



# 2024

## ORANGE COUNTY CITIZENS' REVIEW PANEL FUND DISTRIBUTION PROCESS



[www.orangecountyfl.net/ccp](http://www.orangecountyfl.net/ccp)



[funding-crp@ocfl.net](mailto:funding-crp@ocfl.net)



407.836.7610

**February 28, 2024**

**ADDENDUM #1  
BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA**

**CITIZENS' REVIEW PANEL (CRP) FUND DISTRIBUTION PROCESS- SPRING 2024**

This Addendum is hereby incorporated into the CRP Process Information Packet of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~strikethrough~~.

- A.** The Scope of Services, Supportive Counseling for At Risk Youth (TCRP) – is deleted and replaced in its entirety by Scope of Services, Supportive Counseling for At Risk Youth (TCRP) Revised.



Orange County Citizens’ Review Panel  
Request for Proposals for  
Spring 2024 Fund Distribution Process

**RFP Table of Contents**

---

**RFP Submittal Information and Instructions ..... 1**

**Article 1: Introduction ..... 1**

**Section A: Definitions (Alphabetical Order) ..... 1**

**Section B: Notice of RFP..... 2**

**Section C: RFP Process Timeline ..... 2**

        Table 1: RFP Process Timeline ..... 3

**Section D: Questions..... 4**

        Table 2: Staff RFP Contact ..... 4

**Article 2: Available Funding Objectives and Programs ..... 4**

**Section A: Children’s Services Funding ..... 4**

        1. Funding Term..... 4

        2. Focus Target Areas..... 4

            Table 3: Concentrated Community Initiative (“CCI”) Sectors..... 5

        3. Funding Objectives for Children’s Services Fund..... 5

        4. Small Scale CRP (SSCRP) Requests for Proposals..... 5

            Table 4: Funding Objectives for Children’s Services Fund..... 6

**Section B: Innovation Program for Youth ..... 7**

        1. Funding Term..... 7

        2. Funding Objectives for Innovation Program for Youth..... 8

            Table 5: District Map ..... 8

            Table 6: Funding Objectives for Innovation Program for Youth..... 8

**Section C: Traditional Citizens’ Review Panel Funding ..... 9**

        1. Funding Term..... 9

        2. Funding Objectives for Traditional Citizens’ Review Panel Fund ..... 9

        3. Small Scale CRP (SSCRP) Requests for Proposals..... 9

            Table 7: Funding Objectives for TCRP Fund ..... 10

**Section D: Citizens Safety Task Force Funding..... 10**

1. Funding Term .....	10
2. Funding Objectives for Citizens Task Force Funding .....	11
Table 8: Funding Objectives for Citizen Safety Task Force Funding .....	11
<b>Article 3: RFP Terms and Conditions .....</b>	<b>11</b>
<b>Section A: Evaluation Criteria .....</b>	<b>11</b>
Table 9: Evaluation Criteria.....	11
<b>Section B: General Eligibility Requirements .....</b>	<b>12</b>
<b>Section C: Self-Performance/Collaborative Partnerships .....</b>	<b>12</b>
1. Self-Performance Requirement.....	11
2. Collaborative Partnerships.....	12
<b>Section D: Required Documentation Submittals .....</b>	<b>13</b>
<b>Section E: Required Certifications and Acknowledgements .....</b>	<b>14</b>
<b>Section F: Performance Measures .....</b>	<b>16</b>
<b>Article 4: Funding Proposal Submittal Instructions .....</b>	<b>17</b>
<b>Section A: Portal Submittal Information .....</b>	<b>17</b>
1. General Information .....	17
2. Accessing the Orange County Citizens' Review Panel Fund Distribution Portal .....	17
3. Registering an Account.....	18
4. Logging In .....	18
5. Forgotten Password.....	19
6. Changing Password.....	19
7. Signing Out .....	19
8. Application Users .....	19
9. Technical Assistance .....	19
<b>Section B: Agency Application Submittal Instructions .....</b>	<b>20</b>
1. Starting Agency Application .....	20
2. Notice of Intent to Apply (NOI) .....	21
3. Required Documents (for submission of the NOI).....	21
4. Submission of NOI .....	22
5. Complete Funding Proposal.....	22
<b>Section C: Specific Agency Application Guidance.....</b>	<b>22</b>
1. Agency Overview .....	22
2. Board Governance and Structure .....	22
3. Employee Structure.....	23
4. Agency Budget.....	23
5. Documents.....	24
6. Submission of Agency Application .....	24
7. Printing of Agency Application .....	24
<b>Section D: Program Application Submittal Instructions .....</b>	<b>24</b>
<b>Section E: Program Application Guidance.....</b>	<b>25</b>
1. Program/RRF Overview .....	25

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

**Appendices ..... 28**

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

Early Literacy Programming (CSF) .....	29
Early STEM Programming for Youth (CSF) .....	33
Entrepreneurship/ Financial Programming for Youth (CSF).....	36
Infant/ Child Mortality Prevention (Water Safety) (CSF) .....	39
Life Skills Programming for Dependent Youth (CSF) .....	43
Parenting (CSF).....	47
Physical Health Program for Youth (CSF) .....	51
Reading/Math Coaches (CSF).....	55
Small Scale CRP- Life Skills Training and Development for Youth (CSF) .....	59
Small Scale CRP - Tutoring Programming for Youth (CSF) .....	62
Small Scale CRP Youth Mentoring Program (CSF).....	65
Standardized Testing Preparation (CSF) .....	68
Substance Abuse Programming for Youth and their Families (CSF).....	71
Supportive Services for Children of Incarcerated Parents (CSF).....	75
Supportive Services for Dependent Youth (CSF) .....	79
Teen Pregnancy Prevention (CSF) .....	82
Youth Offender Re-entry Programming (CSF) .....	85

**Appendix #2: Scope of Services (Innovation Program)..... 89**

**Appendix #3: Scopes of Services (TCRP)..... 93**

Case Management Position in Support of Bithlo/ Christmas NCF (TCRP) .....	94
Case Management Position in Support of Winter Park NCF (TCRP).....	97
Employment & Job Readiness Position in Support of Engelwood NCF (TCRP).....	100
Employment Training for Disabled Adult (TCRP) .....	104
ESOL Instructional Position in Support of Oak Ridge NCF (TCRP) .....	107
Family Counseling Position in Support of Bithlo/ Christmas NCF (TCRP).....	110
Family Counseling Position in Support of Ivey Lane NCF (TCRP).....	114
Family Counseling Position in Support of West Orange NCF (TCRP) .....	118
Health, Recreational and Support Programming for Seniors (TCRP) .....	122
Life Skills Training & Development for Adult Offenders (TCRP) .....	125
Services for Disabled Youth their Families (TCRP) .....	129
Small Scale CRP - Case Management in Support of the Apopka/ Zellwood NCF (TCRP) .....	133

Small Scale CRP - Case Management Ivey Lane NCF (TCRP) .....	136
Small Scale CRP – Case Management in Support of Pine Hills (TCRP).....	139
Supportive Counseling for Children with Special Needs and their Families (TCRP) .....	142
Supportive Counseling for At-Risk Youth (TCRP) .....	146
<b>Appendix #4: Scope of Services (Citizens Safety Task Force) .....</b>	<b>149</b>
Community-Based Afterschool Programming in Support of Oak Ridge (CSTF) .....	150
Credible Messenger Crisis Response Programming (CSTF).....	153
Family Support & Engagement Programming in Support of NCFs (CSTF) .....	156
<b>Appendix #5: Performance Measures Menu .....</b>	<b>160</b>
<b>Appendix #6: Expenditure Category Definitions .....</b>	<b>164</b>
<b>FORM 1: Collaborative Partnership Proposal .....</b>	<b>166</b>

# RFP Submittal Information and Instructions

## Article 1: Introduction

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### Section A: Definitions (Alphabetical Order)

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

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

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

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

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

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

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

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

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

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

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

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

**“Question Deadline”** shall mean the time and date on which the County will stop accepting questions or other RFP-related requests. Any question submitted thereafter will be considered untimely and may not be answered. For the purposes of this RFP, the Question Deadline is 11:59 pm on **March 25, 2024**.

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

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

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

“Submittal Deadline” shall mean the time and date on which the County will stop receiving Proposals. For this RFP, the Submittal Deadline is 11:59 pm on **April 1, 2024**.

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

“Youth” shall mean any minor age 17 years or younger or completing their 12th-grade year of high school, unless otherwise specified in the advertised Scope of Services. Generally, individuals with disabilities can qualify for “youth” services up to age 22 for the purposes of this solicitation, unless otherwise specified in the Scope of Services.

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

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

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

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

Proposals will be submitted to the CCC and then reviewed and evaluated by the CRP, who will then issue recommendations of award to the BCC. Funding awards are not final until approval by the BCC and are subject to funding availability.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

Grants will be awarded in the range of \$50,000 (minimum award) to \$200,000 (maximum award) per application per year. Multiple applications are allowed, however, regardless of the number of applications submitted by an organization, a single organization cannot be awarded more than \$600,000 in total.



## Section C: RFP Process Timeline

**Table 1: RFP Process Timeline** below provides the current projected timeline for this RFP process. The County reserves the right to unilaterally amend this timeline should it feel, using its sole discretion, that doing so is necessary to meet the goals and objectives of the grant funds.

<b>Table 1: RFP Process Timeline</b>	
<b>Fund Distribution Process Information Available to the public on</b> <a href="http://www.orangecountyfl.net/crp">www.orangecountyfl.net/crp</a>	Monday, February 19, 2024
<b>Agency Training: Virtual Session</b> <i>(Pre-recorded Session)</i>	Monday, February 19, 2024 – Monday, April 1, 2024
<b>CRP Fund Distribution Question and Answer Session</b>  <i>Register to participate at the link below:</i> <a href="https://bit.ly/3SEe2J7">https://bit.ly/3SEe2J7</a>	Wednesday, March 6, 2024
<b>Deadline to Submit Notice of Intent to Apply</b> <i>(online application)</i>	Monday, March 11, 2024
<b>Innovation Program Submissions Due</b>	
<b>Applicants will be informed of Notice of Intent Status</b> <b>Respondents will be informed to Proceed / Not Proceed with Innovation Program Application</b>	Monday, March 18, 2024
<b>Deadline to Submit Withdrawal Form</b> <i>(submit via email or fax)</i>	Friday, March 22, 2024
<b>Question Deadline</b>	Monday, March 25, 2024
<b>Citizens' Review Panel Proposals Due</b> <i>(online application)</i>	Monday, April 1, 2024
<b>Panel Review Sessions</b>	April 2024 - June 2024
<b>Citizens' Review Panel Advisory Board Funding Allocation</b>	To Be Determined
<b>Notice of Preliminary Funding Recommendation CRP mailed to agencies via USPS Certified Mail and Email</b>	To Be Determined
<b>Funding Recommendations for Funding to be voted on by the Board of County Commissioners</b>	To Be Determined
<b>Funding to begin for Citizens Safety Force Programs</b>	To Be Determined
<b>Funding to begin for TCRP Programs</b>	October 1, 2024
<b>Funding to begin for CSF Programs</b>	January 1, 2025

## Section D: Questions

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

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

## Article 2: Available Funding Objectives and Programs

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### Section A: Children's Services Funding

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#### 1. Funding Term

The funding term for awards sourced from Children's Services Funding shall be: January 1 through December 31, unless otherwise specified. Awarded contracts will be funded for a contract term of three (3) years, with the exception of Small Scale contracts, which are funded for a two (2) year term.

