



# 2025

## ORANGE COUNTY CITIZENS' REVIEW PANEL FUND DISTRIBUTION PROCESS ADDENDUM #1

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

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 407.836.7610



**April 14, 2025**

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

**CITIZENS' REVIEW PANEL (CRP) FUND DISTRIBUTION PROCESS- SPRING 2025**

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~~.

This Addendum also reopens the solicitation process to allow for the inclusion of additional Requests for Proposals (RFPs) and to re-advertise previously issued RFPs that did not receive any qualified applicants. This action ensures that all eligible organizations have an opportunity to respond and that the County can secure qualified providers for the identified service areas.

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- A.** Table 1: RFP Process Timeline is deleted and replaced in its entirety by Table 1: RFP Process Timeline- REVISED
- B.** The Scope of Services, Youth Impacted by Violence Programming (CSF) is added.
- C.** The Scope of Services, Food Bank Distribution Programming (CSF) is added.
- D.** The Scope of Services, Small Scale CRP – Life Skills Training and Development for Youth – District 2 (CSF) is re-advertised.
- E.** The Scope of Services, Small Scale CRP Case Management in Support of Pine Hills NCF (TCRP) is readvertised.

## Section C: RFP Process Timeline -REVISED

**Table 1: RFP Process Timeline – REVISED** 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 grantfunds.

Table 1: RFP Process Timeline- REVISED	
<b>Fund Distribution Process Information Available to the public on <a href="http://www.orangecountyfl.net/crp">www.orangecountyfl.net/crp</a></b>	Monday, February 24, 2025
<b>Agency Training: Virtual Session</b> <i>(Pre-recorded Session)</i>	Monday, February 24, 2025 – Monday, April 7, 2025
<b>CRP Fund Distribution Virtual Question and Answer Session</b>  <b>Register for the session below:</b> <a href="https://rb.gy/fzv10e">https://rb.gy/fzv10e</a>	Thursday, March 6, 2025
<b>Deadline to Submit Notice of Intent to Apply</b> <i>(online application)</i>  <b>Innovation Program Submissions Due</b>	Monday, March 17, 2025
<b>Applicants will be informed of Notice of Intent Status</b> <b>Respondents will be informed to Proceed /</b> <b>Not Proceed with Innovation Program Application</b>	Monday, March 24, 2025
<b>Question Deadline</b>	Friday, March 21, 2025
<b>CRP Fund Distribution Virtual Question and Answer Session</b>  <b>Register for the session below:</b> <a href="https://rb.gy/4p90qt">https://rb.gy/4p90qt</a>	Tuesday, March 25, 2025
<b>Deadline to Submit Withdrawal Form</b> <i>(submit via email or fax)</i>	Monday, March 31, 2025
<b>Citizens' Review Panel Proposals Due</b> <i>(online application)</i>	Monday, April 7, 2025
<b>Fund Distribution Process Reopened for New and Previously Unapplied RFPs</b>	Monday, April 14, 2025
<b>CRP Fund Distribution Virtual Question and Answer Session</b>  <b>Register for the session below:</b> <a href="https://rb.gy/nddc3y">https://rb.gy/nddc3y</a>	Wednesday, April 23, 2025
<b>Deadline to Submit Notice of Intent to Apply for <u>New Applicants</u></b> <b>**Note: Applicants with an approved Notice of Intent for the Spring 2025 Fund Distribution Process are not required to resubmit.</b>  <i>(Online Application)</i>	Friday, April 25, 2025

**Table 1: RFP Process Timeline- REVISED**

<b>Citizens' Review Panel Proposals for Reopened Solicitation Due</b> <i>(Online Application)</i>	Monday, May 5, 2025
<b>Panel Review Sessions</b>	April 2025 – June 2025
<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 Task Force Programs</b>	To Be Determined
<b>Funding to begin for TCRP Programs</b>	Wednesday, October 1, 2025
<b>Funding to begin for CSF Programs</b>	Thursday, January 1, 2026

## Youth Impacted by Violence Programming (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Youth Impacted by Violence Programming (CSF)	6	\$75,000.00

### Description of Services

Violence and/or Domestic Violence not only impacts the individual who experiences it, but also has far reaching implications for children. The traumatic effects of witnessing or experiencing violence in any form for children can potentially include chronic illnesses such as diabetes and heart disease, mental health issues such as depression and anxiety, as well as behavioral problems. Further It can impact their ability to learn, harm their emotional maturity, damage relationships, and influence a child's capacity for sound reasoning and decision-making.

Orange County is seeking qualified nonprofit agencies with a primary mission of serving survivors of violence or domestic violence, and their families, to provide Programming for Youth Impacted by Violence within Orange County. This funding opportunity will support services for a one-year term. The goal of the program is to ease the impact of experienced trauma by offering opportunities for healing and building safe relationships with trusted adults. The respondents program design may include prevention and/or intervention components including, but not limited to:

- Development of healthy decision-making and leadership skills, positive peer and family relationships, and communication skills.
- Addressing risk factors for intimate partner violence perpetration
- Promotion of healthy, respectful, nonviolent relationships
- Anti-bullying programming
- Age-appropriate counseling and trauma therapy
- Educational supports
- Behavioral therapy
- Case management and advocacy
- Mentoring
- Supportive services
- Case management

The above components are not intended to be all-inclusive. Respondents may also propose an innovative approach or strategy based on understanding the unique needs of the identified population. All proposed programming should include evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

### Program Model

The Youth Impacted by Violence 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:

- 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 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.
- 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.
- Should a client require additional services, the recommendation and referral into such services should be initiated and effectuated by the Agency.

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

- Programmatic services can only be provided to Orange County residents and individuals that attend Orange County Public Schools.
- The Agency must be fiscally sound and capable of managing the proposed program.
- The Agency must begin providing direct program services within three (3) months of contract execution.

#### **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 \$0.67 per mile, pursuant to Orange County policies and procedures.

#### **Location**

- The Agency may utilize a facility of their choice located within the designated Orange County District.
- 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, the Agency is 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, the Agency is to maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Juvenile Prevention/Diversion
- Mental and Physical Health

**Unit of Service:**

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



## Food Bank Distribution Program (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Food Bank Distribution Program (CSF)	1	\$1,250,000.00

### Description of Services

Orange County Government is seeking proposals exclusively from qualified nonprofit food banks to provide food distribution services throughout Orange County, Florida. This funding opportunity will be awarded for a three-year term.

*Please note: This RFP is not open to food pantries or other food service models that provide food directly to individuals in need; The qualified applicant must provide food to agencies that disburse food to individuals.*

A food bank is defined as a centralized warehouse that stores large quantities of food to be distributed to food pantries, soup kitchens, shelters, and other community organizations. Food banks typically operate at a regional or national level and act as a critical link in the food distribution network, ensuring food is sourced, stored, and distributed efficiently. Food banks are distinct from food pantries, which are smaller, local outlets that directly distribute food to individuals and families.

This RFP is specifically intended for food banks—organizations that operate on a larger scale, are capable of sourcing, storing, and distributing substantial quantities of food, and have the infrastructure to handle food distribution logistics at a broader level. The food provided must address the nutritional needs of children and their families, including precariously housed children and families, and be suitable for a wide range of dietary requirements.

### Program Model

Food Bank Distribution 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:

- Source and provide a steady supply of nutritious, high-quality food, including shelf-stable items (canned goods, grains, proteins), dairy, fresh produce, frozen items, and baby food/formula. Food must meet the nutritional needs of children and their families.
- Properly store and manage inventory, ensuring compliance with all food safety regulations and guidelines.
- Deliver food to designated food pantries, shelters, motels, and community organizations in the quantities and timeframes required, ensuring a steady flow of food to meet the demand in the community.
- Provide options for special dietary needs and ensure food options are appropriate for children and families, including baby food/formula and allergen-free choices.
- Be prepared to supply emergency food relief in case of natural disasters, community crises, or sudden increases in demand.

- Provide detailed reports regarding the quantities of food delivered, the number of agencies served, and any challenges or changes in food availability, with particular attention to food distributed to children and their families.

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

- Be a registered food bank located in Orange County, Florida with a proven track record of sourcing, storing, and distributing large quantities of food to local agencies, with experience serving children and families, including homeless children and families.
- Demonstrate experience in food bank operations, including procurement, logistics, and food safety management, with a focus on meeting the nutritional needs of children and families.
- Possess relevant certifications (e.g., food safety, health department compliance) as required by local or national standards.
- Ability to meet delivery and distribution schedules based on agreed timelines, with the capacity to respond to emergency needs and fluctuations in demand, especially for children and their families.
- Maintain transparent reporting systems for tracking food inventory, distribution, and specific allocations for children and their families.

### **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).

### **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 expenses included in the proposed program budget shall not exceed the rate of \$0.67 per mile, pursuant to Orange County policies and procedures.

