



**Orange County
Citizens' Review Panel (CRP)
Spring 2022 Fund Distribution Process**

Process Information Packet

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OVERVIEW OF THE FUNDING PROCESS

The Orange County Citizens' Commission for Children (CCC), a division of the Orange County Community and Family Services Department, is soliciting proposals from nonprofit organizations in Orange County. This funding will be allocated through the Citizens' Review Panel (CRP) for Human Services Advisory Board.

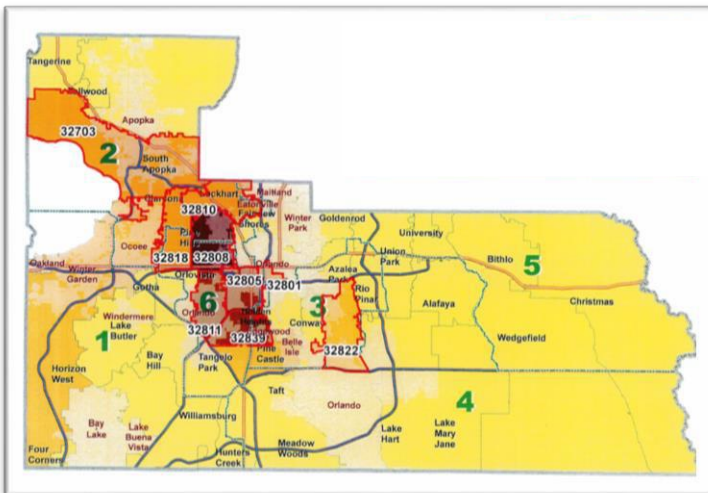
The Citizens' Review Panel (CRP) for Human Services Advisory Board is a volunteer board who are appointed by the Orange County Board of County Commissioners, formed in 1995 for the purposes of making funding recommendations for the allocation of Orange County human service dollars to local nonprofits. Funding local nonprofit organizations helps bring critically-needed services to the citizens of our community.

The work of the Citizens' Review Panel includes:

- Review and evaluate funding proposals submitted by local nonprofit agencies
- Make final recommendations to Orange County's Board of County Commissioners

Annually the CRP facilitates a fund distribution process to fund local nonprofit organizations. Additionally, this year the Orange County Board of County Commissioners commissioned the services of Forefront, LLC, an independent Florida-based consulting, research and advisory firm, to provide recommendations for the utilization of \$20 million in new funding earmarked for children's programs and services in Orange County. Forefront, LLC published a final report outlining focus areas for targeted services of Juvenile Prevention/Diversion, Mental and Physical Health, Early Childhood Education/Care and Child/Student Homelessness. The report recommended that programming to address the identified focus areas, be primarily targeted in nine (9) zip codes in Orange County: 32703, 32801, 32805, 32808, 32810, 32811, 32818, 32822, and 32839. You may find the entire report by visiting www.orangecountycss.org.

The identified zip codes are categorized into five (5) Targeted Community Initiative Sectors as follows:



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

Some Scopes of Service 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.

In this packet, you will find needed information to successfully navigate this fund distribution process. The following information is included:

1. Agency Eligibility
2. Purpose of Request for Proposals
3. Available Funds
4. Citizens' Review Panel Agency Process Timeline
5. Scopes of Services
6. Funding Proposal Application Instructions

All agencies must meet eligibility requirements outlined in the **Agency Eligibility** section of this manual, to be considered for funding.

Available funding is divided into two funding sources: Children's Services Funding (CSF) and Traditional CRP (TCRP). Agencies recommended for an award from the CRP funding source of Children's Services will be contracted to begin services January 1, 2023. Agencies recommended for an award from the Traditional CRP funding source will be contracted to begin services October 1, 2022 for fiscal year 2022-2023. All funding sources are open to all health and human services 501(c)(3) nonprofit agencies who have been in business for at least one (1) year and intend to provide services in Orange County. For both funding sources, there is a category of Requests for Proposals (RFPs) entitled Small Scale CRP (SSCRP) with additional criteria for application.

Small Scale CRP Requests for Proposals 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. **Agencies must not have received funding from Orange County Citizens' Review Panel Fund Distribution Process in the SSCR category within the past five (5) years. Agencies can only apply for one (1) Request for Proposal.**

Several Scopes of Service are seeking agencies based on their agency's revenue. Below the agency size is defined.

- Large Agency – any agency whose revenue is one million (\$1,000,000) or more
- Mid Agency – any agency whose revenue is more than \$300,000 - \$999,999
- Small Agency – any agency whose revenue is \$300,000 or less

AGENCY ELIGIBILITY

Meeting the eligibility to submit a funding proposal in no way ensures the agency will be recommended for funding by the CRP Advisory Board. Funding is not obligated to replace program revenue that may have been reduced by any other funder and does not commit Orange County to pay for any costs incurred in the preparation of the funding proposal application. We ask that agencies carefully review the eligibility requirements in the next section, **General Contract Requirements and Review Standards** in its entirety prior to completing the proposal, as these are the minimum standards that have been established by Orange County.

The submission of a funding proposal does not guarantee receipt of an award.

GENERAL CONTRACT REQUIREMENTS & REVIEW STANDARDS

Any agency seeking Orange County funding must meet the requirements outlined below. Agencies approved for funding by the CRP Advisory Board must agree to enter into a contract for the provision of delivery of services for at least one (1) year. Requirements for funding from Orange County Citizens' Review Panel (CRP) include, but are not limited to those listed below.

1. The agency is a health and human service 501(c)(3) nonprofit organization that is legally able to conduct business in the State of Florida, with a physical location in Orange County. The agency must have been in business for a minimum of one (1) year.
2. The agency must be recognized as tax exempt under 26 USC 501(c)(3) and is one whose contributions are tax deductible pursuant to 26 USC 170.
3. The agency must be governed by an active and responsible governing body whose members have no material conflict of interest and all of which serve without compensation.
4. The agency must certify that expenses of the agency 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. The agency will use funds awarded from Orange County for its announced purposes, as submitted in the proposal for funding.
6. The agency must agree to the payment terms, as established by Orange County.
7. The agency must account for its funds in accordance with generally accepted accounting principles (GAAP).
 - **Audited Financial Statements** - Agencies with budgets of \$300,001 or more must undergo an annual audit by an independent Certified Public Accountant in the immediately preceding year agencies 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.
 - **Financial Review Statement** - Agencies with a budget of \$300,000 or less are required to submit a Financial Review compiled by a Certified Public Accountant at the end of the first fiscal year of funding.
8. \$125,000The agency must submit a copy of its 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.

9. The agency will maintain 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 agency's administrative costs must be less than 25% of its support revenue. If greater than 15%, the agency must submit a detailed plan to reduce fundraising and administrative expenses within twelve (12) months or other mutually agreed upon time frames.
11. The agency 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. The agency 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.
12. The agency must have current minimum certificate of insurances and applicable endorsements. (Please see Insurance Requirement Checklist.)
13. Provide all required and requested documentation (i.e., certifications, budgets, audit, etc.) for validation prior to contract execution. (Any exceptions to this requirement must be submitted in writing to Orange County for consideration).
14. The agency must provide details in writing of any pending litigation.
15. The agency must 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.
16. Any agency with religious affiliation, who receives funds from Orange County, must agree not to refuse service to any applicant based on religion, or require attendance at religious services, as a condition of assistance, nor will such groups engage in any religious proselytizing in any program receiving funds.
17. The agency must comply with all applicable federal, state and local laws, regulations, and codes.
18. The agency must maintain program and accounting records for five (5) years after the expiration of the contract.
19. The agency must comply with undergoing Level II Background Screening applicable background screening and fingerprinting of agency program employees and all volunteers who works with program participants at least 10 hours a month.
20. State any actual or potential conflicts of interest that may be associated with the provisions of the proposed services or resulting contract and advise Orange County of any conflicts that may arise during the existence of the contract.
21. The agency must begin providing direct program services within three (3) months of contract execution.

PURPOSE OF REQUEST FOR PROPOSALS & AVAILABLE FUNDS

Request for Proposals (RFP) are issued to solicit proposals for the provision of identified services. Please carefully review the **Scopes of Services** section, which provides detailed information regarding the minimum requirements for each RFP.

