



Citizens' Review Panel for Human Services

2026 Spring Fund Distribution Process

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Orange County Citizens' Review Panel for Human Services
Request for Proposals for
Spring 2026 Fund Distribution Process

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RFP SUBMITTAL INFORMATION AND INSTRUCTIONS

ARTICLE 1: INTRODUCTION

Section A: Definitions (Alphabetical Order)

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

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

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

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

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

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

“CRPHS” shall mean the “Citizens’ Review Panel for Human Services Advisory Board”, which is a volunteer advisory board appointed by the BCC and formed in 1996 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 targeted actions and services provided to children and youth who are experiencing 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 dollars (\$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.

RFP SUBMITTAL INFORMATION AND INSTRUCTIONS

“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 **April 21, 2026**.

“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 27, 2026**.

“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.

“Teens” shall mean any minor age 13 through 19 years of age, unless otherwise specified in the advertised Scope of Services. Generally, individuals who are completing their 12th-grade year of high school and are age 19 may qualify as a “teen” for the purposes of this solicitation, unless otherwise specified in the Scope of Services.

“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 24 for the purposes of this solicitation, unless otherwise specified in the Scope of Services.

“Young Adult” shall mean a means an individual who is 18 through 24 years of age at the time of application or service enrollment.

Section B: Notice of RFP

Respondents are hereby notified 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. Citizens Safety Task Force Funding
4. Neighborhood Center for Families Funding

The purpose of such funding is for selected Respondents to provide certain human services to the residents of Orange County, Florida.

The CCC is the Orange County division responsible for administering and disbursing these funds. Proposals submitted to the CCC will be reviewed and evaluated by the CRPHS, whose role is to assess applications and make funding recommendations for nonprofit human services agencies. Funding recommendations made by the CRPHS that fall within award thresholds established by the BCC will be forwarded to the BCC for final approval. This is a stand-alone solicitation process governed by the requirements and procedures outlined in this Process Information Packet.

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) will govern, so the Respondent will be required to meet all obligations, terms, and conditions in such Scope of Services.

Contracts will be awarded in the range of \$50,000 (minimum award) to \$250,000 (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 total per year in any funding cycle.

Funding distributed through this process is intended to benefit Orange County, FL residents and must be administered in accordance with all applicable laws in a fair and non-discriminatory manner. Services supported with County funds must be accessible to all eligible residents within the intended service population.

Certain solicitations may be specifically designed to serve defined populations—such as youth—based on program purpose and identified community needs. In those cases, eligibility may be limited to the identified population; however, services shall not be influenced, restricted, or denied based on race, color, ethnicity, national origin, religion, gender, gender identity or expression, sexual orientation, disability, or any other characteristic protected by law.

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 as necessary to meet the goals and objectives of the funds as determined in the County’s sole discretion.

Table 1: RFP Process Timeline	
Fund Distribution Process Information Available to the public on www.orangecountyfl.net/crp	Monday, March 16, 2026
Agency Training: Virtual Session <i>(Pre-recorded Session)</i>	Monday, March 16, 2026 – Monday, April 27, 2026
Small Scale Agencies CRPHS Face to face Fund Distribution Process Q&A Session <i>Note: The purpose of this face-to-face Question and Answer session provides small-scale agencies with an opportunity to ask questions and gain clarity on the CRPHS Fund Distribution Process and application requirements. Space is limited.</i> Register for the session below: bit.ly/4rugsbJ	Tuesday, March 24, 2026
CRPHS Fund Distribution Virtual Question and Answer Session <i>Note: The purpose of the virtual Question and Answer session is to provide applicants with an opportunity to ask clarifying questions regarding the CRPHS Fund Distribution Process and application requirements.</i> Register for the session below: https://bit.ly/4s3fluW	Thursday, March 26, 2026
CRPHS Fund Distribution Information Live Virtual Session <i>Note: This is the final information session being offered. Agencies that have not already attended a prior session must attend in order to receive a Certificate of Completion, which is required to apply.</i> Register for the session below: https://bit.ly/4rlRDOV	Friday, March 27, 2026

Table 1: RFP Process Timeline

Deadline to Submit Notice of Intent to Apply <i>(online application)</i>	Tuesday, April 7, 2026
Innovation Program Submissions Due	
Applicants will be informed of Notice of Intent Status	
Respondents will be informed to Proceed / Not Proceed with Innovation Program Application	Tuesday, April 14, 2026
CRPHS Fund Distribution Virtual Question and Answer Session <i>Note: This virtual Q&A session is for applicants with approved Notices of Intent who are actively completing agency and program applications. The session focuses on clarifying application questions, submission requirements, and key elements of the Fund Distribution Process.</i> Register for the session below: https://bit.ly/4bBR8vo	Tuesday, April 21, 2026
Question Deadline <i>Note: The Question Deadline is the cutoff date and time for submitting questions or requests related to the RFP. Any questions received after this deadline may not be answered.</i>	Tuesday, April 21, 2026
Citizens' Review Panel Proposals Due <i>(online application)</i>	Monday, April 27, 2026
Panel Review Sessions	May 2026 – June 2026
Citizens' Review Panel Advisory Board Funding Allocation Meeting	To Be Determined
Notice of Preliminary Funding Recommendation CRPHS mailed to agencies via USPS Certified Mail and Email	To Be Determined
Funding to begin for Citizens Safety Task Force Programs	Wednesday, October 1, 2026
Funding to begin for TCRP Programs	Wednesday, October 1, 2026
Funding to begin for NCF Programs	Wednesday, October 1, 2026
Funding to begin for CSF Programs	Thursday, January 1, 2027

Failure to meet the deadlines contained herein (or as otherwise published by the County) may result in the Applicant's disqualification from funding consideration at the County's sole discretion.

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:	Funding-CRP@ocfl.net
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 supported through Children’s Services Funding shall run from January 1 through December 31, unless otherwise specified. Contracts awarded under this funding source will generally be issued for a three (3) year contract term. Contracts awarded under the Small-Scale funding category will be issued for a two (2) year term.

2. Focus Areas

Children’s Services Funding supports programs that promote positive outcomes for children, youth, and families in Orange County. Funding is directed toward services that address key areas impacting youth development, family stability, and community well-being. The focus areas for Children’s Services Funding include:

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

Consistent with the County’s Community Level Assessment Framework, certain communities within Orange County demonstrate higher concentrations of risk indicators affecting youth and family outcomes. While services funded through Children’s Services Funding remain accessible to eligible residents throughout the County, outreach and program participation are encouraged within communities where data indicate elevated need.

Several ZIP codes within Orange County have been identified as areas where multiple indicators affecting youth and family well-being intersect. These ZIP codes include 32703, 32801, 32805, 32808, 32810, 32811, 32818, 32822, 32835, and 32839.

To support coordinated service delivery and community engagement, these ZIP codes are organized into five Concentrated Community Initiative (CCI) sectors, as shown in Table 3: Concentrated Community Initiative (CCI) Sectors:

Sector	Zip Codes
1	32703
2	32801, 32805
3	32808, 32810, 32811, 32818, 32835
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

Orange County’s Children’s Services Funding (CSF) is informed by findings from the Orange County Community Assessment Framework, which examined youth and family outcomes before and after the County’s sustained investment in prevention, intervention, and family support services. The evaluation compared conditions during the pre-investment period (FY 2016–2017) and the post-investment period (FY 2022–2023) to assess trends in youth outcomes, system involvement, and service utilization over time.

The assessment was conducted using the Communities That Care (CTC) prevention framework, which evaluates factors influencing youth development across four interconnected domains: Community, Family, Education, and Individual well-being. The analysis examined indicators such as juvenile arrests and detention admissions, dependency services utilization, verified abuse and neglect investigations, educational performance measures, graduation and dropout rates, and selected youth health indicators.

Findings from the evaluation demonstrate measurable improvements across multiple indicators following the County’s increased investment in youth and family services. Notably, juvenile arrests and detention admissions declined by more than 50 percent between the pre- and post-investment periods. Additional improvements were observed in school performance ratings, early grade promotion, graduation rates, and other indicators of youth well-being. These findings support the continued investment in prevention and early intervention strategies that strengthen protective factors for youth and families.

While outcomes have improved overall, the analysis also identified geographic areas where multiple risk indicators remain concentrated. Several ZIP codes demonstrated overlapping challenges across community safety, family stability, educational performance, and individual well-being indicators. These findings

highlight the importance of continuing to support prevention-focused services that both strengthen families and address community-level risk factors.

In response to these findings, Orange County's Children's Services Funding supports programs that promote positive youth development, strengthen family stability, and reduce risk factors associated with negative outcomes across the four domains identified in the assessment framework.

Table 4: Funding Objectives for Children's Services Funding identifies the program areas eligible for funding, the number of awards available for each Funding Objective, and the maximum funding amount available per awarded proposal. Funding Objectives are designed to support programs that contribute to improved outcomes in youth development, family stability, community safety, and educational success.

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 be designated with the identifier "CSF." Some Funding Objectives support programs that provide services countywide, ensuring that youth and families throughout Orange County have access to prevention, intervention, and supportive services.

Other Funding Objectives are aligned with the County's Concentrated Community Initiative (CCI) sectors and focus outreach and service delivery within geographic areas identified through the Community Level Assessment Framework as demonstrating a higher concentration of risk indicators across multiple domains.

While services must remain accessible to all Orange County residents, agencies should demonstrate strategies to focus outreach and program participation within the designated communities so that a substantial portion of program participants reside in areas where data indicate the greatest concentration of need.

This approach reflects Orange County's balanced strategy of maintaining countywide access to services while directing additional resources to communities where data demonstrate overlapping risk factors. By aligning funding objectives with documented trends in youth and family outcomes, the County seeks to strengthen prevention efforts, support families, and sustain the positive progress observed across multiple domains of youth well-being.

4. Small Scale CRP (SSCRP) Requests for Proposals

Small Scale CRP Funding Objectives are open to local health and human services 501(c)(3) nonprofit agencies with a total budget (revenue received from all funding sources) of no more than \$300,000, as documented by Agency's IRS 990 filing or Financial Statements prepared by a Certified Public Accountant (CPA). Agencies must have been in business for at least one (1) year and intend to provide services in Orange County.

Respondents must not have received funding from Orange County Citizens' Review Panel Fund Distribution Process in the Small-Scale CRP category within the past three (3) years. Respondents can only apply for one (1) Funding Objective in the category.

Table 4: Funding Objectives for Children’s Services Funding

Funding Objectives	# Of Awards	Maximum Funding Per Proposal
Behavioral Therapy for Children, Youth, and Young Adults	2	\$150,000.00
Early Literacy Programming – Countywide	1	\$125,000.00
Fatherhood Initiative	2	\$50,000.00
Infant/ Child Mortality Prevention- Sectors 1 & 3	1	\$200,000.00
Infant/ Child Mortality Prevention- Sectors 2, 4, 5	1	\$200,000.00
Life Skills Training and Development for Young Adults with Disabilities	1	\$200,000.00
Mental Health Programming for Youth	1	\$150,000.00
Nutrition Programming for Youth with Special Dietary Needs and their Families	1	\$100,000.00
Parenting – Sector 4 (Small/ Mid Size Agency)	1	\$100,000.00
Programming for Homeless Youth and Their Families	1	\$200,000.00
Reading/ Math Coaches – Sector 1	1	\$75,000.00
Reading/ Math Coaches – Sector 2	1	\$75,000.00
Reading/ Math Coaches – Sector 5	1	\$75,000.00
SSCRP Life Skills Training and Development for Youth – District 3	1	\$50,000.00
SSCRP Life Skills Training and Development for Youth - District 6	1	\$50,000.00
SSCRP Life Skills Training and Development for Youth – District 7	1	\$50,000.00
SSCRP Life Skills Training and Development for Youth – District 8	1	\$50,000.00
SSCRP Life Skills Training and Development for Youth	4	\$50,000.00
SSCRP Tutoring Programming for Youth	1	\$50,000.00
SSCRP Youth Mentoring Program	3	\$50,000.00
Supportive Services for Children of Incarcerated Parents- West	1	\$100,000.00
Supportive Services for Expectant or Parenting Teens, and Young Parents – Countywide	1	\$150,000.00
Teen Pregnancy Prevention Program- West	1	\$75,000.00
Vocational Opportunities for Persons with Disabilities – East	1	\$150,000.00

Table 4: Funding Objectives for Children’s Services Funding

Funding Objectives	# Of Awards	Maximum Funding Per Proposal
Vocational Opportunities for Persons with Disabilities – West	1	\$150,000.00
Youth Internship Programming – Large Agency	2	\$250,000.00
Youth Mentoring – Countywide	1	\$150,000.00
Youth Mentoring – Sectors 1 & 2	1	\$100,000.00
Youth Mentoring – Sector 3	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 Programming for Youth will be funded for a contract term of two (2) years.

2. Funding Objectives for Innovation Programming for Youth

The County is seeking novel prevention/intervention strategies that are focused on improving the lives of children and families within Orange County Commission Districts 2, 3, 5, 6, 7, and 8 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)

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

Table 5: Funding Objectives for Innovation Programming for Youth

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Innovation Programming for Youth – Orange County Commission District 2	1	\$100,000.00
Innovation Programming for Youth – Orange County Commission District 3	1	\$100,000.00
Innovation Programming for Youth – Orange County Commission District 5	1	\$100,000.00
Innovation Programming for Youth – Orange County Commission District 6	1	\$100,000.00
Innovation Programming for Youth – Orange County Commission District 7	1	\$100,000.00
Innovation Programming for Youth – Orange County Commission District 8	1	\$100,000.00

Note: Funding objectives are designated to Orange County Commission Districts and not sectors, please see District map in Appendix #8.

