REQUEST FOR PROPOSALS (RFP)
(LEVEL 2) FAMILY SUPPORT - UNITING GRANTS

RFP Designation: PRO 2018 – 04

Addendum #1
Changes are highlighted in YELLOW!

Release Date: October 6, 2017
Addendum #1 Release Date: December 20, 2017

Amount per Application: $76,000 – $250,000

Total Uniting Grant Allocation for Fiscal Year 2018 = $750,000

Contract Term if Awarded: October 1, 2018 – September 30, 2019

DATES TO REMEMBER:

Funding Workshops:

- 9:00 a.m. October 31, 2017

Empowerment Evaluation Matrix / Work Plan Training (optional)

- 3:00 pm November 7, 2017

4:00 p.m. December 15, 2017 - Deadline for Written Proposer Questions

4:00 p.m. January 10, 2018 - Deadline for Letter of Intent to Apply (not mandatory)

4:00 p.m. February 28, 2018 - Deadline for Proposal Submission

Kelley Parris, Executive Director
Megan Proulx Dempsey, Board Chair

For further information, use designation in subject line and e-mail:

CBHCFundingRelease@ChildrensBoard.org
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ABOUT THE CHILDREN'S BOARD

BACKGROUND
In 1988, Hillsborough County residents agreed that improving supports and services to our county's children and families was a major priority for our community's future. Thus, the Children's Board was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per $1,000 of the assessed property tax.

Strategic investments in the community include developing local prevention and early intervention services; convening community partners to work on outcomes improving the lives of children and their families; and providing venues for community engagement and advocacy efforts. The Children's Board is committed to funding opportunities through strategic grant making principles and leveraging strategies; developing innovative services and supports; and, catalyzing the research and community perspective to promote wellness, learning, professional training, and enhance service delivery systems.

VISION
Hillsborough County will be recognized as one of the top places in the nation to raise children.

MISSION
The Children's Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

CORE VALUES: Integrity – Excellence - Team Work - Respect

The Children's Board of Hillsborough County has adopted funding platforms that establish levels of funding to support strategic focus areas. The four main funding platforms are:

- (Level 1) - Major Investment Grants,
- (Level 2) - Uniting Grants,
- (Level 3) - Leading Grants, and
- (Level 4) - Technical Assistance Grants.

Additional information may be accessed on the website at www.childrensboard.org.

LEVEL 2 - UNITING GRANT

A contract awarded to an organization that primarily serves a geographic area or offers accessible services countywide with a collaborative approach to service delivery that supports one or more strategic focus areas. Level 2 Uniting Grants are contractually obligated to meet at least four agreed upon deliverables or measurable outcomes annually. Funding parameters for Level 2 grants range from $75,000 to 250,000.
SECTION ONE – BACKGROUND INFORMATION

1. ABOUT HILLSBOROUGH COUNTY

Hillsborough is the fourth most populous county in the state of Florida with approximately 1,376,238 residents, of which approximately 6.4% are children under the age of five, according to the 2016 American Community Survey. In Hillsborough County, 96% of the population live in areas designated as urban and 4% live in areas designated as rural. Approximately 16.8% of Hillsborough County residents are living under the Federal Poverty rate.

Hillsborough covers 1,266 square miles with a population density of approximately 1,254 people per square mile, making it the sixth most densely populated county in Florida. There are three incorporated cities with respective populations: Tampa – 377,165; Plant City – 38,200; and Temple Terrace – 26,515.

1.1 GENERAL REQUIREMENTS

- CBHC funding or resources shall not be used to supplant funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support.
- A Grantee may be required to participate in capacity building training and planning, funded by CBHC.
- CBHC accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of such Proposal. Such expenses shall be borne exclusively by the Proposer.

1.2 RELATIVE GOVERNING BOARD POLICIES

1.2.1 FUNDING ELIGIBILITY

Proposers eligible for funding include not-for-profit corporations and governmental organizations legally operating in the state of Florida.

By statute Section 125.901, Florida Statutes, as it existed prior to October 1, 1990, the CBHC Board will not provide funding to programs or agencies that are under the exclusive jurisdiction of the School District of Hillsborough County. However, the Board may fund services through other organizations which are coordinated with and complement the services provided by the School District of Hillsborough County, and such services may be provided on sites owned or administered by the School District of Hillsborough County.

Funding may be provided for programs through faith-based or religious organizations if the program serves a secular purpose and if the principal or primary effect of the program is one that neither advances nor inhibits religion. Additionally, the program must not require worship or religious instruction activities as a condition of participation.
All agencies funded by the Children's Board will be required to meet the same high level of professional standards and quality assurance measures.

1.2.2 SPECIAL FUNDING PARAMETERS

CBHC funding or resources shall not be used to replace funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support, except in the following instances:

- The Board will consider funding of health services (and other services of a preventive nature) provided that a determination has been made by the CBHC Executive Director that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.

- The Board will not fund academic and recreational activities unless a determination has been made that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.

- The Board will not provide programmatic funding for real property acquisition or building construction.

- Agencies applying to or funded by the Children's Board may not reduce or redirect funding from another source either in anticipation of, or as a consequence of, receiving funding from the Children's Board without the prior approval of the Board. However, the Children's Board encourages funded programs to develop other sources of funding from both public and private entities, including corporate support and individual contributions.

1.2.3 STAFF AFFILIATION WITH OTHER AGENCIES

No member of the Children's Board staff will serve as a Board member of any agency funded by the Children's Board. Staff may serve as non-voting consultants to such agencies for the purpose of providing technical assistance with the approval of the Executive Director of the Children's Board. CBHC staff already serving on governing bodies of agencies which make a proposal for funding to the Children's Board will take a leave of absence until a decision is made regarding the proposal. If funding is approved, the CBHC staff member concerned must resign membership on the governing authority. No CBHC staff member will accept any compensation from an organization funded by the Children's Board.

1.2.4 UNIVERSAL ACCESS TO CHILDREN'S BOARD FUNDED SERVICES AND RESOURCES

Services and resources funded by the Children's Board are available to all eligible families, as determined by the funded agency’s admission criteria.
1.3 STANDARD CONDITIONS FOR PROCUREMENT

1.3.1 EQUAL OPPORTUNITY AND NONDISCRIMINATION

The CBHC encourages the participation of minority, faith-based, and grassroots organizations in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Children's Board procurement on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or marital status.

The Grantee shall not discriminate in providing services on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or marital status.

1.3.2 NO ORAL INTERPRETATIONS

Responses, interpretations, explanations, corrections, and changes in this Request for Proposals will only be made by written answers to Proposers' questions submitted prior to the deadline for such questions and/or by addendum. Interpretations, explanations, corrections, and changes of the Request for Proposals made in any other manner, or made orally by Children's Board staff will not be binding on the Children's Board and Proposers shall not rely upon them.

1.3.3 QUESTIONS FROM PROPOSERS AND CHILDREN'S BOARD'S RESPONSE

Proposers' written questions will be answered in writing. Questions and answers will be posted on the CBHC Website. Should any questions or responses require revisions to the Request for Proposals, such revisions will be by addendum only, and posted on CBHC Website.

1.3.4 ADDENDUM AND INCOMPLETE PROPOSALS

Proposers are responsible for complying with any addendum issued. FAILURE TO RESPOND TO ANY ITEM, INCLUDING ANY REQUESTED INFORMATION, OR FAILURE TO FOLLOW THIS PROCUREMENT DOCUMENT MAY RESULT IN THE SUBMISSION OF AN INCOMPLETE PROPOSAL AND MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL FROM FURTHER CONSIDERATION.

1.3.5 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

The Children's Board may seek clarifying information regarding any Proposal. Such clarifying information shall be provided by the Proposer in writing.

1.3.6 REJECTION OF PROPOSALS OR PROPOSERS

The Children's Board reserves the right to reject any Proposals with or without cause, to waive technicalities or informalities, and/or to accept a Proposal which best serves the interests of the Children’s Board as described in this procurement document.
The following are some, but not all, examples of proposal non-compliance with RFP that could result in rejection of proposal(s) or proposer(s):

- Failure to comply with providing a signed original copy signed in BLUE Ink;
- Failure to sign Original proposal in BLUE INK;
- Electronic copy of proposal on USB drive not submitted;
- Failure to follow submission instructions;
- Failure to submit required Attachments;
- Proposal received AFTER stated deadline in RFP;
- Documented violation of restricted communications during stated RFP dates;
- Less than required number of copies included with proposal submission; or
- Other

Any Proposal determined to be nonresponsive to any specification or requirement of this RFP document, including instructions governing submissions of Proposals, may be disqualified without evaluation.

Proposers who violate the provisions of this procurement document may be rejected from the selection process.

1.3.7 COST REIMBURSEMENT PAYMENTS

Grantees will be paid on a cost reimbursement basis. This will require applying organizations to have the financial resources with evidence of two (2) months of available reserves to pay operating expenses of the program prior to receiving payment from CBHC.

1.3.8 CHILDREN’S BOARD’S CONTRACT

By submitting a Proposal, the Proposer agrees if an award is offered, the agency will perform the Services to contract specifications. The Proposer will, upon such selection, execute a standard CBHC contract for program Services. Execution of the contract will be contingent on availability of funds and Board approval.

1.3.9 AWARD OF CONTRACT

The contract for Services will be awarded to the organization submitting a Proposal that is determined to be best aligned with the desired outcomes of the Children's Board. No contract shall exist between the Children’s Board and the selected organization until the written contract is signed by the Children’s Board and the selected organization. The Children’s Board reserves the right to negotiate the revision of the Scope of Services with the successful Proposer(s) as deemed necessary to meet the desired outcomes. The Children’s Board reserves the right to award different elements or components to different Proposers as determined to meet the intent of the RFP. Awards are not based solely on scores from the Community Review Team. The Children’s Board also considers its priority populations, available funds, and/or local data driven community needs for families and their young children.
1.3.10 PROHIBITIONS ON PROPOSERS WHO ARE FORMER CBHC EMPLOYEES 
AND BOARD MEMBERS

For a period of two years from the date a Children’s Board employee or Board member ceases 
his/her employment or Board member duties with CBHC, the CBHC will not award a consulting 
or Services contract to that individual.