Children’s Services Funding

The table below contain a list of RFPs for Children’s Services Funding, the number of awards available, and the maximum available funding to fund successful proposals for each RFP. To ensure clarity of funding source, each RFP in this funding source will have a designation of CSF. There are RFPs that are open to provide services countywide, while others specifically target populations in Targeted Community Initiative (TCI) Sectors. The sectors are: Sector 1 – zip code 32703; Sector 2 – zip codes 32801 and 32805; Sector 3 – zip codes 32808, 32810, 32811, and 32818; Sector 4 – zip code 32822; and Sector 5 – zip code 32839. Priority preference must be provided to residents that reside in the designated TCI sector(s) with goal of achieving 75% of program participants residing in the designated sector(s). Refer to the Scope of Service for each RFP for detailed information regarding the minimum requirements for each RFP.

REQUEST FOR PROPOSALS (RFP)	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Suspension Prevention/Intervention Programming – West (CSF)	2	\$100,000.00
Suspension Prevention/Intervention Programming – East (CSF)	1	\$100,000.00
Community Based Arts Programming - Countywide Large Agency (CSF)	1	\$125,000.00
Community Based Arts Programming - Sector 1 Small/Mid Agency (CSF)	1	\$75,000.00
Community Based Arts Programming - Sector 2 Small/Mid Agency (CSF)	1	\$75,000.00
Community Based Arts Programming - Sector 3 Small/Mid Agency (CSF)	1	\$75,000.00
Community Based Arts Programming - Sector 4 Small/Mid Agency (CSF)	1	\$75,000.00
Community Based Arts Programming - Sector 5 Small/Mid Agency (CSF)	1	\$75,000.00
Community Based Out of School Programming - Sector 1 (CSF)	1	\$100,000.00
Community Based Out of School Programming - Sector 2 (CSF)	1	\$100,000.00
Community Based Out of School Programming - Sector 3 (CSF)	1	\$100,000.00

REQUEST FOR PROPOSALS (RFP)	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Community Based Out of School Programming - Sector 4 (CSF)	1	\$100,000.00
Community Based Out of School Programming - Sector 5 (CSF)	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth – West Large Agency (CSF)	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth – East Large Agency (CSF)	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth - Sector 1 Small/Mid Agency (CSF)	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth - Sector 2 & 3 Small/Mid Agency (CSF)	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth - Sector 4 & 5 Small/Mid Agency (CSF)	1	\$100,000.00
Family Counseling In Support of the Ivey Lane/Lila Mitchell NCF (CSF)	1	\$75,000.00
Family Counseling In Support of the Winter Park NCF (CSF)	1	\$75,000.00
Family Disability Navigator - Sector 1 (CSF)	1	\$75,000.00
Family Disability Navigator - Sector 2 (CSF)	1	\$75,000.00
Family Disability Navigator - Sector 3 (CSF)	1	\$75,000.00
Family Disability Navigator - Sector 4 (CSF)	1	\$75,000.00
Family Disability Navigator - Sector 5 (CSF)	1	\$75,000.00
Group Parenting and Advocacy - Sector 2 (CSF)	1	\$100,000.00
Group Parenting and Advocacy - Sector 5 (CSF)	1	\$100,000.00
Innovation Programming for Youth - District 1 (CSF)	1	\$100,000.00
Innovation Programming for Youth - District 2 (CSF)	1	\$100,000.00
Innovation Programming for Youth - District 3 (CSF)	1	\$100,000.00
Innovation Programming for Youth - District 4 (CSF)	1	\$100,000.00

REQUEST FOR PROPOSALS (RFP)	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Innovation Programming for Youth - District 5 (CSF)	1	\$100,000.00
Innovation Programming for Youth - District 6 (CSF)	1	\$100,000.00
Reading/Math Coaches – Countywide Large Agency (CSF)	1	\$125,000.00
Reading/Math Coaches - Sector 1 - Small/Mid Agency (CSF)	1	\$75,000.00
Reading/Math Coaches - Sector 2 - Small/Mid Agency (CSF)	1	\$75,000.00
Reading/Math Coaches - Sector 3 - Small/Mid Agency (CSF)	1	\$75,000.00
Reading/Math Coaches - Sector 4 - Small/Mid Agency (CSF)	1	\$75,000.00
Reading/Math Coaches - Sector 5 - Small/Mid Agency (CSF)	1	\$75,000.00
Standardized Testing Preparation (CSF) - West	1	\$50,000.00
Standardized Testing Preparation (CSF) - East	1	\$50,000.00
Supportive Services for Children of Incarcerated Parents – West (CSF)	1	\$100,000.00
Supportive Services for Children of Incarcerated Parents – East (CSF)	1	\$100,000.00
Supportive Services for Children of Incarcerated Parents – Bithlo (CSF)	1	\$100,000.00
Youth Mentoring - Sectors 4 and 5 (CSF)	1	\$100,000.00
Domestic Violence Prevention – West (CSF)	1	\$100,000.00
Domestic Violence Prevention – East (CSF)	1	\$100,000.00
Youth Violence Prevention (CSF)	1	\$300,000.00
Early Intervention Summer Camp (CSF)	1	\$150,000.00
Small Scale CRP - Life Skills Training and Development for Youth (CSF)	4	\$50,000.00
Small Scale CRP - Tutoring Programming for Youth (CSF)	3	\$50,000.00
Small Scale CRP - Youth Mentoring Program (CSF)	3	\$50,000.00
Small Scale CRP - Fatherhood Initiative (CSF)	2	\$50,000.00

Traditional CRP Funding

The table below contains a list of RFPs for Traditional CRP Funding, the number of awards available, and the maximum available funding to fund successful proposals for each RFP. To ensure clarity of funding source, each RFP in this funding source will have a designation of TCRP. RFPs that are open to provide services countywide unless otherwise noted. RFPs that provide support to a Neighborhood Center for Families (NCF) will be expected to work closely with the specific NCF. Again, refer to the Scope of Service for each RFP for detailed information regarding the minimum requirements for each RFP.

REQUEST FOR PROPOSALS (RFP)	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP - Case Management East (TCRP)	1	\$40,000.00
Small Scale CRP - Case Management West (TCRP)	1	\$40,000.00
Small Scale CRP - Case Management in Support of the Oak Ridge NCF (TCRP)	1	\$40,000.00
Small Scale CRP Ex-Offender Re-entry Case Management (TCRP)	1	\$40,000.00
Small Scale CRP - Life Skills Training for Youth in Support of the Bithlo/Christmas NCF (TCRP)	1	\$45,000.00
Small Scale CRP Life Skills Training for Youth in Support of the West Orange NCF (TCRP)	1	\$45,000.00

CITIZENS' REVIEW PANEL AGENCY TIMELINE

Public Notice Published in Local Newspapers	Monday, February 7, 2022- Friday, February 13, 2022
Fund Distribution Process Information available to the public on www.orangecountyfl.net/crp	Monday, February 14, 2022
Agency Training: Virtual Session <i>(Pre-recorded Session)</i>	Monday, February 16, 2022- Monday, March 28, 2022
Live Question and Answer Session Click here to Register	Monday, March 14, 2022
Deadline to Submit Notice of Intent to Apply <i>(online application)</i> *Innovation Program Submissions Due	Monday, February 28, 2022
Deadline to Submit Withdrawal Form <i>(submit via email or fax)</i> Deadline to inform Agencies to Proceed / Not Proceed with Innovation Application	Monday, March 7, 2022
Citizens' Review Panel Proposals Due <i>(online application)</i>	Monday, March 28, 2022
Panel Review Sessions	April - May 2022
Citizens' Review Panel Advisory Board Funding Allocation	To Be Determined
Notice of Preliminary Funding Recommendation CRP mailed to agencies via USPS Certified Mail and Email	To Be Determined
Appeal Meetings <i>(scheduled as needed)</i>	To Be Determined
Funding Recommendations for Funding to be voted on by the Board of County Commissioners	To Be Determined
Funding to begin for Traditional Programs	October 1, 2022
Funding to begin for Children Services Funding	January 1, 2023

****Orange County reserves the right to amend this timeline.***

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INNOVATION PROGRAMMING FOR YOUTH FUNDING

Orange County Citizens' Commission for Children (CCC) has changed the approach for providing innovation funding. The CCC is looking for novel prevention/intervention strategies that are focused on improving the lives of children and families through the Innovation Programming for Youth Scope of Service. The innovative projects should fall within these two categories:

- Revolutionary – Brand new service/program, never tried before with CCC funding
- 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 Projects
- District-wise Projects

A total of six (6) individual awards will be provided to agencies located in each of the Orange County Commission Districts.