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. The Independent Review Committee consists of four (4) members. One member serves as an Alternate and will participate in scoring only in the event a primary panelist has a confirmed conflict of interest. In such cases, the Alternate replaces the conflicted member to ensure three (3) voting panelists evaluate and score each application.

All determinations are made by majority vote of the three (3) voting members.

Panelists will independently respond Yes or No to:

1. Is the program idea Revolutionary or Evolutionary?
2. Does the program provide direct services to Children & Families in Orange County?
3. Is the program Prevention or Intervention focused?
4. Is the program NOT a Community Event or Research Project?
5. Do you recommend this program to proceed with submitting a CRP Innovation Application?

If a committee member responds “No” to any of the above criterion it will result in the Agency being ineligible to apply for Innovation Programming.

Scoring & Determination

- A majority vote (2 voting members) must select “Yes” for the program to proceed.
- The alternative votes only replace a conflicted panelist.

Only applications receiving a majority “Yes” vote and meeting all eligibility criteria will advance to the next stage of the CRP Innovation Application process.

If approved, Respondents will be notified by the “Deadline to Inform Respondents to Proceed / Not Proceed with Innovation Program 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.

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, unless otherwise specified. 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 6: 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 providing 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 (SSCRP) Requests for Proposals

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

Table 6: Funding Objectives for TCRP Funding		
Funding Objectives	# of Awards	Maximum Funding Per Proposal
Case Management in Support of Oak Ridge NCF	1	\$75,000.00
Ex- Offender Re-Entry Case Management	1	\$50,000.00
Health, Recreational, and Support Programming for Seniors- West Orange	1	\$100,000.00
Senior Transportation Program	4	\$25,000.00
Small Scale CRP Mobile Outreach, Mentoring, and Life Skills Services for Youth- Bithlo	1	\$50,000.00
Small Scale CRP Mobile Outreach, Mentoring, and Life Skills Services for Youth- West Orange	1	\$50,000.0

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

Section D: Citizens Safety Task Force Funding

1. Funding Term

The funding term for awards sourced from Citizens Safety Task Force Funding shall be October 1 through September 30, unless otherwise specified. Contracts awarded under this funding source are typically issued for a three (3) year term, with the exception of the Credible Messenger contract, which is issued for a five (5) year term.

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 nine (9) 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 with the youth and families.

Table 7: 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 7: Funding Objectives for Citizens Safety Task Force Funding		
Funding Objective	# of Awards	Maximum Funding Per Proposal
Credible Messenger Program	7	\$50,000.00
Credible Messenger Program	2	\$25,000.00
Family Support and Engagement in Support of NCF (CSTF)	1	\$55,000.00

Note: Refer to *Scope of Services for the Funding Objective in Appendix #3: Scope of Services (Citizens Safety Task Force Programming)* for detailed information regarding the minimum requirements for each Funding Objective.

Section E: Neighborhood Center for Families Funding

1. Funding Term

The funding term for awards sourced from Neighborhood Center for Families (NCF) Funding shall be October 1 through September 30. The awarded contract will be funded for a contract term of three (3) years.

2. Funding Objectives for Neighborhood Center for Families Funding

Table 8: Funding Objectives for NCF Funding contains a list of Funding Objectives for Neighborhood Center for Families 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 “NCF”. 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.

Table 8: Funding Objectives for NCF Funding		
Funding Objectives	# of Awards	Maximum Funding Per Proposal
Arts Programming for Youth in Lake Weston (NCF)	1	\$80,000.00

Note: Refer to the Scopes of Services for the Funding Objectives in Appendix #4: Scopes of Services (NCF).

Article 3: RFP Terms and Conditions

Section A: 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 for a minimum of one (1) year prior to application.
3. Has been legally registered to conduct business in the State of Florida and maintained an “Active” status with the Florida Department of State, Division of Corporations (Sunbiz) for a minimum of one (1) year prior to application.
4. Attended at least one (1) Fund Distribution Process Information Session. An official Certificate of Completion must be submitted with the Agency’s Notice of Intent. This requirement is mandatory for all applicants.

Section B: Evaluation Criteria

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

Table 9: Evaluation Criteria	
Proposal Section	Weight
Agency Information	22
Agency Budget	10
Organization and Completeness	3
Program/RFP Overview	50
Performance Measures	5
Program Budget	10
<u>TOTAL</u>	<u>100</u>

Note: CRPHS Scoring Rubric located in **Appendix #9**, details the evaluation criteria used in the review of Agency and Program Applications.

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

Collaborative Partnership Requirements:

Applicants proposing a collaborative partnership must address the following requirements within the application, as applicable:

- A.** The Proposal must be clearly identified as a collaborative partnership.
- B.** The Proposal must clearly identify all partner organizations participating in the collaborative partnership and describe each partner's role and assigned services.
- C.** Each partner organization must independently meet all agency eligibility requirements, including, but not limited to, the following:
 - Maintain a physical location within Orange County, Florida.
 - Be a 501(c)(3) human services nonprofit organization for a minimum of one (1) year prior to application; and
 - Be legally registered to conduct business in the State of Florida and have maintained an "Active" status with the Florida Department of State, Division of Corporations (Sunbiz), for a minimum of one (1) year prior to application.
- D.** Each partner must self-perform 100% of the services for which they are responsible. Outsourcing services to non-partner third parties is not permitted.
- E.** No partner may be assigned more than thirty percent (30%) of the County-funded direct services.
- F.** One (1) partner must be assigned a greater percentage of the County-funded services than the other partner(s). This organization shall serve as the primary Applicant and Fiscal Agent, responsible for contracting with the County and for the appropriate distribution of funds to partner organizations.

- G. Each partner must receive the full unit rate for the services they deliver and a proportionate share of administrative costs consistent with their assigned percentage of services.
- H. Collaborative partnerships that are not clearly identified within the Proposal or that fail to provide all required partnership and eligibility information within the application may be deemed non-responsive and may not be considered. Extenuating circumstances may be reviewed on a case-by-case basis.

Section D: Required Documentation Submittals

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

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

1. The Respondent's 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 for a minimum of one (1) year prior to the date of application.
2. 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 (1) year prior to the date of application.
3. Evidence that the Respondent has a physical location within Orange County, Florida.
4. Letter of Support authorizing the Agency's application for funding, signed by the Agency's Board President or Board Executive Officer, and submitted on official Agency letterhead.
5. Proof of attendance to at least one (1) Fund Distribution Process Information Session, as evidenced by an official Certificate of Completion.
6. 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.

Note: *Faith-based organizations are not required to submit IRS Form 990. However, they must provide alternative documentation verifying annual revenue, such as a Board-approved annual operating budget, a year-end profit and loss statement prepared by the Treasurer, bookkeeper, or financial officer, or a certified letter on organizational letterhead signed by an authorized financial officer or governing body representative attesting to the organization's total annual revenue.*

7. 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 prior to 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) are required if an audit is unavailable.

8. The Respondent must provide details in writing of:

- Any currently pending civil, criminal, or administrative proceedings against the Respondent or any of its principal officers; and
- 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.
- Non-administrative civil citations that are \$500 or less may be excluded from this requirement.

9. If any of the services contemplated in the Proposal require licensure from any regulatory body, the Respondent must submit current copies of such licensure.

Section E: Required Certifications and Acknowledgements

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, or the termination of an award after contract execution.*

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 partner 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 **Section B. Collaborative Service Partners** of the Program Application.
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. 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.
6. If there is a conflict, inconsistency, or omission between the terms of the Proposal and the relevant Scope of Services (or Program requirements), the Scope of Services (or Program requirements) shall govern.
7. If selected for award, the Respondent must enter into a Contract, using a Contract provided by the County, for the provision of the requisite services for at least one (1) year.

8. The Respondent is required to comply with the Contract's payment terms, as established by the County.
9. The Respondent maintains a board-approved Code of Ethics, and policies denoting its compliance with the Equal Opportunity Policy and the Americans with Disabilities Act (ADA).
10. The Respondent's administrative costs may not exceed 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 time frames.
11. The Respondent permits no general telephone solicitation of the public, permits no payment of commissions, finder's fees, percentages, bonuses, or similar practice in connection with its fundraising practice.
12. The Respondent conducts publicity and promotional activity based upon its actual program and operations; these activities are truthful and non-deceptive, include all material facts and make no exaggerated or misleading claims.
13. If selected for award, the Respondent will be required to prepare and make available to the public an annual report that includes a full description of the organization's activities and supporting services, identifying the governing body/directors and chief administrative personnel.
14. If selected for award, Respondents with religious affiliation will be prohibited from refusing service to any client, patient, or other beneficiary of the County-funded services based on religion, or require attendance at religious services, as a condition of County-funded assistance, nor will such groups engage in any religious proselytizing in any program receiving County-funding.
15. The Respondent, whether selected or not, is required to comply with all applicable federal, state and local laws, regulations, and codes.
16. If selected for the award, the Respondent will be required to maintain program and accounting records for a minimum of five (5) years after the expiration of the Contract.
17. 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, and County requirements.
18. If required prior to awarded, the Respondent provides services on Orange County Public School (OCPS) grounds, provide services to OCPS students and/or utilize the OCPS student data, a Memorandum of Understanding, Letter of Commitment, and /or Letter Support from OCPS must be attained.

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 2026 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.
22. For the purposes of this solicitation, funding is intended to provide direct services to Orange County, FL 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 programs are assigned to at least one (1) 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 #6: Performance MeasuresMenu**.

***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 two (2) measures under one focus area.*

Article 4: CRPHS Fund Distribution Application Process

The CRPHS Fund Distribution Process is a structured, multi-step application designed to ensure fairness, transparency, and eligibility compliance for all participating agencies.

The process consists of three (3) primary phases:

1. Notice of Intent (NOI)

All agencies must first submit a Notice of Intent (NOI) by the stated deadline. The NOI confirms the agency's eligibility and intent to apply. Required documentation must be uploaded at this stage. Only agencies with an approved NOI may proceed to the full application.

2. Agency Application (35 Points)

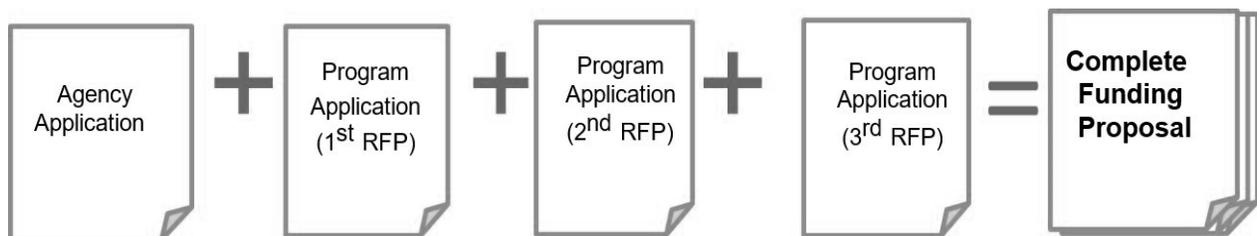
The Agency Application is Part One of the complete proposal (unless otherwise specified). This section evaluates the organization's governance, financial stability, operational capacity, and compliance history. The Agency Application is scored and accounts for thirty-five (35) points of the total proposal score.

3. Program/RFP Application (65 Points)

Agencies must submit at least one (1) Program/RFP Application detailing the proposed services, outcomes, performance measures, and budget. This section is scored separately and constitutes the remaining portion of the total application score.

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:



All applications are reviewed and scored by the Citizens' Review Panel Advisory Board for Human Services (CRPHS). Funding recommendations are contingent upon the availability of funds. Based on the total annual contract amount, recommended awards may require final approval by the Orange County Board of County Commissioners.

Section A: Portal Submittal Information

1. General Information

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

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

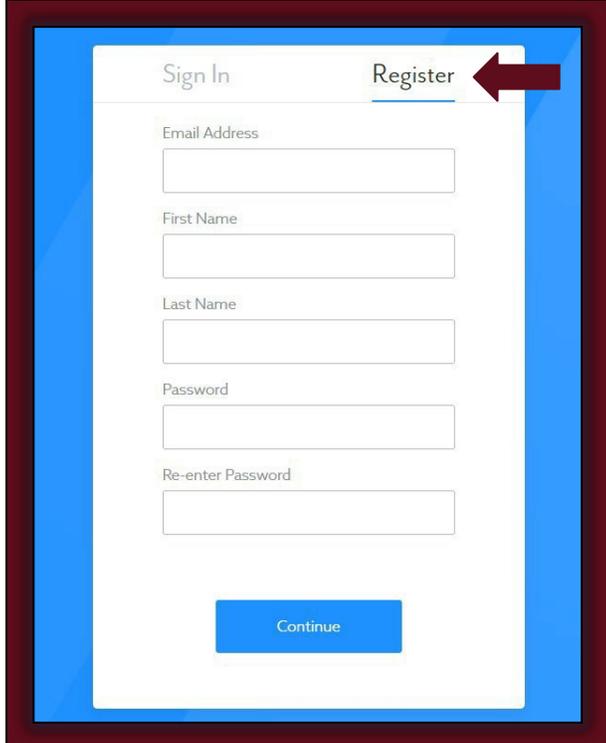
The Sub-recipient (Applicant Agency) Portal is hosted by Neighborly Software and is available via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

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.