1.3.11 RESTRICTED COMMUNICATIONS

Communication with Children’s Board personnel, Community Review Team members, and/or 
CBHC Governing Board members regarding this Request for Proposals, from **October 6, 2017** 
through May **2018** may result in rejection of such Proposer.

1.4 STATEMENT OF PURPOSE

The Children’s Board of Hillsborough County (CBHC) approved the release of this competitive 
(Level 2) – Uniting Grant Request for Proposals (RFP) on September 28, 2017. The purpose of 
this RFP is for Children’s Board funding to support quality services that must reflect best 
practices in the field to the population at large, or vulnerable populations to promote:

- Child Safety;
- School Readiness;
- Family Stability;
- Creative Arts; or
- Public awareness of educational services or resources.

CBHC Priority Populations:

- Pregnant women and/or families with children birth to age five
- Families with children birth through elementary school age

Geographic Focus:

- **Countywide** – Ability to make services available in all regions of the county also known 
as universal access or in multiple select regions of the county.
- **Geographic Focus** – Ability to locate services in a specific region of the county to 
address a targeted need.

Proposed service models must provide prevention or early intervention in one or more of the 
following focus areas:

*Children are Healthy and Safe: Pregnant Women and Children Birth to Age Five*
Early preventative health and education prepares a family to develop nurturing and healthy habits which are enhanced by coordination with community partners including healthcare systems and primary care providers.

**Children are Ready to Learn and Succeed: Children Birth through Age Five**

School readiness services for young children should be designed in a way that foster a nurturing, safe and healthy environment for children and respects families’ cultural values. In addition, quality early learning and support for caregivers or early care educators must also promote early caregiver involvement and opportunities for professional development.

**Children have Supported and Supportive Families: Pregnant Women and Children Birth through Elementary School Age**

Support for the whole family is essential for developing informal supports, stability and overall well-being. Family Support plays an important role in a young child’s brain development because early experiences develop through positive relationships. These relationships establish the foundation for secure attachments and future physical, cognitive and social-emotional health.

### 1.5 MEASURABLE OUTCOMES

The Children’s Board is committed to demonstrating the impact of strategic investments by measuring the results of funded best-practices that are provided to children and families. Through the use of a Results-Based Accountability™ (RBA; Friedman, 2005) approach, Grantees and Children’s Board staff work together to ensure program accountability in order to meet each of our missions. This participatory process involves the completion of an Empowerment Evaluation Matrix/Work Plan that documents activities and performance measures around the key RBA concepts of:

1) How much did we do?  
2) How well did we do it?  
3) Is anyone better off?

To assist in this evaluative effort, the Children’s Board has prepared a set of Outcomes and Recommended Measures/Indicators **Appendix (#4)** that support our age specific focus areas and guide the assessment of program performance and effectiveness.

The Outcomes and Recommended Measures/Indicators for each of the focus areas are organized into two sections:

- The upper section contains measures of program effort – quantity (How much did we do?) and quality (How well did we do it?)
- The lower section contains measures of program effect – measurable participant changes (Is anyone better off?)
The combination of these measures of effort and effect create a comprehensive framework for demonstrating performance accountability. The Children’s Board encourages Proposers to implement program practices and models that have been proven as effective in reliably producing the intended results when implemented with fidelity. Refer to Appendix (#9) for Resource Links.

1.5.1 DEMOGRAPHIC DATA COLLECTION

If awarded, Grantees will be required to collect and submit demographic data located in Appendix (#3) for all participants served.

1.6 BUDGET

The Children’s Board is seeking to invest in programs that demonstrate high quality services for children and families in Hillsborough County. Proposers should request necessary funds to operate the proposed program according to the service delivery model and include expenses that are necessary to operate effectively to meet outcomes. Two years of proposed budgets are requested so that we may project a spending plan and understand differences due to start up, if applicable. Please refer to the Budget Instructions for New Program Funding, Appendix (#6) to develop the budget summary, salary detail, and budget narrative.

SPECIAL NOTE:

- Cost of preparing a Proposal is an operational cost of the Proposer and shall not be passed on to or borne by CBHC.
- If awarded, the contract term may be renewed annually, through September 30, 2022, based on funding availability, Board approval, and annual satisfactory contract evaluation.

1.6.1 ADMINISTRATIVE SERVICES ORGANIZATION (ASO) FOR USE OF FLEXIBLE FUNDS

The Administrative Services Organization (ASO) is operated by CBHC to manage flexible funds with families. Created in 2003, the ASO supports a wraparound approach in which families identify their strengths, needs, goals, and service providers through an individualized family support planning process. As payment of last resort, flexible funds managed by the ASO may be used for supports and services from approved community providers.

Upon award if a Grantee is eligible for ASO funding, the allocation will be determined in collaboration with the Children’s Board ASO Manager based on identified program needs. Please refer to Appendix (#7) for additional information.
The Children’s Board intends to fund quality programs in the following age and focus areas. Allocations are subject to change based on proposals received and recommendations for funding.

<table>
<thead>
<tr>
<th>Focus Areas</th>
<th>Children are Healthy and Safe</th>
<th>Children are Ready to Learn and Succeed</th>
<th>Children have Supported and Supportive Families</th>
<th>Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pregnant Women and Children Birth to Age Five</td>
<td>Up to: $200,000</td>
<td>Up to: $250,000</td>
<td>Up to: $100,000</td>
<td>$550,000</td>
</tr>
<tr>
<td>Families with Elementary School Age Children</td>
<td></td>
<td>Up to: $200,000</td>
<td></td>
<td>$200,000</td>
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<tr>
<td>Totals</td>
<td>$200,000</td>
<td>$250,000</td>
<td>$300,000</td>
<td>$750,000</td>
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The Children’s Board releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval. At this time the Children’s Board is not seeking to fund the following types of services:

- Mentoring programs
- Services for middle or high school age youth
- School-based services
- **Out of school time, or services during the school day in any school setting**
- Proposals with a Lead Agent and Subcontracted Agencies
- Proposals received for **summer only** services will not be considered for funding. A separate RFP for 2018 Summer Services may be released by CBHC in early 2018.
### Process Timeline — Dates Are Subject to Change

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<th>Activity</th>
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<tr>
<td>RFP Release</td>
<td>October 6, 2017</td>
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<tr>
<td>Funding Workshop (optional)</td>
<td>October 31, 2017 at 9:00 am</td>
</tr>
<tr>
<td>Empowerment Evaluation Matrix / Work Plan Training (optional)</td>
<td>November 7 at 3:00 pm</td>
</tr>
<tr>
<td>Written Proposer Questions</td>
<td>December 15, 2017 by 4:00 pm</td>
</tr>
<tr>
<td>CBHC Final Answers to Questions posted on website</td>
<td>December 20, 2017</td>
</tr>
<tr>
<td>Letter of Intent to Apply (not mandatory)</td>
<td>January 10, 2018 by 4:00 pm</td>
</tr>
<tr>
<td>Proposal Submission</td>
<td>February 28, 2018 by 4:00 pm</td>
</tr>
<tr>
<td>Community Review Team Sessions</td>
<td>Between March 27 – April 5, 2018</td>
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<td>Questions for Recommended Proposers</td>
<td>Between April 18 – May 1, 2018</td>
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<tr>
<td>Board Review for Approval of Funding Recommendations</td>
<td>May 24, 2018</td>
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<tr>
<td><strong>If awarded:</strong> Required Grantee Orientation</td>
<td>June 2018 (Date to be announced)</td>
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**Letter of Intent to Apply** (not mandatory but encouraged) - Due January 10, 2018 by 4:00 p.m.

- Submit Attachment “A” to [CBHC Funding Release@ChildrensBoard.org](mailto:CBHCFundingRelease@ChildrensBoard.org) with “Letter of Intent” in the Subject Line.
SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

2. PROPOSAL COVER SHEET

Please submit a completed Proposal Cover Sheet with your submission. The organization’s official or designee and Board Chair must date, print, and sign (in blue ink) an original copy of the Proposal Cover Sheet Attachment (#1). Refer to the Proposal Cover Sheet Instructions Appendix (#1).

Failure to comply with providing a signed original copy may result in disqualification of the Proposal from further consideration.

2.1 PROPOSAL NARRATIVE GUIDELINES

The Proposal Narrative must include the following information and cannot exceed 12 pages (excluding the Proposal Cover Sheet, and required and/or other applicable attachments).

2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- Include the organization’s Mission Statement, years of operation, and programs currently offered in Hillsborough County;
- Briefly describe the qualifications and background of the management staff;
- Briefly name formal designations, licensures or accreditations for your organization;
- Describe how the organization ensures equal opportunity to enroll clients/participants, employ staff, and recruit volunteers and Board members;
- If your organization has never received a major grant from the Children’s Board (more than $5,000), provide the name of a most recent or past funder and telephone contact;
- Describe any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s);
- Describe software or resources and staff procedures followed to collect, track, and report both demographic information and measureable performance outcomes;
- Describe the organization’s capacity to establish and maintain partnerships;
- Briefly indicate the organization’s ability to comply with the CBHC General Terms and Conditions Appendix (#5); and
- Describe organization’s ability to manage grant funding by describing resources available in the following areas:
  - Contract compliance;
  - Meeting reporting deadlines; and
  - Fiscal accountability.
### 2.1.2 FINANCIAL CAPABILITY (10 POINTS)

- Describe personnel positions (include staff, volunteers, or contracted services) responsible for the financial management of the organization;
- List current revenue sources, such as earned revenue, fees, development efforts, fundraising, endowment, other grants, membership fees, or social enterprise ventures;
- Summarize the organization's sustainability planning efforts;
- Provide a brief statement indicating if the organization has cash reserves (for up to 2 months of the proposed budget) to pay for and invoice CBHC using a cost reimbursement model;
- Briefly describe the financial procedures utilized and the accounting control system implemented to assure compliance with generally accepted accounting principles, laws, rules and regulations applicable to your organization;
- Indicate if the organization has written financial policies and procedures and briefly provide an example of how one is used in daily operations for managing grants; and
- Submit required Attachment (#4), most recent Audited Financial Statements.