Agencies interested in applying for innovation funding must submit their Notice of Intent to Apply by February 28, 2022. All applications will be reviewed by an independent Innovation Committee to determine if the innovative idea presented meets the established criteria. If approved, the agencies will be notified by March 7, 2022 in order to move forward with the innovation application process. Decisions by the Innovation Committee are final and cannot be appealed.

YOUTH VIOLENCE PREVENTION FUNDING

The CCC is looking to fund one Large Agency to serve as a Fiscal Agent that can provide oversight to subawardees that will support the development, implementation and evaluation of comprehensive local youth violence prevention plans. Prevention plans should include research-based strategies to:

- Address root causes of violence across individuals, relationships, community and societal levels
- Attend to people and places at greatest risk for youth violence
- Reduce risk factors for violence among young people, their families and communities
- Promote factors that prevent violence among young people, their families and communities

The Fiscal Agent will be responsible to provide coaching, financial and insurance management. In addition, the Fiscal Agent will oversee the onboarding of prevention staff to include Level II background screenings, trainings, certifications and introducing them into applicable community agencies and schools.

The Fiscal Agent, must ensure that subawardees adhere to all Orange County guidelines. The Agency shall have a minimum of three (3) subawardees in place at time of application and must submit the Memorandums of Understanding or Letters of Partnership with the funding proposal.

PERFORMANCE MEASURES

Orange County Citizens' Commission for Children (CCC) funding recipients 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?

With the assistance of Forefront Consulting, LLC, five focus areas for targeted services were identified within Orange County: Juvenile Prevention/Diversion, Mental and Physical Health, Early Childhood Education & Child Care, Childhood and Student Homelessness, and Family Support Services. CCC funded 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).

Agencies must review and select two (2) measures, under the assigned focus area, that would best demonstrate the program's impact. When completing the Spring 2022 program application, utilize the options listed in the performance measure menu below:

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.

SCOPE OF SERVICES

Children's Services Funding (CSF)

Funding Term: January 1, 2023 – December 31, 2023

Traditional CRP Process

Funding Term: October 1, 2022 – September 30, 2023

Scopes of Services

The following pages contain the Scopes of Services for each Request for Proposal. Scopes of Services outlines detailed descriptions of Orange County's minimally expected services for each funded program. Scopes of Services are divided for each source of available funding: Children's Services Funding and Traditional CRP. Agencies recommended for an award from the CRP funding source of Children's Services will be contracted to begin services January 1, 2023. Agencies recommended for an award from the Traditional CRP funding source will be contracted to begin services October 1, 2022 for fiscal year 2022-2023.

Scopes of Services for CRP Children's Services Funding

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 targeted services of Juvenile Prevention/Diversion, Mental and Physical Health, Early Childhood Education/Care and Child/Student Homelessness.

As a reminder, the identified priority zip codes are categorized into five (5) Targeted Community Initiative (TCI) Sectors as follows:

Targeted Community Initiative Sector Table

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

Scopes of Services identifies the corresponding sector in which services are required to be primarily provided. Refer to the **Targeted Community Initiative Sector Table** above for the list of zip codes contained in each sector.

All funding sources are open to all health and human services 501(c)(3) nonprofit agencies who have been in business for at least one (1) year and intend to provide services in Orange County. For both funding sources, there is a category of Requests for Proposals (RFPs) entitled Small Scale CRP (SSCRP) with additional criteria for application.

Small Scale CRP Requests for Proposals 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. **Agencies must not have received funding from Orange County Citizens' Review Panel Fund Distribution Process in the SSCR category within the past five (5) years. Agencies can only apply for one (1) Request for Proposal in the category.**

SCOPES OF SERVICES
Children's Services Funding

Suspension Prevention/Intervention Programming (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Suspension Prevention/Intervention Programming – West	2	\$100,000.00
Suspension Prevention/Intervention Programming – East	1	\$100,000.00

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 Suspension Prevention/Intervention Programming - West & East is to offer students who receive out-of-school suspensions a safe, nurturing environment where students will be supervised by a team of adults, receive access to their school assignments, gain life and social skills training, and be treated with respect and dignity. Programming should include academic support by certified teachers, life and social skills training, youth mentoring, drug and violence prevention. Programming should also emphasize and encourage parental/family involvement.

Programming should also include a focus on strengthening the capacity of children and youth by nurturing positive interactions with peers, parents/guardians and in-school personnel through ongoing training, targeted resources, and support. Interventions should focus beyond the school setting, and may include coaching, mentoring or peer counseling to equip children and youth with the tools they need to reflect and learn from their mistakes, and develop new self-regulation tools to prevent incidents that lead to school disciplinary actions from occurring/recurring.

Program Model:

The Suspension Prevention/Intervention Programming 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 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 to teach and encourage youth to use sound decision-making and positive interaction with peers and authority figures.
- 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 Suspension Prevention/Intervention Programming (CSF) to students who are residents of West and East Orange County, Florida.
- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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
- 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.

Community-Based Arts Programming (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Community Based Arts Programming – Countywide Large Agency	1	\$125,000.00
Community Based Arts Programming - Sector 1 Small/Mid Agency	1	\$75,000.00
Community Based Arts Programming - Sector 2 Small/Mid Agency	1	\$75,000.00
Community Based Arts Programming - Sector 3 Small/Mid Agency	1	\$75,000.00
Community Based Arts Programming - Sector 4 Small/Mid Agency	1	\$75,000.00
Community Based Arts 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 Community Based Arts Programming will provide youth with the opportunity to engage in an array of art forms to include, but not be limited to, music, art, dance, theater, technology and/or non-traditional arts to promote mental and social wellness. Prospective programs must be curriculum-based and be able to present a proven link between the selected art form and positive youth outcomes. Programming may be provided independently or in conjunction with other established programming throughout the community.

Program Model:

The Community Based Arts (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 high-yield learning activities that promote physical and/ or mental wellbeing for youth participants.
- Provide services in a structured manner that engages youth and encourage positive social interactions.
- Provide programming that encourages career exploration of youth in the arts.
- Provide programming to teach and encourage youth to use sound decision-making and positive interaction with peers and authority figures.

- Provide programming that encourages career exploration of youth in the arts.
- 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:

- Funding will be awarded to one (1) Large Agency defined as having annual revenue greater than one million, \$1,000,000 to provide services countywide.
- Funding will be awarded to five (5) Small/Mid Agencies defined as having annual revenue less than one million, \$1,000,000 to provide services to the Targeted Community Initiative Sectors.
 - Targeted Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
 - Seventy-five percent (75%) of clients must come from the Targeted 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 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 program shall receive 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., 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 \$0.56 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 reports regarding the outcome achievement of all program participants, as scheduled in the contract.
- 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:

- Juvenile Prevention/Diversion
- 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.

Community Based Out of School Programming (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Community Based Out of School - Sector 1	1	\$100,000.00
Community Based Out of School - Sector 2	1	\$100,000.00
Community Based Out of School - Sector 3	1	\$100,000.00
Community Based Out of School - Sector 4	1	\$100,000.00
Community Based Out of School - Sector 5	1	\$100,000.00

Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. Community Based Out of School Programming shall be available when school is not in session in accordance with Orange County Public Schools Calendar. This includes Spring and Winter breaks, and/or evenings and weekends and at least eight (8) weeks during summer vacation. Programming components shall have an emphasis on grade appropriate high-yield learning activities that promote academic skills such as reading, writing, math, STEM (Science, Technology, Engineering, and Math), English language proficiency, problem-solving and critical thinking. Additional program services may include service learning activities, health, and nutrition, drug and violence prevention, etc. Programming should also include strategies to prevent the summer learning slide.

Program Model:

The Community Based Out of School 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 for academic enrichment
- Provide programming that incorporates activities to foster parental involvement with their child (ren).
- 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.
- 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., Mental Health First Aid).

Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency shall provide services within the Targeted Community Initiative Sectors.
 - Targeted Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
 - Seventy-five percent (75%) of clients must come from the Targeted 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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.

Entrepreneurship/Financial Programming for Youth – (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Entrepreneurship/Financial Programming for Youth- West - Large Agency	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth- East – Large Agency	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth – Sector 1 - Small/Mid Agency	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth – Sector 2 & 3 - Small/Mid Agency	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth – Sector 4 & 5 - Small/Mid Agency	1	\$100,000.00

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 Entrepreneurship/Financial Programming will provide youth with the opportunity to engage in entrepreneurial and financial literacy activities. Program emphasis should include, but not be limited to, workplace readiness, career and technical programming, entrepreneurship (product/service research and development, marketing, and branding), and financial literacy skills. Prospective programs must be curriculum-based, and be able to present a proven link between the selected activities and positive youth and economic outcomes. Programming may be provided independently or in conjunction with other established programming throughout the community.