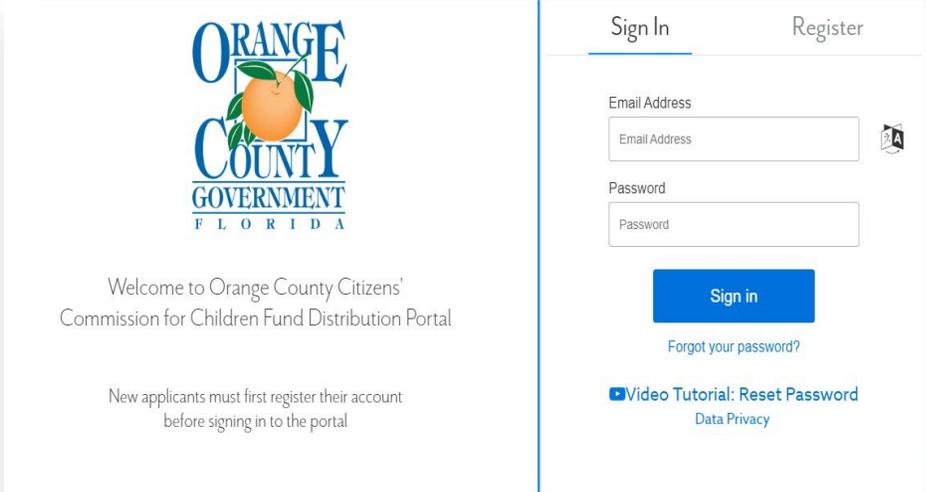


The screenshot shows a registration form with the following fields and elements:

- Two tabs at the top: "Sign In" and "Register". A red arrow points to the "Register" tab.
- Form fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password".
- A blue "Continue" button at the bottom of the form.

4. Logging In

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



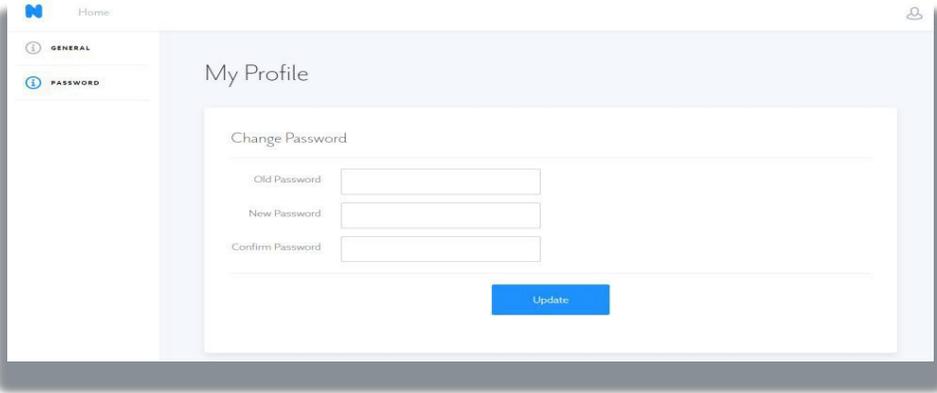
The screenshot shows the login page for the Orange County Citizens' Commission for Children Fund Distribution Portal. On the left, the Orange County Government logo is displayed above the text: "Welcome to Orange County Citizens' Commission for Children Fund Distribution Portal" and "New applicants must first register their account before signing in to the portal". On the right, there are two tabs: "Sign In" (selected) and "Register". Below the tabs are two input fields: "Email Address" and "Password". A "Sign in" button is located below the password field. Below the button are two links: "Forgot your password?" and "Video Tutorial: Reset Password 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. The page has a navigation menu on the left with "GENERAL" and "PASSWORD" options. 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 the form is an "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.

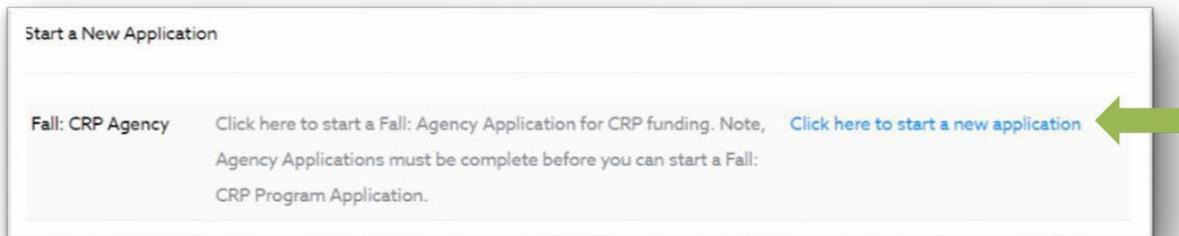
1. Starting Agency Application

To begin a new Spring Agency Application, click “**Click here to start a new application.**” The Agency Notice of Intent to Apply (NOI) is the first section of the Agency application (Section A). The County must approve an Agency’s NOI before the Agency may proceed to the remaining sections of the Agency Application.

If the NOI is approved, the Agency will receive an email notification at the email address(es) provided. If the NOI is not approved, the Agency will not advance to the remaining sections of the Agency Application for this funding cycle.

If an opportunity to remedy the cause of non-approval is provided, the Agency must submit the required information within the timeframe specified in the notification. Failure to respond by the stated deadline will result in final non-approval of the NOI.

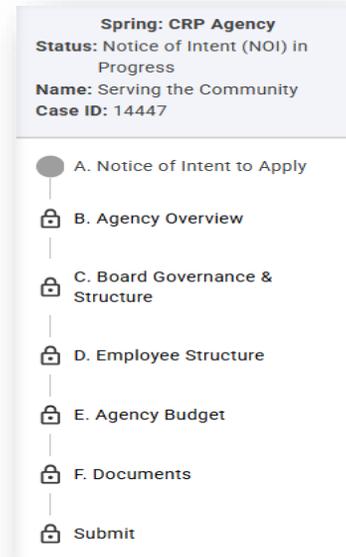
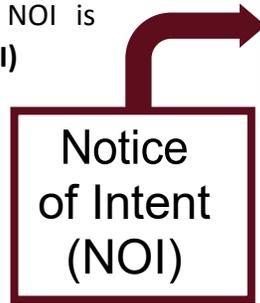
Each Agency may submit only one Agency Application as part of the online proposal process.



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



Upon entering the application, a menu will appear on the left side of the application. This menu allows the user to navigate through the application. Note that the NOI is considered **Section A. Notice of Intent to Apply (NOI)**



2. Notice of Intent to Apply (NOI)

The Notice of Intent (NOI) serves as the first step in the CRPHS Fund Distribution Process. Its purpose is to confirm an agency’s eligibility to apply for funding and to notify the County of the agency’s intent to participate in the funding cycle. Only agencies with an approved NOI may proceed to complete the full Agency and Program Applications. Applicants will be notified of NOI approval status on **April 7, 2026**.

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, the Agency must indicate this intent within the Notice of Intent (NOI) and provide a detailed description of the proposed innovative program, including the Orange County District to be served.

Prior written approval is required before submitting an Innovation Program application. Agencies will be notified of their approval status on **April 14, 2026**.

- 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 Agency **must** submit the following documents with the NOI. Failure to submit any of the following documents may result in the County’s denial of the Agency Application.

- 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.

Note: 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).
- Fund Distribution Information Training Certificate

<input type="radio"/> 501(C)3 Determination Letter from the Internal Revenue Service (IRS) *Required	Upload File 
<input type="radio"/> Articles of Incorporation from Florida Department of State Division of Corporations *Required	Upload File 
<input type="radio"/> Fund Distribution Information Training Certificate *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 
<input type="radio"/> Most recent IRS Form 990 or Form 990-N (E-Postcard). Note: Faith-based organizations exempt from IRS Form 990 and audit requirements must submit documentation for the most recent fiscal year confirming total annual revenue. *Required	Upload File 

4. Submission of NOI

Once the Agency has submitted the NOI, CCC staff will review the NOI to ensure that the Agency meets the minimum eligibility requirements. If the NOI is approved, then the designated Agency contact(s) will receive an approval email. If the County has questions about the Agency’s submission, then the County will email the Agency contact(s) requesting corrected or additional information by a certain date. Failure to provide satisfactory responses to the County’s questions may result in the denial of the Agency’s NOI. No Agency will be able to proceed in the application process without approval of the NOI. If the Agency’s NOI is approved, then the Agency may proceed with the remainder of the application.

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 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 according to the Agency’s bylaws.
- **Board’s Role and Responsibilities:** Provide requested information about the board’s roles and responsibilities according to the Agency’s bylaws.
- **Board Member Compensation:** Voting board members should not receive compensation from the agency. If so, describe the policies, procedures, or governance safeguards in place to ensure transparency, prevent conflicts of interest, and maintain appropriate separation between compensated board members and agency decision-making. Include how conflicts are disclosed, reviewed, and documented.
- **Board Information Form:** Complete all requested information. *Areas of Expertise* are defined as skills the member brings to the Board (e.g., fundraising, marketing, accounting, construction, human resources, etc.). To add board members to click on the Executive Committee button for executive committee members and members At- Large button for members-at-large.
- **Board Governance and Oversight:** Provide requested information about the governing board structure, including board size, officer roles, and the professional expertise represented. Also explain how the board provides fiscal, programmatic, and strategic oversight.
- **Efforts made to recruit new board members:** Provide request information about the boards recruitment process and anticipated start date of upcoming board term and expertise.
- **Board Monitoring and Accountability:** Provide requested information about how the governing board monitors organizational performance and ensures programs remain aligned with the needs of the population served.

BOARD INFORMATION FORM

C.4. Provide a breakdown of the membership of the Agency's current Board of Directors.

EXECUTIVE COMMITTEE

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

MEMBERS AT-LARGE

NAME	VOTING OR NON-VOTING BOARD MEMBER	BUSINESS AFFILIATION & TITLE	AREA OF EXPERTISE OR RELEVANT EXPERIENCE	# 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 provided in the application. 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 CRPHS FUNDING (CURRENT OR PROPOSED) IN THE FIRST ROW OF REVENUE

For additional guidance and examples, please review the **budget tutorial video: [Tutorial Video Link]** 

FUNDING SOURCE (I.E. CRP, CITY OF ORLANDO, FEDERAL/STATE GRANTS, FUNDRAISING, ETC.)	PRIOR YEAR FY 2024-2025 (12 MONTHS)	CURRENT FY 2025-2026 (12 MONTHS)	PROJECTED FYE 2026-2027 (12 MONTHS)
Total	\$ 0.00	\$ 0.00	\$ 0.00
<div style="border: 1px dashed gray; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #800000; color: white; padding: 5px 15px; font-weight: bold; margin-right: 10px;">Click to add Funding Source </div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;"> Funding Source </div> </div> </div>			

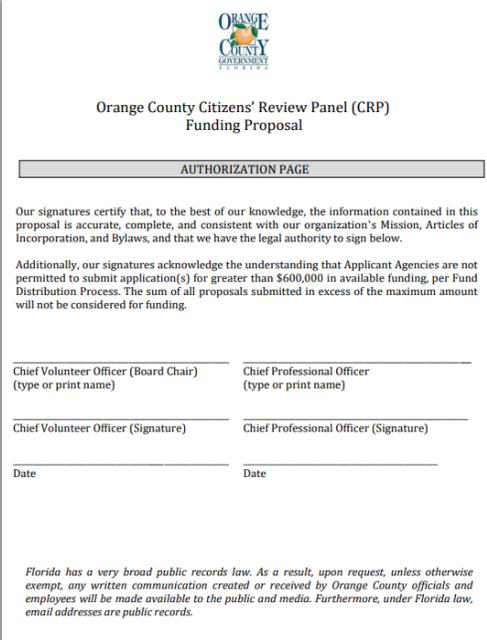
- **Agency Expenditure Comparison:** Enter information using the Agency’s fiscal year. Use **Appendix #6: Expenditure Category Definitions** to aid with the categorization of Agency expenses.
- **Total Agency Budget:** In the appropriate box, reflect the Agency’s current operating budget in the fiscal 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 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 signed, the Agency must upload the Authorization Page to the portal, and then the Agency Application can be submitted. Take note of the Agency Application Case ID number which will be needed to complete each Program Application.



7. Printing of Agency Application

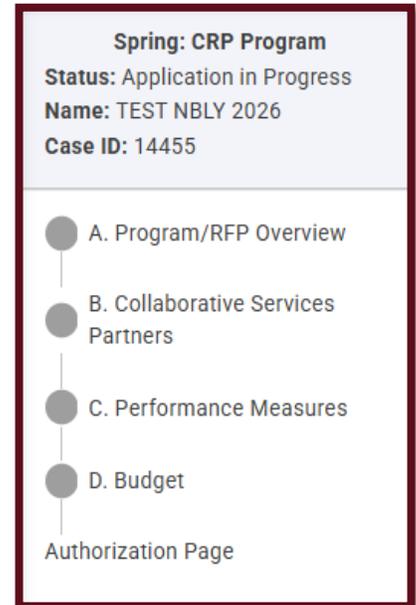
In each section of the funding proposal application, there is a “Print Application” button on the bottom of the navigation menu. Clicking on this button will create a PDF version of the application.