**SPECIAL NOTE:** 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. Such organizations will be required to complete an audit as a condition of accepting funding within the first contract term. 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 application process.

### 2.1.3 STATEMENT OF NEED AND POPULATION TO BE SERVED (10 POINTS)

- Provide a clear description of the population you propose to serve, including age focus;
- Describe with data and why Proposer has selected a specific geographic region, regions or countywide approach to address a need;
- If the Proposer intends to work in a specific geographic region, please specify the defined boundaries of the area;
- If the Proposer plans to provide Countywide services, the proposal must describe how services will be delivered to residents throughout the county where they live, work or play; and
- Include information obtained from focus groups, previous local assessments, or studies that support the need for the proposed intervention model.

### 2.1.4 PROPOSED PROGRAM (8 POINTS)

- Describe the proposed overall program model; and
- Describe the expected positive impact projected by using the program model.
2.1.5 PROGRAM DESCRIPTION OR DESIGN (20 POINTS)

- Specify type of proposed program model: Evidence-Based, Promising Practice, Evidence-Informed, and/or curriculum(s) to be used and describe how model fidelity will be sustained;
- Describe staff training requirements for the model to be used;
- Briefly detail the primary method(s) of service delivery activities and include a meal plan (if applicable);
- Describe how participants will access services and include a transportation plan if applicable;
- Describe how linguistic and culturally competent work will be initiated and sustained;
- Specify the duration of services (for example, are services year round and what is the standard time frame for how long will services be offered);
- Specify the frequency, location and intensity of services;
- Include strategies to both engage and retain participants in services; and
- Specify how you will engage program participants to assist you with program improvement or in an ongoing advisory capacity.

- For newly proposed programs – Required, Attachment (#7), only if the program does not have a current contract dated October 1, 2017:
  Include a one-page Implementation Plan which details all activities during the first year of funding, and benchmark dates to prepare for, and start services proposed.

2.1.6 ADMINISTRATIVE SERVICES ORGANIZATION (ASO)

Only if Proposer is considering requesting ASO funds, briefly describe the current case management model in place and anticipated uses for ASO funding. For additional information, please refer to Appendix (#7).

SPECIAL NOTE: If awarded, a Grantee eligible for ASO funding may receive and allocation which will be determined in collaboration with the Children’s Board ASO Manager and added to the budget based on identified program needs. Therefore, ASO funding requests should not be included in the budget forms at the time of Proposal submission.

2.1.7 PARTNERSHIP AND COLLABORATION

The Children’s Board encourages partnership and collaboration when an organization deems it necessary to deliver efficient and improved services for children and their families.

Informal partnerships are often necessary for agencies to deliver quality services. Those partnerships do not require Subcontract agreements for the purposes of this RFP.
If proposed services require collaboration with other organizations the following letters of support may be applicable:

- Submit Attachment (#8): Current Letter(s) of Support signed by agency official – Required only if Proposer intends to:
  - Use space in locations operated by the City of Tampa, City of Temple Terrace, Plant City, Hillsborough County Parks and Recreation Departments, Faith Based organizations or other community center.

SPECIAL NOTES:

- Service locations must comply with American Disabilities Act, please refer to [https://adata.org/factsheet/ADA-overview](https://adata.org/factsheet/ADA-overview)
- If applicable, costs for use of facilities must be associated with proposed services and should be included in the budget.

2.1.8 BUDGET – ATTACHMENT (#2) (20 POINTS)

The budget includes expenses that are directly related to the model proposed and services for producing outcomes. Refer to Budget Instructions in Appendix (#6).

Complete and submit a budget for both the 2019 and 2020 fiscal year. The budget is required and is an excel file with three tabs Attachment (#2):

- Tab 1 - New Program Funding Budget Summary,
- Tab 2 - Salary Detail
- Tab 3 - Budget Narrative

Year (1) funding request should be the amount deemed necessary to start up or fully operate the program between October 1, 2018 and September 30, 2019.

- Year (1) amount may not exceed $250,000.

Year (2) funding is the amount deemed necessary to fully operate the program between October 1, 2019 and September 30, 2020.

- Year (2) amount may not exceed $275,000.

SPECIAL NOTES:

- Do not change or alter the forms.
- The first year of funding may include one-time expenses that may not be necessary in year two.
• Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.

2.1.9 EMPOWERMENT EVALUATION MATRIX/WORK PLAN – ATTACHMENT (#3) (10 POINTS)

The Work Plan is a simple way for the Proposer to tell their story by describing the activities and responsible parties needed to meet the outcomes described in the Proposal. For additional information, please refer to Appendix (#8). Please also refer to the Outcomes and Recommended Measures/Indicators in Appendix (#4) carefully, as you will use this document to complete the Work Plan.

Proposers must select one primary focus area which accurately represents the impact of the proposal. Proposers should choose outcomes that align with their program model, and ones for which they will be able to collect the required data.

The Work Plan must include four outcomes:

• All four outcomes may be selected from Appendix (#4); or
• Two outcomes may be selected from Appendix (#4) and two additional outcomes different than those listed in Appendix (#4) which the Applicant considers as a value added or already proven result by the program.

Measurement instruments are used to assess performance on outcomes. Proposers are encouraged to select validated measurement tools that have been proven to be effective in quantifying the intended outcomes. The Outcomes and Recommended Measures/Indicators contains a list of researched measurement instruments for every outcome.

Outcome indicators set specific expectations to be achieved as evidence that the outcome was achieved by the program participant. Indicators must correspond to the measurement instrument selected or proposed for each outcome in the Work Plan.

SPECIAL NOTE: If a measurement tool is selected that is not listed on the Outcomes and Recommended Measures/Indicators, please leave the indicator column blank on the Work Plan. Additionally, if the indicator number or section for a measurement tool you are proposing to use is blank you may also leave the indicator column blank on the Work Plan. If awarded, the indicators will be established prior to contract execution.
2.1.10 BOARD OF DIRECTORS – ATTACHMENT (#5) (3 POINTS)

Provide the name of each most current Board Member, their Board title and affiliation. In addition, provide the Board meeting schedule from March 2018 through September 2018.

SPECIAL NOTE: This list will not be shared or used to solicit donations.

2.1.11 ORGANIZATIONAL CHART – ATTACHMENT (#6) (3 POINTS)

Submit a current organizational chart with lines of authority. In addition, include and highlight the positions for the proposed program.
2.2 ATTACHMENTS

The following are required and must be submitted with Proposal:

1. Proposal Cover Sheet; **with original signature in blue ink**;
2. New Program Funding Budget Summary, Salary Detail and Budget Narrative;
3. Empowerment Evaluation Matrix / Work Plan (try to limit one page per outcome);
4. One (1) copy of Most recent Audited Financial Statements (no template provided);
   - **SPECIAL NOTE**: Organizations that have never been audited must submit the most recent complete set of Annual Financial Statements that have been reviewed and approved by the organization’s Board of Directors.
5. Board of Directors (no template provided); and
6. Organizational Chart (no template provided).

**Only if applicable, the following are required and must be submitted with Proposal (no templates provided):**

7. Implementation Plan (one-page)
8. Current Letter(s) of Support - maximum of three letters per proposal

**SPECIAL NOTE**: Attachments that are included with the proposal submission but not requested in this RFP will not be submitted to the Community Review Team for consideration.

**Failure to submit required attachments may result in disqualification of the proposal from further consideration.**
2.3 Submissions Instructions

- Proposal Narrative must be single space in a Microsoft Word document format
- Twelve (12) page narrative organized as in section two of this RFP
- Minimum of one-inch margins on all page sides
- Use consistent font no smaller than (12pt) for the proposal narrative
- One sided original and copies of Proposal Narrative on (8 1/2 x 11) paper
- All pages must be numbered including attachments
- Submit one (1) original application and six (6) identical copies including attachments
  ➢ If the original application contains color, copies must also be in color
  ➢ Copies may be stapled or paper clipped, but DO NOT bind original or copies
- Submit one (1) copy, if available, of the most recent Audited Financial Statements including the Management Letter, report on internal controls, and single audits attached to original application only
- Submit one (1) electronic copy of the proposal narrative, and required attachments on a USB drive in .pdf format
- Proposals will not be accepted by e-mail. Please mail, hand deliver, or courier proposals before 4:00 pm (Children’s Board Lobby Clock) on February 28, 2018 to:
  Children’s Board of Hillsborough County
  1002 E. Palm Ave., Tampa FL 33605

Failure to comply with the submission instructions above may result in disqualification of the proposal from further consideration.

2.4 Appendix Documents Are For Information Only

1. Proposal Cover Sheet Instructions
2. Glossary
3. Required Demographic Data
4. Outcomes and Recommended Measures / Indicators
5. General Terms and Conditions
6. Budget Instructions New Program Funding
7. Administrative Services Organization (ASO)
8. Matrix Tip Sheet
9. Resource Links
10. Rating Criteria
“Proposer Organization Legal Name” must match agency name listed on the Florida Department of State Division of Corporation website: [http://sunbiz.org/](http://sunbiz.org/).