#### 2. Focus Target Areas

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

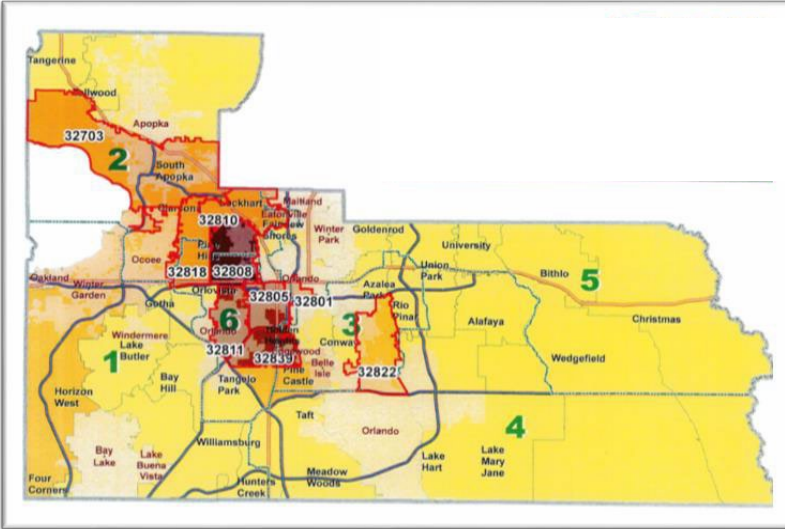
- Juvenile Prevention/ Diversion
- Mental and Physical Health
- Early Childhood Education/Care
- Child/Student Homelessness
- Family Support Services

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

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

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

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



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

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

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

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

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

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

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

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

<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Early Literacy Programming - Sector 1	1	\$75,000.00
Early Literacy Programming - Sector 2	1	\$75,000.00
Early Literacy Programming - Sector 3	1	\$75,000.00
Early Literacy Programming - Sector 4	1	\$75,000.00
Early Literacy Programming - Sector 5	1	\$75,000.00
Early STEM Programming for Youth	1	\$100,000.00
Entrepreneurship/ Financial Programming for Youth - East	1	\$100,000.00
Entrepreneurship/ Financial Programming for Youth - West	1	\$100,000.00
Infant/Child Mortality Prevention (Water Safety) - Countywide	1	\$150,000.00
Life Skills Programming for Dependent Youth	1	\$100,000.00
Parenting – Sector 3	1	\$100,000.00
Physical Health Program for Youth – Sector 1	1	\$75,000.00
Physical Health Program for Youth – Sector 2	1	\$75,000.00
Physical Health Program for Youth – Sector 3	1	\$75,000.00
Physical Health Program for Youth – Sector 4	1	\$75,000.00
Physical Health Program for Youth – Sector 5	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
Small Scale CRP - Life Skills Training and Development for Youth	4	\$50,000.00
Small Scale CRP - Tutoring Programming for Youth	3	\$50,000.00
Small Scale CRP - Youth Mentoring Program	3	\$50,000.00
Standardized Testing Preparation - Countywide	1	\$150,000.00
Substance Abuse Programming for Youth and their Families – Countywide	1	\$150,000.00
Supportive Services for Children of Incarcerated Parents – East	1	\$100,000.00

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

<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Supportive Services for Dependent Youth	1	\$100,000.00
Teen Pregnancy Prevention – East	1	\$75,000.00
Youth Offender Re-entry Programming	1	\$150,000.00

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

## **Section B: Innovation Programming for Youth**

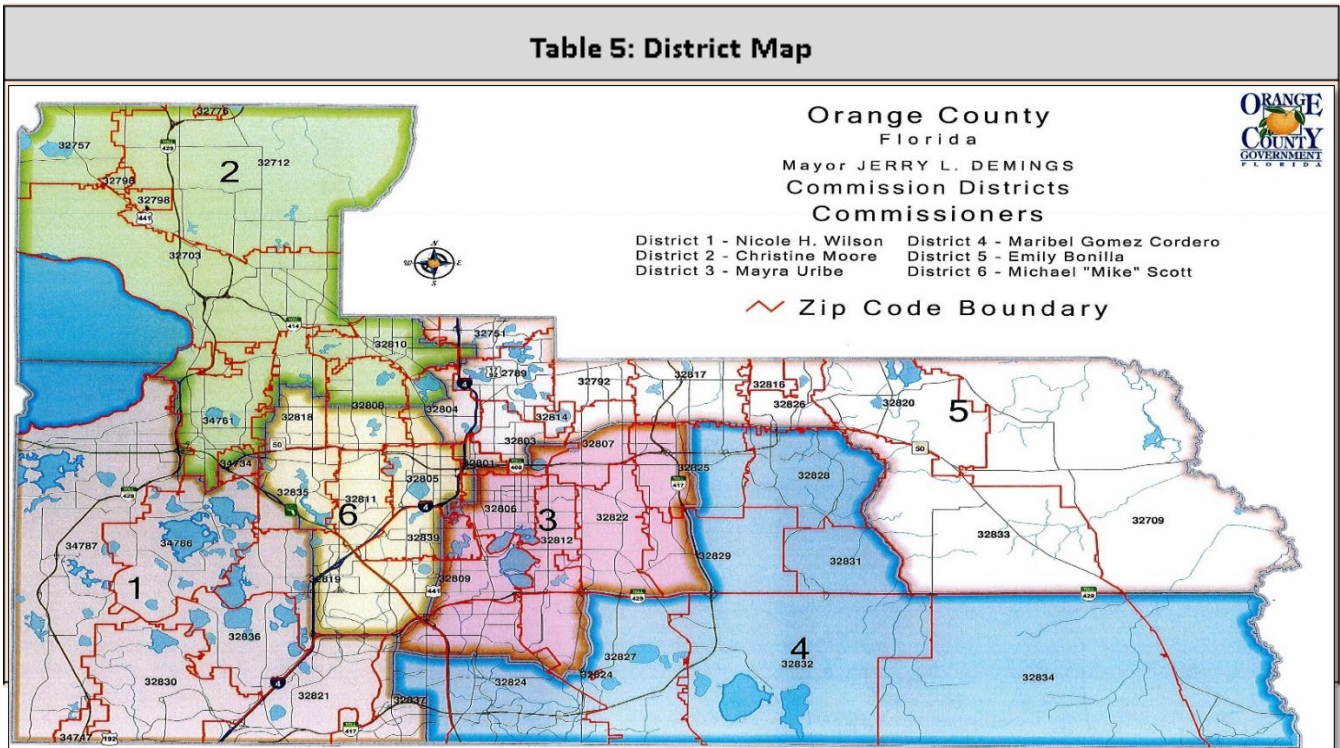
### **1. Funding Term**

The funding term for awards sourced from Children’s Services Funding shall be: January 1 through December 31, unless otherwise specified. Awarded contracts for Innovation Program for Youth will be funded for a contract term of two (2) years.

### **2. Funding Objectives for Innovation Programming for Youth**

The County is seeking novel prevention/intervention strategies that are focused on improving the lives of children and families within Orange County Commission Districts 2 through 6 for the “Innovation Programming for Youth”.

**Table 5: District Map**



The innovative projects should fall within these two (2) categories:

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

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

- Addressing the emerging issues for children and families
- Neighborhood or Community Specific Project(s)

**Table 6: Funding Objectives for Innovation Programming for Youth**

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Innovation Programming for Youth – Commission District 2	1	\$100,000.00
Innovation Programming for Youth – Commission District 3	1	\$100,000.00
Innovation Programming for Youth – Commission District 4	1	\$100,000.00
Innovation Programming for Youth – Commission District 5	1	\$100,000.00
Innovation Programming for Youth – Commission District 6	1	\$100,000.00

**Note:** Funding objectives are designated to Orange County Commission Districts and not sectors, please see map above.

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

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

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

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

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### **1. Funding Term**

The funding term for awards sourced from Traditional CRP Funding shall be October 1 through September 30. The awarded contract will be funded for a contract term of three (3) years with the exception of Small Scale contracts which are funded for a two (2) year term.

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

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

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

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

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

**Table 7: Funding Objectives for TCRP Funding**

<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Case Management Position in Support of Bithlo/ Christmas NCF	1	\$75,000.00
Case Management Position in Support of Winter Park NCF	1	\$75,000.00
Employment & Job Readiness Position in Support of Engelwood NCF	1	\$75,000.00
Employment Training for Disabled Adults	1	\$75,000.00
English Speakers of Other Language Instructional Position in Support of Oak Ridge NCF	1	\$60,000.00
Family Counseling Position in Support of Bithlo/ Christmas NCF	1	\$75,000.00
Family Counseling Position in Support of West Orange NCF	1	\$75,000.00
Family Counseling Position in Support of Ivey Lane NCF	1	\$75,000.00
Health, Recreational, and Support Programming for Seniors – East Orange County	1	\$100,000.00
Life Skills Training & Development for Offenders	1	\$50,000.00
Services for Disabled Youth and their Families	1	\$50,000.00
Small Scale CRP Case Management in Support of Apopka/ Zellwood NCF	1	\$50,000.00
Small Scale CRP Case Management in Support of Ivey Lane NCF	1	\$50,000.00
Small Scale CRP Case Management in Support of Pine Hills	1	\$50,000.00
Supportive Counseling for At-Risk Youth	1	\$75,000.00
Supportive Counseling for Children with Special Needs and their Families	1	\$75,000.00

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

## **Section D: Citizens Safety Task Force Funding**

### **1. Funding Term**

The funding term for awards sourced from Citizens Safety Task Force Funding shall be: October 1 through September 30, unless otherwise specified. Awarded contracts will be funded for a contract term of three years.



## 2. Funding Objectives for Citizens Safety Task Force Funding

Funded programs resulted from recommendations of the Citizens Safety Task Force (CSTF), whose goal is to identify solutions and strategies to reduce and prevent gun violence and violent crime in the community.

**Table 8: Funding Objectives for CSTF Funding** contains a list of Funding Objectives for Citizens Safety Task Force Funding, the number of awards available per Funding Objective, and the maximum available funding to fund each successful Proposal per Funding Objective.

<b>Table 8: Funding Objectives for Citizens Safety Task Force Funding</b>		
<b>Funding Objective</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Community-Based Afterschool Programming in Support of Oak Ridge	1	\$100,000.00
Credible Messenger Crisis Response Programming	1	\$50,000.00
Family Support & Engagement Programming in Support of NCFs	1	\$55,000.00

**Note:** Refer to Scope of Services for the above Funding Objective in Appendix #4: Scope of Services (Citizens Safety Task Force Programming) for detailed information regarding the minimum requirements for each Funding Objective.

## Article 3: RFP Terms and Conditions

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### Section A: Evaluation Criteria

Proposals will be evaluated, scored, and ranked by the CRP based on the weighted criteria detailed in **Table 9: Evaluation Criteria** below.

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

## Section B: General Eligibility Requirements

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

1. Have a physical location within Orange County, Florida.
2. Be a 501(c)(3) human services nonprofit organization.
3. Cannot have a voting board member that is compensated by the Agency.
4. Has been legally able to conduct business in the State of Florida for a minimum of one year prior to application; and,
5. Timely submit a Proposal with all of the requisite documentation, certifications, affirmations, and acknowledgements that complies with the terms and conditions of this RFP.

## Section C: Self-Performance/Collaborative Partnerships

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### 1. Self-Performance Requirement

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

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

### 2. Collaborative Partnerships

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

If submitting a Proposal as a collaborative partnership:

- A. The Proposal must be clearly designated as a collaborative partnership proposal.
- B. The Proposal must clearly name all of the partners involved in the collaborative partnership.
- C. A “Collaborative Partnership Form”, attached to this RFP as **Form 1: Collaborative Partnership Proposal**, must be completed, all documents required in such form must be attached, the form must be executed by duly authorized representatives for each partner, and the form must be submitted with the Proposal.
- D. Each partner shall be required to self-perform 100% of the work for which they are assigned in **Form 1: Collaborative Partnership Proposal**.

- E. No outsourcing of the provision of services to non-partner third parties will be permitted.
- F. No partner may be assigned to deliver less than 30% of the direct-funded services.
- G. One (1) partner must be assigned to deliver a higher percentage of the County-funded services than the other(s). Such partner must be the primary Respondent submitting the Proposal and will be the “Fiscal Agent” for the collaborative partnership responsible for contracting with the County and divvying out the funds appropriately amongst the partners.
- H. Each partner will be required to receive the full unit rate for the services they provide and a portion of the administrative costs that aligns with the percentage of the services they are assigned to deliver in **Form 1: Collaborative Partnership Proposal**.
- I. The County will not consider collaborative partnerships that are not properly identified in the Proposal, nor will it consider collaborative partnerships for which it failed to receive all requisite documentation as part of a timely submitted Proposal. Extenuating circumstances may be considered on a case by case basis.