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

Section D: Program Application Submittal Instructions

1. To start a new Spring: CRPHS Program application, click on “Click here to start a new application” next to Spring: CRPHS 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, the menu will appear on the left side of the application. This menu allows the user to navigate through the application.



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

A. Program / RFP Overview

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



Section E: Program Application Guidance

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 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** County approval via the NOI. Innovation Program Applications that did not receive **prior** County approval via the NOI will be denied.
- **Program Funding Request – Enter the amount of funding being requested for the proposed program/RFP.**

***Note:** The maximum funding available under this Program/RFP is specified in the Scope(s) of Services. Agencies may request up to, but not exceeding, the stated maximum amount. If an Agency requests less than the maximum available and the application is recommended for funding, the County may award up to the lesser amount requested.*

2. Collaborative Service Partners

- Answer all questions in this section as it relates to whether the Applicant will independently provide all services or apply as part of a collaborative partnership, and whether the program will involve Orange County Public Schools (OCPS).
 - Agencies that intend to partner with Orange County Public Schools (OCPS) by providing services on OCPS facilities, serving OCPS students, or accessing OCPS student data must provide a Memorandum of Understanding or Letter of Commitment/ Support which provided by OCPS District office.

3. Performance Measures

- Select **two (2) proposed** performance measures from **Appendix #6: Performance Measures Menu** (based on the assigned focus area for the Funding Objective/Program on the Scope of Services). Include proposed measurement tools, and how the selected performance measure aligns with and supports the overall program design.
- If the Agency selects only one (1) performance measure, 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.*

4. 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 CRPHS FUNDING (CURRENT OR PROPOSED) IN THE FIRST ROW OF REVENUE.

D.1. Program Revenue Comparison [?](#)

FUNDING SOURCE (I.E. CRP, CITY OF ORLANDO, FEDERAL/STATE GRANTS, FUNDRAISING, ETC.)	PRIOR YEAR FY 2024-2025 (12 MONTHS)	CURRENT FY 2025-2026 (12 MONTHS)	PROJECTED FY 2026-2027 (12 MONTHS)
Total	\$ 0.00	\$ 0.00	\$ 0.00
<div style="border: 1px dashed gray; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #800000; color: white; padding: 5px 10px; font-weight: bold; margin-right: 10px;">Click to add Funding Source</div> <div style="border: 1px dashed gray; padding: 5px; flex-grow: 1;"> Funding Source </div> </div> </div>			

- **Program Expenditure Comparison**

Use **Appendix #7: 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 – CRPHS 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 Total 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 (1) 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 in the contract and must be approved by the County.*

5. 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)

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 (5) CCI sectors provided in **Table 3: Concentrated Community Initiative (“CCI”) Sectors** in the RFP.

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

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Behavioral Therapy for Children, Youth, and Young Adults (CSF)	2	\$150,000.00

Description of Services

Orange County is seeking qualified nonprofit agencies located within Orange County, FL to provide Behavioral Therapy services to children, youth, and young adults from birth through age 24 who experience behavioral challenges associated with diagnosed developmental, emotional, or behavioral disorders, including but not limited to autism spectrum disorder and traumatic brain injuries. Therapy provided through the program should focus on using evidence-based techniques to produce measurable improvement in behavior, including, but not limited to: Applied Behavior Analysis (ABA), Cognitive Behavioral Therapy (CBT), Dialectical Behavioral Therapy (DBT), Parent-Child Interaction Therapy (PCIT), etc. Programming should also include a case management component to ensure that families receive necessary support and wraparound services to address unmet needs.

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

Program Model

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

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

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

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at minimum, a master's degree in counseling, Education, Psychology, Behavior Analysis, or a closely related field and two (2) years of experience in behavior therapy. A bachelor's degree in psychology, counseling, education, or closely related field, and four (4) years' work experience in behavior therapy may be accepted in place of graduate-level education. Staff credentialed through the Behavior Analyst Certification Board (BACB) may also provide direct services under supervision, if applicable.

- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, according to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

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 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.
- 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 with 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.

Performance Measure - Focus Area(s)

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

- Family Support
- Mental and Physical Health

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Early Literacy Programming (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Early Literacy Programming – Countywide -Large Agency	1	\$125,000.00

Description of Services

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

Program Model

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

- Provide high yield learning activities that prepare students to enter kindergarten with the language, cognitive, and early reading skills necessary for reading success, thereby preventing later reading difficulties.
- Provide intensive and ongoing professional development that includes mentoring and coaching in the classroom.
- Utilizes evidenced-based curriculum, existing experience using a childhood assessment tool, and activities to instruct students.
- Utilize pre- and post-assessments to determine increased skills.
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.

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

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County reside.

- 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 with 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.

Performance Measure - Focus Area(s)

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

- Early Childhood Education /Care
- Juvenile Prevention/Diversion

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per student (one-on- one or group of two (2) or more people).
- The agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Fatherhood Initiative (CSF)

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

Description of Services

Orange County is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Fatherhood Initiative (CSF) program will promote healthy relationship(s), responsible parenting/fatherhood, and self-sufficiency through gainful employment that leads towards long-term economic independence and responsibility. The program design will emphasize key elements that may include the following: promoting the value of healthy relationships, responsible fatherhood, education and skills training, addressing barriers to effective fathering, pregnancy prevention, financial management, mentoring services, and other fatherhood-strengthening activities. These efforts are intended to support and encourage fathers to have a positive impact on their families and within their communities.

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

Program Model

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

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

- Implement evidence-based practices supported by research and evaluation.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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.
- 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 with 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, the Agency must maintain staff to student ratios, where applicable.

Performance Measure – Focus Area(s)

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

- Family Support Services
- Mental and Physical Health

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.

- The agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Infant/ Child Mortality Prevention (CSF)

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

Description of Services

Orange County is seeking qualified nonprofit agencies located in Orange County, Florida to provide year-round programming designed to reduce risk factors associated with infant and early childhood mortality and improve health outcomes for expectant parents and families with young children.

Programs shall provide education, outreach, and supportive services for expectant parents and families with children ages 0–3, with the goal of promoting healthy pregnancies, safe infant care practices, and positive early childhood development.

The Community Level Assessment Framework identified several communities within Orange County where multiple indicators affecting youth and family outcomes overlap. These indicators include patterns related to family stability, teen pregnancy, and infant mortality. Programs funded through this initiative should conduct outreach and service delivery within the Concentrated Community Initiative (CCI) sectors while maintaining access to services for all eligible Orange County residents.

Programming shall address factors associated with infant and child mortality, including limited access to prenatal care, unsafe infant sleep environments, maternal health challenges, caregiver knowledge of infant health practices, and early childhood health and development.

Program activities may include, but are not limited to:

- Prenatal and postpartum education for expectant parents
- Safe sleep education and Sudden Infant Death Syndrome (SIDS) prevention
- Breastfeeding education and infant nutrition guidance
- Parenting education and early childhood development support
- Maternal wellness and stress management education
- Home visitation or individualized family support services
- Care coordination and referrals to healthcare providers and community resources
- Community outreach and public education related to infant health and safety

The goal of the program is to improve maternal and infant health outcomes, reduce preventable causes of infant mortality, and strengthen family protective factors that support healthy early childhood development.

Program Model

Infant/ Child Mortality Prevention service models shall be family-centered, and appropriate to the needs of program participants. The program shall include the provision of the following services directly:

- Provide education to expectant and new parents on healthy pregnancy practices, infant health, and early childhood development.
- Provide instruction on safe infant care practices, including safe sleeping environments, SIDS prevention, breastfeeding, infant nutrition, and newborn care.
- Provide home visitation or individualized family support services designed to strengthen parenting skills and promote healthy child development.
- Provide care coordination and referrals to healthcare providers and community resources such as prenatal care providers, pediatric providers, WIC, early childhood programs, and family support services.
- Utilize technology-based tools or other innovative strategies to increase access to program services and educational resources when appropriate.
- Conduct outreach and awareness activities to increase knowledge of infant health practices and available community resources.
- Utilize techniques that promote safety, empowerment, and healing.

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, & 32835; Sector 4 – 32822; Sector 5 – 32839.
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, according to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

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

Performance Measure – Focus Area(s)

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

- Mental Health and Physical Health
- Family Support

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two (2) 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

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

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Life Skills Training and Development for Young Adults with Disabilities (CSF)	1	\$200,000.00

Description of Services

Orange County is seeking qualified nonprofit agencies, located in Orange County, FL to provide Life Skills Training and Development for Young Adults ages 18-24 with intellectual and developmental disabilities (IDDs). Programming should be individualized and focused on developmental and social determinants of wellness important for emerging adults. Services should promote independent living skills and self-advocacy, including activities that support positive social-emotional well-being and quality of life. Programming should also include a case management component to ensure that families receive necessary support and wraparound services to address unmet needs.

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

Program Model

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

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

- Utilize natural supports and community resources that support the unique needs of the individuals and families served.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at minimum, a master's degree in counseling, Education, Psychology, Behavior Analysis, or a closely related field and two (2) years of experience. A bachelor's degree in psychology, counseling, education, or closely related field, and four (4) years' work experience may be accepted in place of graduate-level education.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, according to Orange County policies and procedures.
- 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.
- 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.
- Pursuant to Florida Statutes, the Agency is to maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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 with 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.

Performance Measure – Focus Area(s)

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

- Family Support Services
- Mental Health and Physical Health

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.

- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Mental Health Programming for Youth (CSF)

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

Description of Services

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

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

Program Model

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

- Provide evidence based Mental Health services that promote mental wellbeing in youth participants and their families.
- Individual, group, family counseling, crisis intervention and counseling.
- Mental and Behavioral health screenings, and risk assessments.
- Provide parent support appropriate for the age and developmental level(s) of child(ren).
- Participate in a coordinated, community-level strategy to address issues among youth.
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- Awardee shall maintain a minimum of two (2) counselors 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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 with 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.

Performance Measure - Focus Area(s)

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

- Family Support
- Mental and Physical Health

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per student (one-on- one or group of two (2) or more people.
- The agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

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

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Nutrition Programming for Youth with Special Dietary Needs and their Families (CSF)	1	\$100,000.00

Description of Services

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

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

Program Model

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

- Coordinate with community-based programs, local schools, and other human service organizations to identify youth and their families who are in need of nutritional support.
- Provide hands-on activities to educate families on implementing practices for making healthy meal options (i.e., cooking demonstrations, recipe sharing, grocery shopping trip planning, etc.).
- Provide nutritional planning services aimed at improving the dietary habits of program participants.
- Provide ongoing case management services to participants encouraging nutritional intervention services.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

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

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a program coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at minimum, a bachelor's degree in nutrition or related field, licensing as a Registered Dietician, and two (2) years of experience.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, according to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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.
- 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.

Performance Measures – Focus Area(s)

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

- Family Support
- Mental and Physical Health

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two (2) 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Parenting (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Parenting – Sector 4 (CSF) – Small/Mid Agency	1	\$100,000.00

Description of Services

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

Program Model

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

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

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency shall provide services within the Concentrated Community Initiative Sector 4 – 32822.
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.

- Funding will be awarded to a Small Agency defined as having an annual revenue of three hundred thousand (\$300,000) or less or a Mid-size Agency defined as having an annual revenue between \$300,000 - \$1,000,000.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must be fiscally sound and capable of managing the proposed program.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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 must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- Agency's program staff shall attend trainings scheduled through Orange County.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, according to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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 with 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.

Performance Measures – Focus Area(s)

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

- Family Support
- Mental and Physical Health

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Programming for Homeless Youth and their Families (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Programming for Homeless Youth and their Families (CSF)	1	\$200,000.00

Description of Services:

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

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

Program Model:

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

- Provide evidence-based and services designed to support homeless youth who are not stably housed.
- Collaboration with family members or other care providers in determining how to best address short and long-term individual goals.
- Utilize supports and community resources that support the unique needs of the individuals and families served.
- Communicate frequently with families about the specific needs, and progress of clients served.
- Participate in a coordinated, community-level strategy to address issues among target populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities:

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, according to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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 with 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.

Performance Measures – Focus Area(s):

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

- Family Support
- Mental and Physical Health

Unit of Service:

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Reading/Math Coaches (CSF)

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

Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of Reading/Math Coaches Programming will assist students (Kindergarten through eighth 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 second grade, to ensure students are at the appropriate level of skill in third grade and beyond. Math programming will focus on increasing students' math levels as early as Kindergarten through seventh grade, to ensure students are at the appropriate level of skill in eighth 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 age and developmentally appropriate and designed for the 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 evidence-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 youth populations.

- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- The Agency shall provide services within the Concentrated Community Initiative Sector 1 – 32703; Sector 2-32801 & 32805; and Sector 5 -32839.
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.

- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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 must 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.

Location

- The Agency may utilize a facility of their choice within the designated geographic area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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 with 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.

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 (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Small Scale CRP – Life Skills Training and Development for Youth- District Specific (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
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 6 (CSF)	1	\$50,000.00
Small Scale CRP – Life Skills Training and Development for Youth – District 7 (CSF)	1	\$50,000.00
Small Scale CRP – Life Skills Training and Development for Youth – District 8 (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 Training 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 age and developmentally appropriate and designed for the 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 youth.
- Provide linkage to community resources to assist participants in reestablishing ties to community services.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

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.
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- 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.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objective

- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures
- 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.
- 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.
- Pursuant to Florida Statutes, the Agency is to maintain staff to student ratios, where applicable.