<table>
<thead>
<tr>
<th>1. Proposer Organization Legal Name:</th>
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<table>
<thead>
<tr>
<th>2. Organization Address:</th>
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<th>6. Organization Phone Number:</th>
<th>7. Organization Website:</th>
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<th>8. Organization Type:</th>
<th>(Incorporation date: <em><strong>/</strong></em>/____)</th>
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<td>______ Not for Profit</td>
<td>______ Government</td>
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<td>______ Government</td>
<td>______ Other (Please specify):</td>
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<th>9. IRS Determination:</th>
<th>10. Registered Florida Charitable Organization:</th>
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<tr>
<td>______ 501c3</td>
<td>______ Yes ______ No</td>
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| 11. Current Children’s Board Funded Provider: | |
|-----------------------------------------------||
| ______ Yes ______ No                         | |

**Contact Information:**

<table>
<thead>
<tr>
<th>12. CEO/ Executive Director Name:</th>
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<table>
<thead>
<tr>
<th>13. CEO/ Executive Director Phone Number:</th>
<th>14. CEO/ Executive Director Email:</th>
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<th>15. Organization Contact Person Name:</th>
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<tr>
<th>16. Organization Contact Person Phone Number:</th>
<th>17. Organization Contact Person Email:</th>
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**Hillsborough County BOCC District:**

Refer to the Hillsborough County Website: [http://www.hillsboroughcounty.org/en/government/board-of-county-commissioners](http://www.hillsboroughcounty.org/en/government/board-of-county-commissioners) and click on Find My Elected Official to determine in which Board of County Commission district the Proposer Organization resides.

<table>
<thead>
<tr>
<th>18. Commission District:</th>
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<tbody>
<tr>
<td>______ 1 ______ 2 ______ 3 ______ 4 (District 5, 6, &amp;7 are at large seats)</td>
</tr>
</tbody>
</table>
19. If Proposer Organization is located within the city limit, please indicate:

- City of Tampa
- City of Temple Terrace
- City of Plant City
- Not Applicable

### Program Information:

20. Proposed Program Name:

21. Proposed Service Area:  

- County-Wide
- Geographic Region(s)

If geographic region(s), please specify:

22. Proposed Program Focus Area(s) (check all that apply):

- Children are Healthy & Safe (Pregnant Women to Birth)
- Children are Healthy & Safe (Children Birth to Age Five)
- Children are Ready to Learn & Succeed (Children Birth to Age Five)
- Children have Supported and Supportive Families (Pregnant Women and/or Children Birth to Elementary School Age)

23. Proposed Program Summary: 50 words or less to articulate program services to the general public.

24. A) Amount of Request from CBHC for Year 1 = $

B) Number of unduplicated participants to be served in Year 1:

- Adults ___  
- Children ___  
- Total: ___

C) Calculate and indicate the Unit Cost per Program Participant for Year 1 = $

(\text{Amount of Request from CBHC} ÷ \text{Total Number of Adults and/or Children to be Served})

25. A) Amount of Request from CBHC for Year 2 = $

B) Number of unduplicated participants to be served in Year 2:

- Adults ___  
- Children ___  
- Total: ___

C) Calculate the Unit Cost per Program Participant for Year 2 = $

(\text{Amount of Request from CBHC} ÷ \text{Total Number of Children and/or Adults to be Served})

26. Proposer Organization Total Budget:

27. How did you hear about this Request for Proposals?
Children’s Board of Hillsborough County  
PRO 2018 – 04 Request for Proposals (LEVEL 2) UNITING GRANT  
ATTACHMENT #1 - Proposal Cover Sheet

I do hereby certify to the above statements and that all facts, figures, and representations made in this proposal and supporting documents are true and correct. Furthermore, I certify that I have been duly authorized to act as the authorized representative of the Proposer Organization in connection with filling out this proposal, and have obtained any necessary authorization from the proposer’s governing body for the submission of this proposal. I acknowledge that this proposal and all additional documents submitted become the property of the Children’s Board and will become public record subject to the provisions of Chapter 119, Florida Statutes.

_______________________________  ________________________________
Signature of Authorized Official  Signature of Proposer Organization’s Board Chair

_________________  __________________________
(Printed Name)  (Printed Name)

__________________________  __________/__________
(Title)  (Date)

_____/_____/_______  _______/_______
(Date)  (Date)
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<td>Children's Board Allocation</td>
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**Other Funding Sources:**

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<td>Other Contractual Services</td>
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<td>Subtotal Contractual Services</td>
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<td>Building Lease/Rent</td>
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<td>Occupancy Allocation</td>
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<td>Janitorial Expense</td>
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<th>October 1, 2019 to September 30, 2020</th>
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<td>First Year Operating Budget Total Program Budget (1)</td>
<td>CBHC Budget (2)</td>
</tr>
<tr>
<td>Second Year Operating Budget Total Program Budget (3)</td>
<td>CBHC Budget (4)</td>
</tr>
</tbody>
</table>

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*Children's Board of Hillsborough County*

PRO 2018-04 Request for Proposals (LEVEL 2) Uniting Grant

Attachment #2 - NEW PROGRAM FUNDING BUDGET SUMMARY
**Children's Board of Hillsborough County**  
PRO 2018-04 Request for Proposals (LEVEL 2) Uniting Grant  
Attachment #2 - NEW PROGRAM FUNDING BUDGET SUMMARY

<p>| Grounds |<br />
|---|---|---|
|<br />
| <strong>Contract Period:</strong> | <strong>Subtotal Occupancy Costs</strong> |<br />
| October 1, 2018 to September 30, 2019 | October 1, 2019 to September 30, 2020 |<br />
| <strong>First Year Operating Budget</strong> | <strong>Second Year Operating Budget</strong> |</p>
<table>
<thead>
<tr>
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<th>CBHC Budget (2)</th>
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<th>CBHC Budget (4)</th>
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Do Not Change Forms
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<td>CBHC Budget (2)</td>
<td>CBHC Budget (4)</td>
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<td>Local Travel (Mileage)</td>
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<tr>
<td>Training/Conference Expense &amp; Travel</td>
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<tr>
<td>Transportation for Clients</td>
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<tr>
<td>Rent &amp; Lease/Equipment</td>
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<td>Insurance</td>
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<td>Postage</td>
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<tr>
<td>Printing &amp; Copying</td>
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<td>Advertising</td>
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<td>Outreach</td>
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<td>Memberships/Subscriptions/License</td>
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<td>Fingerprint &amp; Background Screening (volunteers)</td>
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<td>Information Technology Expense</td>
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<td>Computer Supplies</td>
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<td>Operating Supplies</td>
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<td>Educational/Curriculum Supplies</td>
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<td>Evaluation Supplies</td>
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<td>Training Supplies</td>
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<td>Client/Participant Supplies</td>
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<td>Community Activities &amp; Events</td>
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<td>Family Advisory Council</td>
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<td>In-Kind Expense</td>
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<td>CBHC ASO Flexible Funds</td>
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<td><strong>Subtotal Other Operating Costs</strong></td>
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<td><strong>Total Direct Expenditures</strong></td>
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<td>Name and Position Title</td>
<td>Agency FTE</td>
<td>Gross Annual Salary</td>
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Total Salaries: - - - - -
**BUDGET NARRATIVE**

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<th>CBHC BUDGET AMOUNT</th>
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**REVENUES:**

- Children's Board
- Other Funding Sources:

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<tr>
<th>Other Funding Sources</th>
<th>Program Budget Amount</th>
<th>CBHC Budget Amount</th>
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Children's Board ASO

**Sub-Total of Other Funding Sources:**

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**TOTAL REVENUE**

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### BUDGET NARRATIVE

#### EXPENDITURES:

**Salaries**

*List each Position Name and Title with a Narrative*

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<th>Position Title</th>
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</table>

**Subtotal Salaries**

- -

**Instructions.** Additional rows may be added in order to provide more detail in the narrative. Make sure all cells are opened up in order to read all information included in each line.
**BUDGET NARRATIVE**

**Fringe Benefits**

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<tr>
<td>Unemployment Compensation</td>
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<td>Benefits - Cafeteria Plan</td>
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**Subtotal Fringe Benefits**

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**Contractual Services**

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<tr>
<td>Other Contractual Services</td>
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**Subtotal Contractual Services**

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**BUDGET NARRATIVE**

**Occupancy Costs**

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<th>Amount 2</th>
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**Subtotal Occupancy Costs**

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### BUDGET NARRATIVE

#### Other Operating Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Narrative</th>
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<tbody>
<tr>
<td>Local Travel (Mileage)</td>
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<tr>
<td>Training/Conference Expense &amp; Travel</td>
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<tr>
<td>Transportation for Clients</td>
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<tr>
<td>Rent &amp; Lease/Equipment</td>
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<td>Insurance</td>
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<td>Postage</td>
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<tr>
<td>Outreach</td>
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<td>Memberships/Subscriptions/License</td>
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<td>Fingerprint &amp; Background Screening (volunteers)</td>
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<td>Information Technology Expense</td>
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<td>Office Supplies</td>
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<td>Operating Supplies</td>
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<td>Educational/Curriculum Supplies</td>
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<td>Client/Participant Supplies</td>
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<td>Community Activities &amp; Events</td>
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<td>In-Kind Expense</td>
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<td>CBHC ASO Flexible Funds</td>
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**Subtotal Other Operating Costs**

- 

**Instructions.** Additional rows may be added in order to provide more detail in the narrative. Make sure all cells are opened up in order to read all information included in each line.
### Primary Focus Area:

<table>
<thead>
<tr>
<th>Process Objective (What)</th>
<th>Program Activities (How)</th>
<th>Responsible Parties (Who)</th>
<th>Expected Outcomes (Why)</th>
<th>Indicator Measurements (Evidence)</th>
<th>Data Source (Where)</th>
<th>Time of Measurements (When)</th>
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<tr>
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<td>2.</td>
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<td>4.</td>
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**Comments and Status:**

**Next Steps/Actions:**
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY
PRO 2018 – 04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT
ATTACHMENT “A”- LETTER OF INTENT TO APPLY

[Name of Organization]

[Date]

To: María Negrón, Director of Programs
Children’s Board of Hillsborough County (CBHC)
1002 E. Palm Avenue
Tampa, FL  33605

RE: Letter of Intent to Apply

Dear Ms. Negrón:

I submit this letter to notify the Children’s Board of our intent to submit a proposal for program funding under the Release for Proposals of Uniting Grants.