#### **Location**

- The Agency may utilize a facility of their choice located within the designated Orange 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 program services. The program's 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, the Agency is 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, the Agency is to 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:

- Varies based on Program Design

#### **Unit of Service:**

- The cost effective units of service shall be based on food measurements (i.e. pounds of food distributed, pre-packaged meal boxes, and pallets delivered to partner agencies) each representing measurable outputs of the food distribution process.
- 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, 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)**

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<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Small Scale CRP – Life Skills Training and Development for Youth – District 2 (CSF)	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 - 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.
- A majority, or minimum of 51%, of clients must reside within the designated County Commission Districts.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 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. 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 \$0.67 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated Orange County Commission District.
- 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, the Agency is 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, the Agency is to 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, 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 (TCRP)	1	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP Case Management in Support of Pine Hills NCF (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of Pine Hills to enable them to become self-sufficient. The program will assist 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, monitor and document clients' progress. The program should include evidence-based services that meet the needs of each client to achieve the Small Scale CRP Case Management in Support of Pine Hills NCF (TCRP) 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.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Provide programming to encourage leadership and social responsibility in 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.



- Programmatic services are available to residents of Pine Hills or individuals engaged in school-based programs within Pine Hills.
- 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 \$.67 per mile, pursuant to Orange County policies and procedures.

#### **Location**

- Programming will take place at the Pine Hills Neighborhood Center for Families located at 2804 Belco Dr, 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, the Agency is 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, the Agency is to 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, 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.





# 2025

## ORANGE COUNTY CITIZENS' REVIEW PANEL FUND DISTRIBUTION PROCESS

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

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

 407.836.7610





# Orange County Citizens' Review Panel Request for Proposals for Spring 2025 Fund Distribution Process

## RFP Table of Contents

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<b>RFP Submittal Information and Instructions.....</b>	<b>1</b>
<b>Article 1: Introduction .....</b>	<b>1</b>
Section A: Definitions (Alphabetical Order) .....	1
Section B: Notice of RFP.....	3
Section C: RFP Process Timeline.....	4
Table 1: RFP Process Timeline.....	4
Section D: Questions.....	5
Table 2: Staff RFP Contact .....	5
<b>Article 2: Available Funding Objectives and Programs .....</b>	<b>5</b>
Section A: Children's Services Funding.....	5
1. Funding Term.....	5
2. Focus Target Areas.....	5
Table 3: Concentrated Community Initiative ("CCI") Sectors.....	6
3. Funding Objectives for Children's Services Fund.....	6
4. Small Scale CRP (SSCRP) Requests for Proposals .....	6
Table 4: Funding Objectives for Children's Services Fund.....	7
Section B: Innovation Program for Youth .....	9
1. Funding Term.....	9
2. Funding Objectives for Innovation Program for Youth.....	9
Table 5: District Map .....	9
Table 6: Funding Objectives for Innovation Program for Youth... ..	10
Section C: Traditional Citizens' Review Panel Funding .....	11
1. Funding Term.....	11
2. Funding Objectives for Traditional Citizens' Review Panel Fund .....	11
3. Small Scale CRP (SSCRP) Requests for Proposals .....	11
Table 7: Funding Objectives for TCRP Fund .....	11
Section D: Citizens Safety Task Force Funding.....	12
1. Funding Term.....	12
2. Funding Objectives for Citizens Task Force Funding.....	12
3. Credible Messenger.....	12
4. Citizens Safety Task Force- Fiscal Agent.....	12



Table 8: Funding Objectives for Citizen Safety Task Force Funding.....	12
<b>Article 3: RFP Terms and Conditions.....</b>	<b>14</b>
<b>Section A: Evaluation Criteria .....</b>	<b>14</b>
Table 9: Evaluation Criteria.....	14
<b>Section B: General Eligibility Requirements.....</b>	<b>14</b>
<b>Section C: Self-Performance/Collaborative Partnerships.....</b>	<b>15</b>
1. Self-Performance Requirement .....	15
2. Collaborative Partnerships.....	15
<b>Section D: Required Documentation Submittals .....</b>	<b>16</b>
<b>Section E: Required Certifications and Acknowledgements .....</b>	<b>17</b>
<b>Section F: Performance Measures .....</b>	<b>19</b>
<b>Article 4: Funding Proposal Submittal Instructions.....</b>	<b>20</b>
<b>Section A: Portal Submittal Information.....</b>	<b>20</b>
1. General Information .....	20
2. Accessing the Orange County Citizens' Review Panel Fund Distribution Portal .....	20
3. Registering an Account.....	20
4. Logging In.....	21
5. Forgotten Password.....	21
6. Changing Password.....	21
7. Signing Out.....	22
8. Application Users.....	22
9. Technical Assistance .....	22
<b>Section B: Agency Application Submittal Instructions.....</b>	<b>23</b>
1. Starting Agency Application .....	23
2. Notice of Intent to Apply (NOI) .....	24
3. Required Documents (for submission of the NOI) .....	24
4. Submission of NOI .....	25
5. Complete Funding Proposal .....	25
<b>Section C: Specific Agency Application Guidance.....</b>	<b>25</b>
1. Agency Overview.....	25
2. Board Governance and Structure .....	25
3. Employee Structure.....	26
4. Agency Budget .....	26
5. Documents .....	27
6. Submission of Agency Application.....	27
7. Printing of Agency Application .....	27
<b>Section D: Program Application Submittal Instructions .....</b>	<b>28</b>
<b>Section E: Program Application Guidance.....</b>	<b>29</b>
1. Program/RFP Overview .....	29
2. Performance Measures.....	29
3. Program Budget.....	30
4. Printing of Application.....	31

**Appendices..... 32**

**Appendix #1: Scopes of Services (CSF)..... 32**

Community Based Arts Programming (CSF)..... 33

Community Based Out of School Programming (CSF) ..... 36

Domestic Violence Prevention/ Intervention for Youth (CSF)..... 40

Early Intervention Summer Camp (CSF) ..... 44

Family Disability Navigator (CSF)..... 48

Parenting Program (CSF) ..... 52

Reading and Math Coaches (CSF).....56

Small Scale CRP- Life Skills Training and Development for Youth (CSF)..... 59

Small Scale CRP - Tutoring Program for Youth (CSF)..... 63

Small Scale CRP Youth Mentoring Program (CSF) ..... 66

Youth Mentoring Program (CSF) ..... 69

**Appendix #2: Scopes of Services (Innovation Program) .....73**

**Appendix #3: Scopes of Services (TCRP) ..... 79**

Small Scale CRP - Case Management in Support of the Pine Hills NCF (TCRP) ..... 80

Small Scale CRP – Case Management in Support of Union Park NCF (TCRP)..... 83

Small Scale CRP- Case Management in West Orange County (TCRP) .....86

Small Scale CRP Life Skills Training and Development for Youth (TCRP) ..... 89

**Appendix #4: Scope of Services (Citizens Safety Task Force) ..... 92**

Citizens Safety Task Force Fiscal Agent (CSTF).....93

Credible Messenger Program for Youth and Young Adults (CSTF) ..... . 96

Supportive Services for Children of Incarcerated Parents (CSTF).....100

Suspension Prevention, Intervention and Mentoring Program (CSTF)..... 104

Youth Violence Prevention and Invention Program (CSTF)..... 108

**Appendix #5: Performance Measures Menu ..... 112**

**Appendix #6: Expenditure Category Definitions ..... 116**

**FORM 1: Collaborative Partnership Proposal ..... 118**

# 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.

**“Intervention”** shall mean any targeted actions and services provided to children and youth who are experiencing or are at risk of negative outcomes. These services aim to address existing challenges or problems, mitigate harm, and support the child or youth in overcoming difficulties. Interventions are typically more intensive and may involve specialized services such as counseling, mentoring, case management, therapeutic support, or legal assistance. The goal of intervention is to intervene at a critical point to improve the individual’s circumstances, support their well-being, and prevent further harm or escalation of issues.

**“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.

**“Prevention”** shall mean any proactive strategies and programs designed to reduce the likelihood of negative outcomes for youth before they occur. This includes efforts aimed at addressing risk factors, promoting healthy development, and building resilience. Prevention focuses on equipping children, families, and communities with the tools, resources, and support systems to avoid issues such as abuse, neglect, mental health challenges, substance misuse, or juvenile delinquency. Programs may include early education, parenting support, mental health awareness, community outreach, and life skills training.