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.

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 (2) or more.

The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service need.

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

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

Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Small Scale CRP - Life Skills Training 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 age and developmentally appropriate and designed for the 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 youth.
- Provide linkage to community resources to assist participants in reestablishing ties to community services.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

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

- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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.
- 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.
- Pursuant to Florida Statutes, the Agency is to maintain staff to student ratios, where applicable

Location

- Program services may be conducted at various locations throughout Orange County

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

Reporting and Monitoring

- The Agency shall provide the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.

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 (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Small Scale CRP - Tutoring Programming for Youth (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP – Tutoring Programming for Youth (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 - Tutoring Program for Youth (CSF) is to serve 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 age and developmentally appropriate and designed for the 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 youth populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

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

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have at 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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.
- 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.
- Pursuant to Florida Statutes, the Agency is to maintain staff to student ratios, where applicable.

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.

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 (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Small Scale CRP Youth Mentoring Program (CSF)

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

Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The goal of the Small Scale CRP - Youth Mentoring Program (CSF) is to have an emphasis on a mentoring component based on best practices, dedicated staff, and Agency support to achieve successful program outcomes including, but not limited to 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 age and developmentally appropriate and designed for the 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 youth populations.
- Demonstrate the ability to relate positively to youth within the 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.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

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

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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.

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.

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 of two(2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Supportive Services for Children of Incarcerated Parents (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Supportive Services for Children of Incarcerated Parents - West (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 Supportive Services for Children of Incarcerated Parents program is designed to support youth who have experienced parental or guardian incarceration and may face increased challenges related to involvement with the juvenile justice system.

The program shall promote positive behaviors and healthy interactions within family, school, and community environments. Services will focus on helping youth achieve measurable outcomes, including improved academic performance, reduced engagement in delinquent or destructive behaviors, decreased anti-social behaviors, and lower rates of juvenile justice involvement or recidivism.

Program Model

The Supportive Services for Children of Incarcerated Parents service models shall be age and developmentally appropriate and designed for the 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 coordinated, community-level strategies to address challenges affecting youth and families.
- Develop working relationships with connected agencies or individuals in order to maintain a continuum of services to youth and their families.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

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.
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services are available to Orange County residents or individuals engaged in school-based programs within Orange County.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits, 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

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

Reporting and Monitoring

- The Agency shall provide the County monthly and/or quarterly reports documenting service provision. The Agency will maintain complete and adequate documentation to support units of service reported and clients served.
- The Agency must be able to document and track clients' progress as a result of program services. Such progress or program impact shall be measured through performance measures and reported upon bi-annually.
- If applicable, the Agency must provide to the County a copy of all executed memorandums of understanding (MOU) and/or partnership agreements, detailing specific roles and responsibilities, with other organizations that will be instrumental in carrying out program services.

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 groups of two (2) 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

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

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

Description of Services

Orange County Government is seeking qualified nonprofit agencies located in Orange County, FL, to provide year-round supportive services for expectant or parenting teens, young parents, and their families. The program will focus on improving the educational, health, and social outcomes of expectant and parenting youth and their children through coordinated, family-centered services. Programming shall provide comprehensive, holistic support designed to help young mothers and fathers, up to 24 years of age, develop the skills and resources needed to navigate daily challenges associated with parenting while pursuing educational and personal goals. Services shall include wraparound supports aimed at promoting healthy family development and reducing the likelihood of subsequent pregnancies during adolescence or early adulthood.

The program must implement evidence-based family planning and prevention strategies that have demonstrated effectiveness in reducing repeat pregnancies, addressing behavioral risk factors associated with teen pregnancy, and promoting responsible decision-making. The Agency shall conduct a resource and needs assessment to identify the specific needs of expectant and parenting teens, and their families, and determine available community resources to address those needs. The Agency shall also establish partnerships with public and private service providers to ensure access to essential support, young parents including healthcare, parenting education, nutritional assistance, and material resources.

Program Model

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

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

- Provide parent support appropriate for the age and developmental level(s) of child(ren).
- Provide individualized learning experiences for parents to obtain and increase positive parenting approaches for building healthy families.
- Implement evidence-based practices supported by research and evaluation and other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.

- 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.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

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(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 with 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.

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/ Physical Health
- Family Support

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per student (one-on- one) or group of two (2) or more people).

The agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Teen Pregnancy Prevention (CSF)

Funding Objective	# of Awards	Maximum Funding Per Proposal
Teen Pregnancy Prevention – West (CSF)	1	\$75,000.00

Description of Services

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

Program Model

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

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

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

- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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.
- 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.

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 (2) or more.

- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Vocational Opportunities for Persons with Disabilities (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Vocational Opportunities for Persons with Disabilities – East (CSF)	1	\$150,000.00
Vocational Opportunities for Persons with Disabilities – West (CSF)	1	\$150,000.00

Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round programming within Orange County, FL. The program components shall have an emphasis on increasing the independence, knowledge, and safety for persons with disabilities (i.e., developmental, intellectual, physical, etc.) by providing employability skills, training, and vocational opportunities. Programming will offer services to persons with documented disabilities between the ages of 15 to 24 to enhance vocational opportunities through evidence-based strategies, professional development, mentorship, and training. Educational training may include but not be limited to customer service skills, social skills, equipment utilization, and employability skills, etc. Programming will offer opportunities for employment place in the mainstream workforce or agency-operated employment program. The program will accommodate youth and young adults one-on-one or in small groups based on age and performance levels.

Program Model

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

- Provide employment training to persons with disabilities based on the demand for specific job skills needed in the local workforce.
- Provide career and technical education or entrepreneurial training for persons with disabilities.
- Advocate and support program participants and develop employment opportunities.
- Provide employment readiness services such as vocational assessments, career exploration, resume development, interview preparation, workplace communication skills, and professional conduct training.
- Facilitate job placement, work-based learning opportunities, and ongoing job coaching or mentoring to support participants in obtaining and maintaining employment, while coordinating referrals to community resources that help address barriers to employment.

- Implement evidence-based or evidence-informed practices that are relevant to vocational training and employment services for persons with disabilities, ensuring that program strategies are grounded in proven methods that support skill development, job readiness, job placement, and long-term employment success.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency shall provide Vocational Opportunities for Persons with Disabilities to individuals East County or West 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
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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 with 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.

Performance Measure – Focus Area(s)

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

- Juvenile Prevention/Diversion
- Family Support Services

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Youth Internship Program (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Youth Internship Program (CSF) -Large Agency	2	\$250,000.00

Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round youth internship and/or apprenticeship programming within Orange County, Florida. The program will support youth ages 14 to 18 or still enrolled in High School, by developing workforce readiness, career awareness, and employability skills that prepare participants for successful entry into the workforce. Priority should be given to youth who may benefit from additional workforce readiness support, including those from other Orange County Citizens' Commission for Children funded programs.

While the program shall operate year-round and include career readiness training and supportive services throughout the year, the majority of internship placements should occur during the summer months when youth participants have greater availability for work-based learning experiences.

Youth participating in internship placements shall receive compensation in the form of wages consistent with applicable federal and Florida child labor laws. Agencies shall ensure that all internship opportunities comply with youth employment regulations, including restrictions related to allowable work hours and non-hazardous job duties for participants under the age of sixteen.

The Agency shall demonstrate the ability to secure and maintain internship placement opportunities for participating youth. As part of the proposal, the Agency shall provide a list of current employer, business, and community partners that support or are willing to support youth internship placements.

The list should include the partner organization name, industry sector, and the type of internship or work-based learning opportunity anticipated. Agencies are encouraged to provide letters of support, memorandums of understanding (MOU), or other documentation demonstrating existing partnerships that will support timely placement of youth participants.

Orange County reserves the right to request documentation of employer partnerships prior to contract execution.

Program Model

The Youth Internship Programming service model shall be age and developmentally appropriate and designed for the individual experiences and needs of the participants. The program shall include the provision of the following services directly:

- Offer structured work-based learning experiences and career exploration opportunities, including paid internships, job shadowing, professional development, mentorship, coaching, professional development, and exposure to various career pathways.
- Collaborate with local employers, businesses, and community organizations to develop meaningful internship placements that provide participants with practical workplace experience and exposure to high-demand industries.
- Strengthen participants' employability through evidence-based workforce development strategies, skill-building activities, and supportive services that promote independence, responsibility, and career preparedness.
- Provide workforce readiness training aligned with job skills needed in the local and regional workforce.
- Develop partnerships with local employers, businesses, and community organizations to support internship placement opportunities.
- Support youth participants in setting career goals and developing individualized career development plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- Funding will be awarded to a Large Agency defined as having an annual revenue greater than one million dollars.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

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(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 with 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.

Performance Measure – Focus Area(s)

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

- Juvenile Prevention/Diversion
- Family Support Services

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Youth Mentoring Program (CSF)

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

Description of Services

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

Program Model

The Youth Mentoring Program service models shall be age and developmentally appropriate and designed for the individual 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 the needs and challenges experienced by youth who may face increased barriers or risk factors.
- Demonstrate the ability to establish positive, supportive relationships with youth and respond appropriately to their individual needs.
- Provide linkage to clients to other support services, as appropriate, within the parameters of the designated program, such as medical evaluation and treatment, social services, employment services, prepare, and maintain required documentation.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- If applicable, Agencies shall provide services within each of the Concentrated Community Initiative Sector 1 – 32703; Sector 2 – 32801 & 32805; and Sector 3 - 32808, 32810, 32811, 32818, & 32835.
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- 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.
- Agency's program staff shall attend trainings scheduled through 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 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 \$0.725 per mile, pursuant to Orange County policies and procedures.

- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- The Agency may utilize a facility of their choice located within the designated geographical area.
- Agencies that provide school-based services must also have an alternative, off-campus location to ensure access to services for all Orange County residents.
- Prior to contract execution, the awarded Agency shall furnish facility(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.
- 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.

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 (2) or more.
- Agency will be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Appendix #2: Scope of Services (Innovation Program)

Innovation Programming for Youth (CSF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Innovation Programming for Youth- District 2	1	\$100,000.00
Innovation Programming for Youth- District 3	1	\$100,000.00
Innovation Programming for Youth- District 5	1	\$100,000.00
Innovation Programming for Youth- District 6	1	\$100,000.00
Innovation Programming for Youth- District 7	1	\$100,000.00
Innovation Programming for Youth- District 8	1	\$100,000.00

Description of Services

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

Program Model

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

- Provide high yield learning activities that promote physical and mental wellbeing in youth participants.
- Provide services in a structured manner that engages youth and encourage positive social interactions.
- Provide programming that is revolutionary (brand new services that have not been previously funded by the CCC) or evolutionary (previously funded services that are evolving in a way that is innovative and new).
- Provide programming to teach and encourage youth to use sound decision-making and positive interaction with peers and authority figures.
- Provide programming to encourage leadership and social responsibility in youth.

- Participate in a coordinated, community-level strategy to address issues among youth populations.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency shall provide services within Orange County Commission District 2., 3, 5, 6, 7, or 8.
- Programs should primarily serve residents within the identified service area, while remaining accessible to all eligible Orange County residents.
- 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.
- Programmatic services can only be provided to Orange County residents and/or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.

- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.

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(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.
- 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.

Performance Measure – Focus Area(s)

- Varies based on Program Design

Note: Applicants must select performance measures from the Citizens' Commission for Children's Performance Measure Menu that best fit their proposed program. These measures should clearly show what the program aims to achieve and how the agency will track and measure its success. The selected measures should directly relate to the program's activities and goals

Unit of Service

- Varies 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. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Appendix #3: Scopes of Services – Traditional Citizens’ Review Panel (TCRP)

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

Case Management in Support of Oak Ridge NCF (TCRP)

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

Description of Services

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

Program Model

The Case Management in Support of the Oak Ridge NCF (TCRP) service model shall be age and developmentally appropriate and designed for the individual 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 resident/families and encourages positive social interactions.
- 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.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

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

- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- Programming will take place at the Oak Ridge Neighborhood Center for Families located at **150 Amidon Lane, Orlando, 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 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.
- 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.

Performance Measure – Focus Area(s)

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

- Family Support Services

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Ex-Offender Re-entry Case Management (TCRP)

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

Description of Services

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

Program Model

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

- Outreach, identify, and recruit eligible program participants.
- Assess the needs of program participants and make the appropriate linkages to resources.
- Develop and make recommendations for the implementation of a service plan that addresses the needs of program participants.
- Coordinate and monitor the access and delivery of service to program participants.
- Advocate on behalf of program participants including creating, obtaining, or brokering needed client resources.
- Develop support strategies to include, but not be limited to, employability skills, career development, money management, GED education, daily living skills, and social skills.
- Utilize techniques that promote safety, empowerment, and healing.

- Assist participants in life/social skills to improve coping skills and interpersonal strategies to develop healthy relationships and reduce recidivism. Assistance can be accomplished through instructional programming (modules, seminars, etc.) or referrals to appropriate community resources for this instruction.
- Provide linkage to community resources to assist participants in reestablishing ties to community services.
- 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 ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.

- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- Applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, the Agency must 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.

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(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.
- 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.