Program Model:

The Entrepreneurship/Financial 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 encourages career exploration of youth in business.

- 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.
- 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:

- Funding will be awarded to two (2) Large Agency defined as having annual revenue greater than one million, \$1,000,000 to provide services countywide.
- Funding will be awarded to three (3) Small/Mid Agencies defined as having annual revenue less than one million, \$1,000,000 to provide services to the Targeted Community Initiative Sectors.
 - Targeted Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
 - Seventy-five percent (75%) of clients must come from the Targeted 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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.

Family Counseling in Support of the Winter Park NCF (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Family Counseling – In Support of the Winter Park NCF – (CSF)	1	\$75,000.00

Description of Services:

Orange County Government is seeking a qualified nonprofit agency to provide counseling to uninsured West Orange County individuals and families to aid in dealing with issues that may put them at risk for delinquency, academic failure, involvement with law enforcement, unhealthy relationships, mental health issues, poor social skills, drug use and abuse, unemployment, and other related problems. The program will have an emphasis on the prevention and delivery of family counseling services enabling program participants to achieve healthy functioning. Referrals will come primarily from Orange County’s Neighborhood Centers for Families, but may also come from a variety of sources based on community outreach to include, but not be limited to, school administrators, churches, neighborhood associations, daycare centers, community mental health agencies, and other NCF partners.

Program Model:

Family Counseling East (CRP) 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 healthy positive, and productive social interactions and skills.
- 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 provide counseling services to individuals and groups, assisting them with mental health issues and behaviors modification to overcome issues with family, parenting, marital problems, suicide, stress management, problems with self-esteem, and issues associated with aging and mental and emotional health.
- Perform psychosocial assessments through interviewing clients, family, and others, and reviewing records.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Provide clients with community resources, connect clients to ancillary support services, assist clients in the enrolment of services, and perform ongoing monitoring of the condition of clients to evaluate the success of therapy, track and document clients' progress, and adapt participation plans, as required.

- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Provide Therapeutic Intervention and emotional support in a manner that encourages positive social interactions.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- The agency shall maintain a caseload of at least twenty-five (25) individuals/families.

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 Family Counselor, 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, Social Work, Psychology, or a closely related field and two years of experience in counseling, or social services. A bachelor’s degree in counseling, social service or closely related field and four (4) years’ work experience may be accepted in place of graduate-level education.
- 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 staff position will be available five days per week, Monday through Friday from 8 a.m. – 5 p.m. during and after non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of Orange County’s children and families and the community.
- 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 \$0.56 per mile, according to Orange County policies and procedures.

Location

- The Program office will be located at Winter Park Neighborhood Center for Families (East) located at 901 East Webster Avenue, Winter Park, Florida 32789.
- Program services may be conducted at various locations throughout the County including, but not limited to, in the office, in the home, community centers, and/or in the schools.

Reporting and Monitoring

- The Agency shall provide to the County monthly and/or quarterly reports regarding the outcome achievement of all program participants.
- 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
- 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.

Family Counseling in Support of the Ivey Lane/Lila Mitchell NCF (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Family Counseling – In Support of the Ivey Lane/Lila Mitchell NCF – (CSF)	1	\$75,000.00

Description of Services:

Orange County Government is seeking a qualified nonprofit agency to provide counseling to uninsured West Orange County individuals and families to aid in dealing with issues that may put them at risk for delinquency, academic failure, involvement with law enforcement, unhealthy relationships, mental health issues, poor social skills, drug use and abuse, unemployment, and other related problems. The program will have an emphasis on the prevention and delivery of family counseling services enabling program participants to achieve healthy functioning. Referrals will come primarily from Orange County’s Neighborhood Centers for Families, but may also come from a variety of sources based on community outreach to include, but not be limited to, school administrators, churches, neighborhood associations, daycare centers, community mental health agencies, and other NCF partners.

Program Model:

Family Counseling West 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 healthy positive, and productive social interactions and skills.
- 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 provide counseling services to individuals and groups, assisting them with mental health issues and behaviors modification to overcome issues with family, parenting, marital problems, suicide, stress management, problems with self-esteem, and issues associated with aging and mental and emotional health.
- Perform psychosocial assessments through interviewing clients, family, and others, and reviewing records.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Provide clients with community resources, connect clients to ancillary support services, assist clients in the enrolment of services, and perform ongoing monitoring of the condition of clients to evaluate the success of therapy, track and document clients' progress, and adapt participation plans, as required.

- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Provide Therapeutic Intervention and emotional support in a manner that encourages positive social interactions.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- The agency shall maintain a caseload of at least twenty-five (25) individuals/families.

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 Family Counselor, 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, Social Work, Psychology, or a closely related field and two years of experience in counseling, or social services. A bachelor’s degree in counseling, social service or closely related field and four (4) years’ work experience may be accepted in place of graduate-level education.
- 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 staff position will be available five days per week, Monday through Friday from 8 a.m. – 5 p.m. during and after non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of Orange County’s children and families and the community.
- 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 \$0.56 per mile, according to Orange County policies and procedures.

Location

- The Program office will be located at Winter Park Neighborhood Center for Families (East) located at Ivey Lane/Lila Mitchell Neighborhood Center for Families (West) located at 5151-C Raleigh Street, Orlando, Florida 32811.
- Program services may be conducted at various locations throughout the County including, but not limited to, in the office, in the home, community centers, and/or in the schools.

Reporting and Monitoring

- The Agency shall provide to the County monthly and/or quarterly reports regarding the outcome achievement of all program participants.
- 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
- 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.

Family Disability Navigator (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Family Disability Navigator-Sector 1	1	\$75,000.00
Family Disability Navigator-Sector 2	1	\$75,000.00
Family Disability Navigator-Sector 3	1	\$75,000.00
Family Disability Navigator-Sector 4	1	\$75,000.00
Family Disability Navigator-Sector 5	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 Family Disability Navigator program is to serve families with children with disabilities by coordinating with community-based programs, local schools, childcare facilities, etc. to help identify children with developmental disabilities. This program will provide guidance to families on obtaining assessments to determine appropriate needs and interventions. According to the CDC, “developmental disabilities are a group of conditions due to an impairment in physical, learning, language, or behavior areas.” Referrals will be made to facilitate linkages to qualified agencies to connect individuals with disabilities to programs and services. Types of services will include, but not be limited to, referrals to qualified agencies to assess and create individual education plans (IEPs) and/or 504 plans, which are tools to aid parents and students with disabilities as they navigate through their academic careers, in addition to advocating on behalf of the child and families through in person or remote means, as well as provide case management services to provide information and referrals to appropriate services within the community.

Program Model:

The Family Disability Navigator 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:

- Collaborate with community-based programs, childcare facilities, and/or school to determine an appropriate plan for the assessment and diagnosis of a developmental disability.
- Increase the participation of individuals with disabilities and their families in all aspects of community life through capacity building, advocacy, and promoting best practices.
- Attend IEP and/or 504 plan meetings to advocate on behalf of the families.
- Programming shall take into consideration each client’s cultural and ethnic background and gender in all aspects of disability impairment screening, assessment, treatment planning, and ensure that treatment is based on these individualized needs.

- Provide training in social skill development for children with developmental disabilities/delays and their families in group settings.
- Provide training and information to parents/guardians on working with professionals in meeting the early intervention and special needs of children with disabilities.
- Provide workshops/activities, which will promote self-advocacy for the child and/or the parents/guardians.
- Provide quality supports and services based on the families' unique needs;
- Deliver ongoing comprehensive case management to participants to enable healthy family functioning and strengthen family resilience.
- Provide appropriate training and consultation to families, as needed, to include, but not be limited to, parenting classes and coaching on positive discipline methods in order to improve family coping strategies and foster positive relationships.
- Assist families with information about their child's diagnosis and condition and identify strategies for the coordination of education, medical, social service, and community service providers.
- 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 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 the Targeted Community Initiative Sectors.

- Targeted Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
- Seventy-five percent (75%) of clients must come from the Targeted 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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.