**“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 21, 2025**.

**“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 7, 2025**.

**“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 Advisory Board, 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 <a href="http://www.orangecountyfl.net/crp">www.orangecountyfl.net/crp</a></b>	Monday, February 24, 2025
<b>Agency Training: Virtual Session</b> (Pre-recorded Session)	Monday, February 24, 2025 – Monday, April 7, 2025
<b>CRP Fund Distribution Virtual Question and Answer Session</b>  <b>Register for the session below:</b> <a href="https://rb.gy/fzv10e">https://rb.gy/fzv10e</a>	Thursday, March 6, 2025
<b>Deadline to Submit Notice of Intent to Apply</b> (online application)  <b>Innovation Program Submissions Due</b>	Monday, March 17, 2025
<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 24, 2025
<b>Question Deadline</b>	Friday, March 21, 2025
<b>CRP Fund Distribution Virtual Question and Answer Session</b>  <b>Register for the session below:</b> <a href="https://rb.gy/4p90qt">https://rb.gy/4p90qt</a>	Tuesday, March 25, 2025
<b>Deadline to Submit Withdrawal Form</b> (submit via email or fax)	Monday, March 31, 2025
<b>Citizens' Review Panel Proposals Due</b> (online application)	Monday, April 7, 2025
<b>Panel Review Sessions</b>	April 2025 – June 2025
<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 Task Force Programs</b>	Wednesday, October 1, 2025
<b>Funding to begin for TCRP Programs</b>	Wednesday, October 1, 2025
<b>Funding to begin for CSF Programs</b>	Thursday, January 1, 2026

## Section D: Questions

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

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

## Article 2: Available Funding Objectives and Programs

### Section A: Children's Services Funding

#### 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

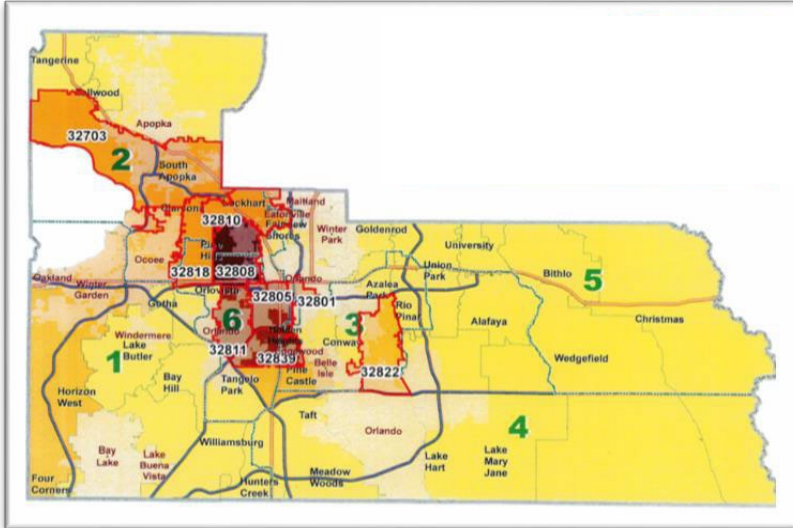
Funding for children's services and programs in Orange County, also known as Children's Services Funding, have been assigned to the following focus areas with an emphasis on underserved areas:

- 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>
Community Based Arts Programming	1	\$100,000.00
Community Based Out of School Programming – Countywide	1	\$150,000.00
Community Based Out of School Programming - Sector 1	1	\$100,000.00
Community Based Out of School Programming - Sector 2	1	\$100,000.00
Community Based Out of School Programming - Sector 3	1	\$100,000.00
Community Based Out of School Programming - Sector 4	1	\$100,000.00
Community Based Out of School Programming - Sector 5	1	\$100,000.00
Domestic Violence Prevention/ Intervention for Children and Youth-East	1	\$100,000.00
Domestic Violence Prevention/ Intervention for Children and Youth-West	1	\$100,000.00
Early Intervention Summer Camp	1	\$150,000.00
Family Disability Navigator -Sector 1	1	\$75,000.00
Family Disability Navigator -Sector 2	1	\$75,000.00
Family Disability Navigator -Sector 3	1	\$75,000.00
Family Disability Navigator -Sector 4	1	\$75,000.00
Family Disability Navigator -Sector 5	1	\$75,000.00
Parenting Program – Sector 1	1	\$100,000.00
Parenting Program – Sector 2	1	\$100,000.00
Parenting Program – Sector 5	1	\$100,000.00
Reading and Math Coaches - Countywide	1	\$100,000.00
Small Scale CRP - Life Skills Training and Development for Youth-District 1	1	\$50,000.00
Small Scale CRP - Life Skills Training and Development for Youth-District 2	1	\$50,000.00
Small Scale CRP - Life Skills Training and Development for Youth-District 3	1	\$50,000.00
Small Scale CRP - Life Skills Training and Development for Youth-District 4	1	\$50,000.00



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

<b>Funding Objectives</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Small Scale CRP - Life Skills Training and Development for Youth-District 5	1	\$50,000.00
Small Scale CRP - Life Skills Training and Development for Youth-District 6	1	\$50,000.00
Small Scale CRP - Tutoring Program for Youth	3	\$50,000.00
Small Scale CRP - Youth Mentoring Program	2	\$50,000.00
Youth Mentoring – Sector 4 & 5	1	\$100,000.00

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

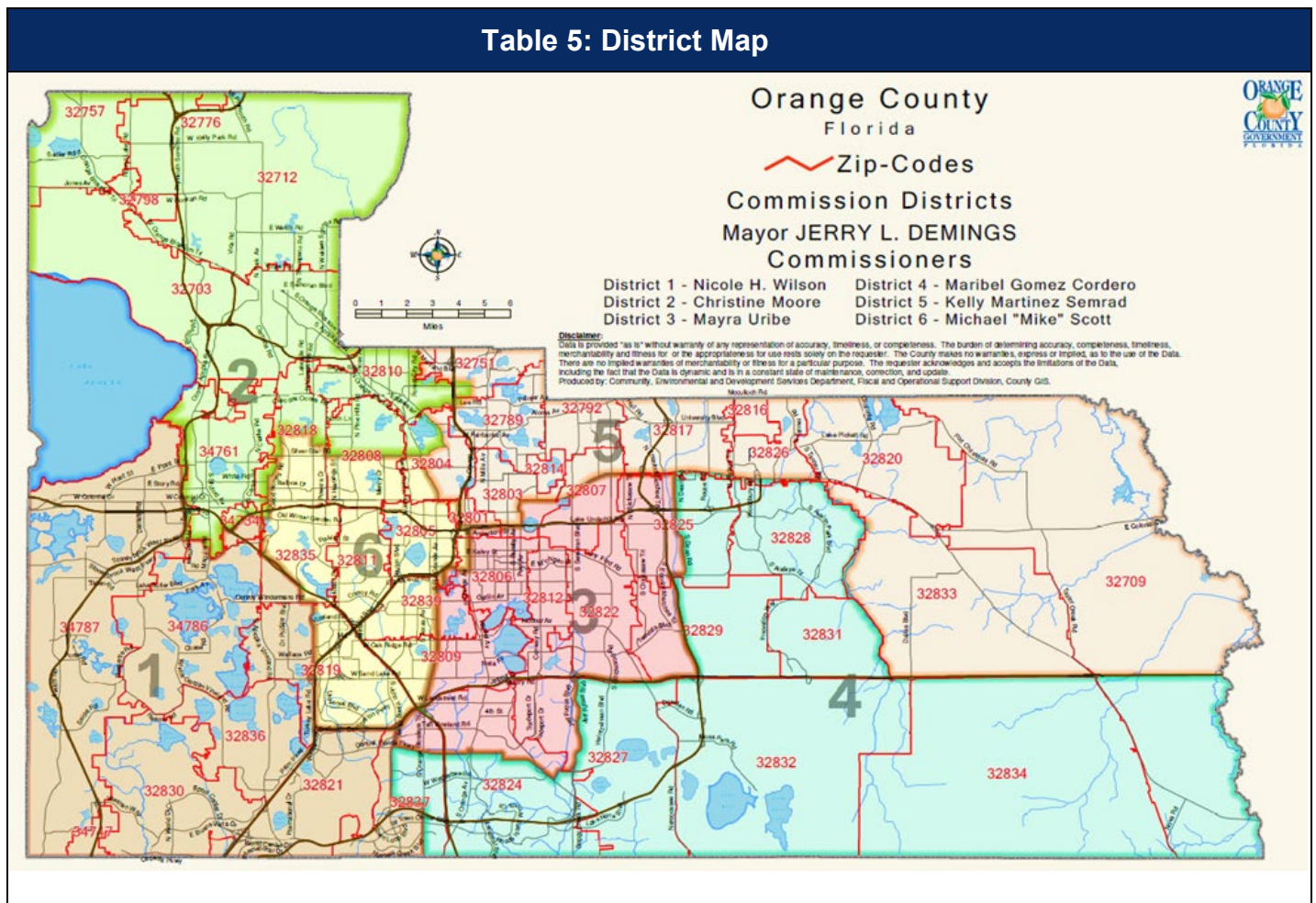
## Section B: Innovation Programming for Youth

### 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 1 and 4 for the "Innovation Programming for Youth".



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 1	1	\$100,000.00
Innovation Programming for Youth – Commission District 4	1	\$100,000.00

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

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

### 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**

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Case Management in Support of Pine Hills NCF	1	\$50,000.00
Small Scale CRP Case Management in Support of Union Park NCF	1	\$50,000.00
Small Scale CRP Case Management in West Orange County	1	\$50,000.00
Small Scale CRP Life Skills Training and Development for Youth	1	\$50,000.00

**Note:** Refer to the Scopes of Services for the Funding Objectives in **Appendix #3: 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 (3) 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.

### 3. Credible Messenger

The County is looking to fund a minimum of two (2) mentors certified through the Credible Messenger Mentoring Movement (CM3) who can provide mentoring and engagement services to youth and young adults currently involved or with increased vulnerability for involvement with the juvenile justice system, as well as provide supportive services to their families. The Credible Messenger Program is a mentoring movement based on connecting community members who share similar lived experiences with the youth and families they serve.

### 4. Citizens Safety Task Force – Fiscal Agent

The County prefers to fund at least one (1) large agency to serve as Fiscal Agent; however, any organization who is able to demonstrate adequate financial capacity are eligible to apply for consideration. The awarded Agency will be responsible for overseeing direct service providers that will develop, implement, and evaluate local comprehensive local prevention and intervention programs related to the Citizens Safety Task Force recommendations. Eligible Applicants must submit an audited financial statement of the Agency's most recently completed fiscal year, completed by an independent Certified Public Accountant (CPA), with the Agency Application to be considered for the award.