Performance Measure – Focus Area(s)

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

- Family Support Services

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Health Recreational and Support Programming for Seniors (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Health Recreational and Support Programming for Seniors- West Orange (TCRP)	1	\$100,000.00

Description of Services

Orange County Citizens' Commission for Children is seeking a qualified nonprofit agency to provide services for seniors ages 55 and older at the Orange County Multicultural Center in Orange County, Florida. The program shall have an emphasis on socialization, special events, creative learning activities, exercise and wellness, and games. Programming may include field trips or outings as approved by Orange County. This funding can also support health screenings and nutritional counseling. Special events may require flexible hours.

Program Model

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

- Provide engaging, mentally stimulating activities to include, but not be limited to, board games, congregate meals, and movie/shopping days.
- Provide exposure to special events.
- Provide learning activities (i.e., quilting, ceramics, knitting, arts & crafts, dance classes).
- Coordinate nutritional counseling and health screenings/awareness for participants.
- Facilitate safe, group exercise activities designed specifically for seniors to promote active living.
- Provide the County with a monthly activity schedule one month before the activities take place.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

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

- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.

Location

- Programming will take place at Orange County Multicultural Center located at 7149 W colonial Dr. Orlando, 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 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.
- 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.

Performance Measure – Focus Area(s)

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

- Family Support Services

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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 Scopes of Services.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Senior Transportation Program (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Senior Transportation Program (TCRP)	4	\$25,000.00

Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round transportation services to Orange County seniors, aged 55+, within Orange County, FL. The goal of the program is to reduce transportation barriers and increase access to essential services, health care, nutrition programs, and social engagement opportunities for older adults. The selected Agency shall coordinate safe, reliable, and accessible transportation services to eligible seniors for destinations within Orange County including but not limited to: congregate meal sites and nutrition programs; senior socialization and recreational activities; health care appointments, grocery stores and pharmacies, senior centers and community centers, and other essential services that support seniors' health, independence, and well-being.

Orange County will establish and broker a ride-share agreement with LYFT to provide transportation through the LYFT Concierge platform. Awarded agencies will utilize the LYFT Concierge system to arrange transportation on behalf of eligible senior clients participating in their programs. Through the LYFT Concierge platform, the Agency will be responsible for authorizing and scheduling rides for eligible clients, managing ride requests and trip coordination, tracking ride usage and trip details, and monitoring ride activity to ensure trips align with program purposes.

LYFT will establish the necessary provider accounts, including access to LYFT Guides, account creation, platform set-up, and online training. Standard launch and implementation fees associated with the LYFT Concierge platform will be waived for awarded agencies. Transportation services will be billed through the LYFT Concierge system at established program rates (e.g., per ride and/or per minute pricing). Awarded agencies will submit monthly invoices to Orange County for reimbursement of approved transportation expenses incurred for program participants.

Program Model

The Senior Transportation Program shall be designed to provide accessible, client-centered transportation services that address the mobility needs of older adults. The program shall include the provision of the following services directly:

- Provide scheduled and on-demand transportation services to approved destinations within Orange County.
- Implement procedures for trip scheduling, route coordination, and rider assistance to maximize service efficiency and accessibility.

- Maintain a customer-focused service environment that is respectful and sensitive to the needs of older adults.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

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

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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 must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- Agency's program staff shall attend trainings scheduled through Orange County.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- 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.

Location

- Transportation services shall be provided within Orange County, Florida. Trips may originate from participants' homes or designated pickup points and transport seniors to approved destinations and Orange County-funded Senior Service sites.

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.
- 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.

Performance Measure – Focus Area(s)

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

- Family Support Services

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Small Scale CRP Mobile Outreach, Mentoring and Life Skills Services for Youth (TCRP)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Small Scale CRP Mobile Outreach, Mentoring, and Life Skills Services for Youth – West Orange Neighborhood Center for Families (TCRP)	1	\$50,000.00
Small Scale CRP Mobile Outreach, Mentoring, and Life Skills Services for Youth – Bithlo Neighborhood Center for Families (TCRP)	1	\$50,000.00

Description of Services

Orange County seeks proposals from qualified nonprofit organizations to provide mobile youth outreach and engagement services for youth residing in the Bithlo and West Orange communities. The County seeks to provide mobile youth outreach and engagement services in the Bithlo and West Orange communities, with programs operating in coordination with the Neighborhood Centers for Families (NCF). These services are intended to complement and expand the existing supports offered through the NCF network by engaging youth directly within their communities and connecting them to available resources and services.

The purpose of this initiative is to reduce barriers to youth participation, strengthen positive youth development, and increase access to supportive services through a community-based mobile outreach model that brings programming directly into neighborhoods where youth live and gather. Programs funded through this initiative must operate using a mobile outreach model, with the majority of program activities delivered directly within the Bithlo and West Orange communities rather than at the provider’s primary office location. Providers must also demonstrate the ability to conduct community-based outreach and are responsible for supplying the necessary transportation and resources required to deliver mobile services.

Programs funded through this initiative should work collaboratively with the Neighborhood Centers for Families to ensure youth and families are connected to the broader network of services available through the NCF system.

Program Model

The Small Scale CRP Mobile Outreach, Mentoring, and Life Skills Services for Youth Bithlo and West Orange (TCRP) service models shall be age and developmentally appropriate and designed for the experiences and needs of the participants. The program shall include the provision of the following services directly:

- Outreach, identify, and recruit eligible program participants. Provide services in a structured manner that engages youth and encourages positive social interactions.
- Utilize techniques that promote safety, empowerment, and healing. Provide programming to encourage leadership and social responsibility in youth.

- Provide mentoring with youth one-on-one or in a group setting, and offer support, goal setting and personal development planning.
- Advocate on behalf of program participants and their families including connection and referral to needed resources.
- The program should incorporate life skills component addressing skills such as anger management, problem-solving, functional social skills, communication skills, interpersonal relationships, self-control, substance abuse/addiction education, financial literacy, and job training.
- Participate in a coordinated, community-level strategy to address issues among youth.
- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Funding will be awarded to a Small Agency defined as having annual revenue of three hundred thousand (\$300,000) or less.
- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.
- Utilize techniques that promote safety, empowerment, and healing.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator, with appropriate education/training, to supervise all operations of the program and serve as a liaison between the Agency and Orange County.
- The Agency's direct program staff shall have, at 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 must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- Agency's program staff shall attend trainings scheduled through Orange County.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, the Agency must 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.

Location

- The Agency may utilize a facility of their choice located within the Bithlo Community or West Orange County; however, a physical service location is not required. Services provided in response to the RFP are intended to be mobile.
- 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.
- 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.

Performance Measure – Focus Area(s)

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

- Family Support Services
- Mental and Physical Health

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one) or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Total number of required units of service is based on available funding and unit rate, as approved by the County, during contract negotiations.)*

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

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

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Appendix #4: Scopes 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 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.

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 (CSTF)	7	\$50,000.00
Credible Messenger Program for Youth and Young Adults (CSTF)	2	\$25,000.00

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 Programming is to provide mentoring and engagement services to young adults, currently involved or with increased vulnerability for involvement with the juvenile justice system as well as provide supportive services to their families. Direct services must be delivered by certified Credible Messengers who are able to effectively engage youth and families through authenticity, trust, and a demonstrated understanding of the challenges faced by justice-involved youth. Credible Messengers are individuals trained to build meaningful relationships, provide mentorship, and serve as positive role models who can support youth in navigating barriers and pursuing constructive pathways. Credible Messengers shall collaborate with other service providers, community organizations, and systems involved with the youth and their families to ensure coordinated support and access to services that promote stability, personal development, and long-term success.

Programming will include youth mentoring and family engagement when possible. Youth mentoring will include one-on-one as well as group mentoring sessions. Family engagement will include one-on-one support to family members/caregivers of the youth being served in the youth mentoring component. “Sneaks on the Streets” is a component of the programming in which Credible Messengers conduct outreach and engagement activities with youth in community settings to build relationships, provide mentorship, and connect youth to supportive services. Outreach activities may occur in locations where youth naturally gather and are intended to increase engagement with youth who may not otherwise participate in traditional programs. Outreach activities shall be conducted in a manner that prioritizes the safety of program staff and participants and may include coordination with community organizations or local partners when appropriate.

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.

Orange County or its designee may identify or modify service delivery priorities and outreach locations based on community needs. Agencies and certified Credible Messengers shall maintain flexibility in conducting mentoring, outreach, and engagement activities in locations identified by Orange County or its designee.

Agencies shall not restrict service delivery to specific neighborhoods or locations within the designated service area when such assignments are necessary to meet program objectives.

Program Model

Credible Messenger Programming for Youth service models shall be age and developmentally appropriate, and designed for the 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 in 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.
- 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 15-24 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.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency's Credible Messengers must have obtained the CM3 prior to the submission of the application.
- The Agency shall provide Credible Messenger Programming to youth and young adults in Orange County, FL.

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

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator to serve as a liaison between the Agency and Orange County.
- The Agency's 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, the Agency must 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.

Location

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

Reporting and Monitoring

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

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 (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Family Support & Engagement Programming in Support of NCF (CSTF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Family Support & Engagement Programming in Support of NCF (CSTF)	1	\$55,000.00

Description of Services

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

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

Program Model

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

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

- Implement evidence-based practices supported by research and evaluation or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

- The Agency must ensure programming is available during both traditional and non-traditional (flexible, family-friendly) hours, which may include evenings and weekends, as needed to meet the needs of the community.
- The Agency must begin providing direct program services within three (3) months of contract execution.
- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

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

Personnel

- The Agency shall designate a Program Coordinator to serve as a liaison between the Agency and Orange County.
- The Agency must have the capacity to maintain staff/volunteers who are trained in the delivery of instruction to meet program objectives.
- Agency's program staff shall attend trainings scheduled through Orange County.
- If applicable, staff travel expense reimbursements included in the proposed program budget shall not exceed the rate of \$0.725 per mile, pursuant to Orange County policies and procedures.
- Pursuant to Florida Statutes, as applicable, agencies are to comply with Level II Background Screening of staff and volunteers, to ensure the safety of all vulnerable children and adults.
- Pursuant to Florida Statutes, the Agency must 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.

Location

- The Agency will be required to collaborate with Orange County’s Neighborhood Center for Families (NCF)
- 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 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.
- 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.
- 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.

Performance Measures – Focus Area(s):

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

- Juvenile Prevention/Diversion
- Family Support Services

Unit of Service

- The cost-effective unit of service shall be one (1) hour of program services per person, individual (one-on-one), or groups of two (2) or more.
- The Agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Appendix #5: Scopes of Services – Neighborhood Center for Families Funding (NCF)

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

Arts Programming for Youth in Lake Weston (NCF)

Funding Objectives	# of Awards	Maximum Funding Per Proposal
Arts Programming for Youth in Lake Weston (NCF)	1	\$80,000.00

Description of Services

Orange County Government is seeking qualified nonprofit agencies to provide year-round Arts Programming for Youth in the Lake Weston community within Orange County, Florida, including programs that support students connected to Lake Weston Elementary School. The purpose of this initiative is to provide youth with meaningful opportunities to participate in a variety of art forms, including but not limited to music, visual arts, dance, theater, technology, and other creative or non-traditional arts that promote positive mental, emotional, and social well-being.

Program Model

The Arts Programming for Youth in Lake Weston (CSF) service models shall be age and developmentally appropriate and designed for the experiences and needs of the participants. The program shall include the provision of the following services directly:

- Provide high yield learning activities that promote youth wellness, creative expression, and social-emotional learning
- 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 youth populations.
- Implement evidence-based practices supported by research and evaluation, or other innovative approaches with strong outcomes and evaluation plans.
- Utilize techniques that promote safety, empowerment, and healing.

Eligibility Minimum Requirements and Agency Responsibilities

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

- The Agency must be fiscally sound and capable of managing the proposed program.
- Programmatic services can only be provided to Orange County residents and/ or individuals that attend Orange County Public Schools.

Client Retention and Recruitment

- The Agency is responsible for the recruitment and enrollment of program participants.
- Collaborate with other health and human services agencies to increase awareness of benefits and services and develop working relationships with connected agencies or individuals 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.
- Agency's program staff shall attend trainings scheduled through Orange County.
- 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 \$0.725 per mile, pursuant to Orange County policies and procedures.
- 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.
- 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.
- Pursuant to Florida Statutes, the Agency must maintain staff to student ratios, where applicable.

Location

- Programming must be delivered at a facility located within the Lake Weston community, with a strong preference for services to be provided at or in coordination with Lake Weston Elementary School, located at 5500 Milan Drive, Orlando, FL.

Note: The Agency will not be required to obtain a separate agreement or Memorandum of Understanding with Orange County Public Schools as programming will be incorporated in the Neighborhood Center for Families model.

- 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 with 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.

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 student (one-on- one or group of two (2) or more people.
- The agency shall be required to provide and report on the specified number of contracted units of service during the contract year. *(Note: 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.

Programs funded through this solicitation must be administered in a neutral and nondiscriminatory manner. Funding decisions and program participation shall not be based on race, ethnicity, gender, or other demographic characteristics, except where necessary to comply with applicable law or to address documented service needs.