Group Parenting and Advocacy (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Group Parenting and Advocacy - Sector 2	1	\$100,000.00
Group Parenting and Advocacy - Sector 5	1	\$100,000.00

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 Group Parenting and Advocacy (CSF) program is to offer parents or legal guardians of children birth to 18 the opportunity to connect and support each other as they learn and practice new parenting skills through structured parent and parent-child activities. The program shall include strategies for effective communication, age-appropriate child development, behavior management, child safety, and injury prevention. Session content may also include special needs parenting, LGBTQ+, single parenting skills, co-parenting strategies, etc. The program should include evidenced-based services that meet the needs of each client to achieve the Group Parenting and Advocacy (CSF) program goals.

Program Model:

The Group Parenting and Advocacy (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 education to parents that equips them to effectively recognize and manage the needs of their child (ren) and families.
- Provide learning experiences for parents to obtain and increase positive parenting approaches for building healthy families.
- Provide curriculum-based programming that incorporates activities to foster parental involvement with their child (ren) to deter negative juvenile behaviors.
- Provide curriculum-based programming that incorporates structured activities to teach and encourage parents to positively advocate on behalf of their child (ren) and families.
- 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 the Targeted Community Initiative Sectors.

- Targeted Community Initiative Sector 2 - 32801, 32805; Sector 5 - 32839

- Seventy-five percent (75%) of clients must come from the Targeted Community Initiative Sectors.
- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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.

Innovation Programming for Youth (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Innovation Programming for Youth-District 1	1	\$100,000.00
Innovation Programming for Youth-District 2	1	\$100,000.00
Innovation Programming for Youth-District 3	1	\$100,000.00
Innovation Programming for Youth-District 4	1	\$100,000.00
Innovation Programming for Youth-District 5	1	\$100,000.00
Innovation Programming for Youth-District 6	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 1-6.

- Seventy-five percent (75%) of clients must reside in the District of service.
- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 Scope of Service.

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)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Reading/Math Coaches - Countywide - Large Agency	1	\$125,000.00
Reading/Math Coaches - Sector 1 Small/Mid Agency	1	\$75,000.00
Reading/Math Coaches - Sector 2 Small/Mid Agency	1	\$75,000.00
Reading/Math Coaches - Sector 3 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

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 8th 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 2nd grade, to ensure students are at the appropriate level of skill in 3rd grade and beyond. Math programming will focus on increasing students' math levels as early as Kindergarten through 7th grade, to ensure students are at the appropriate level of skill in 8th 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:

- Funding will be awarded to one (1) Large Agency defined as having annual revenue greater than one million, \$1,000,000 to provide services countywide.
- Funding will be awarded to five (5) Small/Mid Agencies defined as having annual revenue less than one million, \$1,000,000 to provide services to the Targeted Community Initiative Sectors.
 - Targeted Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
 - Seventy-five percent (75%) of clients must come from the Targeted 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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.

Standardized Testing Preparation - (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Standardized Testing Preparation - West	1	\$50,000.00
Standardized Testing Preparation - East	1	\$50,000.00

Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within West and East Orange County, FL. The goal of the Standardized Testing Preparation (CSF) program is to accommodate students in one-on-one or in small group settings to improve performance on standardized testing. The program shall offer guidance to student on how to use valuable tools and innovative strategies and reinforce the importance of language, literacy and reading while taking standardized tests.

Program Model:

The Standardized Testing Preparation (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 practices supported by research and evaluation that can prepare students to perform well on standardized exams.
- Provide trauma-informed parent support appropriate for the age and development level(s) of child(ren).
- Utilize technology such as applications, videos, etc. to enhance instruction.
- Use measurable strategies to determine whether youth performance have improved.
- Provide culturally relevant education and support to families to promote engagement at home and empower parents to take part in youth(s) educational goals.
- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 Children of Incarcerated Parents (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Supportive Services for Children of Incarcerated Parents – West	1	\$100,000.00
Supportive Services for Children of Incarcerated Parents – East	1	\$100,000.00
Supportive Services for Children of Incarcerated Parents – Bithlo	1	\$100,000.00

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 Supportive Services for Children of Incarcerated Parents program is to target youth identified as at-risk of becoming or is currently involved with the juvenile justice system due to elevated risk factors of parental or guardian incarceration. The program shall promote 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, prevention or reduction of anti-social, and reduction of delinquent recidivism.

Program Model:

The Supportive Services for Children of Incarcerated 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:

- Deliver ongoing comprehensive case management to participants to enable healthy functioning and strengthen resilience.
- 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 during the reintegration period.
- Participate in a coordinated, community-level strategy to address issues among at-risk 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.

Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency shall provide Supportive Services to Children of Incarcerated Parents residing in the specified area.
- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 Program- Sectors 4 and 5 (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Youth Mentoring Program – Sectors 4 and 5	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 - Sectors 4 and 5 (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.).
- Targeted Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 3 - 32808, 32810, 32811, 32818; Sector 4 – 32822; Sector 5 - 32839
- Seventy-five percent (75%) of clients must come from the Targeted Community Initiative Sectors.
- 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 shall provide services within the Targeted Community Initiative Sectors.

- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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.

Domestic Violence Prevention/Intervention for Children and Youth (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Domestic Violence Prevention/Intervention for Children and Youth – West	1	\$100,000.00
Domestic Violence Prevention/Intervention for Children and Youth – East	1	\$100,000.00

Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide Domestic Violence Prevention/Intervention services in Orange County, FL to children and/or youth age 17 years or younger and/or completing their 12th-grade year. The Agency must have a domestic violence focused mission and pipeline access to children and youth affected by the impact of domestic violence. The goal of the program is to target children and youth who may have experienced psychological or physical effects resulting from exposure to domestic/intimate partner violence. The program shall promote positive short and long term social, emotional, and academic functioning, as well as reduction of involvement in delinquent or destructive behaviors, prevention or reduction of anti-social behaviors.

Program Model:

The Domestic Violence Prevention/Intervention Programming for Children and Youth 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:

- Deliver ongoing therapeutic intervention and case management to foster resilience and emphasize healthy behaviors and functioning.
- Promote an inclusive culture of respect and tolerance, while providing emotional support and coping skills.
- 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 at-risk children and 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.

Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency shall provide Domestic Violence Prevention/Intervention services to children and youth who are residents of West and East Orange County, Florida.
- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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
- 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.

Youth Violence Prevention (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Youth Violence Prevention	1	\$ 300,000.00

Description of Services:

Orange County Government is seeking one (1) qualified non-profit agency to serve as a fiscal agent (primary contract holder) who will collaborate with a minimum of three (3) grass-roots organizations, through sub-award agreements, to provide year-round programming within Orange County, FL. The Agency and sub-awardees must have knowledge of roots causes of youth violence, street organizations, gangs and their dynamics and the juvenile justice system.

The goal of the Youth Violence Prevention (CSF) program is to provide comprehensive community-based prevention strategies to prevent and reduce the incidence of violent crime. All applicants must be culturally responsive and provide multidisciplinary engagements (i.e. mentoring, life-skills training, arts (traditional or nontraditional), case management, home visitation, mental/behavioral health) that are well-positioned to work with high-risk children, youth and young adults (ages 13-25).

Programming will support the development, implementation, and evaluation of comprehensive local youth violence prevention plans that include research-based strategies that address root causes of violence across individual, relationship, community, and societal levels; attend to people and places at greatest risk for youth violence; reduce the risk factors for violence among young people, their families, and communities; and promote protective factors that prevent violence among young people, their families, and communities.

Program Model:

The Youth Violence 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 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).
- Maintain collaborative relationships with partners and stakeholders who support violence prevention and intervention work.
- Collaborate with a network of agencies (i.e. community-based organizations, community leaders, education, mental/behavioral/physical health, law enforcement, faith-based

organizations, victims of violence and their families) to increase awareness of benefits and services and develop working relationships in the community to maintain a continuum of services for program participants.

- Provide programming that teaches life skills to youth, young adults, and parents, available in multiple formats.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcome and evaluation plans.

Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency must have a minimum of three (3) sub awardees in place at the time of application. Memorandums of understanding (MOU) and/or partnership agreements must be submitted with the funding proposal.
- The Agency, fiscal agent, must provide coaching, financial management, insurance management, employment management to an extent of the sub-awardees based on County guidelines, ensuring that all sub-awardees adhere to all requirements as prescribed.
- The Agency, fiscal agent, must ensure continuity of programs and strategic expansion and ensure all grant deliverables are met, including capturing and monitoring accurate data collections and requirements are met.
- The Agency must lead development and insure implementation of direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- The Agency must ensure that sub-awardees meet the minimum contractual requirements established by the County.