The selected Fiscal Agent will be responsible for providing oversight, coaching, and financial management, to support the successful implementation of these initiatives, for awarded organizations requesting the support of a fiscal agent.

**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.

Table 8: Funding Objectives for Citizens Safety Task Force Funding		
Funding Objective	# of Awards	Maximum Funding Per Proposal
Citizens Safety Task Force – Fiscal Agent	1	CONTINGENT**
Credible Messenger Program – Apopka/ Tildenville	1	\$50,000.00
Credible Messenger Program – East Orange County	1	\$50,000.00
Supportive Services for Children of Incarcerated Parents	1	\$100,000.00



**Table 8: Funding Objectives for Citizens Safety Task Force Funding**

<b>Funding Objective</b>	<b># of Awards</b>	<b>Maximum Funding Per Proposal</b>
Suspension Prevention, Intervention and Mentoring Programming-East	1	\$75,000.00
Suspension Prevention, Intervention and Mentoring Programming-West	1	\$75,000.00
Youth Violence Prevention and Intervention Program	4	\$75,000.00

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

**\*\*Maximum funding per proposal is contingent upon the direct service provider indication of need for fiscal agent support. The fiscal agent may receive an administrative fee of up to 15% of the awardee's total award.**

**With the exception of Credible Messengers all funding objectives of Citizens Safety Task Force may choose to work with the County appointed Fiscal Agent.**

## Article 3: RFP Terms and Conditions

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### Section A: Evaluation Criteria

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

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

### Section B: General Eligibility Requirements

---

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

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

## Section C: Self-Performance/Collaborative Partnerships

---

### 1. Self-Performance Requirement

Respondents must self-perform and directly deliver 100% of services contemplated in the Proposal.

No outsourcing 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, responsible board whose voting members serve without compensation and have no material conflicts of interest. If compensated, the Agency must demonstrate, through bylaws, how conflicts of interest are identified, managed, and mitigated.
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 increase fundraising and reduce 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 awarded the contract, the Respondent must ensure that all Agency program employees undergo Level II Background Screening, including fingerprinting, in compliance with all applicable federal and state laws.
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 2025 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” are subject to approval by the CCC prior to Contract execution.
23. If selected for the award, the 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

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 measures 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

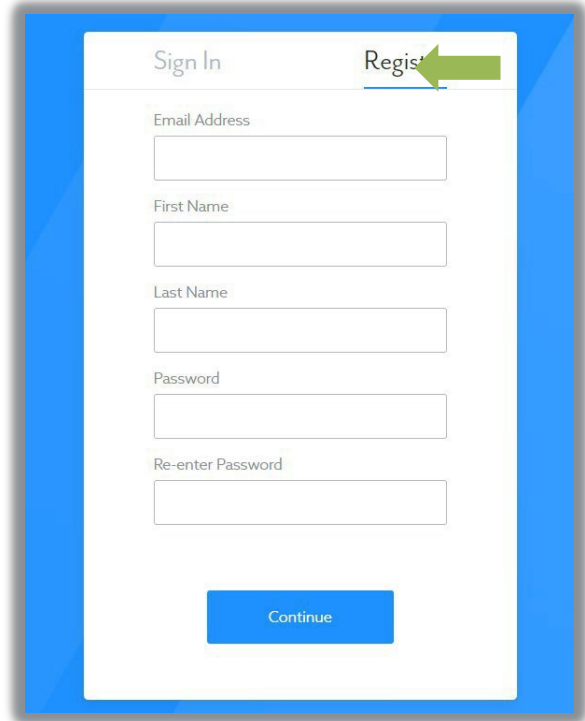
The Sub-recipient (Applicant Agency) Portal is hosted by Neighborly Software and is available via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

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.



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

#### 4. Logging In


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

The screenshot shows the login page for the Orange County Government Florida Citizens' Commission for Children Fund Distribution Portal. On the left, the Orange County Government logo is displayed above the text "Welcome to Orange County Citizens' Commission for Children Fund Distribution Portal." and a note: "New applicants must first register their account before signing in to the portal." On the right, there are two tabs: "Sign In" (active) and "Register". Below the tabs are input fields for "Email Address" and "Password". A blue "Sign in" button is positioned below the password field. Below the button are links for "Forgot your password?", "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 the "My Profile" page in the Application Portal. On the left, there is a sidebar with two options: "GENERAL" and "PASSWORD". The "PASSWORD" option 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 these fields is a blue "Update" button.

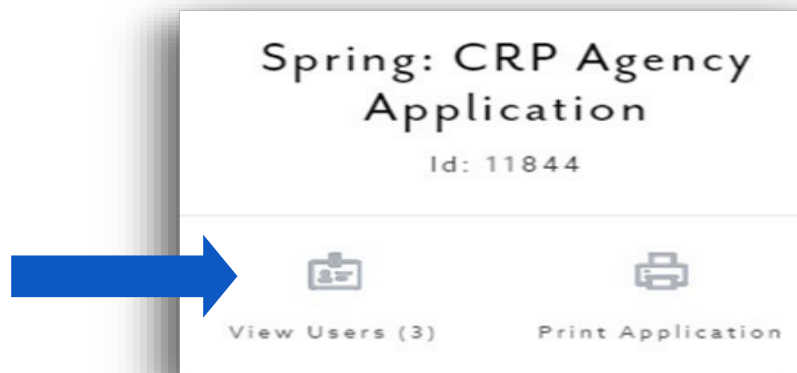
## 7. Signing Out

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

## 8. Application Users

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

- **Option 1** – An Agency may choose to utilize a single log in for multiple users in the same organization.
- **Option 2** – An Agency may choose to have multiple users with each having their own registered log in. In order for all users to view and access all stages of the application process, the Agency must designate additional users by:
  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.

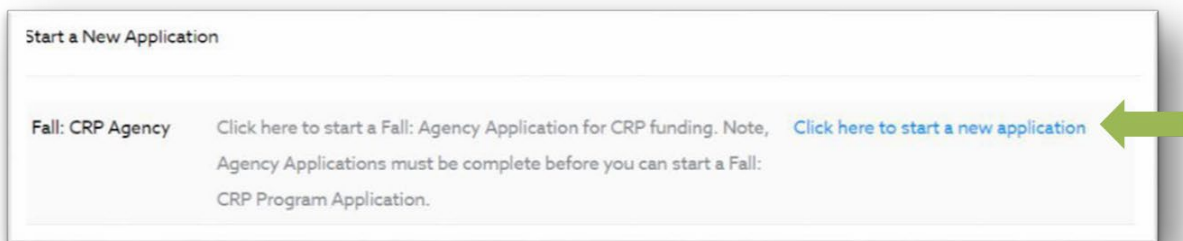


## Section B: Agency Application Submittal Instructions

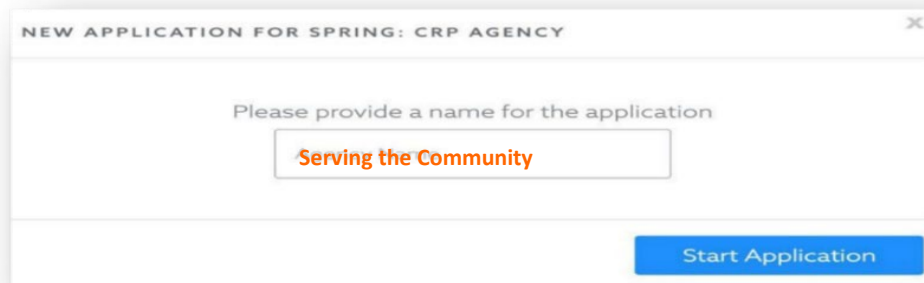
Once the user has registered and logged in to the Neighborly Software Participant portal, follow the steps outlined below to complete the application.

### 1. Starting Agency Application

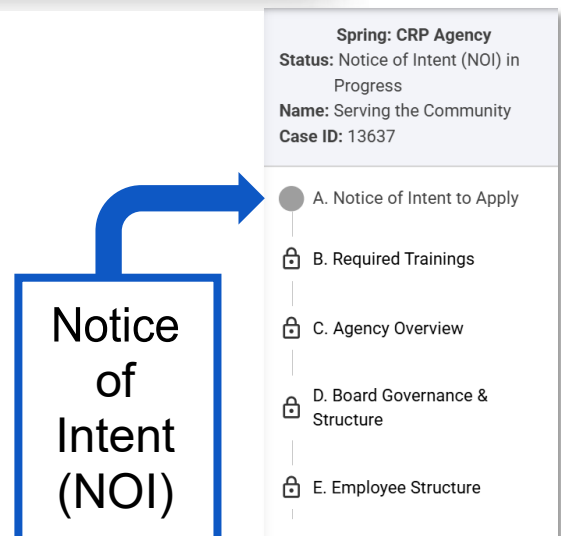
To start a new Spring: Agency Application, click on [Click here to start a new application](#). The Agency Notice of Intent (NOI) to Apply is considered the first section (Section A) of the application. An Agency's Notice of Intent to Apply must be approved before the Agency can proceed to the remainder 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 24, 2025**.
- 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).