Appendix #6: Performance Measures Menu

Citizens' Commission for Children Performance Measures Menu

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

1. Juvenile Prevention/Diversion
2. Mental and Physical Health
3. Early Childhood Education & Child Care
4. Childhood and Student Homelessness
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. (e.g., assessments, school grades).
JPD3	# and % of program participants who show improvement in school behavior where appropriate (e.g., 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 (i.e., 4 or less unexcused absences per semester), or students who were truant (i.e., 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.	
MPH1	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher or will show an increase in their cumulative grade point average, from the first semester or previous year. (e.g., Report Cards, School Records)
MPH2	# and % of program participants who maintain stability if already stable or exhibit improvement (pre-assessment/post-assessment) in mental health (e.g., CFARS, parent- child relationship, Baker Act, CALF, Exceptional Student Education referrals, depression inventory, Patient Health Questionnaire-9).
MPH3	# and % of program participants who maintain positive health screenings and/or show improvement in physical health (e.g., timely immunizations, physical exams, dental check- ups Patient Health Questionnaire-9).
MPH4	# and % of program participants who show increase (pre-assessment/post-assessment) in teen pregnancy prevention knowledge and awareness.
MPH5	# and % of program participants will demonstrate a 90% proficiency or higher on the post-test or will increase their knowledge and/or learned behaviors or personal safety as measured by standardized CCC approved pre- and post- test.
MPH6	# and % of individuals receiving school-based nursing services will be returned to class at least 50% of the visits.
MPH7	# and % of individuals receiving school entry physical exams and/or updated immunization records will officially enter school at the start of the following school year or within 14 days of the initial visit to the Nurse.
MPH8	# and % of program participants who show improvement/maintain prosocial behavior by a CCC approved instrument.
MPH9	# and % of program participants who remove or reduce health related risk factors through instructional presentation(s) as evidenced by an increase in score on the post-test or by return demonstration (e.g., observed behavior) for children under 5 years of age.
MPH10	# and % of students who show improvement or maintain satisfactory school attendance (i.e., 4 or less unexcused absences per semester), or students who were truant (i.e., 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.	
ECE1	# and % of program participants who show improvement in school readiness (pre- assessment/post-assessment)
ECE2	# and % of program participants enrolled in VPK or other education readiness programs.

Focus Area #4: Childhood and Student Homelessness (CSH)	
Agencies with service delivery methods and/or strategies (practice model) that include services designed to deliver prevention and/ or intervention strategies for homelessness.	
CSH1	# and % of program participants shall achieve or maintain a cumulative GPA of 2.0 or higher or will show an increase in their cumulative grade point average, from the first semester or previous year.
CSH2	# and % of program participant families referred to housing programs and/or services that will reduce the likelihood of imminent risk of homelessness, loss of housing/homelessness or lockout through referrals to relevant social services and/or community linkages.
CSH3	# and % of program participants who are placed/maintain stable housing for at least 3 months.
CSH4	# and % of program participants sixteen years of age or older, who have met the participation requirement, will obtain employment, enroll in a continuing educational or vocational program, or achieve a score of 90% on the post-test or demonstrate an increase from pre- to post- test.
CSH5	# and % of students who show improvement or maintain satisfactorily school attendance (i.e., 4 or less unexcused absences per semester), or students who were truant (i.e., 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 #5: Family Support Services / Senior Services (FSS)	
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 support, strengthen, and enhance the wellbeing of families.	
GENERAL SERVICES	
FSS1	# and % of program participants will increase their knowledge of parenting by either achieving at least 90% on the post-test or demonstrating an increase from the pre-test using an instrument pre-approved by the CCC.
FSS2	# and % of program participants will increase their knowledge and/or learned behaviors of positive personal 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.
FSS3	# and % of program participants who show improvement/maintain knowledge of community resources and/or successful community linkages.
FSS4	# and % of program participants sixteen years of age or older, who have met the participation requirement, will obtain employment, enroll in a continuing educational or vocational program, or achieve a score of 90% on the post-test or demonstrate an increase from pre- to post- test (if post- test score was not a 90%).
FSS5	# and % of youth and/or adults participating in the literacy program will improve their individual literacy skills as demonstrated by a CCC approved standardized instrument.
FSS6	# and % of individuals who receive medical or nursing services will demonstrate maintained or improved health as evidenced by documentation.

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

Appendix #7: Expenditure Category Definitions

Please use the following definitions as guidelines when completing the expenditure categories. **(D)** indicates a **Direct Cost**, which is an expense directly related to delivering the proposed program or service. **(I)** indicates an **Indirect Cost**, which is a general organizational expense that supports overall agency operations but is not tied to a specific program.

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)

These costs help keep the organization running but cannot be directly assigned to one specific program.

Note: Administrative costs exceeding 15% of the Agency's budget will need to be explained in the funding proposal.

- Cost associated with the administrative operations of the program allocated to this budget, to include administrative support, fundraising, subscriptions/publications, etc. (Excludes personnel expenditure).

Operating/Program 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** may be classified as either **Direct (D)** or **Indirect (I)** depending on how the computers or technology are used to deliver program services or
 - **(D) Computer Expenses:** Costs for computers, equipment, or software specifically used to support and deliver the funded program's services, such as laptops used by program staff, program-specific case management software, or tablets used during participant activities.
 - **(I) Computer Expenses:** Computer-related costs may include general office computers used by administrative staff, organization-wide software subscriptions, or general IT support.

Note: If the computer expense directly supports program service delivery, it should be categorized as Direct. If it supports overall agency operations, it should be categorized as Indirect.

- **(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. All direct assistance must be clearly detailed and justified in the budget and program proposal.

Note: Direct assistance cannot include cash, gift cards, stipends, or any other monetary incentives to participants.

- **(I) Equipment Lease/Maintenance:** Periodic payment for use and maintenance of equipment.: 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).
- **(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.
- Professional Fees/Outside Consultants may be classified as either Direct(D) or Indirect(I) depending on the purpose of service.
 - **(D) Professional Fees/ Outside Consultants:** These costs are considered direct when the consultant or professional provides services directly to program participants or supports program service delivery, such as instructors, trainers, facilitators, or program specialists.

- **(I) Professional Fees/ Outside Consultants:** These costs are considered indirect when the services support the overall operations of the organization, such as accounting, legal services, external human resources support, or organizational consulting.
- **(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 \$.725 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.

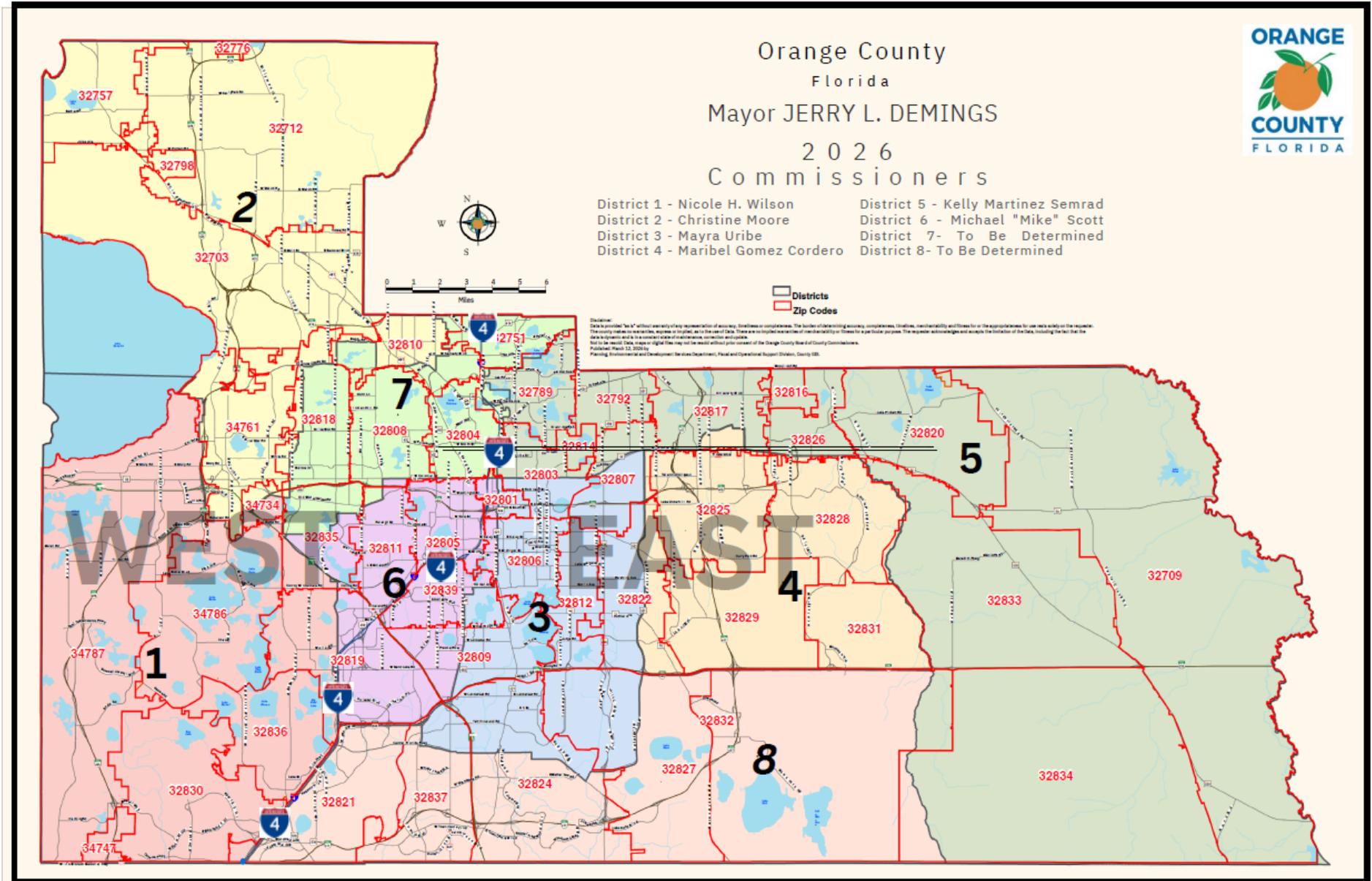
****Miscellaneous:** Expenses that do not fit into stated expenditure categories. Miscellaneous expenditures equaling 20% or more of the Agency's budget will need to be explained in the funding proposal.

Appendix #8: CRPHS Reference Maps

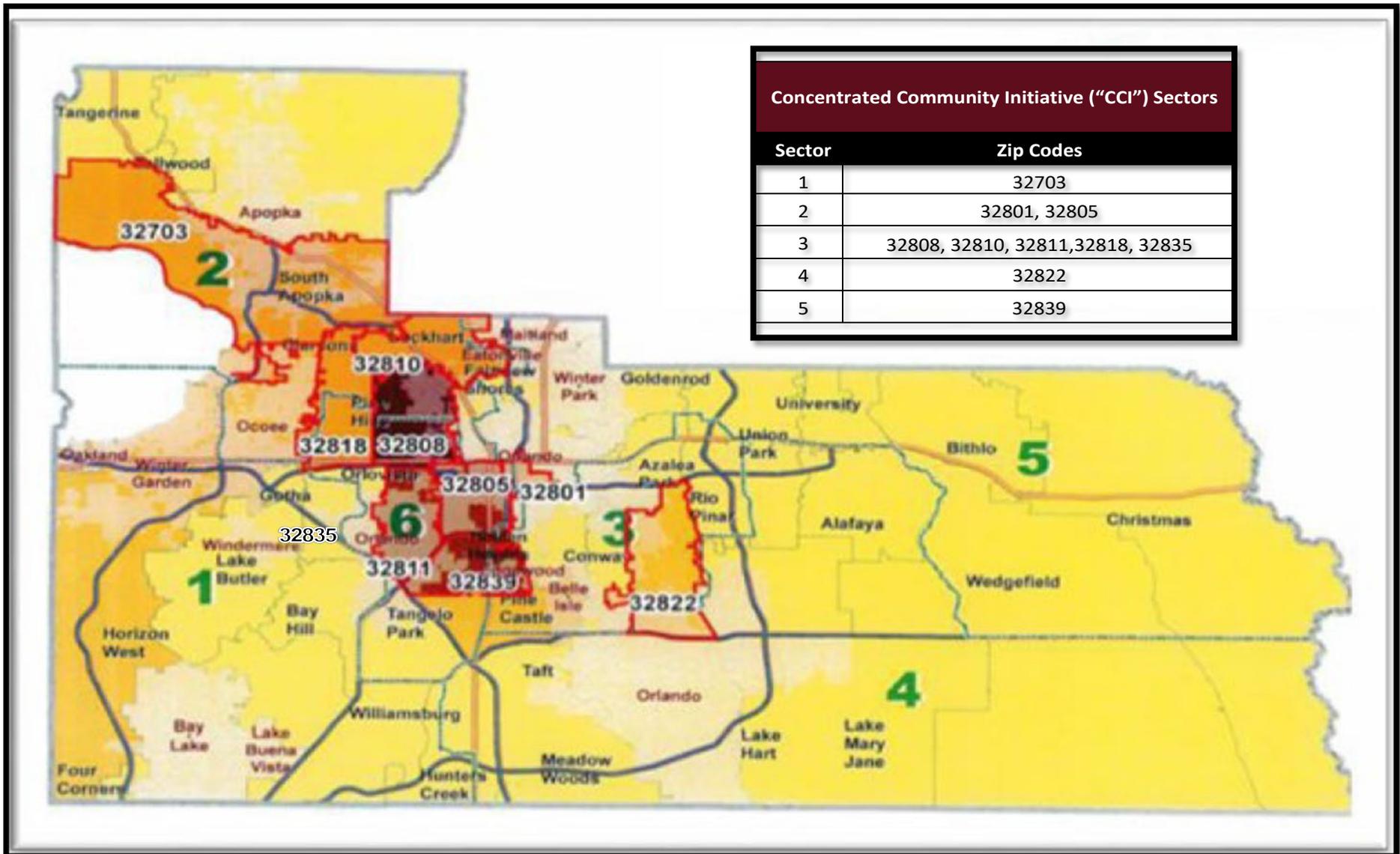
This section contains maps that provide geographic and community context relevant to specific Requests for Proposals (RFPs) included in the CRPHS Fund Distribution Process. The maps are intended to help applicants better understand service areas, community locations, and other geographic information that may inform program design and service delivery.