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

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

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

1. The Respondent’s Articles of Incorporation showing that the Respondent has been legally able to conduct business in the State of Florida for a minimum of one year prior to the date of application.
2. The Respondent’s IRS tax exemption documentation, showing that the Respondent is recognized as tax exempt under 26 USC 501(c)(3) and is one whose contributions are tax deductible pursuant to 26 USC 170.
3. Evidence that the Respondent has a physical location within Orange County, Florida.
4. A copy of the Respondent’s IRS Form 990. If the Agency is required to submit an IRS Form 990-N (Electronic Notice also known as the e-Postcard), the Agency may submit proof of filing to meet the requirement. Agencies may submit a Financial Statement prepared by a Certified Public Accountant (i.e., financial compilation, financial review, or an audit) in lieu of an IRS Form 990.
5. The following financial documentation:
  - **Audited Financial Statements** – Respondents with budgets of \$300,001 or more must undergo an annual audit by an independent Certified Public Accountant in the immediately

preceding year. Respondents are required to submit their current audited financial statements, management letter, and if applicable, the Agency's response to the management letter. If an audit is not available, the Agency must provide an audit at the time of contract execution, if awarded funding. Respondents are advised that adverse audit results may compromise the Respondent's ability to receive funding, even if the BCC has already approved an award to the Respondent.

- Respondents with a budget of \$300,000 or less are not required to submit an audit with their Proposal; however, Agency bank statements (last three months) is required if an audit is unavailable.
6. The Respondent must provide details in writing of:
    - A. Any currently pending civil, criminal, or administrative proceedings against the Respondent or any of its principal officers; and
    - B. Any civil, criminal, or administrative proceedings, actions, penalties, or complaints in which the Respondent or its principals were involved in the last ten (10) years.
    - C. Non-administrative civil citations that are \$500 or less may be excluded from this requirement.
  7. If any of the services contemplated in the Proposal require licensure from any regulatory body, the Respondent must submit current copies of such licensure.
  8. A letter documenting any actual or potential conflicts of interest that may be associated with the provisions of the proposed services or resulting Contract, or the Respondent's receipt of an award from the County.

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

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By submitting a Proposal, each Respondent hereby certifies, affirms, acknowledges, and agrees to all of the following statements.

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

1. The Respondent has the capacity to, and will, self-perform and directly deliver 100% of the County-funded services contemplated in the Proposal. In the alternative, the Respondent is a collaborative partnership that has met the requirements for collaborative partnerships above and each partner has the capacity to, and will, self-perform and directly deliver 100% of the County-funded services for which they were assigned in **Form 1: Collaborative Partnership Proposal**.
2. The Respondent has the ability to obtain documented consent to participate, if applicable, and signed, time specific, Release of Information Forms from program participants (or legal guardian) prior to initiation of program services. Failure to obtain required authorizations prior to program implementation may result in Contract termination.

3. The Respondent is governed by an active and responsible governing body whose members have no material conflict of interest and all of which serve without compensation.
4. The Respondent accounts for its funds in accordance with generally accepted accounting principles (GAAP).
5. Expenses of the Respondent connected with lobbying and all attempts to influence voting or legislation at local, state, and federal levels would classify it as tax exempt under 26 USC 501(h).
6. If selected for award, the Respondent will use the funds awarded only for its announced purposes, as stated in the Scope of Services associated with its selected Funding Objective (or the Program requirements, if the Innovation Program or Citizens Safety Task Force) and in the Proposal, and in a manner compliant with the terms and conditions of the Contract.
7. If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.
8. If selected for award, the Respondent must enter into a Contract, using a form Contract provided by the County, for the provision of the requisite services for at least one (1) year.
9. The Respondent is required to comply with the Contract's payment terms, as established by the County.
10. The Respondent maintains a board-approved Code of Ethics, and policies denoting its compliance with the Equal Opportunity Policy and the Americans with Disabilities Act (ADA).
11. The Respondent's administrative costs are less than 15% of its 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.
12. The Respondent permits no general telephone solicitation of the public, permits no payment of commissions, finder's fees, percentages, bonuses, or similar practice in connection with its fundraising practice.
13. The Respondent conducts publicity and promotional activity based upon its actual program and operations; these activities are truthful and non-deceptive, include all material facts and make no exaggerated or misleading claims.
14. If selected for award, the Respondent will be required to prepare and make available to the public an annual report that includes a full description of the organization's activities and supporting services, identifying the governing body/directors and chief administrative personnel.
15. If selected for award, Respondents with religious affiliation will be prohibited from refusing service to any client, patient, or other beneficiary of the County-funded services based on religion, or

require attendance at religious services, as a condition of County-funded assistance, nor will such groups engage in any religious proselytizing in any program receiving County-fund.

16. The Respondent, whether selected or not, is required to comply with all applicable federal, state and local laws, regulations, and codes.
17. If selected for the award, the Respondent will be required to maintain program and accounting records for five (5) years after the expiration of the Contract.
18. If selected for award, the Respondent will be required to comply with undergoing Level II Background Screening applicable background screening and fingerprinting of Agency program employees in compliance with applicable federal and state law.
19. The Respondent will begin providing direct program services within three (3) months of Contract execution.
20. CCC may elect to fund applications submitted under the FY 2024 solicitation in future fiscal years, depending on, among other considerations, the merit of the applications and the availability of appropriations.
21. Funding Recommendations are preliminary pending an appellate process and are subject to change. They are also contingent upon the availability of funding and final approval by the Orange County Board of County Commissioners.
22. For the purposes of this solicitation, funding is intended for the provision of direct services to Orange County residents. Funding cannot be utilized for the following purposes: establishing bank accounts, monetary incentives for program participants, scholarships, gift/gas cards, etc. All budgetary items considered to be “direct assistance to clients” is subject to approval by the CCC prior to Contract execution.
23. If selected for the award, respondent will be required to provide evidence of required insurance coverage. The County will notify awarded agencies of the necessary insurance certificates and endorsements prior to the execution of the contract. 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”.

## **Section F: Performance Measures**

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

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

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

1. Juvenile Prevention/Diversion

2. Mental and Physical Health
3. Early Childhood Education & Childcare
4. Childhood and Student Homelessness
5. Family Support Services

CCC administered grant programs are assigned to at least one focus area, each of which has designated performance measures designed to reduce the critical need for that area. Additionally, performance measures will be utilized to evaluate the effectiveness of services within each of the defined focus areas at a programmatic level. This requires the assessment of the number (#) of program participants served and the percentage (%) of those participants who achieved the defined performance measure(s).

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

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

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

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

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

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

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

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

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

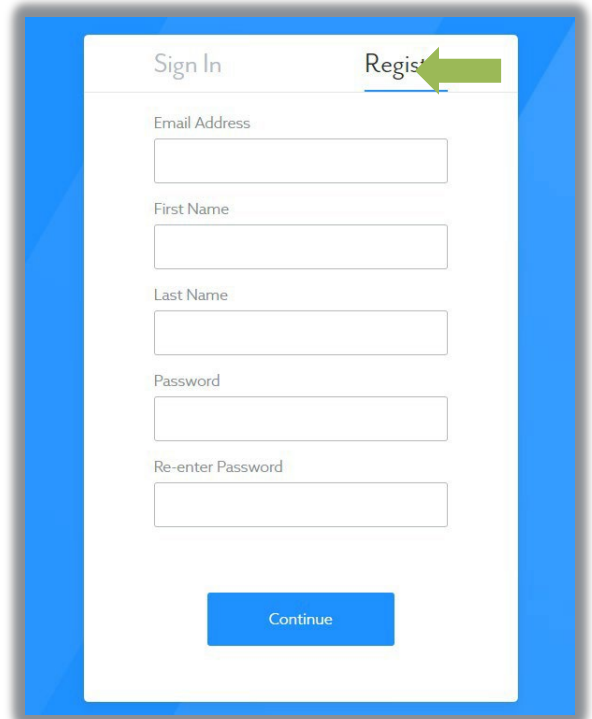
The Sub-recipient (Applicant Agency) Portal is hosted by Neighborly Software and is available via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

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

### 3. Registering an Account

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

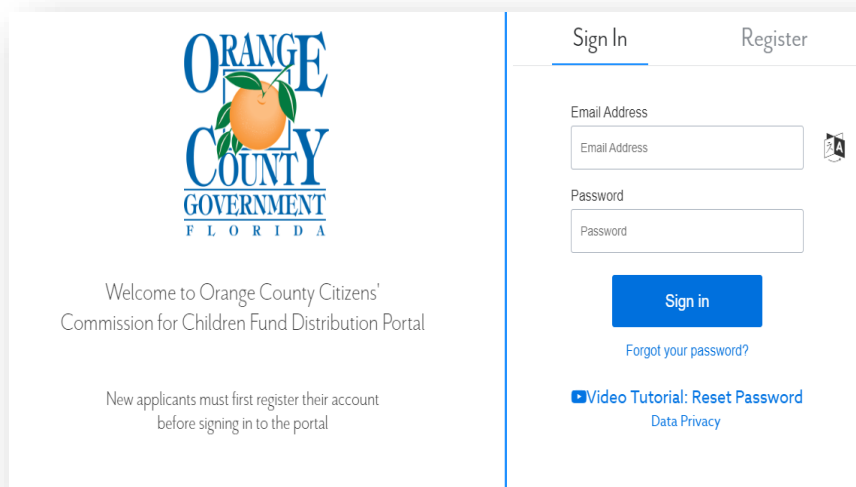
**Note:** If the email is not received from the system within 2 minutes, check the spam, junk, or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate “Not Junk” or “Not Spam” to ensure that other system notifications are received.



A screenshot of a registration form titled "Sign In" and "Register". The "Register" link is highlighted with a green arrow. The form contains five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is located at the bottom of the form.

### 4. Logging In

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




A screenshot of the Orange County Government Florida website. The left side features the logo and text: "Welcome to Orange County Citizens' Commission for Children Fund Distribution Portal" and "New applicants must first register their account before signing in to the portal". The right side shows a "Sign In" and "Register" header. Below the header are two input fields: "Email Address" and "Password". A blue "Sign in" button is present, along with a "Forgot your password?" link. At the bottom, there are links for "Video Tutorial: Reset Password" and "Data Privacy".

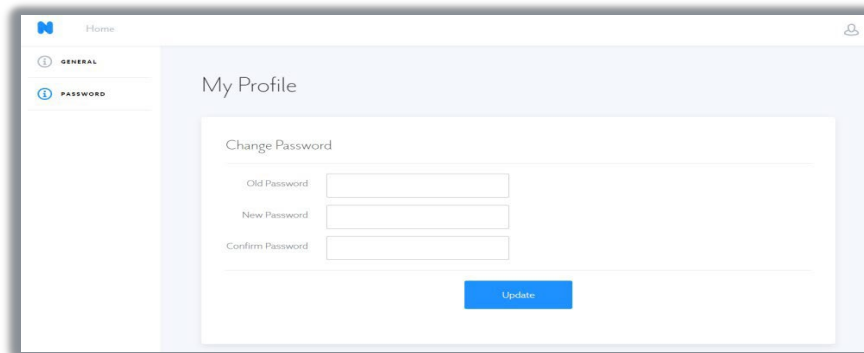


## 5. Forgotten Password

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

## 6. Changing Password

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



The screenshot shows a web application interface. On the left, there is a navigation menu with two items: 'GENERAL' and 'PASSWORD'. The 'PASSWORD' item is selected. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a blue 'Update' button. The top of the page shows a 'Home' link and a user profile icon.

## 7. Signing Out

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

## 8. Application Users

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

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



## 9. Technical Assistance

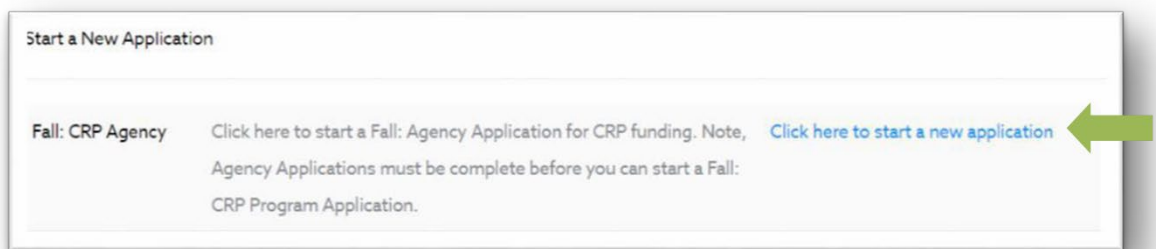
Respondents requiring technical assistance are directed to contact the point of contact listed in **Table 2: Staff RFP Contact** above.