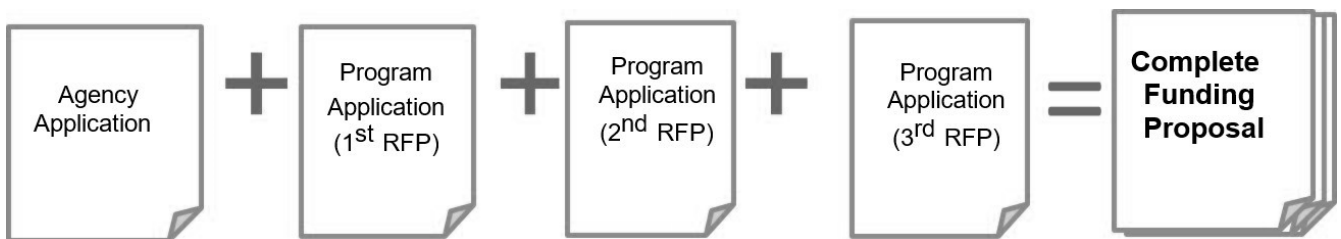
<input type="radio"/> 501(C)3 Determination Letter from the Internal Revenue Service (IRS) *Required	Upload File 
<input type="radio"/> Most recent IRS Form 990 or Form 990-N (E-Postcard) *Required	Upload File 
<input type="radio"/> Articles of Incorporation from Florida Department of State Division 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 complete 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 should not receive compensation from the agency. Please provide an attestation confirming this or an explanation justifying any financial compensation provided to 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	AREAS OF EXPERTISE OR 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 2023 FYE (12 MONTHS)	ACTUAL 2023 FYE (12 MONTHS)	BUDGETED 2024 FYE (12 MONTHS)	BUDGETED 2025 FYE (12 MONTHS) (CSF)	BUDGETED 2026 FYE (12 MONTHS)
Total					

Click to add Funding Source

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 a plan 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 as well as the Chief Volunteer Officer (i.e. Board President/ Board Chair). Once the Authorization Page is uploaded, the Agency Application can be submitted. Take note of the Agency Application Case ID number which will be needed for each Program Application.

Orange County Citizens' Review Panel (CRP)  
Funding Proposal

**AUTHORIZATION PAGE**

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

Additionally, our signatures acknowledge the understanding that Applicant Agencies are not permitted to submit application(s) for greater than \$600,000 in available funding, per Fund Distribution Process. The sum of all proposals submitted in excess of the maximum amount will not be considered for funding.

Chief Volunteer Officer (Board Chair) (type or print name)	Chief Professional Officer (type or print name)
Chief Volunteer Officer (Signature)	Chief Professional Officer (Signature)
Date	Date

Florida has a very broad public records law. As a result, upon request, unless otherwise exempt, any written communication created or received by Orange County officials and employees will be made available to the public and media. Furthermore, under Florida law, email addresses are public records.

## 7. Printing of Agency Application

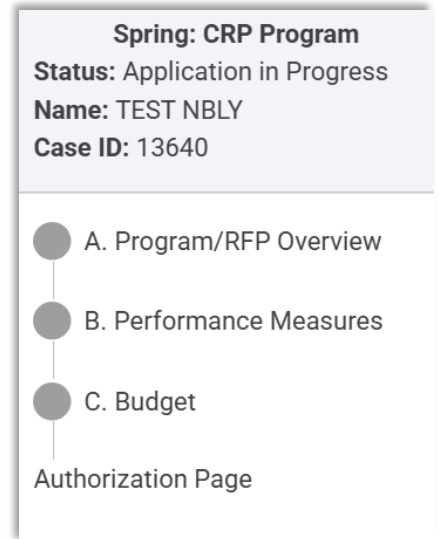
In each section of the funding proposal application, there is a "Print Application" button on the bottom of the navigation menu. Clicking on this button will create a PDF version of the application.

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

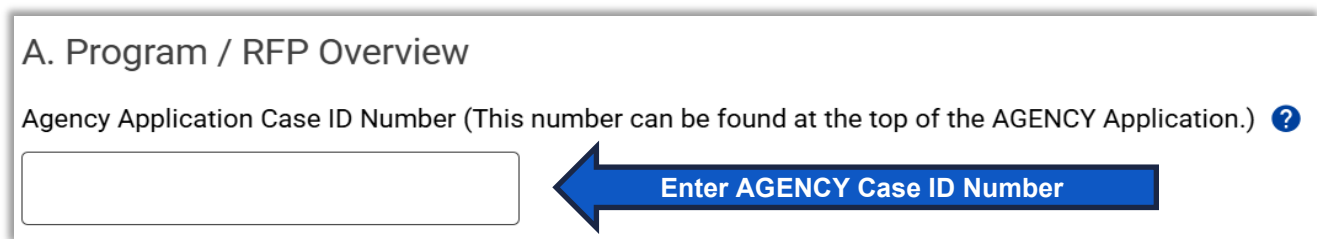
1. To start a new Spring: CRP Program application, click on “Click here to start a new application” next to Spring: CRP Program. A new program application will need to be completed for each RFP for which the Agency is applying.
2. Enter the application name as follows: **Legal Name of the Agency: Program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



**Spring: CRP Program**  
**Status:** Application in Progress  
**Name:** TEST NBLY  
**Case ID:** 13640

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

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



A. Program / RFP Overview

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

Enter AGENCY Case ID Number

## Section E: Program Application Guidance

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### 1. Program/RFP Overview

- Answer **all** questions in this section regarding the Agency (note character limits). If an item is not applicable, please enter N/A.
- **Select Program (RFP) Name from the dropdown list.**
  - Credible Messenger Programming and Citizens Safety Task Force – Fiscal Agent does not require a Program Application (Only an Agency Application is required to apply for this funding).  
***Note:** These are the only exceptions- 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 OR PROPOSED) IN THE FIRST ROW OF REVENUE.**

FUNDING SOURCE (I.E. CRP, CITY OF ORLANDO, FEDERAL/STATE GRANTS, FUNDRAISING, ETC.)	BUDGETED 2023 FYE (12 MONTHS)	ACTUAL 2023 FYE (12 MONTHS)	BUDGETED 2024 FYE (12 MONTHS)	BUDGETED 2025 FYE (12 MONTHS) (CSF)	BUDGETED 2026 FYE (12 MONTHS)
Total					
<div>Click to add Funding Source</div> <div>Funding Source</div>					

- **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 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 – Children Services Funding (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 applicable.

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 3: Concentrated Community Initiative ("CCI") Sectors** in the RFP.



## Community Based Arts Programming (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Community Based Arts Programming (CSF)	1	\$100,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of Community Based Arts Programming will provide youth with the opportunity to engage in an array of art forms to include, but not be limited to, music, art, dance, theater, technology and/or non-traditional arts to promote mental and social wellness. Prospective programs must be curriculum-based and be able to present a proven link between the selected art form and positive youth outcomes. Programming may be provided independently or in conjunction with other established programming throughout the community.

### Program Model

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

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

- Programmatic services are available to Orange County residents or individuals participating in school-based programs within Orange County.
- 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 \$0.67 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 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, the Agency is 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, the Agency is to maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, Agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Mental Health and Physical Health
- Juvenile Prevention/Diversion

## **Unit of Service**

- The cost-effective unit of service shall be one (1) hour of program services per participant (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, 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.

## Community Based Out of School Programming (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Community Based Out of School Programming – Countywide	1	\$150,000.00
Community Based Out of School Programming – Sector 1	1	\$100,000.00
Community Based Out of School Programming – Sector 2	1	\$100,000.00
Community Based Out of School Programming – Sector 3	1	\$100,000.00
Community Based Out of School Programming – Sector 4	1	\$100,000.00
Community Based Out of School Programming – Sector 5	1	\$100,000.00

### Description of Services

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

### Program Model

The Community Based Out of School 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 high yield learning activities for academic enrichment.
- Provide programming that incorporates activities to foster parental involvement with their child (ren).
- Provide programming to teach and encourage youth to use sound decision-making and positive interaction with peers and authority figures.
- Provide programming to encourage leadership and social responsibility in youth.
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

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

- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805; Sector 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.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within Orange County.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- 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 \$0.67 per mile, pursuant to Orange County policies and procedures.



**Location:**

- If applicable, the Agency may utilize a facility of their choice located in the Concentrated 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.

**Note:** If the Agency's location is not in the Concentrated Community Initiative Sector, the Agency is responsible for ensuring that program participants have access to the program location.

- 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 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, the Agency is 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, the Agency is to 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 participant (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, 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) shall take precedence to the Proposal and the Respondent will therefore be expected to meet all requirements, terms, and conditions in such Scope of Services.

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

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Domestic Violence Prevention/ Intervention for Youth – East	1	\$100,000.00
Domestic Violence Prevention/ Intervention for Youth – West	1	\$100,000.00

### Description of Services

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

### Program Model

The Domestic Violence Prevention/Intervention Programming for Children and Youth service model shall be trauma informed, age and developmentally appropriate and designed for the unique experiences and needs of the participants. The program shall include the provision of the following services directly:

- Deliver ongoing therapeutic intervention and case management to foster resilience and emphasize healthy behaviors and functioning.
- Promote an inclusive culture of respect and tolerance, while providing emotional support and coping skills.
- Assist participants with skills to make positive lifestyle and behavioral changes in order to build healthy relationships and achieve goals.
- Participate in a coordinated, community-level strategy to address issues among at-risk children and youth populations.
- Develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).