Applicants should review the maps associated with the applicable RFP(s), as some funding opportunities may prioritize services within specific communities, facilities, or geographic areas within Orange County. The maps are provided for reference purposes to support planning and alignment with the intended service locations or populations described within the RFP scopes of service.

West and East Orange County



Concentrated Community Initiative (“CCI”) Sectors



Appendix #9: CRPHS Scoring Rubric

The scoring rubric outlines the evaluation criteria that will be used by reviewers to assess both the Agency Application and the Program Application submitted as part of the Citizens' Review Panel for Human Services (CRPHS) Fund Distribution Process.

The rubric is designed to promote consistency, transparency, and fairness in the evaluation of all proposals. Each application will be reviewed and scored based on the extent to which the Respondent demonstrates organizational capacity, program design, alignment with the funding objectives, and the ability to effectively deliver the proposed services.

The Agency Application evaluates the overall organizational structure, experience, governance, and administrative capacity of the Respondent. The Program Application evaluates the proposed program model, service delivery approach, target population, implementation strategy, and anticipated outcomes.

Reviewers will assign scores according to the criteria and point values identified in the rubric. Applicants are encouraged to review the scoring rubric carefully, as it provides insight into how proposals will be evaluated and highlights the key elements that should be clearly addressed within the application responses.

Agency Application Rubric

SECTION	AVAILABLE POINTS
A. AGENCY INFORMATION	22
B. AGENCY BUDGET INFORMATION	10
C. ORGANIZATION AND COMPLETENESS	3
Total	35

A: AGENCY INFORMATION	AVAILABLE POINTS
B.1–B.3. Agency History & Mission: Does the application clearly describe the agency’s history and mission, and demonstrate that its goals and objectives are well defined and aligned with the services provided?	4
B.4. Activities & Accomplishments: Does the application describe meaningful organizational activities and accomplishments from the past year and demonstrate measurable impact or outcomes?	3
B.5.–B.6. Organizational Stability and Transparency: How well does the agency demonstrate organizational stability and transparency by describing major organizational changes within the past year, identifying agency partnerships and collaborations related to this proposal (including supporting letters or MOUs), and disclosing any pending litigation?	2
C.1. Board Structure & Compliance: Does the agency demonstrate a compliant and functional board structure, including adherence to bylaws, adequate board size, meeting frequency, and member attendance?	3
C.2. Board Governance Practices & Committee Function: Does the application include attendance expectations, active committee structure, committee responsibilities, meeting frequency, and management of mid-term vacancies?	1
C.3. Board Fiscal Oversight & Independence: Does the board actively oversee fiscal matters, including budgets, financial statements, and internal financial controls?	3
C.4.–C.7 Board Recruitment & Succession Planning: Does the application demonstrate a well-structured, qualified, and actively maintained governing board with clear recruitment practices and effective oversight processes?	3
D.1. Staffing Pattern Completeness and Workforce Capacity: Does the application provide a complete and accurate staffing table and demonstrate sufficient workforce structure to support agency operations and proposed services?	3
Section Total	22

B: AGENCY BUDGET INFORMATION	AVAILABLE POINTS
E.1–E.2. Revenue & Expenditure Accuracy: Is the agency budget complete, realistic, and internally consistent across fiscal years, with revenues and expenditures clearly supported and explained?	5
E.3–E.4. Cost Transparency: Does the application provide clear and sufficient explanations for miscellaneous expenses, professional fees, and other non-standard costs?	1
E.5.–E.6 Administrative Costs: Are administrative costs within the established 15% threshold, or is a clear and adequate justification, including a plan to reduce such costs provided?	1
E.7. Agency Reserves: Does the agency demonstrate reasonable financial reserves or a strong contingency plan to address potential financial risks?	2
E.8. Leveraging & Matching Funds: Does the application demonstrate the use of leveraged or matching funds to support agency operations or programs?	1
Section Total	10

C: ORGANIZATION AND COMPLETENESS	AVAILABLE POINTS
Overall Proposal: Was the information presented in the funding proposal application(s) clear and concise, with public value clearly indicated?	2
Section F–Required Supporting Documentation: Was all required supporting documents submitted, current, and compliant with application requirements?	1
Section Total	3

Program Application Rubric

SECTION	AVAILABLE POINTS
A. PROGRAM/RFP OVERVIEW	50
B. PERFORMANCE MEASURES	5
C. PROGRAM BUDGET	10
Total	65

PROGRAM/RFP OVERVIEW	AVAILABLE POINTS
A.7. Program Description & Design: Does the application clearly present a comprehensive, feasible program design aligned with the Scope of Services and proposed activities?	10
A.8. Agency Experience Providing Services: Does the agency demonstrate relevant experience and a proven track record delivering services similar to those proposed, including service to comparable populations and achievement of outcomes?	5
A.9. Goals, Objectives & Activities: Are the program's goals, objectives, and activities clearly defined, measurable, and logically aligned?	8
A.10. Evidence-Based or Innovative Approach: Does the proposed program incorporate evidence-based practices or innovative approaches supported by research, evaluation, or demonstrated outcomes, aligned with program goals?	7
A.11. Demonstrated Community Need: Does the application provide relevant and credible data demonstrating a clear need for the proposed program in Orange County?	3
A.12 – A.13. & B.1. Service Location & Partnership Authorization: Does the application demonstrate that proposed service locations are appropriate, authorized for use, and compliant with geographic and partnership requirements, including documentation for OCPS involvement where applicable?	6

PROGRAM/RFP OVERVIEW	AVAILABLE POINTS
A.14 – A.15. Participant Criteria & Program Fees: Does the application clearly define the population and eligibility criteria and, if applicable, describe an appropriate client fee structure?	1
A.16. Outreach & Recruitment Plan: To what extent does the application present a clear and effective outreach, recruitment, and retention strategy for engaging the intended population?	5
A.17 – A.19. Program Staffing & Volunteers: Does the proposed staffing and volunteer plan demonstrate sufficient capacity, qualifications, and utilization to successfully implement and sustain the program?	5
B. Collaborative Service Partners/Subcontracted Services: To what extent does the application clearly identify, justify, and demonstrate readiness of all proposed collaborative service partners or subcontractors, including compliance with eligibility requirements, defined service roles, percentage of services provided, and executed or planned agreements?	5
Section Total	50

PERFORMANCE MEASURES	AVAILABLE POINTS
C.1. – C.6. Performance Measures Selection & Alignment: Do the selected performance measures clearly align with the proposed program activities and demonstrate how program impact will be measured?	4
C. Performance Measures Justification: If only one performance measure is selected, does the application provide a clear and reasonable justification?	1
Section Total	5

PROGRAM BUDGET	AVAILABLE POINTS
D.1–D.2. Revenue & Expenditure Alignment: Is the proposed budget clear, accurate, and consistent, with revenues and expenditures appropriately aligned to program activities across current and proposed budget years?	4
D.3–D.4. Cost Transparency: Does the application provide clear and sufficient explanations for miscellaneous expenses, professional services, and consultant costs included in the program budget?	2
D.5. Use of Requested Funds: Does the application clearly and specifically describe how requested CRP funds will support proposed program services in a reasonable and cost-effective manner?	3
D.6. Units of Service & Cost per Unit: Does the application clearly define proposed units of service and demonstrate a reasonable cost per unit that aligns with the scope and intensity of services provided?	1
Section Total	10

Appendix #10: CRPHS Appeal Process

Orange County Citizens' Review Panel for Human Services

APPEAL OF CITIZENS' REVIEW PANEL FOR HUMAN SERVICES ADVISORY BOARD FUND DISTRIBUTION PROCESS

A. Introduction

When permitted in the Request for Proposals, applicants may appeal Citizens' Review Panel for Human Services Advisory Board ("CRP") funding recommendations. These appeals are limited in scope and will only be considered by the CRP if they contain an allegation of one of three valid grounds for appeal.

1. Valid Grounds for Appeal

In order for an appeal to be considered valid, an applicant must allege at least one of the following three grounds for appeal with specific detail and supporting evidence:

- (1) A mathematical error was made in calculating an application's score;
- (2) The review process and procedures described in the Process Information Packet were violated, and the applicant must cite the specific violation; or
- (3) An application reviewer had an undisclosed conflict of interest, as described in Section 112.3143, Florida Statutes, and applicable Orange County Administrative Regulations.

Appeals submitted for any reason other than the three valid grounds for appeal described above will be deemed invalid and will not be considered.

2. Invalid Grounds for Appeal (Non-Exhaustive)

The following is a non-exhaustive list of reasons that an applicant's appeal will be deemed invalid and therefore will not be considered even if submitted in a timely manner:

- (1) Appeals based on a disagreement with the CRPHS evaluation of an application.
- (2) Appeals based on a disagreement with the CRP's decision to recommend certain applications for funding over others;
- (3) Appeals based on the CRP's decision not to consider an application received beyond the date and time established in the Request for Proposal; or
- (4) Appeals based on the CRP's decision to cancel a Request for Proposal.

Prior to submitting an appeal, discussions between the applicant's executive and County liaison are encouraged to determine whether a valid basis for an appeal has been established

B. Requests for Appeal

The County will deliver a letter via email and certified mail no less than five (5) full business days after the CRP decides whether to recommend an application for funding. Any appeal request must be submitted by the appealing applicant (Appellant), in writing, and delivered to the County via mail (post-marked) or hand-delivered (time-stamped) no later than 5:00 p.m. on the fifth (5th) business day after the letter date; failure to comply with this time limit renders the appeal request invalid. Appeal requests must be addressed and delivered to:

Citizens' Review Panel Appeals Committee
Citizens' Commission for Children
2100 East Michigan Street, 2nd Floor
Orlando, Florida 32806

In order to be deemed a valid appeal, and therefore be considered by the CRP, the appeal request letter must allege, and specifically describe with supporting evidence, one of the three valid grounds for appeals. Additionally, the appeal request letter must include a suggested remedy. If necessary, the original funding proposal and, if applicable, the follow-up request made during the review process, will be re-considered as originally submitted. ***No supplemental documentation will be considered during the appeal process.***

Appeal requests must be officially submitted by the Appellant and must be signed by the Appellant's Chief Professional Officer or Chief Volunteer Officer, as applicable.

C. Appeal Procedure

Following the County's timely receipt of a written appeal request by the Appellant, the following appeal procedure will govern:

- (1) Orange County staff will make best effort to schedule an appeal hearing with the CRP within thirty (30) business days of the County's receipt of the appeal request.
- (2) The Appellant and any potentially impacted applicants will receive written notification from the County of the scheduled hearing not less than five (5) business days prior to the hearing date. Notice to potentially impacted applicants must include a copy of the Appellant's Request for Appeal.

- (3) The Appeal Committee shall be composed of representatives from the Citizens' Review Panel including the Chairperson, and at least three panel representatives at-large, and one representative from the County. The Appeal Committee shall convene at the date, time, and location described in the County's notice to resolve the appeal (i.e., the Appeal Hearing). The Appeal Hearing must be open to the public and held in accordance with sunshine meeting requirements contained in Florida Statutes and County Administrative Regulations. The Appellant and the potentially impacted applicants must be granted a designated time to address the Appeal Committee.
- (4) The Appeal Hearing agenda will include:
- **Introductions**
 - **Public Comment**
 - **Review of Appeals Process**
 - **Appellant Appearance(s)** - Each Appellant will have an opportunity to address the Appeal Committee.
 - **Agency Questions and Answers** - The Appeal Committee will have an opportunity to ask Appellant(s) questions.
 - **Preliminarily Awarded Agency Appearance(s)** - The Preliminarily Awarded Agency(ies) will have an opportunity to address the Appeal Committee.
 - **Appeals Panel Deliberation and Final Recommendation** - During the Appeal Hearing, the Appeal Committee shall deliberate and determine whether to uphold the CRP's original decision and scoring of the application(s), remand the applications with findings to a review panel for re-scoring, or recommend the cancellation of the Request for Proposals.
- (5) The recommendations of the Appeal Committee will be provided to the CRP, the Appellant(s), and the potentially impacted applicants in writing within five (5) business days after the conclusion of the Appeal Hearing. The CRP will make the final decision regarding the appeal.

The decision made by the CRPHS will be final and there will be no further appeal process.

Special circumstances may warrant an extension of the appeals process, at the CRP's discretion. If the CRP determines that any such extension is necessary, it will notify all parties in writing of the extension and provide a timeline for resolution. All parties shall act in good faith to conduct the appeals process in a timely manner.

Once the grant application process is complete and the County executes a contract with monetary awards, any requested action relating to the contract shall be resolved directly with Orange County staff, as appropriate.