The program proposes to geographically serve children and families:

<table>
<thead>
<tr>
<th>Check v One</th>
<th>☐ Countywide</th>
<th>☐ Geographic Areas*</th>
</tr>
</thead>
</table>

*Specify geographic areas to be served:

Check (v) one Primary Focus Area for Proposed program:

| ☐ Children are Healthy and Safe | Pregnant Women to Birth |
| ☐ Children are Healthy and Safe | Children Birth to Age Five |
| ☐ Children are Ready to Learn and Succeed | Children Birth to Age Five |
| ☐ Children have Supported and Supportive Families | Pregnant Women and/or Children Birth through Elementary School Age |

Signed by the Organization’s Authorized Official

Include Printed Name, Title, and Email Address of Authorized Official
Children’s Board of Hillsborough County

Pro-2018-04 Request for Proposals (Level 2) Uniting Grant

Appendix #1 – Proposal Cover Sheet Instructions

Information requested is organizational demographics and is self-explanatory. The following information provides additional guidance:

1. Use the Proposer Organization’s legal name including any doing business as (d/b/a) name. The name should match the name listed on the Florida Department of State – Division of Corporation website www.sunbiz.org. If the organization is a large entity, such as a university where a department or a division may be applying, include that information in this section.

2. Include physical and mailing address, if applicable.

3. City

4. State

5. Zip Code

6. Organization Phone Number

7. Organization Website, if applicable

8. Designated organization type and date of incorporation, if applicable.

9. IRS Determination: Does the organization have a 501c3 or other tax designation?

10. Is the organization registered as a Florida charitable organization and allowed to engage in solicitation activities through the Florida Department of Agriculture and Consumer Affairs?

11. Is the organization currently receiving program funding from the Children’s Board? Technical Assistance funding is not considered program funding.

12. Full name of CEO/Executive Director

13. CEO/Executive Director phone number

14. CEO/Executive Director Email

15. If the CEO/Executive Director is not the contact person for this proposal, provide the full name of the organization contact person for this proposal. The contact person is the person designated to respond to inquiries about this proposal.

16. Organization contact person phone number

17. Organization contact person email

18. Refer to the Hillsborough County Website: http://www.hillsboroughcounty.org/en/government/board-of-county-commissioners and click on Find My Elected Official to determine in which Board of County Commission district the proposer organization resides.

19. Indicate if the organization is located within the city limits of the 3 municipalities in Hillsborough County (Tampa, Temple Terrace, or Plant City).

20. What is the name of the program proposed in the proposal?

21. Are proposed services available countywide or targeted in a geographic area? If targeted in a geographic area, provide a brief description including the name and geographic boundaries.

22. Indicate the primary Focus Area and Age Range for the proposed program.

23. In 50 words or less, summarize the proposed program services for the general public.

24. A) Amount of funding requested in this proposal for Year 1.
B) The anticipated number of unduplicated adults (parents/caregivers and/or professionals) and/or unduplicated children (Birth to Elementary School Age) to be served annually by the proposed program within the first year of funding.

C) The Unit Cost per Program Participant can be calculated by dividing the Amount of Request (A) by the Number to be Served (B).

Special Note: Unduplicated means counted only one time.

Example: If the amount of funding requested is $250,000 and the total number of participants to be served is 300, the unit cost would be 250,000/300 = $833.00

For Information Purposes Only:

- $2,500 to $3,000 = High Unit Cost
- $1,500 to 2,500 = Moderate Unit Cost
- Less than $1,500 = Low Unit Cost

(According to current CBHC Programs’ Unit Costs)

25. A) Amount of funding requested in this proposal for Year 2.

B) The anticipated number of unduplicated adults (parents/caregivers and/or professionals) and/or children (Birth to Elementary School Age) to be served annually by the proposed program within the first year of funding.

C) The Unit Cost per Program Participant can be calculated by dividing the Amount of Request (A) by the Number to be Served (B).

Special Note: Unduplicated means counted only one time.

Example: If the amount of funding requested is $250,000 and the total number of participants to be served is 300, the unit cost would be 250,000/300 = $833.00

For Information Purposes Only:

- $2,500 to $3,000 = High Unit Cost
- $1,500 to 2,500 = Moderate Unit Cost
- Less than $1,500 = Low Unit Cost

(According to current CBHC Programs’ Unit Costs)

26. Amount of applying organization’s total budget for the most recent fiscal year.

27. Indicate the source in which the applying organization was notified of the funding release.

28. The Proposer Organization’s Authorized Official, an appointed official (e.g., chief executive officer, chief financial officer, etc.) to whom the organization has granted the legal authority to submit the proposal, and Board Chair must each sign (in blue ink) Attachment #1, Proposal Cover Sheet, in order for the proposal to be considered for funding.

Special Note: Failure to comply with providing a signed original copy may result in disqualification of the Proposal from further consideration.
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

PRO 2018 – 04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT

APPENDIX #2 - GLOSSARY OF TERMS

1. “Addendum” means supplemental information or changes made to an RFP after release of the original procurement document and before deadline for submission.

2. “Best Practices” refers to methods or techniques that have consistently demonstrated evidence of results/accomplishments that are better than those achieved with other means, and are used as a benchmark. These are often related to a set of guidelines established by an authority that recommends an efficient or prudent course of action in some situations.

3. “Capacity Building Training” means training provided at no cost to the organization if awarded to increase their access to resources that will strengthen organizational needs as identified by the organization for its staff and/or Board members.

4. “Collaboration” means agencies work together, each contributing its strength to a project, to create positive outcomes toward achieving one or more of the Children’s Board’s overall goals of Children are Healthy and Safe; Children are Ready to Learn and Succeed; and Children are Supported and have Supportive Families.

5. “Contract Compliance” means the Grantee successfully meets the expectations of managing a Children’s Board contract in three areas of responsibility: administrative, fiscal, and programmatic functions.

6. “Community Review Team” means the CBHC secured volunteer community reviewers who will read and rate proposals.

7. “Cost Reimbursement” means the Grantee must pay for approved budget expenses before being reimbursed from the CBHC.

8. “Curriculum” means: 1. Courses offered by an educational institution; or 2. A set of courses constituting an area of specialization according to Merriam Webster dictionary.

9. “Deliverables” means outcomes proposed that are not included in the Outcomes and Recommended Measures/Indicators in Appendix #4.

10. “Demographic Data” refers to the descriptive information of program participants and program participation, including information (but not limited to) such as date of birth, ethnicity, start date, or reason for leaving program.

11. “Evidence-based practices” means Programs that have successfully passed the standards of rigorous scientific research and evaluation which integrate the best available practices with practitioner expertise and other resources. They support the characteristics, stated needs, values and preferences of those who will be served.

12. “Evidence-informed practices” means types of program practices that build upon the best available information but recognize implementations within specific contexts.

13. “Empowerment Evaluation Matrix/ Work Plan” means the work plan that graphically lays out the project goal, the process objectives (what), activities (how), responsible parties (who), the outcomes (why), the indicators (measures/evidence), data sources (where), and time of measure (when). Please see tip sheet in the appendices.

14. “Faith-Based Organization” is a nonprofit organization founded by a religious congregation or religiously-motivated incorporators and board members that clearly states in it name, incorporation, or mission statement that it is a religiously motivated
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

PRO 2018 – 04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT

APPENDIX #2 - GLOSSARY OF TERMS

institution. The organization must have 10 or fewer employees and an annual operating budget of $300,000 or less. [Adapted from the White House Office for Faith-Based and Community Initiatives and the 2002 Senior Corps survey of programs.]

15. “Family Support” means providing best practice services to promote positive outcomes for children and their families.

16. “Fiscal Year” means the budget calendar year for the Children’s Board which is October 1 through September 30.

17. “Funding Workshop” is a presentation reviewing the details of the RFP as well as general discussion of how projects funded by this RFP will forward the Children’s Board’s intent to improve outcomes for children and families in Hillsborough County. All answers in question and answer session will be subject to review prior to approval, and official answers will be publicly posted on the Children’s Board’s website.

18. “General Terms and Conditions” refers to the General Terms and Conditions that will become part of the contract if funding is approved and awarded to an organization. Please read the General Terms and Conditions to be certain the proposer organization will be able to comply with all requirements.

19. “Glossary” The glossary of terms has been provided to clarify terms used in the RFP document. If you require additional clarification please submit written questions to the designated contact by the deadline indicated on the timeline.

20. “Grantee” means the selected organization awarded a contract upon Board approval with the Children’s Board to provide the Services.

21. “Grassroots Organization” is a nonprofit organization that is located in the same zip code as the people they serve. The organization must have 10 or fewer employees and an annual operating budget of $300,000 or less. [Adapted from the White House Office for Faith-Based and Community Initiatives and the 2002 Senior Corps survey of programs.]

22. “High Quality Services” are services that exceed both the minimal specifications of a service as well as the norm.

23. “Indicators” (or benchmarks) are measurable qualities of life help quantify the achievement of a result. Results and indicators are about the ends we want for children and families. And strategies and performance measures are about the means to get there.

24. “Lead Agency” is the primary Applicant and fiscal agent for the proposed program or project when multiple agencies are working together on one program or project.

25. “Letter of Intent” A Letter of Intent to apply for funding is not mandatory but encouraged from interested Proposers to assist the Children’s Board in refining the plan to receive and process proposals.

26. “Outcomes” means measured results of your efforts that show change in an area of concern. They differ from “outputs” which, although important, do not show change but how much work is being done.

27. “Procurement” means a process or method to secure goods and services.
APPENDIX #2 - GLOSSARY OF TERMS

28. “Proposal” means the written application submitted by a Proposer in response to this RFP.

29. “Proposal Reviewed for Completeness” Proposals are reviewed by CBHC staff before providing copies to the Community Review Team. Proposals that do not include required components may not proceed to the Community Review Team.

30. “Proposal Submission” is the process and final submission of proposal to the Children's Board by Proposer.

31. “Proposer” or “You” or “Organization” means the entity legally operating in the state of Florida that submits or intends to submit an Application to the CBHC pursuant to this procurement document.