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

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

- Agencies shall provide services in East and West Orange County.  
***Note:** 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.*
- A majority, or minimum of 51%, of clients must reside within the targeted geographical area.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 \$.67 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, the Agency is 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, the Agency is to 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, 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 Intervention Summer Camp (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Early Intervention Summer Camp	1	\$150,000.00

### Description of Services

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

### Program Model

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

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

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

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must 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.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within Orange County.
- 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 \$.67 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 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, the Agency is 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, the Agency is to 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:

- Early Childhood Education/ Care
- 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 Disability Navigator (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Family Disability Navigator – Sector 1	1	\$75,000.00
Family Disability Navigator – Sector 2	1	\$75,000.00
Family Disability Navigator – Sector 3	1	\$75,000.00
Family Disability Navigator – Sector 4	1	\$75,000.00
Family Disability Navigator – Sector 5	1	\$75,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Family Disability Navigator program is to serve families with children with disabilities by coordinating with community-based programs, local schools, childcare facilities, etc. to help identify children with developmental disabilities and provide guidance to families on obtaining assessments to determine appropriate needs and interventions. According to the CDC, “developmental disabilities are a group of conditions due to an impairment in physical, learning, language, or behavior areas.” Referrals will be made to facilitate linkages to qualified agencies to connect individuals with disabilities to programs and services. Types of services will include, but not limited to, referrals to qualified agencies to assess and create individual education plans (IEPs) and/or 504 plans, which are tools to aid parents and students with disabilities as they navigate through their academic careers, in addition to advocating on behalf of the child and families through in person or remote means, as well as provide case management services to provide information and referrals to appropriate services within the community.

### Program Model

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

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



- Provide training and information to parents/guardians on working with professionals in meeting the early intervention and special needs of children with disabilities.
- Provide workshops/activities, which will promote self-advocacy for the child and/or the parents/guardians.
- Provide quality support and services based on the families' unique needs.
- Deliver ongoing comprehensive case management to participants to enable healthy family functioning and strengthen family resilience.
- Provide appropriate training and consultation to families, as needed, to include, but not limited to, parenting classes and coaching on positive discipline methods in order to improve family coping strategies and foster positive relationships.
- Assist families with information about their child's diagnosis and condition and identify strategies for the coordination of education, medical, social service, and community service providers.
- Collaborate with other health and human services agencies to increase client, family, and community awareness of benefits and services and develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families.
- Participate in a coordinated, community-level strategy to address issues among at-risk youth populations.
- Utilize techniques that promote a culture of safety, empowerment, and healing (i.e., Mental Health First Aid).
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.

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

- 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.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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

- 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 \$.67 per mile, pursuant to Orange County policies and procedures.

### **Location**

- If applicable, the Agency may utilize a facility of their choice located in the Concentrated 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.
- 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 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, the Agency is 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, the Agency is to 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
- 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, 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 Program (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Parenting Program – Sector 1	1	\$100,000.00
Parenting Program – Sector 2	1	\$100,000.00
Parenting Program – Sector 5	1	\$100,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Parenting Program (CSF) program is to offer parents or legal guardians of children, birth to 18 the opportunity to connect and support each other as they learn and practice new parenting skills through structured parent and parent-child activities. The program shall include strategies for effective communication, age-appropriate child development, behavior management, child safety, and injury prevention. Session content may also include special needs parenting, co-parenting strategies, etc. The program should include evidenced-based services that meet the needs of each client to achieve the Parenting Program (CSF) goals.

### Program Model

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

- Provide 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**

- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703; Sector 2 - 32801, 32805 and Sector 5 - 32839.
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 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 \$0.67 per mile, pursuant to Orange County policies and procedures.

## Location

- The Agency may utilize a facility of their choice located in the Concentrated Community Initiative Sector 1 – zip codes: 32703; Sector 2 - zip codes: 32801; 32805 and Sector 5 - zip code: 32839.

**Note:** *If the Agency's location is not in the Concentrated 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, the Agency is 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, the Agency is to 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, 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 and Math Coaches (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Reading and Math Coaches - Countywide (CSF)	1	\$100,000.00

### Description of Services

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

- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 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 \$0.67 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(s) agreement which shall specify any facility use parameters and restrictions. Failure to execute a facility agreement may lead to termination of a contract.

### **Reporting and Monitoring**

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

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

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

- Juvenile Prevention/Diversion

### **Unit of Service**

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

Orange County reserves the right to modify days, locations, 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 – District 1 (CSF)	1	\$50,000.00
Small Scale CRP – Life Skills Training and Development for Youth – District 2 (CSF)	1	\$50,000.00
Small Scale CRP – Life Skills Training and Development for Youth – District 3 (CSF)	1	\$50,000.00
Small Scale CRP – Life Skills Training and Development for Youth – District 4 (CSF)	1	\$50,000.00
Small Scale CRP – Life Skills Training and Development for Youth – District 5 (CSF)	1	\$50,000.00
Small Scale CRP – Life Skills Training and Development for Youth – District 6 (CSF)	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 - 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.
- A majority, or minimum of 51%, of clients must reside within the designated County Commission Districts.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 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 \$0.67 per mile, pursuant to Orange County policies and procedures.

### **Location**

- The Agency may utilize a facility of their choice located within the designated Orange County Commission District.
- 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, the Agency is 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, the Agency is to 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, 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 Program for Youth (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP – Tutoring Program 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 Program 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 Program 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.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 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 \$0.67 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 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, the Agency is 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, the Agency is to 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, 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 Program	2	\$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 an increased 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 for additional support services, as appropriate, within the designated program's parameters. These may include medical evaluations and treatment, social services, and employment assistance. Additionally, ensure the preparation and maintenance of all 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.



- Programmatic services can only be provided to Orange County residents and individuals that attend Orange County Public Schools.
- 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 \$0.67 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, the Agency is 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, the Agency is to 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, 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 requirement terms, and conditions in such Scope of Services.

## Youth Mentoring Program (CSF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Youth Mentoring Program – Sectors 4 & 5 (CSF)	1	\$100,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL to youth ages 17 years or younger and/or completing their 12th-grade year. The goal of the Youth Mentoring Program - Sectors 4 and 5 (CSF) is to have an emphasis on a mentoring component based on best practices, dedicated staff, and agency support to achieve successful program outcomes including, but not limited to increase graduate success, prevention or reduction of anti-social, delinquent, or destructive behaviors, and reduction of delinquent recidivism. The program shall foster positive behaviors, attitudes, and outcomes for youth while actively reducing risk factors.

### Program Model

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

- 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 vulnerable 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:

- Agencies shall provide services within each of the Concentrated Community Initiative in Sector 4 – 32822 and Sector 5 – 32839.
- A majority, or minimum of 51%, of clients must reside within the Concentrated Community Initiative.

- Programmatic services can only be provided to Orange County residents and individuals that attend Orange County Public Schools.
- The Agency must be fiscally sound and capable of managing the proposed program.
- The Agency must begin providing direct program services within three (3) months of contract execution.

### **Client Retention and Recruitment**

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

### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- Countywide awardee shall maintain a minimum of four (4) mentors for the duration of the contract. Sector specific awardees shall maintain a minimum of three (3) mentors for the duration of the contract.
- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACES) training, and any other trainings required by Orange County.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.67 per mile, pursuant to Orange County policies and procedures.

### **Location**

The Agency may utilize a facility of their choice located in the Concentrated Community Initiative Sector 4 – 32822 and Sector 5 - 32839.

**Note:** *If the Agency's location is not in the Concentrated Community Initiative Sector, the Agency is responsible for ensuring that program participants have access to the program location.*

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

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

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

- Juvenile Prevention/Diversion

#### **Unit of Service:**

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

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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 1	1	\$100,000.00
Innovation Programming for Youth- Commission District 4	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 affect 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 programs 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 Orange County Commission Districts.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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, 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 \$0.67 per mile, pursuant to Orange County policies and procedures.

## **Location**

- The Agency may utilize a facility of their choice located within the designated Orange 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, as applicable, the Agency is 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, the Agency is to 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, 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: Scopes of Services -Traditional Citizens Review Panel (TCRP)**

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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.

## 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 (TCRP)	1	\$50,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP Case Management in Support of Pine Hills NCF (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of Pine Hills to enable them to become self-sufficient. The program will assist 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, monitor and document clients' progress. The program should include evidence-based services that meet the needs of each client to achieve the Small Scale CRP Case Management in Support of Pine Hills NCF (TCRP) 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.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Provide programming to encourage leadership and social responsibility in 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.

- Programmatic services are available to residents of Pine Hills or individuals engaged in school-based programs within Pine Hills.
- 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 \$.67 per mile, pursuant to Orange County policies and procedures.

#### **Location**

- Programming will take place at the Pine Hills Neighborhood Center for Families located at 2804 Belco Dr, 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, the Agency is 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, the Agency is to 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, 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 Union Park NCF (TCRP)

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

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP Case Management in Support of Union Park NCF (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to the residents of Union Park empowering them to achieve self-sufficiency. The program will assist 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, monitor and document clients' progress. The program should include evidenced-based services that meet the needs of each client to achieve the Small Scale CRP Case Management in Support of Union Park NCF (TCRP) program goals.