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 shall develop and oversee onboarding of prevention staff including Level II background checks, trainings, certifications, and introducing them into applicable community agencies and schools.

- 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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

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 Intervention Summer Camp (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Early Intervention Summer Camp	1	\$150,000.00

Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide summer programming within Orange County, FL. The goal of the Early Intervention Summer Camp is to provide a program focusing on early childhood development for children between the ages 3-5 with developmental delays or disabilities in Orange County. Programming shall be available five days a week, for a minimum of eight (8) hours per day for 6 to 11 consecutive weeks during summer months. Programming shall support active learning and promote progress in all developmental areas. All programs must utilize evidence-based, best practice strategies and include a structured design of activities. Programs are expected to help children's growth and progress in the following four focus areas: **social-emotional; language and literacy; physical wellbeing; and cognition and general knowledge**. Required activities in these four domains are intended to improve whole child development and learning.

Program Model:

The Early Intervention Summer Camp (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 high-yield learning activities for academic enrichment.
- Provide programming that incorporates activities to foster parental involvement with their child(ren).
- Create and implement structured daily routines of meaningful learning experiences delivered in different formats to fit the needs of the children being served.
- Provide programming to focus on social-emotional well-being to promote skills for emotional regulation and demonstrate problem-solving skills.
- Provide programming to focus on the development of language and literacy to allow for positive teacher-child interactions.
- Provide programming to focus on physical well-being activities to help children with gross and fine motor skills, strength and balancing.
- Provide programming to focus on knowledge building through creative exciting activities, such as enjoying books and stories, creating with art, and engaging the children in play with toys to pique their interest in science and music.

- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 Intervention

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)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP - Life Skills Training and Development for Youth	4	\$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 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 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., 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 regarding the outcome achievement of all program participants.

- 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 - Tutoring Programming for Youth (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP - Tutoring Programming for Youth	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 Small Scale CRP - Tutoring Programming for Youth (CSF) is to target students who have been identified by teachers, counselors, or parents as having specific difficulties with reading, language, and math. 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP- Youth Mentoring	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 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 Fatherhood Initiative (CSF)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP- 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 Small Scale CRP – 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 Small Scale CRP – Fatherhood Initiative 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:

- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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.

SCOPES OF SERVICES
Traditional CRP Funding (TCRP)

Small Scale CRP - Case Management East (TCRP)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP Case Management- East	1	\$40,000.00

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 East (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of East 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 East (TCRP) program goals.

Program Model:

The Small Scale CRP - Case Management East (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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 (TCRP)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP Case Management- West	1	\$40,000.00

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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 - Case Management in Support of the Oak Ridge NCF (TCRP)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP Case Management in Support of the Oak Ridge NCF(TCRP)	1	\$40,000.00

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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 Ex-Offender Re-entry Case Management (TCRP)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP Ex-Offender Re-entry Case Management (TCRP)	1	\$40,000.00

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 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.
- 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 - Life Skills Training for Youth in Support of the Bithlo/Christmas NCF (TCRP)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP- Life Skills Training for Youth in Support of the Bithlo/Christmas NCF (TCRP)	1	\$45,000.00

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 for Youth in Support of the Bithlo/Christmas NCF (TCRP) program is to provide year-round life skills classes and training services for youth that are at-risk of incarceration or recently released from incarceration in support of the Bithlo/Christmas, NCF The program shall 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 should include evidenced-based services that meet the needs of each client to achieve the Small Scale CRP - Life Skills Training for Youth in Support of the Bithlo/Christmas NCF (TCRP) program goals.

Program Model:

The Small Scale CRP - Life Skills Training for Youth in Support of the Bithlo/Christmas 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:

- Provide comprehensive life skills programming in order to reduce recidivism and increase knowledge-based skills and attitudes in participants to lead to productive lives in the community upon re-entry. 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.
- Assist participants with goal setting in preparation for release to reintegrate into society.
- Develop support strategies to include, but not be limited to, address employment readiness, career development, money management, GED education, daily living skills, and social skills.
- 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 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., 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 \$0.56 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 regarding the outcome achievement of all program participants.

- 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 for Youth in Support of the West Orange NCF (TCRP)

PROGRAM NAME	# OF AWARDS	AVAILABLE FUNDING PER RFP (\$)
Small Scale CRP- Life Skills Training for Youth in Support of the West Orange NCF (TCRP)	1	\$45,000.00

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 for Youth in Support of the West Orange NCF (TCRP) program is to provide year-round life skills classes and training services for youth that are at-risk of incarceration or recently released from incarceration in support of the West Orange, NCF. The program shall 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 should include evidenced-based services that meet the needs of each client to achieve the Small Scale CRP - Life Skills Training for Youth in Support of the West Orange NCF (TCRP) program goals.

Program Model:

The Small Scale CRP - Life Skills Training for Youth in Support of the West Orange 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:

- Provide comprehensive life skills programming in order to reduce recidivism and increase knowledge-based skills and attitudes in participants to lead to productive lives in the community upon re-entry. 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.
- Assist participants with goal setting in preparation for release to reintegrate into society.
- Develop support strategies to include, but not be limited to, address employment readiness, career development, money management, GED education, daily living skills, and social skills.
- 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 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., 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 \$0.56 per mile, pursuant to Orange County policies and procedures.

Location

- Programming will take place at the West Orange Neighborhood Center for Families 303 S.W. Crown Point Road, Winter Garden, FL 34787.
- 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 regarding the outcome achievement of all program participants.

- 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.

Funding Proposal Application Instructions

Technical Assistance



For questions about the funding proposal application, please contact:

The Citizens' Review Panel
Citizens' Commission for Children
Phone: (407) 836-7610
Email: info-crp@ocfl.net

APPLICATION INSTRUCTIONS

All agencies applying for funding through the CRP Fund Distribution Process are required to utilize the Neighborly Software Portal to complete the application process. Log in information can also be found at www.orangecountyfl.net/crp. Agencies 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.

Accessing the Sub-recipient Portal

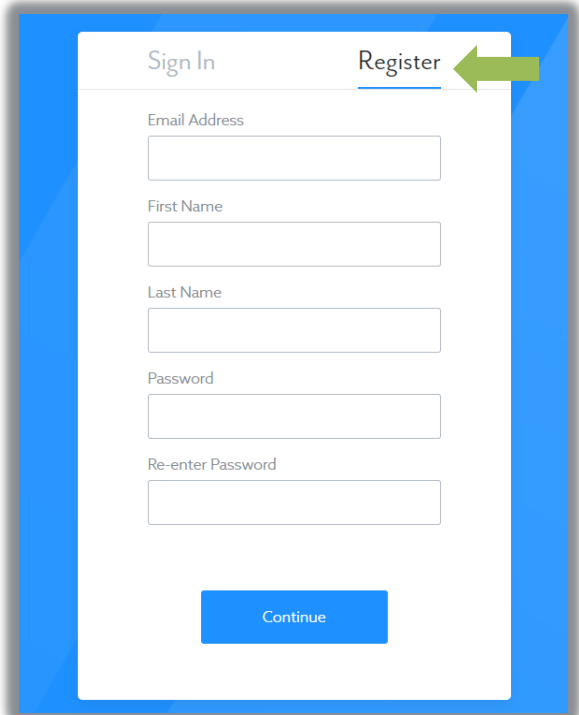
The Sub-recipient (Applicant Agency) Portal is hosted by Neighborly Software and is available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

To access the portal [CLICK HERE](#) or visit <https://bit.ly/2XGHY2k>

Registering your 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 user name (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.

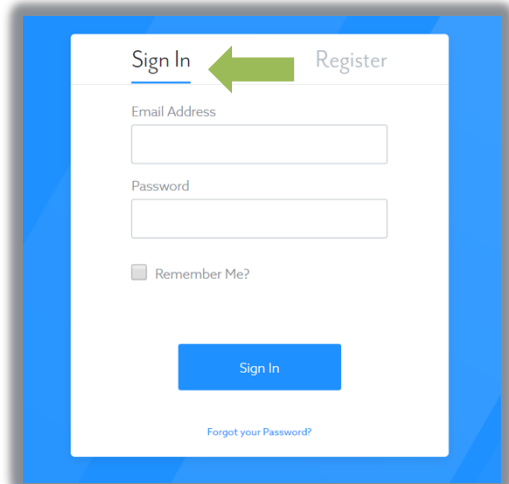


The screenshot shows a registration form with the following fields and elements:

- Two tabs at the top: "Sign In" and "Register". A green arrow points to the "Register" tab.
- Input field for "Email Address".
- Input field for "First Name".
- Input field for "Last Name".
- Input field for "Password".
- Input field for "Re-enter Password".
- A blue "Continue" button at the bottom.