## Section B: Agency Application Submittal Instructions

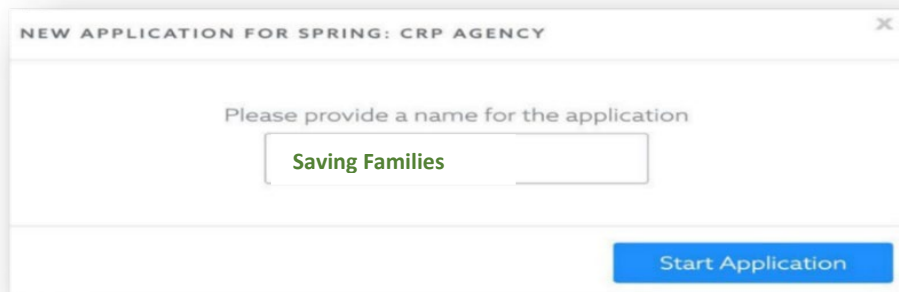
Once the user has registered and logged in to the Neighborly Software Participant portal, follow the steps outline below to complete the application.

### 1. Starting Agency Application

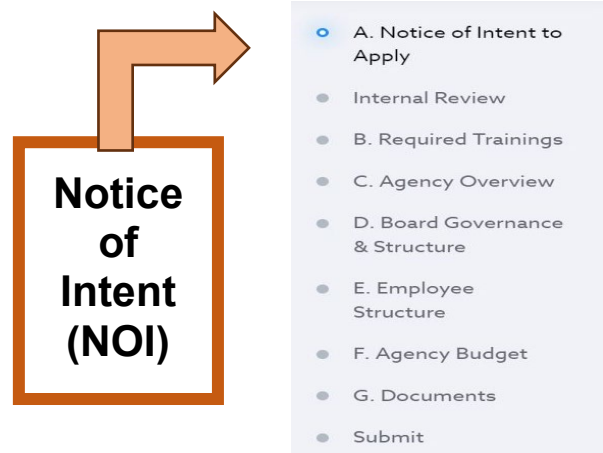
To start a new Spring: Agency Application, click on [Click here to start a new application](#). The Agency Notice of Intent (NOI) to Apply is considered the first section (Section A) of the application. An Agency's Notice of Intent to Apply must be approved before the Agency can proceed to the remainder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



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



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



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


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

- If the Agency intends to apply for Innovation Programming for Youth, please indicate the intent to apply for this area, and provide a description of the innovative program. Be sure to include all requested information. Prior approval must be granted to apply for this programming. Applicants will be notified of approval status on March 18, 2024.
- Individuals interested in applying for funding under the Credible Messenger Program must be certified in the Credible Messenger Mentoring Movement (CM3). Certified Credible Messengers must be affiliated with an established nonprofit organization that meets minimum eligibility criteria for funding. Applicants will complete an Agency Application only; a Program Application is not required for this RFP.

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

The following documents are required for submission of the NOI:

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

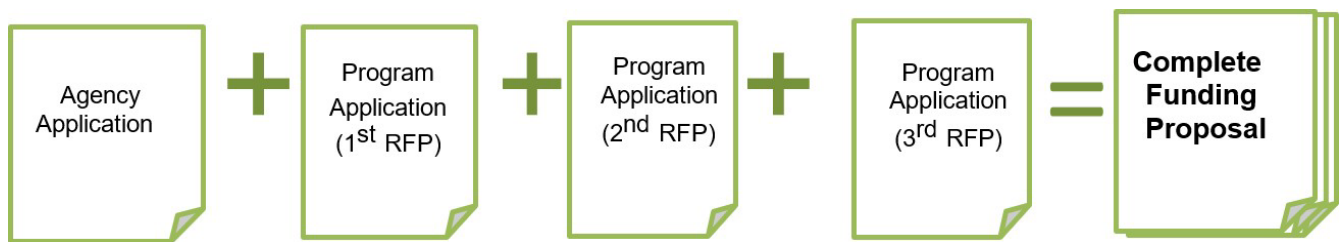
<input type="radio"/> 501(C)3 Determination Letter from the Internal Revenue Service (IRS) *Required	Upload File 
<input type="radio"/> Most recent IRS Form 990 or Form 990-N (E-Postcard) *Required	Upload File 
<input type="radio"/> Articles of Incorporation from Florida Department of State Division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

#### 4. Submission of NOI

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

#### 5. Complete Funding Proposal

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



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

### Section C: Specific Agency Application Guidance

#### 1. Agency Overview

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

#### 2. Board Governance and Structure

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

- **Board Structure:** Provide requested information about the board's membership and attendance.
- **Board Governance Structure:** Provide requested information about the board's committees and diversity goals according to the Agency's bylaws.
- **Board's Role and Responsibilities:** Provide requested information about the board's role and responsibility according to the Agency's bylaws.
- **Board Information Form:** Complete all requested information. *Areas of Expertise* are defined

as skills the member brings to the Board (e.g., fundraising, marketing, accounting, construction, human resources, etc.). To add board members to click on the Executive Committee button for executive committee members and members At- Large button for members at-large.

- **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.

BOARD INFORMATION FORM

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

EXECUTIVE COMMITTEE

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

MEMBERS AT-LARGE

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

**Click to add board members**

### 3. Employee Structure

- **Employees:** Provide the requested information in the table. Use the Definitions of Employee Groups provided in Section D.1 of the Application to help define the different employee groups in the Agency. Define “Other Employee Group” and “Unpaid Staff” in the space provided.
- **Leased Employees:** Answer the questions about the Agency’s leased employees.

### 4. Agency Budget

- **Agency Fiscal Year:** Enter the Agency’s fiscal year (Spell out the beginning and ending month, e.g.: July to June). The Budget section will be completed using the Agency’s fiscal year.
- **Agency Revenue Comparison:** Enter information using the Agency’s fiscal year for each of the designated timeframes. Click on Funding Source to add each source of revenue.

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

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

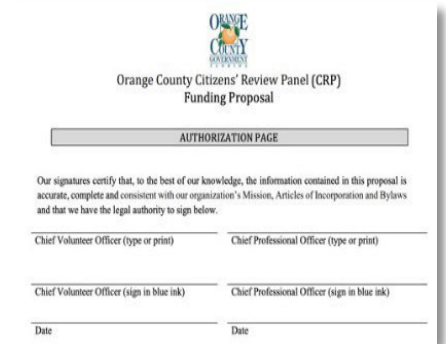
- **Agency Expenditure Comparison:** Enter information using the Agency’s fiscal year. Use **Appendix #6: Expenditure Category Definitions** to aid with the categorization of Agency expenses.
- **Total Agency Budget:** In the appropriate box, reflect the Agency’s current operating budget in the fiscal year. Below-the-line resources, such as in-kind goods and/or services should not be included in the budget.
- **Percentage of Administrative Costs More Than 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.

**5. Documents**

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

**6. Submission of Agency Application**

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



**7. Printing of Agency Application**

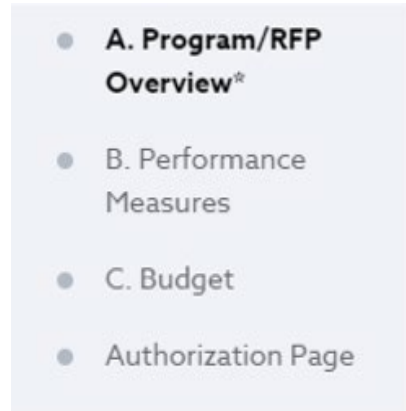
In each section of the funding proposal application, there is a “Print Application” button on the bottom of the navigation menu. Clicking on this button will create a PDF version of the application.

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

**Section D: Program Application Submittal Instructions**

1. To start a new Spring: CRP Program application, click on “Click here to start a new application” next to Spring: CRP Program. A new program application will need to be completed for each RFP for which the Agency is applying.

2. Enter the application name as follows: **Name of the Agency: Program Name** (Program Name is the name of RFP). The official RFP Name is the considered the program name. Note: Program and RFP are considered interchangeable terms throughout this process.
3. Upon entering the application, note the menu on the left side of the application. This menu allows the user to navigate through the application.



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

 A screenshot of a web form. At the top, it says "A. PROGRAM / RFP OVERVIEW". Below that is a label: "Agency Application Case ID Number (This number can be found at the top of the AGENCY Application.)" followed by a blue question mark icon. Below the label is a white text input field. To the right of the input field is a large green arrow pointing left, containing the text "Enter Agency case ID number".

## Section E: Program Application Guidance

### 1. Program/RRF Overview

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

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

## 2. Performance Measures

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

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

## 3. Program Budget

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

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

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

- **Program Expenditure Comparison**  
 Use **Appendix #6: Expenditure Category Definitions** to aid with the categorization of Agency expenses.
- **Request for Proposal Budget Explanation**  
 Using the submitted Program budget as a reference, answer all questions in this section. Below-the-line resources such as in-kind goods and/or services should not be included in the budget.



- **Explanation of Funding**

Please provide, for each year, a breakdown of what funding from Orange County– CRP will specifically fund. (Note: The total should equal the amount of funding being requested for the specific Program/RFP).

- **Units of Service**

Define the program’s units of service cost associated with running the program. Enter the following information:

- **Description of Unit of Service** – Provide a description of the unit of service for the program. Include the defined unit of service outlined in the Scope of Service. Examples of units of services include shelter nights, program hours, etc. Be specific and include details of what will be included in one unit of service (e.g.: one (1) hour of life skills training to include anger management, problem-solving, communication skills, substance abuse education, employability skills).
- **Proposed Number of Units of Service** – Provide the total of the proposed units of service the program will provide during the program year. **(e.g., 50 hours/units)**
- **Proposed Cost per Unit of Service** – Include all associated costs to provide one unit of service **(e.g. \$25 per hour)**.
- **Total Cost per Program Year** - Calculate the total cost of a program year based on the defined unit of service. **(e.g., [# of units in a program year] X [\$ unit cost] = total cost per program year)**. The total cost should equal the total amount of funding being requested.

**NOTE:**

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

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

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

# Appendices

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

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

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

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

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

## Early Literacy Programming (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Early Literacy Programming - Sector 1	1	\$75,000.00
Early Literacy Programming - Sector 2	1	\$75,000.00
Early Literacy Programming - Sector 3	1	\$75,000.00
Early Literacy Programming - Sector 4	1	\$75,000.00
Early Literacy Programming - Sector 5	1	\$75,000.00

### Description of Services:

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

### Program Model:

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

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

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

**Eligibility Minimum Requirements and Agency Responsibilities:**

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

**Client Retention and Recruitment:**

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

**Personnel:**

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

shall not exceed the rate of \$0.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Early Childhood Education /Care
- Juvenile Prevention/Diversion

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per student (one-on-one or group).
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Early STEM Programming (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Early STEM Programming	1	\$100,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round Early Science, Technology, Engineering and Math (STEM) programming within Orange County, FL. Programming will offer services to youth from birth to kindergarten, and include activities designed to bolster creativity, enhance students' STEM literacy, and develop skills such as problem-solving and critical thinking. Programming should provide a foundation of STEM learning experiences for early learners, their educators, and their families, and should encourage and reinforce the development of home learning habits critical for school success. The program will accommodate students one-on-one or in small groups based on age and performance levels.

### Program Model:

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

- Provide high yield learning activities that will provide opportunities for children to develop understanding of numbers, patterns, and relationships, and interact with scientific phenomena or practices that set the stage for later learning.
- Utilize an evidenced-based curriculum to foster, guide, and build on the students' interests to ensure adequate early STEM experiences.
- Provide intensive and ongoing professional development that includes access to high-quality resources and mentoring and coaching in the classroom.
- Provide culturally relevant education and support to families to promote engagement at home and empower families' involvement and engagement in child(ren)'s educational goals.
- Utilize pre- and post-assessments to determine increased skills.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing.
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency must begin providing direct program services within three (3) months of contract execution.

- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Early Childhood Education /Care
- Juvenile Prevention/Diversion

### **Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per student (one-on-one or group).
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Entrepreneurship/Financial Programming for Youth (CFS)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Entrepreneurship/Financial Programming for Youth – East	1	\$100,000.00
Entrepreneurship/Financial Programming for Youth – West	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 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 encourages 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:

- A majority, or minimum of 51%, of clients must reside within the targeted geographical area.

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

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

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

- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.

**Reporting and Monitoring:**

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

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

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Infant/Child Mortality Prevention (Water Safety)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Infant/Child Mortality Prevention (Water Safety) - Countywide	1	\$150,000.00

### Description of Services:

Orange County is seeking qualified nonprofit agencies, located in Orange County, to provide comprehensive water safety and drowning prevention services to Orange County infants and children, and their families. Programming shall include water survival and basic swimming skills, as well as a strong education and prevention component.

Applicant agencies must be able to demonstrate a history of successfully providing services outlined in this RFP. Access to a pool appropriate for beginner-level water survival and swimming is required. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to, the Agency location in a designated geographical area, client's home, school and community settings, etc.

### Program Model:

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

- Provide age and developmentally appropriate water survival and basic swimming skills to vulnerable children, including lessons on water safety and risk awareness.
- Educate parents, caregivers, and families about drowning risks and prevention to include supervision, barriers, emergency preparedness, water safety strategies, etc.
- Provide initial and ongoing assessment of the child's progress through development of competencies and established swim levels.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families. Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

**Eligibility Minimum Requirements and Agency Responsibilities:**

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

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at a minimum, swimming and/or water safety instructor certification, training in water rescue, valid Child and Baby First Aid/CRP/AED certification, and two years of experience.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole) or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, according to Orange County policies and procedures.

**Location:**

- Program services can be provided at various locations throughout Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.

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

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

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

- Family Support
- Mental and Physical Health

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or group.

- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.



## Life Skills Training and Development for Dependent Youth (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Life Skills Training and Development for Dependent Youth (CSF)	1	\$100,000.00

### Description of Services:

Orange County is seeking qualified nonprofit agencies, located in Orange County, to provide year-round Life Skills Training and Development for Dependent Youth ages 18-23 (up to age 25 for individuals with disabilities) who are transitioning out of the foster care system. Programming may be provided in an individual and/or group setting and should focus on basic skills needed for successful transition into independent living. Services may be provided in an individual or group setting and may include, but are not limited to, antisocial behavior, anger management, problem-solving, functional social skills, communication skills, interpersonal relationships, substance abuse/addiction education, financial literacy, time management, nutrition education, self-care, daily living and employability skills.

Applicant agencies must have a mission that includes the navigation and provision of services to dependent youth involved in the foster care system and must be able to demonstrate a history of successfully providing services outlined in this RFP.

### Program Model:

Life Skills Training and Development for Dependent 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 proficiently, attain and maintain employment, and achieve self-sufficiency.
- Development of life/social skills to make positive lifestyle and behavioral choices in order to achieve goals during the integration period.
- Assist participants in navigating essential life functions necessary to achieving stability and overall wellbeing.
- Programming should focus on developmental and social determinants of wellness important for emerging adults.
- 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 demonstrate the capacity to provide Life Skills Training and Development for Dependent Youth throughout Orange County.
- 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 to such services should be initiated and effectuated by the Agency.

### **Personnel:**

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

**Location:**

- Program services may be conducted at various locations throughout Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.

**Reporting and Monitoring:**

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

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Parenting (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Parenting – Sector 3	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 Parenting 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 Parenting program goals.

### Program Model:

The Parenting 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 3– 32808; 32810; 32811 and 32818
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency’s direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency’s program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency’s staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

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

- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support Services
- Mental Health and Physical Health

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.



## Physical Health Program for Youth (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Physical Health Program for Youth – Sector 1	1	\$75,000.00
Physical Health Program for Youth – Sector 2	1	\$75,000.00
Physical Health Program for Youth – Sector 3	1	\$75,000.00
Physical Health Program for Youth – Sector 4	1	\$75,000.00
Physical Health Program for Youth – Sector 5	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Physical Health Program for Youth is to advocate and encourage the adoption of healthy lifestyle behaviors through dynamic, creative and data driven interventions that promote physical activity and socialization and support the social, emotional and mental health of its youth participants. The program shall provide programming with a proven link between the program components and positive health outcomes. Programming may be provided independently or in conjunction with other established programming throughout the community. The program should include evidenced-based services that meet the needs of each client to achieve the Physical Health Program for Youth program goals.

### Program Model:

The Physical Health Program 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 evidence based services that promote physical wellbeing in youth participants and their families. Provide ongoing case management services to participants encouraging nutritional intervention services.
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Provide nutritional planning services aimed at improving the dietary habits of program participants.
- Implement evidence-based practices supported by research and evaluation.
- Provide hands-on activities to educate families on implementing practices for making healthy meal options (i.e., cooking demonstrations, recipe sharing, grocery shopping trip planning, etc.)
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid)

**Eligibility Minimum Requirements and Agency Responsibilities:**

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

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
  - The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- The Agency may utilize a facility of their choice located in the Targeted Community Initiative Sector 1 – zip code: 32703, Sector 2 - zip codes: 32801, 32805, Sector 3 - zip codes: 32808, 32810, 32811, 32818, Sector 4 - zip code: 32822, and Sector 5 - zip code: 32839. If the Agency's location is not in the Targeted Community Initiative Sector, the Agency is responsible for ensuring that program participants have access to the program location.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- 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.

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Reading/Math Coaches (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Reading/Math Coaches - Sector 3 Small/Mid Agency	1	\$75,000.00
Reading/Math Coaches - Sector 4 Small/Mid Agency	1	\$75,000.00

### Description of Services:

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

### Program Model:

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

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

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

**Eligibility Minimum Requirements and Agency Responsibilities:**

- Funding will be awarded to a Small/Mid Agencies defined as having annual revenue less than one million, \$1,000,000 to provide services to the Targeted Community Initiative Sectors
- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 3-32808,32810, 32811, 32818 and Sector 4 – 32822.
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

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

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

**Location:**

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- 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 group.

- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.



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

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP – Life Skills Training and Development for Youth (CSF)	4	\$50,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Small Scale CRP - Life Skills and Development for Youth 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:**

- Funding will be awarded to a Small Agency defined as having annual revenue of three hundred thousand (\$300,000) or less.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- Program services may be conducted at various locations throughout Orange County.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.

- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

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

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

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming 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 any academic subject area. The program shall have an emphasis on high-yield learning activities that promote academic skills such as reading, writing, math, English language proficiency, and problem-solving.

### Program Model:

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

- Provide instruction delivered individually or in a small group setting, with ongoing feedback based on the need of the participant.
- Provide programming designed to reinforce and complement the regular academic program of participating students.
- Promote and emphasize the skills necessary to succeed in life (i.e., organization, time management, problem-solving, etc.).
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- 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 a Small Agency defined as having annual revenue of three hundred thousand (\$300,000) or less.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- Program services may be provided at various locations throughout Orange County.
- Agencies that provide school-based services must also provide services within the Orange County community.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Small Scale CRP Youth Mentoring Program (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP – Youth Mentoring Programming for Youth	3	\$50,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the 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 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:

- Funding will be awarded to a Small Agency defined as having annual revenue of three hundred thousand (\$300,000) or less.
- The Agency must begin providing direct program services within three (3) months of contract execution.

- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- Program services may be provided at various locations throughout Orange County.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

## Performance Measure – Focus Area(s):

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Standardized Testing Preparation (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Standardized Testing Preparation - Countywide	1	\$150,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Standardized Testing Preparation 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 students 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 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 participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Preference shall be given to all referrals received from Orange County's Citizens' Commission for Children funded programs (i.e. NCF).
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACES) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- Program services can be provided at various locations throughout Orange County.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

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

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

### Description of Services:

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

### Program Model:

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

- Participate in a community-level strategy to address substance abuse challenges among youth and families.
- Consistent, ongoing, objective assessment and case management services.
- Develop Individualized Responsibility Plans for individuals and families.
- Communicate frequently with teachers, families, and staff about the specific needs, and progress of clients served.
- Collaborate with families in the development of Case Management Plans to address substance abuse issues.
- Provide culturally competent services designed to guide clients toward changed behaviors.
- The Agency’s program staff shall attend Positive and Adverse Childhood Experiences (PACES) training, and any other trainings required by Orange County.
- Utilize Trauma-informed care and Mental Health Fist Aid techniques that promote a culture of safety, empowerment, and healing.
- Participate in a coordinated, community-level strategy to address issues among target populations.
- Provide trauma-informed parent support appropriate for the age and developmental level(s) of child(ren)

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

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

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

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

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

### **Personnel:**

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

**Location:**

- Program services must be provided at various locations throughout Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.



## Supportive Services for Children of Incarcerated Parents (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Supportive Services for Children of Incarcerated Parents – East	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 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 must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

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

- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.

**Reporting and Monitoring:**

- The Agency shall provide the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- 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
- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Supportive Services for Dependent Youth (CSF)

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Funding Objective	# of Awards	Maximum Funding Per Proposal
Supportive Services for Dependent Youth	1	\$100,000.00

### Description of Services:

Orange County is seeking qualified nonprofit agencies, located in Orange County, to provide year-round Supportive Services for Dependent Youth within Orange County, FL. The goal of the program is to provide supportive services to individuals between the ages of 18 and 23 (up to age 25 for individuals with disabilities) who are transitioning out of the foster care system. Services may include, but are not limited to, case management, mental health counseling, housing assistance, job training and placement, educational assistance, and other wraparound services. These services are designed to help individuals gain independence and resources needed to become self-sufficient and promote positive social-emotional well-being and quality of life.

Applicant Agencies must have a mission that includes the navigation and provision of services to dependent youth involved in the foster care system and must be able to demonstrate a history of successfully providing services outlined in this RFP.

### Program Model:

The Supportive Services for Dependent 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 comprehensive case management to participants to enable healthy functioning and strengthen resilience.
- The Program will provide assistance in improving stability and self-sufficiency through gainful employment, enrolling in education or job training, counseling, and securing stable housing.
- Participate in a coordinated, community-level strategy that addresses issues among dependent youth populations.
- 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 continuum of 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 and other innovative approaches with strong outcomes and evaluation plans.

**Eligibility Minimum Requirements and Agency Responsibilities:**

- The Agency must demonstrate the capacity to provide Supportive Services throughout Orange County.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

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

- Agencies that provide school-based services must also provide services within the Orange County community.

### **Reporting and Monitoring:**

- The Agency shall provide the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- 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:

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Teen Pregnancy Prevention (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Teen Pregnancy Prevention - East	1	\$75,000.00

### Description of Services:

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

### Program Model:

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

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

### Eligibility Minimum Requirements and Agency Responsibilities:

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



**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- The Agency may utilize a facility of their choice located within the designated geographical area 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.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.

## Reporting and Monitoring:

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

## Performance Measure – Focus Area(s):

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Youth Offender Re-entry Programming (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Youth Offender Re-entry Programming	1	\$150,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round re-entry services within Orange County for justice-involved youth up to age 22. The goal of Youth Offender Re-Entry Programming is to reduce recidivism among youth returning to their communities following confinement and/or residential placement through comprehensive reentry planning, and individualized pre- and post-release services such as education and literacy support, life skills, work readiness, job training and placement, medical and/or behavioral health care, substance abuse treatment, counseling, mentoring, legal assistance, etc. Programming should include a culturally competent, comprehensive case management component to ensure successful linkage to wraparound services to reduce or eliminate barriers to successful reentry.

Applicant Agencies must be able to demonstrate a history of successfully providing services outlined in this RFP. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to assessment and/or detention centers, residential settings, school, and community settings, etc.

### Program Model:

The Youth Offender Re-entry Programming 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:

- Identify and address the criminogenic and non-criminogenic risk factors for reoffending and provide comprehensive pre-release and post-release services/activities.
- Develop and implement comprehensive reentry plans, to include case management as well as identification and coordination of appropriate services as youth return to their communities following confinement.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families. Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and Mental Health First Aid).