32. “Promising Practice” means programs that have garnered some degree of research evidence of achieving the intended outcomes when implemented with fidelity but require additional research to conclude their effectiveness.

33. “Provider Agency” means a funded organization under contract with the Children’s Board to deliver and provide social services and supports to children and families of Hillsborough County, FL.

34. “Questions for Recommended Proposals” means proposers may or may not be called by the Children’s Board for further clarification of their proposal.

35. “Rating Criteria” – The Rating Criteria has been provided for information purposes only. It will be used by the members of the community review team to score each proposal they read. It specifies the total number of possible points a proposal can receive under each category. Proposals must receive a score of 70 or above to be considered for funding and all awards are subject to the availability of funds and Board approval.

36. “Request for Proposals (RFP)” means this request for Proposals and includes any addendum and the answers to Proposers’ questions.

37. “Required Grantee Orientation” means all organizations recommended for funded must send a representative to a contract orientation training to be held at the Children's Board main office. The specific date and time will be provided upon award notification.

38. “Scope of Services” are the defined specifications, standards and requirements for services to be delivered under this procurement activity.

39. “Subcontracted Agency” is an agency working in partnership with another or multiple agencies on a single program or project under a “Lead” agency.

40. “Sustainability Plan” means the basic plan to sustain your organization outside of this grant award.

41. “Volunteer” means an individual who assists the program on an intermittent basis without pay. Volunteers are under direct and constant supervision by program personnel or agency staff.

42. “Well-being” means a composite measure of both the quality of life and material conditions, such as: health, education and skills, work-life balance, social connections, civic engagement, environmental quality, safety, happiness, income, and housing.
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

PRO 2018 – 04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT

APPENDIX #2 - GLOSSARY OF TERMS

43. “Written Proposal Questions” means questions pertaining to the RFP and submitted to the Children’s Board website/email address: CBHCFundingRelease@childrensboard.org. All questions are subject to review and answers to questions will be publicly posted on the website: http://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/ under the subheading of “open opportunities”.
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<thead>
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<th>For Children and Families</th>
<th>Specification</th>
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</thead>
<tbody>
<tr>
<td>First Name</td>
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<td>Last Name</td>
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<tr>
<td>Children's Board ID (PERMID)</td>
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</tr>
<tr>
<td>Participant Type</td>
<td>Adult; Minor Child; Teen Parent; Professional</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Female; Male; Refused; Not Available</td>
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<tr>
<td>Ethnicity</td>
<td>Hispanic or Latino; Not Hispanic or Latino; Refused; Not Available</td>
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<tr>
<td>Race</td>
<td>White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Two or More Races; Refused; Not Available</td>
</tr>
<tr>
<td>Address</td>
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<td>State</td>
<td></td>
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<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Child Grade</td>
<td>Not yet in school; Pre-Kindergarten; Kindergarten; 1st Grade; 2nd Grade; 3rd Grade; 4th Grade; 5th Grade; 6th Grade; 7th Grade; 8th Grade; 9th Grade; 10th Grade; 11th Grade; 12th Grade; Does Not Apply; Not Available</td>
</tr>
<tr>
<td>Child Free Lunch Eligible</td>
<td>Yes; No; Does Not Apply; Not Available</td>
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<tr>
<td>Number of Adults in Home</td>
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<tr>
<td>Number of Children in Home</td>
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<td>Household Structure</td>
<td>Male (Single) Head of Household; Female (Single) Head of Household; Other-Relative/ Kinship Care (Single) Head of Household; Dual 2 Parent Household; Dual 2 Other-Relatives/ Kinship Care Household; Other; Refused; Not Available</td>
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<td>Highest Education Level in Household</td>
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<td>ASO FamilyID (if applicable)</td>
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<td>Program Start Date</td>
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<tr>
<td>Program End Date</td>
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<tr>
<td>Closure Reason</td>
<td>Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death</td>
</tr>
<tr>
<td>If Re-Enrolled, Program Start Date</td>
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</tr>
<tr>
<td>If Re-Enrolled, Program End Date</td>
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<tr>
<td>If Re-Enrolled, Closure Reason</td>
<td>Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death</td>
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# Appendix #3 - Required Demographic Data

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<tr>
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<td>Children's Board ID (PERMID)</td>
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<td>Participant Type</td>
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<td>Gender</td>
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<td>Ethnicity</td>
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<td>Race</td>
<td>White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Two or More Races; Refused; Not Available</td>
</tr>
<tr>
<td>Program Start Date</td>
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<tr>
<td>Program End Date</td>
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</tr>
<tr>
<td>Closure Reason</td>
<td>Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death</td>
</tr>
<tr>
<td>If Re-Enrolled, Program Start Date</td>
<td></td>
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<tr>
<td>If Re-Enrolled, Program End Date</td>
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<tr>
<td>If Re-Enrolled, Closure Reason</td>
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<td>Employer State</td>
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<td>Employer Zip Code</td>
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<td>Practitioner/Professional Type</td>
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<tr>
<td>Employer Program Name (if applicable)</td>
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<td>Agency name</td>
<td>Automatically generated by data system</td>
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<tr>
<td>Program name</td>
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## Focus Area: Children Are Healthy and Safe

(Pregnant Women to Birth)

<table>
<thead>
<tr>
<th>HOW MUCH DID WE DO? (For all programs to gather)</th>
<th>HOW WELL DID WE DO IT? (For all programs to select &amp; gather)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Program Participants</td>
<td>#/% of Participants Engaged/Retained.</td>
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</tr>
<tr>
<td># of Births</td>
<td>#/% of Participants Satisfied with Services Provided.</td>
<td></td>
</tr>
<tr>
<td># Children/Families Provided Information and Referral</td>
<td>#/% of Referral Children/Families Linked to Services/Medical Care.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#/% of Staff with Necessary Training/Certification.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#/% Children with a Medical/Dental Home.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#/% Children with Health Insurance.</td>
<td></td>
</tr>
</tbody>
</table>

**IS ANYONE BETTER OFF?**

*May not all be reported to CBHC*

**Outcomes:**

**Skills/Knowledge:**

- At least 85% of a minimum of XX individuals (parents/caregivers) have increased knowledge of appropriate health and safety measures.

  1. **Recommended Measures:**

  1. Heartsaver CPR AED Skills Sheet
  2. Heartsaver Pediatric First Aid Skills Sheet
  3. Curriculum Based (program specific)

- At least 85% of a minimum of XX individuals (professionals) have increased knowledge of appropriate health and safety measures.

  1. **Recommended Measures:**

  1. Curriculum Based (program specific)

**Attitude:**

- At least 85% of a minimum of XX pregnant women have improved attitudes towards breastfeeding.

  1. **Recommended Measures:**

  1. Iowa Infant Feeding Attitude Scale
  2. Modified Breastfeeding Attrition Prediction Tool Revised (BAPT)
  3. Breastfeeding Self-Efficacy Scale-SF (Short Form)

  1. An increase in total score from pretest to posttest with posttest total scores of at least 55.

**Bold outcome** is required in the main focus area; Programs should select additional outcomes based on guidelines from the funding platforms. **Bold measures** are those currently in use in funded programs.

XX=estimated number of participants to be measured on the outcome during the contract year.
## FOCUS AREA: CHILDREN ARE HEALTHY AND SAFE

**(Pregnant Women to Birth)**

### Behavior:
- **At least 80% of a minimum of XX mothers initiate breastfeeding.**
  - 1. Hospital Breastfeeding Records
  - 1. Breastfeeding (including expressing) is initiated following birth.

- **At least 75% of a minimum of XX pregnant women attend routine prenatal care visits as prescribed by physician.**
  - 1. Kotelchuck Index (APNCU)
  - 2. Life Skills Progression (Prenatal Care Scale)
  - 1. Kotelchuck Index (APNCU) - A score of 80% or greater (Adequate and Adequate plus).
  - 2. LSP - A final score of at least 3 on the Prenatal Care Scale.

### Circumstance:
- **At least 70% of a minimum of XX pregnant women receive adequate prenatal care prior to 20 weeks gestation.**
  - 1. Birth Certificate or Physician Records
  - 1. Prenatal care is received by at least 20th week gestation.

- **At least 90% of a minimum of XX babies born at appropriate birth weight.**
  - 1. Hospital Discharge Records or Birth Certificate
  - 1. Infants weighing at least 5.5 pounds (5lbs. 8 ozs) or more

- **At least 90% of a minimum of XX babies born at term.**
  - 1. Hospital Discharge Records or Birth Certificate
  - 1. Infants born at 37 weeks gestation or greater.

- **At least 90% of a minimum of XX babies born substance-free.**
  - 1. Drug Screen or Hospital Record
  - 1. Babies born will be substance-free (with the exception of Methadone or Suboxone).

---

XX=estimated number of participants to be measured on the outcome during the contract year.
# Focus Area: Children are Healthy and Safe (Birth to Age Five)

## How Much Did We Do?
(For all programs to gather)

<table>
<thead>
<tr>
<th>Category</th>
<th>How Many</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Program Participants</td>
<td></td>
</tr>
<tr>
<td># of Births</td>
<td></td>
</tr>
<tr>
<td># Children/Families Provided Information and Referral</td>
<td></td>
</tr>
</tbody>
</table>

## How Well Did We Do It?
(For all programs to select & gather)

<table>
<thead>
<tr>
<th>Category</th>
<th>How Many</th>
</tr>
</thead>
<tbody>
<tr>
<td>#/% of Participants Engaged/Retained.</td>
<td></td>
</tr>
<tr>
<td>#/% of Participants Satisfied with Services Provided.</td>
<td></td>
</tr>
<tr>
<td>#/% of Referred Children/Families Linked to Services/Medical Care.</td>
<td></td>
</tr>
<tr>
<td>#/% of Staff with Necessary Training/Certification.</td>
<td></td>
</tr>
<tr>
<td>#/% Children with a Medical/Dental Home.</td>
<td></td>
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<tr>
<td>#/% Children with Health Insurance.</td>
<td></td>
</tr>
</tbody>
</table>

*May not all be reported to CBHC

## IS ANYONE BETTER OFF?

**Bold outcome** is required in the main focus area; Programs should select additional outcomes based on guidelines from the funding platforms. **Bold measures** are those currently in use in funded programs.

