendance (4 or less unexcused absences per semester), or students who were truant (5 or more unexcused absences per semester) achieved a reduction in truancy form the first semester to the second semester.

### Focus Area #5: Family Support Services / Senior Services (FSS)

Agencies with service delivery methods and or strategies (practice model) that includes community resources and advocacy, instructional, educational, and developmental services that assist youth and adults in obtaining skills that supports, strengthen, and enhance the wellbeing of families.

#### GENERAL SERVICES

<b>FSS1</b>	# and % of program participants will increase their knowledge of parenting by either achieving at least 90% on the post-test or demonstrating an increase from the pre-test using an instrument pre-approved by the CCC.
<b>FSS2</b>	# and % of program participants will increase their knowledge and/or learned behaviors of positive personal life styles as demonstrated by a 90% proficiency on the post-test or an increase from the pre-test as measured by a standardized, CCC approved instrument.
<b>FSS3</b>	# and % of program participants who show improvement/maintain knowledge of community resources and/or successful community linkages.
<b>FSS4</b>	# and % of program participants sixteen years of age or older, who have met the participation requirement, will obtain employment, enroll in a continuing educational or vocational program, or achieve a score of 90% on the post-test or demonstrate an increase from pre- to post- test (if post- test score was not a 90%).
<b>FSS5</b>	# and % of youth and/or adults participating in the literacy program will improve their individual literacy skills as demonstrated by a CCC approved standardized instrument.
<b>FSS6</b>	<b>FSS6</b> - # and % of individuals who receive medical or nursing services will demonstrate maintained or improved health as evidenced by documentation.

#### SENIOR SERVICES

<b>FSS7</b>	# and % who contribute 36 hours annually to volunteer for activities and/or organizations that serve the community.
-------------	---

<b>FSS8</b>	# and % who attend a minimum of 6 social activities per year.
<b>FSS9</b>	# and % who attend at least four educational presentations or programs to improve awareness and healthy functioning.
<b>FSS10</b>	# and % who attend the Arts and Crafts classes will demonstrate proficiency in the curriculum by the completion of at least six projects.
<b>FSS11</b>	# and % who attend at least 50% of the scheduled daily lunch programs for the year.
<b>FSS12</b>	# and % of program participants who maintain stability if already stable or exhibit improvement in physical health and quality of life.

## **Appendix #6: Expenditure Category Definitions**

---

Please use the following definitions as guidelines for completing expenditure categories. Note: (D) indicates the expenditures are considered DIRECT, and (I) indicates the expenditures are considered INDIRECT.

**Note:** Orange County's funding cannot be used for capital expenses. For the agency's budget section, agencies may report total costs. For the program budget section, the agency should only report the share of costs directly associated with the program.

### **Staffing Expenditures**

- (D) Professional staff salaries, employee benefits, payroll taxes/other
- (I) Support Staff Salaries, and related costs

### **Occupancy Expenditures**

- **(D) Building Lease/Rent:** Costs associated with the mortgage, lease, or rental of facility.
- **(I) Maintenance:** Costs directly associated with upkeep of facility. This includes lawn services, light bulbs, cleaning services, cleaning supplies, and any general repairs needed.
- **(D) Utilities:** Electric, water, sewage, and other related expenses.

### **Administrative Costs (I)**

- Cost associated with the administrative operations of the program allocated to this budget, to include administrative support, fundraising, subscriptions/publications, etc. (Excludes personnel expenditures).
- Administrative costs exceeding 15% of the agency's budget will need to be explained in the funding proposal.

### **Operating/Programmatic Expenditures**

**Note:** Orange County's funding cannot be used for capital expenses.

- **(I) Advertising:** Costs associated with advertising for the agency.
- **(D) Communication:** All telephone and other related expenses.
- **(I) Computer Expenses:** Expenses related to computer usage including internet, networking, upgrades, software support, and cost incurred for computer related supplies.
- **(D) Direct Assistance to Clients:** Direct assistance given to clients as it relates to the successful completion of program objectives. Approved expenditures include bus passes and testing materials/fees. All other expenditures budgeted under this item must be approved by the CCC.
- **(I) Equipment Lease/Maintenance:** Periodic payment for use and maintenance of equipment.
- **(D) Food:** Food and Beverages purchased for consumption by program clients.
- **(I) Licenses, Taxes, Insurance:** Costs associated with professional and occupational licenses, liability insurance including vehicles (directors and officers), and any local taxes (e.g., property taxes).