**Eligibility Minimum Requirements and Agency Responsibilities:**

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

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- The Agency may utilize a facility of their choice located within Orange County. Services may also be provided in a variety of settings to include, but not be limited to: assessment and/or

detention centers, residential settings, school and community settings, virtual, etc.

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

### **Reporting and Monitoring:**

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

### **Performance Measures – Focus Area(s):**

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

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

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### Innovation Programming for Youth

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Innovation Programming for Youth- Commission District 2	1	\$100,000.00
Innovation Programming for Youth- Commission District 3	1	\$100,000.00
Innovation Programming for Youth- Commission District 4	1	\$100,000.00
Innovation Programming for Youth- Commission District 5	1	\$100,000.00
Innovation Programming for Youth- Commission District 6	1	\$100,000.00

**Note:** Funding objectives are designated to **Orange County Commission Districts** and not sectors, please refer to **Table 5: District Map**

#### 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 encourages 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:**

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

**Client Retention and Recruitment:**

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

**Personnel:**

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



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

**Location:**

- The Agency may utilize a facility of their choice located within the designated County District.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- 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, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

- Varies based on Program Design

**Unit of Service:**

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

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

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## **Appendix #3: Traditional CRP (TCRP) Scopes of Service**

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

## Case Management Position in Support of the Bithlo/Christmas NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Case Management Position in Support of the Bithlo/Christmas NCF	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Case Management Position in Support of the Bithlo/Christmas program is to provide culturally competent, comprehensive case management services to the residents of the Bithlo community 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 enrollment 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 program goals.

### Program Model:

The Case Management in Support of the Bithlo/Christmas (TCRP) 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:

- 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.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities:

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

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- Programming will take place at the Bithlo Neighborhood Center for Families located at 18510 Madison Ave, Orlando, FL 32820.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- 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:

- Mental & Physical Health
- Family Support Services

### **Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Case Management Position in Support of Winter Park NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Case Management Position in Support of Winter Park NCF	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round case management services within Orange County, FL. The goal of the Case Management Position in Support of Winter Park program is to provide culturally competent, comprehensive case management services to the residents of the Winter Park community 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 program goals.

### Program Model:

The Case Management 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:

- 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.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities:

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

**Client Retention and Recruitment:**

- Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals to maintain a continuum of services for program participants.
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

**Personnel:**

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

**Location:**

- Programming will take place at the Winter Park Neighborhood Center for Families located at 901 West Webster Avenue, Winter Park, FL 32789.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- 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:

- Mental & Physical Health
- Family Support Services

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Employment & Job Readiness Position in Support of Engelwood NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Employment & Job Readiness Position in Support of Engelwood NCF	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Engelwood community and surrounding areas. The goal of Employment & Job Readiness Position in Support of Engelwood NCF is to provide year-round, job search counseling services to Orange County residents age 18 and older, who are unemployed or under-employed. The staff position will be available five (5) days per week, Monday through Friday. Referrals will come primarily from Orange County's Neighborhood Center for Families (NCF) but may also come from a variety of sources based on community outreach to include, but limited to, school administrators, churches, neighborhood associations, day care centers, community mental health agencies, and other NCF partners. The program shall provide participants with comprehensive case management to enable them to become job ready and/or employed. Programming may be provided independently or in conjunction with other established programming throughout the community.

### Program Model:

The Employment & Job Readiness Position in Support of Engelwood NCF service model shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide assistance to program participants in searching for and/or securing permanent employment opportunities through individual job development, referral to job listing resources, and the development of individual career service plans and, if applicable, the pursuit of further education.
- Participate in collecting and analyzing information about program participants through records, tests, interviews, and professional sources, to appraise their interest, aptitudes, abilities, and personality characteristics for vocational and career planning.
- Provide evidence-based reemployment services to assist residents on unemployment insurance, to obtain employment.
- Provide services that are geared towards boosting residents' employability and earnings and are tailored to local economies.
- Identify local training opportunities which can help bridge residents' skills gap as they build a bridge from their last employment to their next position.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

**Eligibility Minimum Requirements and Agency Responsibility:**

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

**Client Retention and Recruitment**

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

**Personnel:**

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

**Location:**

- Programming will take place at the Engelwood Neighborhood Center for Families located at 5985 La Costa Drive, Orlando, Florida, 32807.

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

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Employment Training for Disabled Adults (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Employment Training for Disabled Adults	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Employment Training for Disabled Adults - program is to provide employment training services for developmentally disabled Orange County residents, 18 years and older. Program participants may be referred to programs by Vocational Rehabilitation (VR), Agency for Persons with Disabilities, other agencies, or by self-referral. The program shall have an emphasis on increasing independence, knowledge, and safety of developmentally disabled individuals by providing training in job skills needed to prepare and place participants in gainful employment in the mainstream workforce. The program should include evidenced-based services that meet the needs of each client to achieve the program goals.

### Program Model:

The Employment Training for Disabled Adults 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 employment training to disabled individuals based on the demand for job skills necessary to partnering employers and job placement locations. Provide services in a structured manner that engages youth and encourages positive social interactions.
- Provide programming to encourage leadership and social responsibility in youth. Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation.

### Eligibility Minimum Requirements and Agency Responsibilities:

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

### Client Retention and Recruitment:

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

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

**Personnel:**

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

**Location:**

- The Agency may utilize a facility of their choice located in Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program

services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.

- 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.

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.



## ESOL Instructional Position in Support of Oak Ridge NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
English for Speakers of Other Languages (ESOL) Instructional Position in Support of Oak Ridge NCF	1	\$60,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the English for Speakers of Other Languages (ESOL) Instructional Position in Support of the Oak Ridge NCF program is to provide comprehensive instruction for Orange County residents whose first language is not English. The program shall provide instruction to help participants acquire necessary language skills to enable them to speak, read, write and converse in English. Skills will also enhance effective communication and intercultural relationships. The program should include evidenced-based services that meet the needs of each client to achieve the program goals.

### Program Model:

The English for Speakers of Other Languages (ESOL) in 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 services in a structured manner that engages and encourages positive social interactions.
- Assess participants' linguistic needs for placement in the program at appropriate level of learning.
- Survey participants' expectations/goals at the beginning of each new cycle/module (or new class attendance) and develop appropriate curriculum.
- Actively engaging participants' by running a dynamic and student-centered classroom.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation.

### Eligibility Minimum Requirements and Agency Responsibilities:

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

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- Programming will take place at the Oak Ridge Neighborhood Center for Families located at 150 Amidon Ln. Orlando, FL 32809.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Family Counseling Position in Support of Bithlo/Christmas NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Family Counseling Position in Support of Bithlo/Christmas NCF	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Family Counseling Position in Support of Bithlo/Christmas NCF (TCRP) program is to provide counseling to uninsured 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 shall have an emphasis on prevention and delivery of family counseling services enabling program participants to achieve healthy functioning. The program should include evidenced-based services that meet the needs of each client to achieve the program goals.

### Program Model:

The Family Counseling 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 counseling services to individuals and groups, assisting them with mental health issues and behavior 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.
- Provide services in a structured manner that engages and encourages positive social interactions.
- This position will provide counseling services to multiple populations in a variety of settings, utilizing early prevention and intervention focus. Provide programming to encourage leadership and social responsibility.
- Perform psychosocial assessments through interviewing clients, family, and others, and reviewing records.
- Perform ongoing monitoring of the condition of clients to evaluate the success of therapy, track progress and adapt participation plans, as required.
- 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 evaluations plans.

**Eligibility Minimum Requirements and Agency Responsibilities:**

- The Agency shall provide Family Counseling to uninsured individuals and their families in Support of Bithlo NCF.
- 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.
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

**Personnel:**

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

**Location:**

- The programming will take place at the Bithlo Neighborhood Center for Families located at 18510 Madison Ave. Orlando, FL 32820.

- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Family Counseling Position in Support of Ivey Lane NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Family Counseling Position in Support of Ivey Lane NCF	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Family Counseling program is to provide counseling to uninsured 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 shall have an emphasis on prevention and delivery of family counseling services enabling program participants to achieve healthy functioning. The program should include evidenced-based services that meet the needs of each client to achieve the program goals.

### Program Model:

The Family Counseling Position in Support of Ivey Lane 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 counseling services to individuals and groups, assisting them with mental health issues and behavior 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.
- Provide services in a structured manner that engages and encourages positive social interactions.
- This position will provide counseling services to multiple populations in a variety of settings, utilizing early prevention and intervention focus. Provide programming to encourage leadership and social responsibility.
- Perform psychosocial assessments through interviewing clients, family, and others, and reviewing records.
- Perform ongoing monitoring of the condition of clients to evaluate the success of therapy, track progress and adapt participation plans, as required.
- 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 evaluations plans.



**Eligibility Minimum Requirements and Agency Responsibilities:**

- The Agency shall provide Family Counseling to uninsured individuals and their families in Support of Ivey Lane NCF.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- Programming will take place at the Ivey Lane Neighborhood Center for Families located at 5151-C Raleigh St. Orlando, FL 32811.

- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Family Counseling Position in Support of West Orange NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Family Counseling Position in Support of West Orange NCF	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Family Counseling program is to provide counseling to uninsured 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 shall have an emphasis on prevention and delivery of family counseling services enabling program participants to achieve healthy functioning. The program should include evidenced-based services that meet the needs of each client to achieve the program goals.

### Program Model:

The Family Counseling Position in Support of West Orange NCF 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 counseling services to individuals and groups, assisting them with mental health issues and behavior 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.
- Provide services in a structured manner that engages youth and encourages positive social interactions.
- This position will provide counseling services to multiple populations in a variety of settings, utilizing early prevention and intervention focus. Provide programming to encourage leadership and social responsibility in youth.
- Perform psychosocial assessments through interviewing clients, family and others, and reviewing records.
- Perform ongoing monitoring of the condition of clients to evaluate the success of therapy, track progress and adapt participation plans, as required.
- 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 shall provide Family Counseling to uninsured individuals and their families in Support of West Orange NCF.
- 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 to such services should be initiated and effectuated by the Agency.

**Personnel:**

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

**Location:**

- Programming will take place at the West Orange Neighborhood Center for Families located at 303 Southwest Crown Point Rd. Orlando, FL 34787
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Health, Recreational, and Support Programming for Seniors – East Orange County (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Health, Recreational, and Support Programming for Seniors – East Orange County	1	\$100,000.00

### Description of Services:

The Orange County Citizens' Commission for Children is seeking a qualified nonprofit Agency, in Orange County, to provide services for seniors, 55 years of age and older. The program component shall have an emphasis on socialization, special events, creative learning activities, exercise, and games. Programming may include field trips as approved by Orange County. This funding can also support health screenings and nutritional counseling. Special events may require flexible hours.

### Program Model:

The Health, Recreational, and Support Programming for Seniors – East Orange County service model shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide engaging, mentally stimulating activities to include, but not be limited to, board games, congregate meals, and movie/shopping days.
- Provide exposure to cultural and other special events.
- Provide learning activities (i.e., quilting, ceramics, knitting, arts & crafts, dance classes).
- Preference shall be given to all referrals received from Orange County's Neighborhood Center for Families.
- Coordinate nutritional counseling and health screenings/awareness for participants.
- Facilitate safe, group exercise activities designed specifically for seniors to promote active living.
- Provide the County with a monthly activity schedule one month before the activities take place.
- Implement evidenced based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Eligibility Minimum Requirements and Agency Responsibilities:

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



**Client Retention and Recruitment:**

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

**Personnel:**

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

**Location:**

- Programming will take place at the **East Orange Community Center**, 12050 East Colonial Drive, Orlando, Florida 32826. Services will be accessible to seniors, for a minimum of four (4) days per week, between the hours of 9:30 a.m. and 5:00 p.m., excluding holidays and weekends.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support Services – Senior 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.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Life Skills Training & Development for Adult Offenders (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Life Skills Training & Development for Adult Offenders	1	\$50,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Life Skills Training & Development for Adult Offenders - Orange County program is to provide life skills classes and training services for adults, currently or formerly, incarcerated to help them successfully re-enter society, and enable them to become responsible members in the community. The program shall also 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, job training, and transitional housing. The program should include evidenced-based services that meet the needs of each client to achieve the Life Skills Training & Development for Offenders - Orange County program goals.