### Outcomes:

#### Skills/Knowledge:
- At least 85% of a minimum of XX individuals (parents/caregivers or children) have increased knowledge of appropriate health and safety measures.

### Recommended Measures:

1. Heartsaver CPR AED Skills Sheet
2. Heartsaver Pediatric First Aid Skills Sheet
3. Curriculum Based (program specific)
4. Life Skills Progression (Safety Subscale)

### Indicators:

1. Assessment Or Grade of “Pass” on CPR Testing Checklist
2. Assessment Or Grade of “Pass” on First Aid Skills
3. *Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award.*
4. LSP - score of at least 4 on the Safety Subscale.

- At least 85% of a minimum of XX individuals (professionals) have increased knowledge of appropriate health and safety measures.

1. Curriculum Based (program specific)

*XX=estimated number of participants to be measured on the outcome during the contract year.*
### Behavior:

<table>
<thead>
<tr>
<th>Focus Area: Children are Healthy and Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Birth to Age Five)</td>
</tr>
</tbody>
</table>

#### At least 65% of a minimum of XX mothers sustain breastfeeding.

- **1.** WIC Case Notes or Program Client File
- **2.** Life Skills Progression (Breastfeeding Scale)

#### At least 85% of a minimum of XX children demonstrate a secure attachment to a nurturing caregiver.

- **1.** Crowell Procedure
- **2.** The Observing the Parent-Child Relationship (PCR) Scale

#### At least 80% of a minimum of XX parents/caregivers exhibit fewer symptoms of depression.

- **1.** Edinburgh Postnatal Depression Scale
- **2.** Model-Based (program specific)
- **3.** Patient Health Questionnaire (PHQ-9)
- **4.** Postpartum Depression Screening Scale (PDSS)
- **5.** Beck Depression Inventory-II

#### At least 90% of a minimum of XX children attend well-baby/well-child visits as prescribed by physician. (formerly children with good to excellent health status).

- **1.** Pediatric Health Record
- **2.** Life Skills Progression (Child Well Care Scale)

#### Postnatal mothers will sustain breastfeeding for at least 2 months.

1. A posttest rating of No/Little Concern for all Parent/Child Interactions identified as Needs Improvement or Primary Focus of Treatment at pretest.
2. A final total score of at least 30 points with no decreases in total score from pretest.

#### Child's pediatric health record shows evidence of child attending an adequate number of prescribed visits (7 out of 9 prescribed visits during the first 2 years of life; 5 out of 6 prescribed visits in the first year of life or 2 out of 3 prescribed visits between 12 and 24 months of age; 1 out of 2 prescribed visits between 30 months and 3 years of age; 1 out of 1 prescribed visit annually for 4 years of age of older).

1. A score of at least 4 on the LSP Child Well Care Scale.

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### Focus Area: Children Are Healthy and Safe
(Birth to Age Five)

<table>
<thead>
<tr>
<th>Circumstance:</th>
<th>1. Florida Department of Health Florida Certificate of Immunization (HCHD blue form) or Florida Shots Record</th>
<th>1. Health Care Provider signs off that Part-A Immunizations are Complete OR Part-B Temporary Medical Exemption is complete and that immunizations are on schedule to be completed (680 form) or Part C-Medical Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 90% of a minimum of XX children have decreased vulnerability to contracting vaccine-preventable diseases.</td>
<td>1. CDC Growth Chart</td>
<td>1. Height/weight percentile and BMI, child is &gt;5&lt;sup&gt;th&lt;/sup&gt; percentile and &lt;85&lt;sup&gt;th&lt;/sup&gt; percentile (&lt;5&lt;sup&gt;th&lt;/sup&gt; percentile and &gt;85% percentile is a concern); Weight for Length for children under 2 years of age (&lt;5&lt;sup&gt;th&lt;/sup&gt; percentile and &gt;=95&lt;sup&gt;th&lt;/sup&gt; percentile is a concern).</td>
</tr>
<tr>
<td>At least 80% of a minimum of XX children at healthy height/weight.</td>
<td>1. Life Skills Progression (Safety Subscale)</td>
<td>1. A score of at least 4 on the LSP Safety Subscale</td>
</tr>
<tr>
<td>2. TIPP/Framingham Safety Survey</td>
<td>2. An increase in the number of correct responses from pretest to posttest for prioritized items in safety plan.</td>
<td>3. <em>Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award.</em></td>
</tr>
<tr>
<td>3. Curriculum-Based (program specific)</td>
<td>3. <em>Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award.</em></td>
<td></td>
</tr>
<tr>
<td>At least 85% of a minimum of XX children at reduced risk of unintentional injury.</td>
<td>1. Curriculum-Based (program specific)</td>
<td>1. <em>Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award.</em></td>
</tr>
<tr>
<td>At least 90% of a minimum of XX families have safer housing.</td>
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<td></td>
</tr>
</tbody>
</table>

**XX**=estimated number of participants to be measured on the outcome during the contract year.
### Focus Area: Children Are Ready to Learn and Succeed (Birth – Age Five)

**How Much Did We Do?**
- # Program Participants
- # Children Screened for Kindergarten Readiness
- # Early Education Staff Trained
- # Parent/Caregiver Involvement Activities
- # Children/Families Provided Information/Referral
- # Early Education Facilities Newly Enrolled in QRIS
- # Early Education Facilities Participating in QRIS

**How Well Did We Do It?**
- #/% of Participants Engaged/Retained
- #/% of Participants Satisfied with Services Provided
- #/% of Referred Children/Families Linked to Services
- #/% of Staff with Necessary Training/Certification
- #/% Early Education Staff Retained

*May not all be reported to CBHC

**Is Anyone Better Off?**

**Bold outcome** is required in the main focus area; Programs should select additional outcomes based on guidelines from the funding platforms.

**Bold measures** are those currently in use in funded programs.

**Outcomes:**

- **Skills/Knowledge:**
  - At least 85% of a minimum of XX children have improved school readiness skills.

**Recommended Measures:**

1. Early Literacy Skills Assessment (ELSA)
2. Get Ready to Read Screening Tool (25 item Paper Version)
3. Teaching Strategies Gold
4. Model-based (program specific)

**Indicators:**

1. Increase in raw scores from pretest to posttest for Comprehension, Phonological Awareness and Concepts about Print Subscales for pretest scores that are below the maximum score or maintenance of the maximum pretest scores and an increase in raw scores from pretest to posttest on Alphabetic Principle or maintenance from pretest to posttest for raw pretest scores of at least 50.
2. Achieve a minimum performance level score equivalent to Average as specified by age range at posttest (age 3:0-3:5 = 7 or higher, age 3:6-3:11 = 9 or higher, age 4:0-4:5 = 12 or higher, age 4:6-4:11 = 14 or higher, age 5:0-5:5 = 17 or higher, age 5:5-5:11 = 18 or higher)
3. Children who have completed a minimum of two checkpoints (Fall & Spring) will meet or exceed Widely

XX=estimated number of participants to be measured on the outcome during the contract year.
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY  
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FOCUS AREA: CHILDREN ARE READY TO LEARN AND SUCCEED  
(Birth – Age Five)  

| XX=estimated number of participants to be measured on the outcome during the contract year. |

| Held Expectations (WHE) in each of the following domains: physical, social/emotional; literacy, cognitive, language and mathematics by Spring check point. |

| 4. **Indicators for Model-based measures that use a different tool from those listed will be negotiated upon award.** |

| XX=estimated number of participants to be measured on the outcome during the contract year. |

| At least 85% of a minimum of XX early care and education (ECE) practitioners demonstrate increased early literacy skills. |

| 1. **Early Language & Literacy Classroom Observation (ELLCO)** |

| 1. An increase from pretest to posttest in the average "General Classroom Environment Subscale" scores AND the average "Language and Literacy Subscale" scores |

| At least 80% of a minimum of XX early care and education (ECE) practitioners/professionals have increased knowledge of developmentally appropriate practices (DAP). |

| 1. **Gains Survey**  
2. **Curriculum Based (program specific)** |

| 1. Achieve at least 15 correct responses (75%) on the Gains Survey.  
2. **Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award.** |

| **Behavior:** |

| At least 85% of a minimum of XX parents/caregivers are involved with their child’s development, education and/or school. |

| 1. **Parent Education Profile (PEP)**  
- Scale I  
- Scale II  
- Scale III  
2. **Get Ready to Read Home Literacy Environment Checklist**  
3. **Social-Emotional Assessment Evaluation Measure (SEAM) Family Profile**  
4. **Model-based (program specific)** |

| 1. A minimum posttest score of at least a 3 with no decreases from pretest on each of the 4 subscales of the PEP Scale I  
1. Minimum posttest score of at least a 3 with no decreases from pretest to posttest on each of the 3 subscales of the PEP Scale II.  
1. Minimum posttest score of at least a 3 with no decreases from pretest to posttest on each of the 5 subscales of the PEP Scale III.  
2. A posttest score of 20 or higher on the Get Ready to Read (GRTR) Home Literacy Environment Checklist  
3. An increase of 5 or more points from total pretest score to total posttest score for pretest scores that are below the maximum score on the 2 subscales (responding to my child’s needs and providing predictable schedule/routines and appropriate environment for my child) or maintenance of the maximum total pretest scores at posttest for these 2 subscales of the Social- |
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FOCUS AREA: CHILDREN ARE READY TO LEARN AND SUCCEED
(Birth – Age Five)