- **(I) Office Expenses:** Consumable materials and supplies such as stationery, paper, pens, envelopes, and folders.
  - **(I) Postage:** All costs associated with delivery services, postage, and mail sent out under the agency's bulk mail permit.
  - **(D) Printing:** All costs associated with printing, binding, and other graphic reproduction services, including charges for services performed by a private printing Company (Does not include printing of advertising/marketing materials).
  - **Professional Fees/Outside Consultants:**
    - **(I)** Costs associated with accounting services, external human resource functions, organizational assessments, legal services, etc.
    - **(D)** Costs associated with outside professional instructors, presenters/speakers, etc. working directly with funded clients.
  - **(D) Program Supplies:** Any supplies directly related to program operations.
  - **(I) Staff Development/Training:** Costs associated with conferences, conventions, seminar registration fees and travel costs related to development/training.
  - **(D) Staff Travel:** Authorized travel expenses of all officers, employees, and other authorized persons. This may include use of agency vehicles. Do not include travel costs associated with staff development/training or direct assistance to clients for travel. Travel expense reimbursements for use of personal vehicles only, that are included in proposed program budget shall not exceed the rate of \$.56 per mile pursuant to Orange County policies and procedures.
  - **(I) Vehicle Maintenance:** Costs associated with routine preventative vehicle maintenance (e.g., oil change, tune ups).
  - **(D) Volunteer Expenses:** Direct expenses associated with volunteers.
- \*\*Miscellaneous:** Expenses that do not fit into stated expenditure categories. Miscellaneous expenditures equaling to 20% or more of the agency's budget will need to be explained in the funding proposal.

## Appendix #7: Funding Proposal Budgets Supplement

The funding proposal contains two budget sections, the Agency Budget, and the Program Budget. The Agency Budget should reflect the entire agency's budget in the agency's fiscal year, while the Program Budget should only reflect the budget for the program/RFP in Orange County's contract year that will you be applying for. See the steps below to ensure that your budget presentations are clearly outlined and easy to follow.

**Step 1:** Ensure that CRP Funding that you are applying for is reflected in the Revenue Comparison Spreadsheets (both Agency and Program) before all other funding sources.

Funding Source
1. CRP
2. CRP Spring – CSF
3. CRP Spring – TCRP
4. Citizens' Safety Task Force

**Step 2:** Funding awarded to agencies in past funding processes should be labeled as **CRP**. Note, the example below reflects an agency/program has received this funding in prior years. Only enter funding for the appropriate fiscal years where funding was awarded.

FUNDING SOURCE	BUDGETED 2020 FYE (12 MONTHS)	ACTUAL 2020 FYE (12 MONTHS)	BUDGETED 2021 FYE (12 MONTHS)	BUDGETED 2022 FYE (12 MONTHS) (CSF)	BUDGETED 2023 FYE (12 MONTHS)
CRP	\$ 0.00		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Total			\$ 100,000.00	\$ 100,000.00	\$ 100,000.00

**Step 3:** Remember, during this Spring CRP Fund Distribution Process, there are two funding streams – Children's Services Funding (CSF) to begin January 1 – December 31 for calendar year 2024 and Traditional CRP (TCRP) for fiscal year 2023-2024, to begin October 1, 2023. Agencies may apply for both funding sources available in this current process.

Clearly label proposed CRP funding as outlined below:

- **CRP Spring - CSF** – Funding being applied for during this current process from the Children's Services Funding (CSF). The funding is proposed to begin in calendar year 2024 so the funding should be reflected in the column for FYE 2024.
- **CRP Spring TCRP** – Funding being applied for during this current process from the Traditional CRP funding (TCRP). The funding is proposed to begin in fiscal year 2023-2024 so the funding should be reflected in the column for FYE 2023.

FUNDING SOURCE	BUDGETED 2020 FYE (12 MONTHS)	ACTUAL 2020 FYE (12 MONTHS)	BUDGETED 2021 FYE (12 MONTHS)	BUDGETED 2021 FYE (12 MONTHS) (CSF)	BUDGETED 2023 FYE (12 MONTHS)
CRP			\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
CRP - Spring CSF					\$ 150,000.00
CRP - Spring TCRP					\$ 50,000.00
Friendly Foundation	\$ 50,000.00	\$ 75,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Total	\$ 50,000.00	\$ 75,000.00	\$ 200,000.00	\$ 200,000.00	\$ 400,000.00

## Appendix #8: Insurance Requirement Checklist

The inclusion of this attachment regarding the Insurance Requirement Checklist is for informational purposes so that Respondents can have a general idea regarding what types and level of coverage they will need to provide County-funded services.

The insurance requirements of each individual award and associated Contract may vary based on the nature of the services involved.

The County will notify awarded agencies of the necessary certificates and endorsements prior to the execution of the Contract.

Requirements of the Contract	Description
<p><b>1. Commercial General Liability</b> (see 1.a. and 1.b. below)</p>	<p>The AGENCY shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$500,000 per occurrence. <b>AGENCY further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. Sexual abuse and molestation coverage with limits of not less than \$100,000 per occurrence shall also be included for those programs that provide services directly to minors.</b> The General Aggregate shall either apply separately to this Contract or shall be at least twice the required occurrence limit.</p>
<p><b>a. Additional Insured Endorsement</b></p>	<p>The AGENCY agrees to endorse the COUNTY as an Additional Insured with a CG 20 26 Additional Insured – Designated Person or Organization endorsement, or its equivalent to all commercial general liability policies. The additional insured endorsement must be submitted and shall be listed in the name of Orange County Board of County Commissioners. <b>(Agency must submit Exhibit B.)</b></p>
<p><b>b. Waiver of Transfer of Rights of Recovery Against Others to Us</b></p>	<p>The AGENCY agrees to provide the Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in the name of Orange County Board of County Commissioners, Procurement Division, PO Box 1393, Orlando, FL 32802-1393. <b>(The Agency must submit Exhibit C.)</b> <b>Note: Blanket additional insured or waiver of subrogation policy language may be submitted for consideration as long as the entire policy form is submitted for review.</b></p>
<p><b>2. Business Automobile Liability</b></p>	<p>The AGENCY shall maintain coverage for all owned; non-owned, and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 per accident. In the event the AGENCY does not own automobiles, the AGENCY shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.</p>

