

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
Pro 2019-06 Summer Services RFP Questions
February 1, 2019

Answers to Questions

Question 1. Can we get a copy of the attendees list from the vendor fair and funding workshop?

Answer 1. We will post attendees on the website under the "Budgeting" tab, following the link of "Funding Opportunities" in the section "Pro 2019-06 Summer Services".

Questions 2. The Program Period lists June 3, 2019 – August 9, 2019. Will the summer program be required to provide services during these dates, or can it be of a shorter duration? We have budgeted for six week summer programs, not 10 week.

Answer 2. Yes, it can be shorter but it will still be expected to cover all six content areas.

Question 3. Should the number of participants served be based on an average daily attendance or total number enrolled that attend a minimum number of program days?

Answer 3. Total number enrolled.

Question 4. If the agency runs summer programs in multiple locations, serving different target populations/communities can applications be submitted for those programs separately (i.e. more than one application per agency allowed)?

Answer 4. Yes, however, be aware that each program will be competing against the other.

Question 5. Do we need a Level II background screen if we already have such a screening as a part of employment with a police or sheriff's department?

Answer 5. If program is awarded a contract, we will require verification of screening in the form of proof of purchase for personnel providing direct services.

Question 6. How long Level II screens are good for- if we had staff screened last year, are their screens still considered valid?

Answer 6. Please refer to DCF website for guidance, <http://www.dcf.state.fl.us/programs/backgroundscreening/>.

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Question 7. If we have never been audited, what is needed for a valid audit? Are there additional requirements?

Answer 7: In Section 1.6 Budget, RFP states: Organizations that apply and are recommended for funding that do not have a current financial audit may have additional contract requirements with regard to compliance with required financial conditions. The Children's Board reserves the right to reject any recommendation for funding for a contract award with any organization that is unable to demonstrate minimum fiscal standards as part of the proposal process.

Question 8. The RFP indicates that an audited financial statement is not required, please clarify what is accepted and what are the options to this?

Answer 8. Please refer to question 7 above.

Question 9. If the organization has not had a financial audit and cannot provide a copy with the proposal package, is that organization automatically disqualified?

Answer 9. No, please refer to question 7 above.

Question 10. Do all six content expertise areas need to be included to be considered?

Answer 9. Yes. Refer to page 8 in the RFP, section 1.4, paragraph 3: "Failure to include all six service areas ...will result in disqualification of the proposal..."

Question 11. Is Empowerment Evaluation matrix the only document/assessment we have to provide when reporting to the Children's Board?

Answer 11. If awarded, a matrix that includes the demographic and outcome information will be part of the evaluation of the summer program. See pages 8 and 9, section 1.5 of the RFP. The expectation is that the outcomes in that section will be met along with supporting data.

Question 12. Can the amount of the request vary or does it have to be exactly \$25,000 or \$35,000?

Answer 12. It is expected that programs will ask for what they need, these levels are "up to" amounts which cannot be exceeded.

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Question 13. Is the \$35,000 a cap per program or per agency/organization?

Answer 13. The cap is per proposal submission.

Question 14. Can I submit a grant for programming needs (supplies, field trips, curriculum supplies, etc.) without any expenditures for salary, insurance (personnel expenses)?

Answer 14. Yes. Please refer to page 13, section 2.1.6, Budget (Attachment 2) and the "Budget Instructions Summer Program Funding – Appendix (#4)" on page 46 of the RFP document.

Question 15. Are CBHC funds able to cover summer staff positions?

Answer 15. Please refer to page 13, section 2.1.6, Budget (Attachment 2) and the "Budget Instructions Summer Program Funding – Appendix (#4)" on page 46 of the RFP document.

Question 16. Can funds be used to expand programs to multiple sites (and if so, for those sites, can we submit a duplicate grant application)?

Answer 16. No, the program must already exist as CBHC funds are only to pay to enhance services already provided with content experts in the six service areas.

Question 17. Can these funds be used to expand a currently existing program to another site in Hillsborough County?

Answer 17. This funding is intended to enhance existing summer programs that have had a continued established place in the community since 2018 or earlier.

Question 18. Are there past examples of proposals that have been successful in the past available online that can be used as a reference?

Answer 18. Not for this release.