### Program Model:

The Life Skills Training & Development for Adult Offenders - Orange County 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 participants and encourages positive social interactions.
- Assist participants with goal setting in preparation for release to reintegrate into society.
- Provide programming to encourage leadership and social responsibility.
- Assist participants with skills to make positive lifestyle and behavioral changes in order to build healthy relationships and achieve goals during the reintegration period.
- 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's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- The Agency may utilize a facility of their choice located within Orange County. Services may also be provided in a variety of settings to include, but not be limited to: assessment and/or detention centers, residential settings, school and community settings, virtual, etc.

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

### **Reporting and Monitoring:**

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

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

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

- Family Support 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.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Services for Disabled Youth and Their Families (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Services for Disabled Youth and Their Families	1	\$50,000.00

### Description of Services:

The Orange County Citizens' Commission for Children is seeking a qualified nonprofit Agency, in Orange County, to provide services to developmentally disabled youth and their families to include, but not be limited to, therapeutic support services, respite care for families, etc. According to the CDC, "developmental disabilities are a group of conditions due to an impairment in physical, learning, language, or behavior areas."

Applicant agencies must be able to demonstrate a history of successfully providing services outlined in this RFP. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to, client's home, school and community settings, etc.

### Program Model:

The Services for Disabled Youth and Their Families 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 therapeutic support services to children with developmental disabilities, their siblings, and their parents/guardians.
- Provide or assist with respite services for the families of children with developmental disabilities.
- Provide training in social skill development for children with developmental disabilities/delays and their families in group settings.
- 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 continuum of services to youth and their families.
- The Agency 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.

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

**Eligibility Minimum Requirements and Agency Responsibilities:**

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

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.



**Location:**

- The Agency may utilize a facility of their choice located within Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

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

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

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Small Scale CRP Case Management in Support of Apopka/Zellwood NCF program is to provide year-round, culturally competent, comprehensive case management services to the residents of the Apopka/Zellwood community to enable them to become self-sufficient. 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 Apopka/Zellwood NCF program goals.

### Program Model:

The Small Scale CRP Case Management in Support of Apopka/Zellwood NCF 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 participants.
- 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:

- Funding will be awarded to a Small Agency defined as having annual revenue of three hundred thousand (\$300,000) or less.

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

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

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

#### **Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACES) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

#### **Location:**

- Programming will take place at the Apopka Neighborhood Center for Families located at 6565 Willow St., Zellwood, FL 32798.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Small Scale CRP Case Management in Support of Ivey Lane NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Case Management in Support of Ivey Lane NCF	1	\$50,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Small Scale CRP Case Management in Support of Ivey Lane NCF program is to provide year-round, culturally competent, comprehensive case management services to the residents of the Ivey Lane community to enable them to become self-sufficient. 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 Ivey Lane NCF program goals.

### Program Model:

The Small Scale CRP Case Management in Support of Ivey Lane NCF 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 participants.
- 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:

- Funding will be awarded to a Small Agency defined as having annual revenue of three hundred thousand (\$300,000) or less.
- The Agency must begin providing direct program services within three (3) months of contract execution.

- The Agency must be fiscally sound and capable of managing the proposed program.

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- Programming will take place at the Ivey Lane Neighborhood Center for Families located at 5151-C Raleigh St., Orlando, FL 32811
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.



## Small Scale CRP Case Management in Support of Pine Hills NCF (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Case Management in Support of Pine Hills NCF	1	\$50,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Small Scale CRP Case Management in Support of Pine Hills NCF program is to provide year-round, culturally competent, comprehensive case management services to the residents of the Pine Hills community to enable them to become self-sufficient. 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 Pine Hills NCF program goals.

### Program Model:

The Small Scale CRP Case Management in Support of Pine Hills NCF 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:

- Funding will be awarded to a Small Agency defined as having annual revenue of three hundred thousand (\$300,000) or less.

- 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 to such services should be initiated and effectuated by the Agency.

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- Programming will take place at the Pine Hills Neighborhood Center for Families located at 2000 Beecher St. Orlando, FL 32808
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

**February 28, 2024**

**ADDENDUM #1  
BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA**

**CITIZENS' REVIEW PANEL (CRP) FUND DISTRIBUTION PROCESS- SPRING 2024**

This Addendum is hereby incorporated into the CRP Process Information Packet of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~strikethrough~~.

- A.** The Scope of Services, Supportive Counseling for At Risk Youth (TCRP) is deleted and replaced in its entirety by Scope of Services, Supportive Counseling for At Risk Youth (TCRP) Revised.

**PER ADDENDUM #1, THIS SCOPE HAS BEEN DELETED AND REPLACED IN ITS ENTIRETY  
WITH THE SCOPE ON PAGE 142A**

**Supportive Counseling for At Risk Youth (TCRP)**

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<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Supportive Counseling for At Risk Youth	1	\$75,000.00

**Description of Services:**

~~Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Supportive Counseling for Children and their Families with Special Needs—Orange County program is to provide supportive counseling services for children with developmental disabilities/delays, their siblings, and their parents/guardians to gain coping skills to improve and increase healthy parenting and family functioning. The program shall provide comprehensive counseling to children with developmental disabilities/delays, their siblings and their parents/guardians. The program should include evidenced-based services that meet the needs of each client to achieve the Supportive Counseling for Children and their Families with Special Needs—Orange County (TCRP) program goals.~~

**Program Model:**

~~The Supportive Counseling for Children and their Families with Special Needs—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:~~

- ~~• Provide training in social skill development for children with developmental disability/delays and their families in group settings. Provide services in a structured manner that engages youth and encourage positive social interactions.~~
- ~~• 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. Provide programming to encourage leadership and social responsibility in youth.~~
- ~~• 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 continuum of services to y~~
- ~~• Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).~~

**PER ADDENDUM #1, THIS SCOPE HAS BEEN DELETED AND REPLACED IN ITS ENTIRETY  
WITH THE SCOPE ON PAGE 142A**

- ~~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 to such services should be initiated and effectuated by the Agency.~~

**Personnel:**

- ~~The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.~~
- ~~The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.~~
- ~~The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.~~
- ~~The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.~~
- ~~The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.~~
- ~~The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.~~
- ~~If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.~~

**Location:**

**PER ADDENDUM #1, THIS SCOPE HAS BEEN DELETED AND REPLACED IN ITS ENTIRETY  
WITH THE SCOPE ON PAGE 142A**

- ~~• The Agency may utilize a facility of choice located in Orange County.~~
- ~~• Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.~~
- ~~• The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.~~
- ~~• If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.~~
- ~~• Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.~~
- ~~• Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.~~
- ~~• If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.~~

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

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

- ~~• 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 group.~~
- ~~• 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.~~

**PER ADDENDUM #1, THIS SCOPE HAS BEEN DELETED AND REPLACED IN ITS ENTIRETY  
WITH THE SCOPE ON PAGE 142A**

~~If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.~~



## Supportive Counseling for At Risk Youth (TCRP) - REVISED

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Supportive Counseling for At- Risk Youth	1	\$75,000.00

### Description of Services:

Orange County is seeking qualified nonprofit agencies to provide year-round Supportive Counseling for At-Risk Youth within Orange County, FL. The program is to provide supportive counseling services for at-risk youth and their families. The program shall include but not be limited to, persons who identify as LGBTQ+, at-risk of becoming a runaway or displaced youth, who is currently or has previously experienced bullying. The goal of the program is to promote positive behaviors, increase academic success, reduce involvement in delinquent or destructive behaviors, prevention, and reduction of delinquent recidivism.

### Program Model:

The Supportive Counseling for At-Risk 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 counseling services to individuals and groups, assisting them with mental health issues and behavior modification to overcome issues with family, suicide, stress management, problems with self-esteem, and issues associated with and mental and emotional health.
- This position will provide counseling services to multiple populations in a variety of settings, utilizing early prevention and intervention focus.
- Provide programming to encourage leadership and social responsibility.
- Perform psychosocial assessments through interviewing clients, family, and others, and reviewing records.
- 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.
- 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 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 to such services should be initiated and effectuated by the Agency.

**Personnel:**

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

- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- The Agency may utilize a facility of choice located in Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- 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 group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Supportive Counseling for Children and their Families with Special Needs (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Supportive Counseling for Children and their Families with Special Needs	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Supportive Counseling for Children and their Families with Special Needs - Orange County (TCRP) program is to provide supportive counseling services for children with developmental disabilities/delays, their siblings, and their parents/guardians to gain coping skills to improve and increase healthy parenting and family functioning. The program shall provide comprehensive counseling to children with developmental disabilities/delays, their siblings and their parents/guardians. The program should include evidenced-based services that meet the needs of each client to achieve the Supportive Counseling for Children and their Families with Special Needs - Orange County (TCRP) program goals.

### Program Model:

The Supportive Counseling for Children and their Families with Special Needs - 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:

- Provide training in social skill development for children with developmental disability/delays and their families in group settings. Provide services in a structured manner that engages youth and encourages positive social interactions.
- 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. Provide programming to encourage leadership and social responsibility in youth.
- 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 continuum of services to y
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

**Eligibility Minimum Requirements and Agency Responsibilities:**

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

**Client Retention and Recruitment:**

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

**Personnel:**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$.655 per mile, pursuant to Orange County policies and procedures.

**Location:**

- The Agency may utilize a facility of their choice located within Orange County.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Family Support 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.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## **Appendix #4: Scope of Services (Citizens Safety Task Force Funding)**

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The following pages contain the Scopes of Services for each funding objective related to the Citizens Safety Task Force Funding, including detailed descriptions of Orange County's minimally expected services for each funded program. RFPs are open to provide services countywide unless otherwise noted.



## Community-Based After school Programming in Support of the Oak Ridge NCF (CSTF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Community-Based After School Programming in Support of the Oak Ridge NCF	1	\$100,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round Community-Based After School programming within Orange County, FL. Programming shall be available immediately upon school dismissal, and shall conclude no earlier than 6:00 p.m., Monday through Friday while school is in session, in accordance with Orange County Public Schools Calendar. Additionally, programming shall have a summer component offered for at least eight (8) weeks during summer vacation. Program 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, recreation, drug and violence prevention, etc.

### Program Model:

Community-Based After 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 supervision, safety, and high-yield learning activities for academic enrichment.
- Deliver programming that incorporates activities to foster parental involvement with their child (ren).
- 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.
- Assist participants with skills to make positive lifestyle and behavioral choices in order to build healthy relationships and achieve goals.
- Participate in a coordinated, community-level strategy to address issues among the identified youth populations.
- Develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services.

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

**Eligibility Minimum Requirements and Agency Responsibilities:**

- The Agency shall provide services within Orange County’s Oak Ridge community (32809 and 32839).
- 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:**

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

**Personnel:**

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

**Location:**

- The Agency may utilize a facility of their choice located in and serving the Oak Ridge Community (32809 and 32839).
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- 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 and Physical Health

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

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Credible Messenger Crisis Response Program (CSTF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Credible Messenger – Crisis Response Program (CSTF)	1	\$50,000.00

**Please Note: Application is limited to Respondents who have completed the Orange County Credible Messenger Mentoring Movement (CM3) Training and received certification prior to the submission of the application. Currently funded Credible Messengers are not eligible to apply.**

### Description of Services:

Orange County is seeking qualified nonprofit agencies with certified CM3 Credible Messengers to deliver community crisis response programming within Orange County. The goal of the Credible Messenger – Crisis Response Program is to serve as a violence interrupter by connecting with victims of violence, their families, and the community immediately following an event of violence, in an effort to reduce the incidence of retaliation and additional violence.

Direct services are to be provided by certified Credible Messengers who have established rapport in communities with the highest incidence of violence and are able to approach victims and/or their families immediately following an incident - when they are most likely to be thinking about changing the behaviors/lifestyle that led to the incident, or contemplating retaliation. Crisis response efforts should also include the surrounding communities, and should include offering support and connection to resources such as grief and trauma counseling, healthy coping strategies, legal resources, financial and educational support, housing, etc.