Requirements of the Contract	Description
<b>3. Workers' Compensation</b> <i>(see 3.a. and 3.b. below)</i>	The AGENCY shall maintain coverage for its employees with statutory workers' compensation limits, as set forth in the Florida Statutes, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the COUNTY if services are being provided at COUNTY facilities. Elective exemptions, as defined in Florida Statute 440, will be considered on a case-by-case basis.
<b>a. Waiver of subrogation (Waiver of our Right to Recover from Others Endorsement)</b>	The AGENCY agrees to provide a Waiver of Subrogation (Waiver of our Right to Recover from Others Endorsement) in favor of the Orange County Board of County Commissioners, when program services are conducted on Orange County property. <b>(Agency must submit Exhibit D, if applicable, when program services are conducted on Orange County property.)</b>  <i><b>Note: Blanket additional insured or waiver of subrogation policy language may be submitted for consideration as long as the entire policy form is submitted for review.</b></i>
<b>b. Leased Employee Affidavit</b>	Any AGENCY using an employee leasing arrangement shall complete and submit the Leased Employee Affidavit. <b>(Agency must submit Exhibit A, if applicable.)</b>
<b>4. Professional Liability</b>	The AGENCY shall maintain professional liability (errors and omissions or medical malpractice) coverage with limits of not less than \$1,000,000 per occurrence.
<b>5. Commercial Crime or Third-Party Fidelity Bond</b>	The commercial crime policy or fidelity bond shall include coverage for employee dishonesty on a blanket basis with limits of not less than the full amount of this agreement, or as amended from time to time. The bond shall be endorsed to cover third-party liability and shall include a third-party beneficiary clause in favor of the COUNTY. The bond shall include a minimum twelve (12) month discovery period when written on a claims-made basis.

**Additional Insurance Requirements:**

- **Cancellation Notice:** No material change, or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY.
- **Certificate Holder:** The certificate holder must be listed as:

Orange County, Florida  
 Attn: Risk Management Division  
 400 East South Street  
 Orlando, FL 32801

- **Best Key Rating:** The Risk Management Division requires that all insurance carriers possess, at a minimum, a rating of A- Class VIII or better in the most recent edition of “Best Key Rating.” Best Key Rating can be noted on the certificate of insurance or can be provided as an attachment.
- **Carrier Name & NAIC Number(s):** The Carrier Name and NAIC Numbers for all applicable policies must be specifically referenced on the Certificate of insurance in the top right-hand section of the certificate of insurance.
- **Self-Insured:** If the AGENCY is an agency or political subdivision of the State of Florida then without waiving its right to sovereign immunity, as provided in Section 768.28, Florida Statutes, the AGENCY may self-insure its liability with coverage limits of \$200,000 per person and \$300,000 per occurrence or such other limited sovereign immunity as set forth by the Florida Legislature. (Agency must submit a statement of self-insurance to the COUNTY).
- **Exceptions:** Any request for an exception to these insurance requirements, must be submitted in writing to the COUNTY for approval.

# FORM 1: Collaborative Partnership Proposal

PLEASE FILL OUT THIS FORM TO BE ACCOMPANIED WITH YOUR REQUEST FOR PROPOSAL.

NOTE: ATTACH ADDITIONAL PAGES AS NECESSARY.

Legal Name of Primary Applicant (Individual Responding to the RFP):

---

Name of Organization Participating in Collaborating Partnership:

---

## COLLABORATIVE PARTNER INFORMATION

1.) Agency's Mission/History:

---

---

---

---

2.) Description of Services Collaborative Partner will Provide:

---

---

---

---

3.) Please specify the percentage of direct services the collaborative partner will be providing for this program: \_\_\_\_\_ %

4.) Is Collaborative Partner a registered not-for-profit organization?  Yes  No

5.) Is Collaborative Partner legally able to conduct business in the state of Florida?  Yes  No

I hereby acknowledge that the Collaborative Partner Organization on this form is not debarred from doing business with Orange County Government, nor has the Organization had a contract with Orange County that was terminated for cause within, in the past two (2) years.

I hereby attest that a Memorandum of Understanding (MOU) has been developed or is in process, should the Organization be awarded funding.

It is hereby acknowledged that \_\_\_\_\_, is the primary applicant for funding through.

Agency Legal Name

Orange County and is responsible for adherence to Orange County requirements and provision of direct service deliverables.

Primary Applicant's Name/Title	Signature/Date
Collaborative Partner's Name/Title	Signature/Date