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Question 19. Typically, how many centers/organizations get funded by the Children's Board?

The number of programs and projects that receive funding relate directly to the amount of available dollars the amounts requested within the parameters of that release.

Question 20. Can two applicants combine and if so, can each qualify for funding?

Answer 20. The Children's Board contracts with only one "lead" agency when contracting for Summer Services Grants; this RFP is not considering "lead agency" contracts with "subcontractors". See page 29 of RFP, Glossary-Appendix (#2), paragraph 23, for definition of "Vendor".

Question 21. Are the community review teams open to the public and can applicants attend?

Answer 21. Yes, for observation, no public comment.

Question 22. We need to include transportation for field trips for the first time, are there any limits/restrictions we need to know and is there a preferred vendor for this?

Answer 22. The Children's Board expects applicants to do their own due diligence in regard to cost and quality for any service, including transportation.

Question 23. Last year we were told we "altered the budget sheet" but we had to "alter it" to fill it in. Can you help us understand how not to violate this?

Answer 23. Attachment 2 consists of the budget forms, instructions at the top of the form state "Do Not Change" the forms, meaning not to alter or edit the formulas within the forms and/or not to add new categories.

Question 24. Please define "Fitness and Nutrition".

Answer 24. Fitness is considered to be improving physical conditioning and nutrition is considered to be pertaining to a diet of healthy and balanced nourishment.

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Question 25. Will CBHC funds be allowed to cover support staff in the summer program?

Answer 25. Please see the answers to questions 14 and 15 above.

Question 26. Can children who have attended in previous years attend again and still be counted toward outcomes?

Answer 26. Yes. "The purpose of this RFP is for Children's Board funding to support accessibility and high quality Summer Services for underserved children and youth (ages six to fourteen) not traditionally enrolled in summer program throughout Hillsborough County." – page 8, section 1.4 of Pro 2019-06 Summer Services RFP.

Question 27. Should applicants submit pre/post tests for outcomes?

Answer 27. If a pre/post test is relevant to the curriculum or activity being provided, please maintain these for agency records.

Question 28. Should we include a copy of the potential camp schedule if available?

Answer 28. Yes.

Question 29. For families being case managed by our year-round program, can ASO funding be used to pay for summer registration fees?

Answer 28. No.

Question 30. We provide 12 months' worth of services, afterschool care and light case management in the summer (with home visits in Wimauma and Plant City), there is a lack of accessible summer programming for these children and a gap in the services – though at this time we don't have structured programming for our current project, we would like to explore something in the future, can this grant be used to help our project through the summer by using these dollars to enhance our services?

Answer 30. Please refer to page 4, 1.1, General Requirements, line one, "Proposers must have an established summer program that operated in 2018."

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Question 31. Does wellness included: mental health, mindfulness meditation, yoga, or social emotional learning?

Answer 31. Please refer to page 8, section 1.4 Statement of Purpose. Mental Health is not a category for this release. Proposers should have an understanding of the needs of their target population within each of the six content service areas.

Question 32. Can a new nonprofit apply for this grant?

Answer 32. Yes if the agency meets the conditions as outlined on pages 4 and 5, in sections 1.1, 1.2, and 1.3; and meet conditions as outlined on pages 8 and 9, sections 1.4, 1.5, and 1.6.

Question 33. We are a new nonprofit, what would you suggest for funding?

Answer 33. Each nonprofit has its own interests, strengths and capabilities and therefore this question cannot be answered in this specific forum.

Question 34. What if your agency has never been funded by any other entity than the Children's Board, is such an agency still eligible?

Answer 34. Yes.

Question 35. Will we get a list of applicants that have been awarded grants?

Answer 35. Upon request.

Question 36. Please clarify if we should specify whether items are cash or in-kind in the work plan.

Answer 36. Yes.

Question 37. In the work plan, should we include actual amounts (totals)?

Answer 37. These amounts should be in the budget narrative.

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Question 38. In the work plan, please clarify how to use “yes” or “no” or provide a sample layout if neither of the items above are required.

Answer 38. Please see example of how to complete the workplan at the end of the Question and Answer Document.

Question 39. In the budget, please clarify if the budget should reflect only the summer or the entire year-round program.