### Program Model:

Crisis Response 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:

- Engage with victims, families, and/or community members to offer support and resources needed to assist with trauma and recovery.
- Respond to shooting scenes, hospitals, homes, and community locations to mediate active conflicts and reduce retaliation and other modes of violence from occurring.
- Promote positive social-emotional well-being and life skills to navigate conflict through self-reflection, being respectful of others, empathy and gaining an understanding of how harm affects them and others.
- Assist participants with skills to make positive lifestyle and behavioral changes in order to build healthy relationships and achieve goals.
- Participate in a coordinated, community-level strategy to address issues among the identified youth populations.

- Develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

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

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

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

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services for program participants.
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

#### **Personnel:**

- The Agency shall designate a Program Coordinator to serve as a liaison between the Agency and Orange County.
- The Agency's program staff shall be trained in the Orange County CM3 Training and be certified as a Credible Messenger. Staff shall follow through with additional training sessions and meetings as required by Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.

**Location:**

- The Agency may utilize a facility of their choice located within Orange County. Services may also be provided in a variety of settings to include, but not be limited to: assessment and/or detention centers, residential settings, school and community settings

**Reporting and Monitoring:**

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

**Unit of Service:**

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or group.
- 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.

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Family Support and Engagement Programming in Support of NCFs (CSTF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Family Support and Engagement Programming in Support of NCFs	1	\$55,000.00

### Description of Services:

Orange County Government is seeking a qualified nonprofit Agency to provide year-round Family Support and Engagement Programming in Support of the Neighborhood Centers for Families (NCFs). Programming will be provided at multiple NCFs on a rotating basis and will primarily assist youth and their families experiencing behavioral or emotional difficulties at home and/or school, a diagnosis that is not a developmental disability, or destructive behaviors that could cause self-harm or harm to others. Services should engage families and assist in navigating systems of care and/or providing linkages to services based on an assessment of family needs and barriers. Programming must include a culturally competent, comprehensive case management component to ensure successful linkage to services.

Applicant Agencies must be able to demonstrate a history of successfully providing services outlined in this RFP. Services will be provided by a qualified professional in a variety of settings to include, but not be limited to: designated NCFs, residential settings, school and community settings, etc.

### Program Model:

The Family Support and Engagement Programming (CSTF) service model shall be trauma-informed, and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Conduct comprehensive assessments and develop client-driven Family Goal Plans that clearly identify specific goals, objectives, and service needs.
- Assist families by providing support and developing tools for parent engagement in order to establish effective communication between home and school.
- Facilitate parenting support/strategy sessions addressing topics including, but not limited to: selecting appropriate behaviors to change, identifying ways to reward, consequence management, etc.
- Collaborate with stakeholders, such as academic partners, provider agencies, community organizations, and cross-system partners to support families.
- Provide strengths-based support, resources, advocacy, crisis intervention, and referrals to deeper resources, including, but not limited to: counseling, behavior analysis, psychological or psychiatric evaluations, mentoring, etc.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Trauma-Informed Care and 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:**

- 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.

**Client Retention and Recruitment:**

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

**Personnel:**

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



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

**Location:**

- The Agency will be required collaborate with and provide services, on a rotating basis, at the following locations:
  - Apopka/Zellwood NCF: 6565 Willow St., Zellwood, FL 32798
  - Engelwood NCF: 5985 La Costa Drive, Orlando, FL 32807
  - Ivey Lane NCF: 5151-C Raleigh St., Orlando, FL 32811
  - Oak Ridge NCF: 150 Amidon Lane, Orlando, FL 32809
  - Pine Hills NCF: 2000 Beecher St. Orlando, FL 32808
  - West Orange NCF: 303 SW Crown Point Rd, Winter Garden, FL 34787
- Prior to contract execution, the awarded Agency shall furnish facility agreement(s) 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 the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- 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 group.

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

If there is a conflict, inconsistency, or omission between the Proposal and the relevant Scope of Services (or Program requirements), the requirements of the relevant Scope of Services (or Program requirements) take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

## Appendix #5: Performance Measures Menu

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### Citizens' Commission for Children Performance Measures Menu

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

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

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

<b>Focus Area #1: Juvenile Prevention/ Diversion (JPD)</b>	
Agencies with service delivery methods and/or strategies (practice model) that includes services designed to prevent children from entering the juvenile justice system and/or reducing any further involvement of children currently in the juvenile justice system. These programs will include programs (i.e., Afterschool programs, Tutoring, Mentoring, and/or other prevention-based programming).	
<b>JPD1</b>	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher or will show an increase in their cumulative grade point average, from the first semester or previous year, if available.
<b>JPD2</b>	# and % of program participants with below average reading, math, and/or English scores will achieve an increase in scores as measured by CCC approved pre- post-tests and/or school records. (i.e. assessments, school grades).
<b>JPD3</b>	# and % of program participants who show improvement in school behavior where appropriate (i.e. case notes, surveys, level 3 and 4 disciplinary referrals, suspensions, school records) from the most recent school quarter report prior to program entry or previous year, if available.
<b>JPD4</b>	# and % of program participants who are not involved nor have repeat involvement/offenses with Department of Juvenile Justice (DJJ) system during the time of intervention.
<b>JPD5</b>	# and % of students who show improvement or maintain satisfactory school attendance (4 or less unexcused absences per semester), or students who were truant (5 or more unexcused absences within a calendar month or 15 unexcused absences within a 90-calendar day period) achieved a reduction in truancy form the first semester to the second semester.

<b>Focus Area #2: Mental and Physical Health (MPH)</b>	
Agencies with service delivery methods and/or strategies (practice model) that include services designed to deliver prevention and or intervention strategies for Mental Health, Physical Health or Wellness to children, families & seniors.	
<b>MPH1</b>	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher or will show an increase in their cumulative grade point average, from the first semester or previous year. (i.e. Report Cards, School Records)
<b>MPH2</b>	# and % of program participants who maintain stability if already stable or exhibit improvement (pre-assessment/post-assessment) in mental health (i.e. CFARS, parent-child relationship, Baker Act, CALF, Exceptional Student Education referrals, depression inventory, Patient Health Questionnaire-9).
<b>MPH3</b>	# and % of program participants who maintain positive health screenings and/or show improvement in physical health (i.e. timely immunizations, physical exams, dental check-ups Patient Health Questionnaire-9).
<b>MPH4</b>	# and % of program participants who shows increase (pre-assessment/post-assessment) in teen pregnancy prevention knowledge and awareness.
<b>MPH5</b>	# and % of program participants will demonstrate a 90% proficiency or higher on the post-test or will increase their knowledge and/or learned behaviors or personal safety as measured by standardized CCC approved pre- and post- test.
<b>MPH6</b>	# and % of individuals receiving school-based nursing services will be returned to class at least 50% of the visits.
<b>MPH7</b>	# and % of individuals receiving school entry physical exams and/or updated immunization records will officially enter school at the start of the following school year or within 14 days of the initial visit to the Nurse.
<b>MPH8</b>	# and % of program participants who show improvement/maintain prosocial behavior by a CCC approved instrument.
<b>MPH9</b>	# and % of program participants who remove or reduce health related risk factors through instructional presentation(s) as evidenced by an increase in score on the post-test or by return demonstration (observed behavior) for children under 5 years of age.
<b>MPH10</b>	# and % of students who show improvement or maintain satisfactory school attendance (4 or less unexcused absences per semester), or students who were truant (5 or more unexcused absences within a calendar month or 15 unexcused absences within a 90-calendar day period) achieved a reduction in truancy from the first semester to the second semester.

<b>Focus Area #3: Early Childhood Education &amp; Child Care (ECE)</b>	
Agencies with service delivery methods and/or strategies (practice model) designed to prepare children for school readiness.	
<b>ECE1</b>	# and % of program participants who show improvement in school readiness (pre-assessment/post-assessment)
<b>ECE2</b>	# and % of program participants enrolled in VPK or other education readiness programs.

<b>Focus Area #4: Childhood and Student Homelessness (CSH)</b>	
Agencies with service delivery methods and/or strategies (practice model) that include services designed to deliver prevention and or intervention strategies for homelessness.	
<b>CSH1</b>	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher or will show an increase in their cumulative grade point average, from the first semester or previous year.
<b>CSH2</b>	# and % of program participant families referred to housing programs and/or services that will reduce the likelihood of imminent risk of homelessness, loss of housing/homelessness or lockout through referrals to relevant social services and/or community linkages.
<b>CSH3</b>	# and % of program participants who are placed/maintain stable housing for at 3 months.
<b>CSH4</b>	# and % of program participants sixteen years of age or older, who have met the participation requirement, will obtain employment, enroll in a continuing educational or vocational program, or achieve a score of 90% on the post-test or demonstrate an increase from pre- to post- test.
<b>CSH5</b>	# and % of students who show improvement or maintain satisfactorily school attendance (4 or less unexcused absences per semester), or students who were truant (5 or more unexcused absences within a calendar month or 15 unexcused absences within a 90-calendar day period) achieved a reduction in truancy form the first semester to the second semester.

<b>Focus Area #5: Family Support Services / Senior Services (FSS)</b>	
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.	
<b>GENERAL SERVICES</b>	
<b>FSS1</b>	# and % of program participants will increase their knowledge of parenting by either achieving at least 90% on the post-test or demonstrating an increase from the pre-test using an instrument pre-approved by the CCC.
<b>FSS2</b>	# and % of program participants will increase their knowledge and/or learned behaviors of positive personal lifestyles as demonstrated by a 90% proficiency on the post-test or an increase from the pre-test as measured by a standardized, CCC approved instrument.
<b>FSS3</b>	# and % of program participants who show improvement/maintain knowledge of community resources and/or successful community linkages.
<b>FSS4</b>	# and % of program participants sixteen years of age or older, who have met the participation requirement, will obtain employment, enroll in a continuing educational or vocational program, or achieve a score of 90% on the post-test or demonstrate an increase from pre- to post- test (if post- test score was not a 90%).
<b>FSS5</b>	# and % of youth and/or adults participating in the literacy program will improve their individual literacy skills as demonstrated by a CCC approved standardized instrument.
<b>FSS6</b>	<b>FSS6</b> - # and % of individuals who receive medical, or nursing services will demonstrate maintained or improved health as evidenced by documentation.

<b>SENIOR SERVICES</b>	
<b>FSS7</b>	# and % who contribute 36 hours annually to volunteer for activities and/or organizations that serve the community.
<b>FSS8</b>	# and % who attend a minimum of 6 social activities per year.
<b>FSS9</b>	# and % who attend at least four educational presentations or programs to improve awareness and healthy functioning.
<b>FSS10</b>	# and % who attend the Arts and Crafts classes will demonstrate proficiency in the curriculum by the completion of at least six projects.
<b>FSS11</b>	# and % who attend at least 50% of the scheduled daily lunch programs for the year.
<b>FSS12</b>	# and % of program participants who maintain stability if already stable or exhibit improvement in physical health and quality of life.

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

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

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

### **Staffing Expenditures**

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

### **Occupancy Expenditures**

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

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

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

### **Operating/Programmatic Expenditures**

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

- **(I) Advertising:** Costs associated with advertising for the Agency.
- **(D) Communication:** All telephone and other related expenses.
- **Computer Expenses:** Expenses related to computer usage including internet, networking, upgrades, software support, and cost incurred for computer related supplies.
- **(D) Direct Assistance to Clients:** Direct assistance given to clients as it relates to the successful completion of program objectives. Approved expenditures include bus passes and testing materials/fees. All other expenditures budgeted under this item must be approved by the CCC.
- **Equipment Lease/Maintenance:** Periodic payment for use and maintenance of equipment.

- **(D) Food:** Food and Beverages purchased for consumption by program clients
- **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).
- **Office Expenses:** Consumable materials and supplies such as stationery, paper, pens, envelopes, and folders.
- **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:**
  - 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.
- **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.
- **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 20% or more of the Agency's budget will need to be explained in the funding proposal.





# FORM 1: Collaborative Partnership Proposal



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

NOTE: ATTACH ADDITIONAL PAGES AS NECESSARY.

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

\_\_\_\_\_

Name of Organization Participating in Collaborating Partnership:

\_\_\_\_\_

## COLLABORATIVE PARTNER INFORMATION

### 1. Agency's Mission/History

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Description of Services Collaborative Partner will Provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

**Agency Legal Name**

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

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