### Program Model

The Small Scale CRP Case Management in Support of Union Park 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.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Provide programming to encourage leadership and social responsibility in 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.

- Programmatic services are available to Union Park residents or individuals engaged in school-based programs within Union Park.
- 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 \$.67 per mile, pursuant to Orange County policies and procedures.

#### **Location**

- Programming will take place at the Union Park Neighborhood Center for Families located at 9645 E. Colonial Dr., Suite 100, Orlando, FL 32817
- 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, the Agency is 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, the Agency is to 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, 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 West Orange County (TCRP)

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

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Small Scale CRP - Case Management West Orange County (TCRP) program is to provide year-round, culturally competent, comprehensive case management services to residents of West Orange County, empowering them to achieve self-sufficiency. The program will assist clients by connecting them with community resources, linking them to ancillary support services, providing emotional support, guiding them in understanding eligibility criteria for programs and services, facilitating their enrollment, tracking and documenting their progress. The program should include evidence-based services that meet the needs of each client to achieve the Small Scale CRP- Case Management West Orange County (TCRP) program goals.

### Program Model

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

- Outreach, identify, and recruit eligible program participants. Provide services in a structured manner that engages families and encourages positive social interactions.
- Utilize Trauma-informed care and Mental Health First Aid techniques that promote a culture of safety, empowerment, and healing. Provide programming to encourage leadership and social responsibility in youth.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- 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

- Agencies shall provide services in West Orange County  
**Note:** *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.*
- A majority, or minimum of 51%, of clients must reside within the targeted geographical area.

- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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, 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 \$0.67 per mile, pursuant to Orange County policies and procedures.

### **Location**

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



## **Reporting and Monitoring**

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

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

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

- Family Support Services
- Mental and Physical Health

## **Unit of Service**

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

Orange County reserves the right to modify days, locations, 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 (TCRP)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Life Skills Training and Development for Youth	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 - Life Skills Training and Development for Youth (TCRP) program is to offer a group setting to deter youth from entering the juvenile justice system or enable youth to successfully re-enter society and prevent recidivism; encouraging youth to become responsible members in the community. The program shall include a focus on basic skills such as antisocial behavior, anger management, problem-solving, functional social skills, communication skills, interpersonal relationships, self-control, substance abuse/addiction education, financial literacy, and job training.

### Program Model

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

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

### Eligibility Minimum Requirements and Agency Responsibilities

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

- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 \$.67 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(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 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, the Agency is 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, the Agency is to 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, 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 (CSTF)**

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.

## Citizens Safety Task Force - Fiscal Agent (CSTF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Citizens Safety Task Force - Fiscal Agent	1	CONTINGENT**

**\*\* Note: Funding is contingent upon awarded direct service providers indicating the need for fiscal agent support.**

### Description of Services

Orange County is seeking a qualified nonprofit agency located in Orange County, FL to provide fiscal management services to nonprofit organizations participating in the **Citizens Safety Task Force (CSTF)** initiative. The purpose of Citizens Safety Task Force- Fiscal Agent is to support the financial operations and/ or reporting requirements of nonprofit partners engaged in this critical effort.

The Agency must demonstrate strong financial management capabilities, including expertise in accounting and compliance principles, a thorough understanding of relevant laws and regulations, and experience in managing funds on behalf of other organizations.

The Agency will be compensated based on the award amount allocated to each nonprofit organization requiring fiscal management services. The fee structure may be up to 15% of the total award amount received by each nonprofit. As part of the proposal, Fiscal Agents must outline their proposed fee structure based on the scope of services they intend to provide. This should include the specific percentage they plan to charge (e.g., 5%, 10%, or up to 15% of the nonprofit's award amount), a detailed breakdown of the services covered under the proposed fee, any potential additional costs, and a justification explaining how the fee aligns with the level of work, resources, and support required for financial management.

For example, if a nonprofit receives a \$100,000 award and requires fiscal management services, the Fiscal Agent's compensation will range between \$5,000 and \$15,000, depending on the agreed-upon percentage.

### Program Model

Citizens Safety Task Force – Fiscal Agent will provide financial management services to ensure fiscal accountability, compliance, and efficient fund distribution. Key responsibilities includes, but are not limited to:

- Provide support to non-profit partners with invoicing, documentation, and reporting to ensure transparency and accountability. Additionally, the Agency will prepare and submit monthly, quarterly, and annual financial reports to the Citizens' Commission for Children (CCC) for oversight and compliance.
- Receive and manage funds paid by Orange County for reimbursement to direct service providers.
- Ensure the timely and accurate disbursement of funds to direct service providers based on services rendered and invoiced.

- Establish standardized procedures to ensure proper documentation of direct services for monitoring and audit purposes.
- Maintain accurate accounting records and supporting documentation, including coordinating annual audits and preserving financial records for compliance.
- Implement and maintain separate accounting records for all program-related activities, ensuring that expenditures are properly documented and aligned with funding guidelines. This includes tracking detailed invoices, canceled checks, payroll journals, and bank reconciliations to verify that expenditures are allowable, necessary, and reasonable.
- Ensure fiscal integrity and accountability by monitoring fund usage and verifying that all expenditures are appropriate and justifiable.
- Assisting nonprofit partners in developing and reviewing annual budgets to align with grant and funding requirements.
- Providing fiscal technical assistance to awarded nonprofit organizations, including general accounting support, invoice processing, and recordkeeping guidance.
- Ensuring full compliance with federal, state, and local regulations, as well as adherence to generally accepted accounting principles (GAAP).

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

- The County prefers to fund at least one (1) Large Agency defined as having annual revenue greater than one million, \$1,000,000 to provide services countywide.
- The Agency must provide coaching, financial management, and employment management to the direct service providers based on County guidelines, ensuring that direct service providers adhere to all requirements as prescribed.
- Demonstrate experience in fiscal management within nonprofit organizations, with a strong understanding of compliance standards and government grant regulations.
- Capacity to support multiple nonprofit organizations simultaneously.
- Experience working with diverse teams, including government agencies and community-based organizations.
- The Agency must provide a comprehensive audited financial report for the most recent fiscal year, conducted by an independent certified public accountant (CPA). This report should demonstrate the Fiscal Agent's financial health, internal controls, and adherence to generally accepted accounting principles (GAAP). At a minimum, the audited financial statement must include a balance sheet, statement of activities, cash flow statement, and statement of changes in equity. Additionally, it should contain an opinion on the organization's overall financial health, along with any accompanying notes and disclosures explaining the accounting policies used in preparing the statements.
- The Agency must be able to initiate services immediately upon execution



**Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to administer all operations of the program and serve as a liaison between the agency and Orange County

**Location**

- The Agency may utilize a facility of their choice located within Orange County, FL.
- 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 Invoicing Minimum Requirements**

The Agency must track and substantiate the individual and collective impact of subaward agreements by maintaining detailed records and ensuring compliance with reporting and monitoring standards. Responsibilities include:

- Documentation of client activities (e.g., mentoring, tutoring, case management) with corresponding direct service hours per subaward.
- Monthly tracking of new clients served by each agency under the subaward.
- Preparation and submission of required monthly and quarterly reports for each subaward.
- Provide Orange County with regular reports monthly and/or quarterly, as required.
- The Agency can negotiate additional deliverables to maximize the allowable fifteen percent (15) %.

Orange County reserves the right to modify days, locations, 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 Program for Youth and Young Adults (CSTF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Credible Messenger Program for Youth and Young Adults – Apopka / Tildenville	1	\$50,000.00
Credible Messenger Program for Youth and Young Adults- East Orange County	1	\$50,000.00

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

### Description of Services

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

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

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

### Program Model

Credible Messenger 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:

- Deliver ongoing comprehensive guidance through mentoring and coaching to participants to enable healthy functioning and strengthen resilience.
- Promote positive social-emotional well-being and life skills to navigate conflict through self-reflection, being respectful of others, empathy and gaining an understanding of how harm affects them and others.

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

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

- The Agency's Credible Messengers must have obtained the CM3 prior to the submission of the application.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within Orange County.
- 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**

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

## **Personnel**

- The Agency shall designate a Program Coordinator to serve as a liaison between the Agency and Orange County.
- The Agency's program staff shall be trained in the Orange County CM3 Training and be certified as a Credible Messenger. Staff shall follow through with additional training sessions and meetings as required by Orange County.
- The Agency's program staff shall attend Positive and Adverse Childhood Experiences (PACEs) training, 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.
- 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.
- Pursuant to Florida Statutes, as applicable, the Agency is 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, the Agency is to 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, 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 (CSTF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Supportive Services for Children of Incarcerated Parents	1	\$100,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming services within Orange County, FL. The goal of the Supportive Services for Children of Incarcerated Parents program is to target youth identified as at-risk of becoming or is currently involved with the juvenile justice system due to elevated risk factors of parental or guardian incarceration. The program shall promote positive behaviors and interaction in the family and social environments, emphasizing the achievement of attainable goals including, but not limited to, increased academic success, reduction of involvement in delinquent or destructive behaviors, prevention or reduction of anti-social behaviors, and reduction of delinquent recidivism.