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).

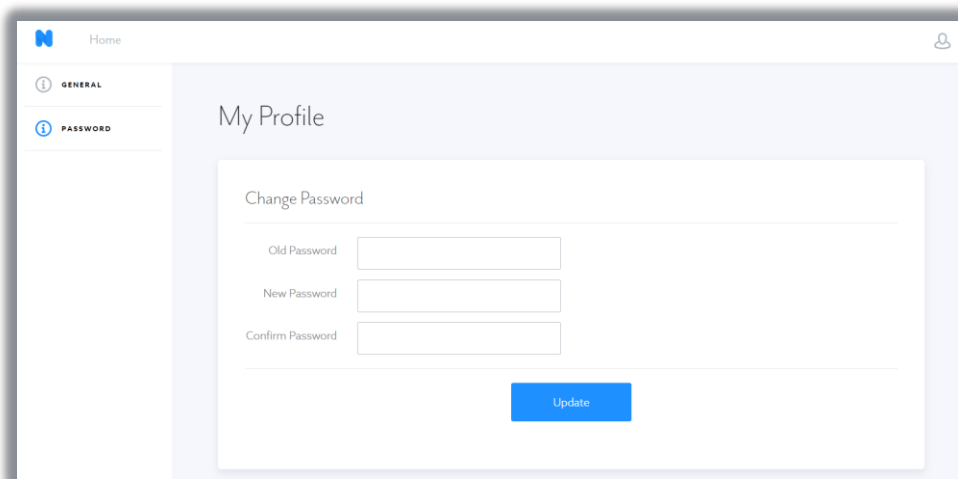
A screenshot of a login page with a blue border. At the top, there are two links: "Sign In" (underlined) and "Register". A green arrow points from "Register" to "Sign In". Below the links are two input fields: "Email Address" and "Password". Under the "Password" field is a checkbox labeled "Remember Me?". At the bottom center is a blue "Sign In" button. Below the button is a link that says "Forgot your Password?".

Forgot your 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.

Changing your 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.

A screenshot of a web application interface. The top left shows a blue "N" logo and the word "Home". The top right has a user profile icon. On the left side, there is a navigation menu with two items: "GENERAL" and "PASSWORD", both with information icons. 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 the form is a blue "Update" button.

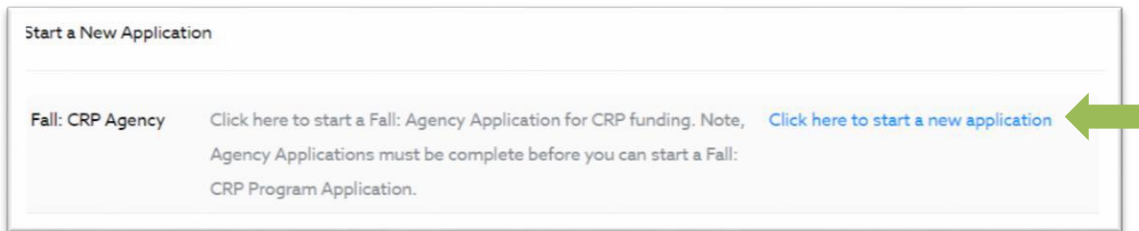
Signing Out

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".

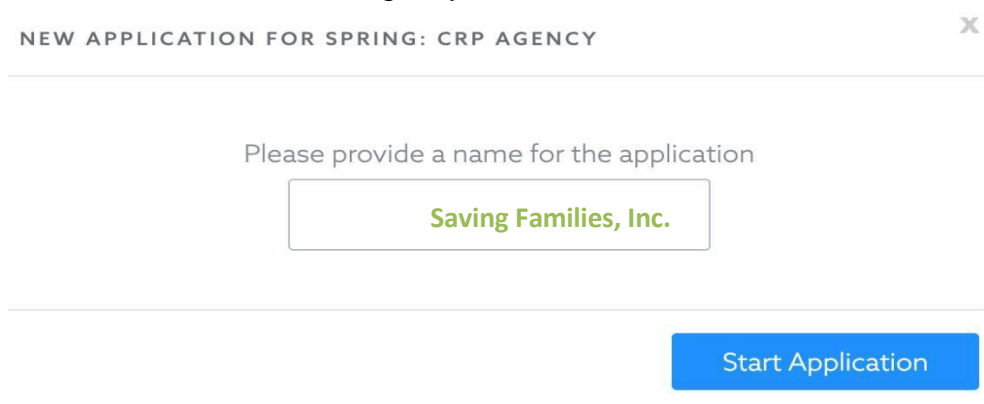
Agency Application Instructions

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

1. 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.



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



NEW APPLICATION FOR SPRING: CRP AGENCY

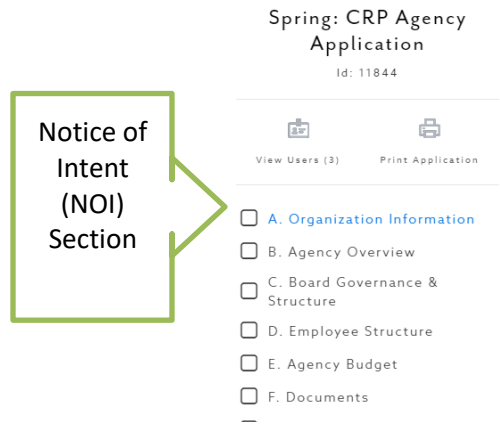
Please provide a name for the application

Saving Families, Inc.

Start Application

3. 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.

Note: The Internal Review Section is for staff use only. The following steps are included in the Notice of Intent to Apply Section of the application.



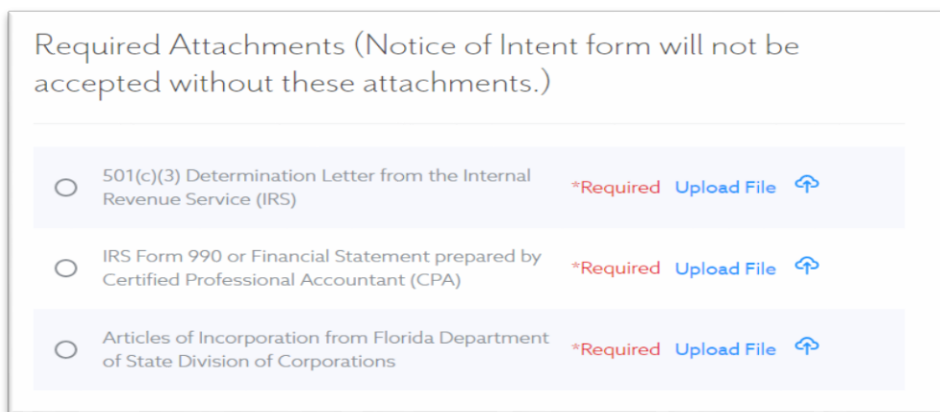
Organization Information (Notice of Intent to Apply (NOI))

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.

Document Requirements for 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



Submission of the 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.

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
- Then 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.

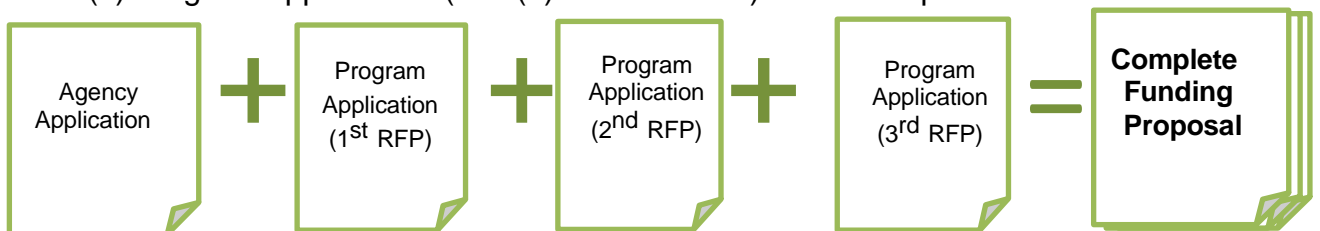
Spring: CRP Agency
Application

Id: 11844



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.