Answer 39. Please fill out for the summer program only.

Question 40. If year-round, (not summer only), should the summer program –specific revenue and expenses be described in the narrative?

Answer 40. Not applicable.

Question 41. Regarding the service levels, if our service level is expected to be between 51-59, should the request be the \$25,000 level?

Answer 41. Yes.

Question 42. If we are submitting multiple applications, do we need to submit multiple flash drives for? One flash drive with the folders clearly identified within the drive would save on flash drives.

Answer 42. A flashdrive should be submitted with each application.

Question 43. May an entity apply for a grant to continue offering an existing summer program and also for a separate grant to add a new and separate location for the program?

Answer 43. Please see answer to questions 4, 16, and 17.

Question 44. If an entity hires Hillsborough District teachers who are already Level 2-screened by the District to work at a program site, what documentation must the entity submit to document their background screening?

Answer 44. School personnel should have a current school badge, with current school year.

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CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
PRO 2019-06 REQUEST FOR PROPOSALS SUMMER SERVICES
(LEVEL 3) LEADING GRANT

EXAMPLE:

SERVICES WORKPLAN – ATTACHMENT (#3)

1	2	3	4	5	6	7
Service Area	Age Range / # to be served	Vendor / Provider	Activities	Service Length and Frequency	Cost or In-kind?	Field Trip?
	<i>Ages and # of youth participating.</i>	<i>Name of Vendor or if Proposer.</i>	<i>Service title the Vendor / Proposer will offer.</i>	<i># of hours per week. # of weeks offered.</i>	<i>List "yes" or "no".</i>	<i>If applicable, list frequency & location.</i>
Safety	10 – 14 years old	Hillsborough Safety Association (Activity 1) Hillsborough Fire Rescue (Activity 2)	1. Four presentations on site: Bike Safety Smarts for Kids, Overcoming the Bully, Stranger Danger! 2. One Fire Safety class	4 hours per week; 4 weeks (Activity 1) 4 hours; 1 week (Activity 2)	Yes	Yes, the Fire House; 1 trip
Literacy	10 – 14 years old	Proposer	1. Book club with 30 minute reading time each day and group project (2 book reports) 2. Daily journaling	2.5 hours per week; 9 weeks (Activity 1)	No	Yes, the Library; 2 trips

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1	2	3	4	5	6	7
Service Area	Age Range / # to be served	Vendor / Provider	Activities	Service Length and Frequency	Cost or In-kind?	Field Trip?
				2.5 hours per week; 9 weeks (Activity 2)		
S.T.E.M.	10 – 14 years old	Science and Technology Institute	<ol style="list-style-type: none"> 1. Group herb garden 2. Zero waste composites 3. Robotics for beginners 4. Series of courses about rocket design, build, and launch 	2.5 hours per week; 9 weeks (Activities 1 - 2) 3 hours per week; 3 weeks (Activities 3 – 4)	Yes	Yes, the Community Garden and Recycling Center; 1 trip each
Character Development	10 – 14 years old	ABC Training Corp.	<ol style="list-style-type: none"> 1. Four presentations with activities will take place on site: Emotional Intelligence; Team Work; Empathy; and Effective Communication. 	4 hours per week; 4 weeks	Yes	N/A

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1	2	3	4	5	6	7
Service Area	Age Range / # to be served	Vendor / Provider	Activities	Service Length and Frequency	Cost or In-kind?	Field Trip?
Fitness/Nutrition	10 – 14 years old	Proposer (Activity 1) The Nutrition Guru (Activity 2)	1. Athletic activities on site: flag football, basketball, kickball, volleyball, tai chi, and yoga. 2. A Kid's Table, with classes about nutrition, categories of food, and proper portions.	5 hours per week; 9 weeks (Activity 1) 5 hours; 1 week (Activity 2)	Yes	N/A
Art	10 – 14 years old	Love 2 Paint (Activity 1) Live in Action (Activity 2)	1. Five classes with guided crafting on site: painting on canvas and pottery; glass staining; string art; and origami. 2. Creation of puppets; production of show for families at the end of camp.	5 hours per week; 5 weeks (Activity 1) 5 hours per week; 4 weeks (Activity 2)	Yes	N/A