As part of this Request for Proposals (RFP), Orange County Government will be contracting with a fiscal agent to support nonprofit organizations in managing and administering their funds. Nonprofit agencies submitting proposals related to Citizens Safety Task Force Funding will have the option to elect to work with the fiscal agent for financial management assistance. Agencies that choose to collaborate with the fiscal agent will receive support in areas such as accounting, compliance, and financial reporting, ensuring efficient use of funds and adherence to regulatory requirements. Please indicate on your agency application whether your agency intends to utilize the fiscal agent's services.

### 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 families 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**

- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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, 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 \$.67 per mile, pursuant to Orange County policies and procedures.



## **Location**

- The Agency may utilize a facility of their choice located within 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, the Agency is 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, the Agency is to 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
- 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, 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.

## Suspension Prevention, Intervention, and Mentoring Program (CSTF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Suspension Prevention, Intervention, and Mentoring Program -West (CSTF)	1	\$75,000.00
Suspension Prevention, Intervention, and Mentoring Program -East (CSTF)	1	\$75,000.00

### Description of Services:

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. Suspension Prevention, Intervention, and Mentoring Program (CSTF) aims to assist students suspended from school by offering a safe and nurturing environment. Supervised by a dedicated team of adults, students will receive academic support from certified teachers, access to school assignments, and training in life and social skills.

The program will include youth mentoring and targeted drug and violence prevention initiatives to equip students with conflict resolution and decision-making skills, ultimately reducing the risk of future delinquency. Additionally, the program will emphasize parental and family involvement to create a collaborative support system for students' success.

As part of this Request for Proposals (RFP), Orange County Government will be contracting with a fiscal agent to support nonprofit organizations in managing and administering their funds. Nonprofit agencies submitting proposals related to Citizens Safety Task Force Funding will have the option to elect to work with the fiscal agent for financial management assistance. Agencies that choose to collaborate with the fiscal agent will receive support in areas such as accounting, compliance, and financial reporting, ensuring efficient use of funds and adherence to regulatory requirements. Please indicate on your agency application whether your agency intends to utilize the fiscal agent's services.

### Program Model:

Suspension Prevention, Intervention, and Mentoring Program (CSTF) will utilize trauma-informed, age-appropriate service models designed to meet the unique experiences and needs of participants. The program will directly provide the following services:

- Conduct screenings and assessments to identify youth vulnerable of engaging in or becoming victims of violence which should include understanding family dynamics, exposure to violence, and other contributing factors.
- Provide services that develop essential life skills, such as decision-making, conflict resolution, critical thinking, and self-control, enabling participants to make informed, non-violent choices in high-pressure situations.
- Provide linkages to clients for other support services as appropriate, within the program's parameters, such as medical evaluation and treatment, social services, and employment services. Additionally, program must offer trauma-informed care and counseling to support youth affected by violence or other adversities.

- Collaborate with local law enforcement, schools, and community organizations to create a holistic, community-wide approach to youth violence prevention.
- Implement evidence-based practices and innovative approaches backed by research and evaluation to ensure effective outcomes in violence prevention and youth development.
- Utilize techniques that foster a culture of safety, empowerment, and healing, including Mental Health First Aid.

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

- Agencies shall provide services in East and West Orange County  
*Note: 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.*
- A majority, or minimum of 51%, of clients must reside within the targeted geographical area.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within 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 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 \$0.67 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 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 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, the Agency is 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, the Agency is to 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, 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 Violence Prevention and Intervention Program (CSTF)

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Funding Objectives	# of Awards	Maximum Funding Per Proposal
Youth Violence Prevention and Intervention Program	4	\$75,000.00

### Description of Services

Orange County Government is seeking qualified nonprofit agencies to deliver year-round programming in Orange County, FL, as part of the **Youth Violence Prevention and Intervention Program**. This initiative is designed to implement comprehensive, community-based prevention strategies that reduce and prevent violent crime.

Applicants must demonstrate cultural responsiveness and offer multidisciplinary services, including mentoring, life skills training, arts (traditional or nontraditional), case management, home visitation, and mental/behavioral health support. These services must be designed to effectively engage high-risk children, youth, and young adults (ages 13-25).

Programming will support the development, implementation, and evaluation of local youth violence prevention plans that:

- Address the root causes of violence at individual, relationship, community, and societal levels.
- Focus on individuals and locations at the highest risk for youth violence.
- Reduce risk factors for violence among youth, their families, and communities.
- Strengthen protective factors that prevent violence and promote positive long-term outcomes.

To ensure effective program oversight and administration, selected nonprofit agencies may engage a fiscal agent. The fiscal agent may be responsible for key administrative functions, such as coaching, financial management, and insurance oversight, tailored to meet the needs of the nonprofit service providers.

As part of this Request for Proposals (RFP), Orange County Government will be contracting with a fiscal agent to support nonprofit organizations in managing and administering their funds. Nonprofit agencies submitting proposals related to Citizens Safety Task Force Funding will have the option to elect to work with the fiscal agent for financial management assistance. Agencies that choose to collaborate with the fiscal agent will receive support in areas such as accounting, compliance, and financial reporting, ensuring efficient use of funds and adherence to regulatory requirements. Please indicate on your agency application whether your agency intends to utilize the fiscal agent's services.

### Program Model

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

- Provide 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).
- 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.
- Maintain collaborative relationships with partners and stakeholders who support violence prevention and intervention work.
- Collaborate with a network of agencies (i.e. community-based organizations, community leaders, education, mental/behavioral/physical health, law enforcement, faith-based organizations, victims of violence and their families) to increase awareness of benefits and services and develop working relationships in the community to maintain a continuum of services for program participants.
- Provide programming that teaches life skills to youth, young adults, and parents, available in multiple formats.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcome and evaluation plans.

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

- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be capable of managing the proposed program.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within Orange County, FL.

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

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

#### **Personnel**

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.

- The Agency's direct program staff shall have, at minimum, an appropriate education in a field relating to the program. Appropriate training and experience in related fields may be accepted in lieu of education with the approval of Orange County.
- The Agency's program staff shall attend Positive Adverse Childhood Experiences (PACEs) training for each funded staff by the execution of this agreement within 30 days of hire.
- The Agency's staff/volunteers, who will be part of the program, shall provide services in a manner that is sensitive to the backgrounds and cultures of program participants.
- The Agency must have staff/volunteers who can competently communicate in the language(s) of participants (i.e., English, Spanish, Creole), or have ready access to translators.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.67 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(s) agreement 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 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, the Agency is 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, the Agency is to maintain staff to student ratios, where applicable.
- If applicable, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) regulations, agency staff/volunteers shall protect the rights and confidentiality of all program participants and their families.

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

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

- Juvenile Prevention/Diversion

**Unit of Service**

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

Orange County reserves the right to modify days, locations, 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
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.

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

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

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

<b>MPH1</b>	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher or will show an increase in their cumulative grade point average, from the first semester or previous year. (i.e. Report Cards, School Records)
<b>MPH2</b>	# and % of program participants who maintain stability if already stable or exhibit improvement (pre-assessment/post-assessment) in mental health (i.e. CFARS, parent-child relationship, Baker Act, CALF, Exceptional Student Education referrals, depression inventory, Patient Health Questionnaire-9).
<b>MPH3</b>	# and % of program participants who maintain positive health screenings and/or show improvement in physical health (i.e. timely immunizations, physical exams, dental check-ups Patient Health Questionnaire-9).
<b>MPH4</b>	# and % of program participants who show 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.

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

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

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

<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 least 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 from 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 include 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>	# 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.
- **(I) Equipment Lease/Maintenance:** Periodic payment for use and maintenance of equipment.

- **(D) Food:** Food and Beverages purchased for consumption by program clients.
- **(I) Licenses, Taxes, Insurance:** Costs associated with professional and occupational licenses, liability insurance including vehicles (directors and officers), and any local taxes (e.g., property taxes).
- **(I) Office Expenses:** Consumable materials and supplies such as stationery, paper, pens, envelopes, and folders.
- **(I) Postage:** All costs associated with delivery services, postage, and mail sent out under the Agency's bulk mail permit.
- **(D) Printing:** All costs associated with printing, binding, and other graphic reproduction services, including charges for services performed by a private printing Company (Does not include printing of advertising/marketing materials).

**Professional Fees/Outside Consultants:**

- **(I)** Costs associated with accounting services, external human resource functions, organizational assessments, legal services, etc.
- **(D)** Costs associated with outside professional instructors, presenters/speakers, etc. working directly with funded clients.
- **(D) Program Supplies:** Any supplies directly related to program operations.
- **(I) Staff Development/Training:** Costs associated with conferences, conventions, seminar registration fees and travel costs related to development/training.
- **(D) Staff Travel:** Authorized travel expenses of all officers, employees, and other authorized persons. This may include use of Agency vehicles. Do not include travel costs associated with staff development/training or direct assistance to clients for travel. Travel expense reimbursements for use of personal vehicles only, that are included in proposed program budget shall not exceed the rate of \$.67 per mile pursuant to Orange County policies and procedures.
- **(I) Vehicle Maintenance:** Costs associated with routine preventative vehicle maintenance (e.g., oil change, tune ups).
- **(D) Volunteer Expenses:** Direct expenses associated with volunteers.

**\*\*Miscellaneous:** Expenses that do not fit into stated expenditure categories. Miscellaneous expenditures equaling 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):

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Name of Organization Participating in Collaborating Partnership:

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## COLLABORATIVE PARTNER INFORMATION

### 1. Agency's Mission/History

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

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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