The following provides guidance on specific sections of the application:

Agency Overview

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

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 YEARS ON BOARD	CURRENT TERM EXPIRATION
Executive Committee							

MEMBERS AT-LARGE

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

A green box with the text "Click to add board members" is positioned between the two tables, with a green arrow pointing up to the Executive Committee table and a green arrow pointing down to the Members At-Large table.

- **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.

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 question about the agency’s leased employees.

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	BUDGETED 2018 FYE (12 MONTHS)	ACTUAL 2018 FYE (12 MONTHS)	BUDGETED 2019 FYE (12 MONTHS)	BUDGETED 2020 FYE (12 MONTHS) (CSF)	BUDGETED 2021 FYE (12 MO)
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<div style="display: flex; align-items: center;"> <div style="background-color: #4CAF50; color: white; padding: 5px; margin-right: 10px; border-radius: 5px;">Click add Funding Source</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;"> <input type="text" value="Funding Source"/> </div> </div>					

- **Agency Expenditure Comparison**

Enter information using the agency’s fiscal year. Use the **Expenditure Category Definitions** that can be downloaded in this section of the application or found in this manual 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 15%:** If the percentage of administrative costs is more than 15% 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.

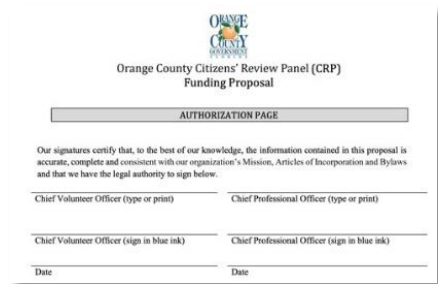
Documents

- 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. **The Insurance Requirement Checklist can be found on the following pages. 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.**

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.



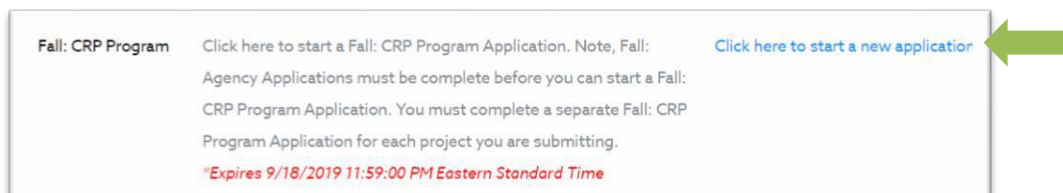
Printing of Agency Application

- 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.

Program Application 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.

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

- A. Program/RFP Overview*
- B. Performance Measures
- C. Budget
- Authorization Page

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

Program/RFP 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.**
 - Youth Violence Prevention Program – The Awardee will serve as a fiscal agent; therefore, applicants must have established agreements with a minimum of three (3) potential subawardees at the time of application. Memorandums of Understanding and/or Letters of Partnership must be submitted with the Agency Application.
 - 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.)

Performance Measures

- Select two (2) proposed performance measures from the Performance Measure Menu (based on the assigned focus area for the RFP/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)

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 the **Expenditure Category Definitions** in this manual 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 RFP 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.

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

Tools and references are included in this section to serve as a resource to applicant agencies.

Appendix A

CITIZENS' COMMISSION FOR CHILDREN PERFORMANCE MEASURES MENU

Juvenile Prevention/ Diversion (JPD)

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).

JPD1 - # 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.

JPD2 - # 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).

JPD3 - # 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.

JPD4 - # 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 or 90 days post service.

JPD5 - # 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.

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.

MPH1- # 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)

MPH2 - # 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).

MPH3 - # 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).

MPH4 - # and % of program participants who shows increase (pre-assessment/post-assessment) in teen pregnancy prevention knowledge and awareness.

MPH5 - # 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.

MPH6 - # and % of individuals receiving school-based nursing services will be returned to class at least 50% of the visits.

MPH7 - # 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.

MPH8 - # and % of program participants who show improvement/maintain prosocial behavior by a CCC approved instrument.

MPH9 - # 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.

MPH10 - # 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.

Early Childhood Education & Child Care (ECE)

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

ECE1 - # and % of program participants who show improvement in school readiness (pre- assessment/post-assessment)

ECE2 - # and % of program participants enrolled in VPK or other education readiness programs.

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.

CSH1 - # 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.

CSH2 - # 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.

CSH3 - # and % of program participants who are placed/maintain stable housing for at 3 months.

CSH4 - # 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.

CSH5 - # 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.

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.

FSS1- # 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.

FSS2 - # 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.

FSS3 - # and % of program participants who show improvement/maintain knowledge of community resources and/or successful community linkages.

FSS4 - # 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%).

FSS5 - # 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.

FSS6 - # and % of individuals who receive medical or nursing services will demonstrate maintained or improved health as evidenced by documentation.

SENIOR SERVICES

FSS7 - # and % who contribute 36 hours annually to volunteer for NCF activities and/or organizations that serve the community;

FSS8 - # and % who attend a minimum of 6 social activities per year;

FSS9 - # and % who attend at least four educational presentations or programs to improve awareness and healthy functioning;

FSS10 - # and % who attend the Arts and Crafts classes will demonstrate proficiency in the curriculum by the completion of at least six projects;

FSS11 - # and % who attend at least 50% of the scheduled daily lunch programs for the year.

FSS12 - # and % of program participants who maintain stability if already stable or exhibit improvement in physical health and quality of life.

Appendix B

CITIZENS' COMMISSION FOR CHILDREN FUNDING PROPOSAL EVALUATION

<u>PROPOSAL SECTION</u>	<u>WEIGHT</u>
ORGANIZATION AND COMPLETENESS	5
AGENCY INFORMATION	20
AGENCY BUDGET	10
PROGRAM/RFP OVERVIEW	48
PERFORMANCE MEASURES	7
PROGRAM BUDGET	10
TOTAL	100

Appendix C

CITIZENS' COMMISSION FOR CHILDREN 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

- **Advertising (I):** 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:** Any vouchers or direct assistance given to clients (e.g.: bus pass, testing materials/fees, etc.)
- **(I) Equipment Lease/Maintenance:** Periodic payment for use and maintenance of equipment.
- **(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 D

CITIZENS' COMMISSION FOR CHILDREN 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 Fall – CSF
3. CRP Fall – TCRP
4. Friendly Foundation

Step 2: Funding awarded to agencies in past funding processes should be labeled as **CRP 1**. 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.

1 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 2023 and Traditional CRP (TCRP) for fiscal year 2022-2023, to begin October 1, 2022. Agencies may apply for both funding sources available in this current process.

Clearly label proposed CRP funding as outlined below:

- 2 **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 2023 so the funding should be reflected in the column for FYE 2023.
- 3 **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 2022-2023 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 2022 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 E

CITIZENS' COMMISSION FOR CHILDREN INSURANCE REQUIREMENTS CHECKLIST

NOTE: The insurance Requirement Checklist is only for informational purposes. The County will notify awarded agencies of the necessary certificates and endorsements prior to the execution of the contract.

Requirements of the Contract	Description
Commercial General Liability (See a and b below)	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. 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. The General Aggregate shall either apply separately to this Contact or shall be at least twice the required occurrence limit.
a) Additional Insured Endorsement	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. (Agency must submit Exhibit B.)
b) Waiver of Transfer of Rights of Recovery Against Others to Us	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. (The Agency must submit Exhibit C.) 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.
Business Automobile Liability	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.
Workers' Compensation (see a and b below)	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.

a) Waiver of subrogation (Waiver of our Right to Recover from Others Endorsement)	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. (Agency must submit Exhibit D, if applicable, when program services are conducted on Orange County property.) 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) Leased Employee Affidavit	Any AGENCY using an employee leasing arrangement shall complete and submit the Leased Employee Affidavit. (Agency must submit Exhibit A, if applicable.)
Professional Liability	The AGENCY shall maintain professional liability (errors and omissions or medical malpractice) coverage with limits of not less than \$1,000,000 per occurrence.
Commercial Crime or Third Party Fidelity Bond	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.
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	Please ensure that the certificate holder is listed as: Orange County Board of County Commissioners Procurement 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.



Citizens' Review Panel Fund Distribution Spring 2022 Process Information Packet

For more
information contact:

407-836-7610

info-crp@ocfl.net