<table>
<thead>
<tr>
<th>Emotional Assessment/Evaluation Measure (SEAM) Family Profile.</th>
<th>1. Practitioners receiving a minimum of 3 months of technical assistance will demonstrate a 2% increase from pre overall score to post overall score on the TPITOS or TPOT OR maintenance of an overall score of 80% and above OR Practitioners receiving a minimum of 6 months of technical assistance will demonstrate a 5% increase from pre overall score to post overall score on the TPITOS or TPOT OR maintenance of an overall score of 80% and above.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. <strong>Indicators for Model-based measures that use a different tool from those listed will be negotiated upon award.</strong></td>
<td>2. Practitioners who score an average below a 3.0 at pretest will achieve a .5 global increase. Practitioners who score an average of 3.0 or above at pretest will achieve a .25 global increase.</td>
</tr>
<tr>
<td>1. Teaching Pyramid Observation Tool (TPOT)/Teaching Pyramid Infant Toddler Observation Scale (TPITOS)</td>
<td>3. Practitioners will demonstrate an increase from pretest to posttest in at least: one domain of the Pre-K CLASS, or 2 dimensions of the Infant CLASS or 4 dimensions of the Toddler CLASS.</td>
</tr>
<tr>
<td>2. Environmental Rating Scale (ERS)</td>
<td>4. A posttest score of at least a 4 (Competent) on the Self-Reflection tool as rated by consultant and provider (consultant rates provider and provider self-evaluation).</td>
</tr>
<tr>
<td>3. Classroom Assessment Scoring System (CLASS)</td>
<td>5. An increase of at least one level in Total Scores from pretest to posttest (e.g., Deficient to Fair, Fair to Basic, Basic to Above Average, Above Average to Exemplary) OR increase or maintain pretest Total Scores of at least 55 (Exemplary level) at posttest.</td>
</tr>
<tr>
<td>4. Illinois Children’s Mental Health Partnership Self-Reflection tool</td>
<td></td>
</tr>
<tr>
<td>5. Ready! for Kindergarten Childcare Provider Observation Assessment Tool</td>
<td></td>
</tr>
</tbody>
</table>

- At least 75% of a minimum of XX early care and education (ECE) practitioners/professionals demonstrate developmentally appropriate practices (DAP).

XX=estimated number of participants to be measured on the outcome during the contract year.
## Focus Area: Children are Ready to Learn and Succeed (Birth – Age Five)

- At least 75% of a minimum of XX children demonstrate improved social-emotional competence.

| 1. Model-based (program specific) | 1. Indicators for Model-based measures that use a different tool from those listed will be negotiated upon award. |
| 2. Social-Emotional Assessment Evaluation Measure (SEAM) | 2. An increase of 4 or more points from pretest to posttest on the Social-Emotional Assessment/Evaluation Measure (SEAM). |
| 3. Social Skills Improvement System (SSIS) Rating Scales Preschool–Performance Screening Guide Prosocial Behavior Scale | 3. An increase of at least one level from pretest to posttest on the prosocial behavior skill scale OR maintenance of pretest scores of at least a 4 or 5 at posttest on the prosocial behavior skill scale (case notes to support ratings). |
| 4. Eyberg Child Behavior Inventory (ECBI; ages 2 and up) | 4. A decrease from pretest to posttest of 7 raw score points on the ECBI Intensity Scale. |
| 5. BRIGANCE Inventory of Early Development |  |

### Circumstance:

- At least 80% of a minimum of XX children are read to or read at least 4 times per week at home.

| 1. Curriculum-based (program specific) | 1. Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award. |
| 2. Get Ready to Read (GRTR) Home Literacy Environment Checklist | 2. Reported average frequency of reading at least 4 times per week - Reading Log indicates frequency of reading activities. |
|  | 2. A response of True for Q14 (I or adult in house read a book with my child at least 4 times per week) and Reading Log indicates frequency of reading activities. |

- At least 75% of a minimum of XX children demonstrate readiness for Kindergarten.

| 1. Get Ready to Read Screening Tool (25 item Paper Version) | 1. Typically developing children will achieve a minimum performance level score equivalent to Average as specified by age range at posttest (age 3:0-3:5 = 7 or higher, age 3:6-3:11 = 9 or higher, age 4:0-4:5 = 12 or higher, age 4:6-4:11 = 14 or higher, age 5:0-5:5 = 17 or higher, age 5:6-5:11 = 18 or higher) |
| 2. FL VPK Assessment | 2. An increase in scores from pretest (Assessment period 1) to posttest scores at or above the “meeting |
| 3. BRIGANCE Inventory of Early Development |  

XX=estimated number of participants to be measured on the outcome during the contract year.

APPROVED Addendum #1 Pro 2018-04 Level 2 Family Support Uniting Grants RFP 12 20 2017
XX=estimated number of participants to be measured on the outcome during the contract year.

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FOCUS AREA: CHILDREN ARE READY TO LEARN AND SUCCEED
(Birth – Age Five)

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<th>expectations” standards (7 or above on print knowledge, 8 and above on phonological awareness, 10 or above on mathematics and 16 or above on oral language/vocabulary) on the Florida VPK assessment.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• At least 70% of a minimum of XX children maintain or secure inclusive child care placements.</strong></td>
<td><strong>1. Child Record</strong></td>
</tr>
<tr>
<td>1. Child maintained current placement in program or secured alternate inclusive program.</td>
<td></td>
</tr>
<tr>
<td><strong>• At least 70% of a minimum of XX early childhood education (ECE) programs demonstrate progress towards achieving or maintaining high quality.</strong></td>
<td><strong>1. PWPBS Benchmarks of Quality</strong></td>
</tr>
<tr>
<td>1. Year 1 of implementation will have 75% (centers-35/47, family homes- 33/44) of the critical elements scored as partially or fully implemented OR Year 2 of implementation will have 90% (centers-42/47, family homes- 39/44) of the critical elements scored as partially or fully implemented OR Year 3 of implementation will have 100% (centers-47/47, family homes- 44/44) of the critical elements scored as partially or fully implemented.</td>
<td></td>
</tr>
</tbody>
</table>
## FOCUS AREA: CHILDREN HAVE SUPPORTED AND SUPPORTIVE FAMILIES
(Pregnant Women and/or Children Birth - Elementary School Age)

<table>
<thead>
<tr>
<th>HOW MUCH DID WE DO? (For all programs to select &amp; gather)</th>
<th>HOW WELL DID WE DO IT? (For all programs to select &amp; gather)</th>
<th>(For all programs to select &amp; gather)</th>
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<tr>
<td># Program Participants</td>
<td>#/% of Participants Engaged/Retained</td>
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<tr>
<td># Parent/Caregiver Involvement Activities</td>
<td>#/% of Participants Satisfied with Services Provided</td>
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<tr>
<td># Children/Families Provided Information and Referral</td>
<td>#/% of Referred Children/Families Linked to Services and/or Supports</td>
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<td>#/% of Staff with Necessary Training/Certification</td>
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</table>

### IS ANYONE BETTER OFF?

**Bold outcome** is required in the main focus area; Programs should select additional outcomes based on guidelines from the funding platforms.  
**Bold measures** are those currently in use in funded programs.

#### Outcomes:

**Skills/Knowledge:**
- At least 80% of a minimum of XX parents/caregivers have increased parenting skills.

#### Recommended Measures:

1. **Adult Adolescent Parenting Inventory-2**
2. **Padres Comprometidos Survey**
3. **Circle of Security Participant Survey**
4. **Adapted Therapy Attitude Inventory (TAI)**
5. **Model-based (program specific)**

#### Indicators:

1. Posttest Sten score of 4 or higher on all AAPI-2 constructs.
2. An increased After Training total average score from Before Training on Questions 2-3 for participants with average Before Training scores of less than 4 or maintenance of average Before Training scores of 4 or 5.
3. An increased Now total average score from Before total average score on parenting skills Questions 3-9.
4. Achieve a raw score of at least 35 points on the Adapted Therapy Attitude Inventory.
5. **Indicators for Model-based measures that use a different tool from those listed will be negotiated upon award.**

- At least 80% of a minimum of XX parents/caregivers have increased literacy skills (family literacy).

#### Recommended Measures:

1. **CASAS/Test of Adult Basic Education (TABE)**
2. **Reading Evaluation Adult Diagnosis (READ)**
3. **Basic English Skills Test Plus (BEST Plus)**

#### Indicators:

1. Increased reading scores of at least 5 points on the CASAS assessment OR increased GE reading scores of at least 0.3 on the Test of Adult Basic Education-TABE.

**Attitude:**
- At least 70% of a minimum of XX parents/caregivers have reduced stress.

#### Recommended Measures:

1. **Perceived Stress Scale**
2. **Parental Stress Scale**

#### Indicators:

1. Decrease in pretest to posttest total scores on the Perceived Stress Scale

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**FOCUS AREA: CHILDREN HAVE SUPPORTED AND SUPPORTIVE FAMILIES**  
(Pregnant Women and/or Children Birth - Elementary School Age)

| Behavior: | 3. Community Life Skills Scale | 2. Decrease in pretest to posttest total scores on the Parental Stress Scale  
3. An increase from pretest total score to posttest total score and posttest scores of at least 19. |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>• At least 95% of a minimum of XX parents/caregivers demonstrate positive parent/child or family interactions (No verified child maltreatment).</td>
<td>1. Florida Safe Families Network (FSFN) database</td>
<td>1. Open participants enrolled for at least 6 months shall have no &quot;verified&quot; finding of child maltreatment during their participation or Closed participants who complete the program will have no &quot;verified&quot; findings more than 12 and up through 24 months after completion.</td>
</tr>
</tbody>
</table>
| 1. Padres Comprometidos Survey  
2. Parent/Teacher Compact Form; Revised Parent Checklist – Short Form  
3. Parent Education Profile (PEP) {scale(s) selected based on program model and age of child(ren)}  
4. Get Ready to Read Home Literacy Environment Checklist (Kindergarten age children or younger) | 1. An increased After Training total average score from Before Training on Questions 4-8 for participants with average Before Training scores of less than 4 or maintenance of average Before Training scores of 4 or 5; Parent/Teacher Compact signed by parent.  
2. Increase in average score from pretest to posttest or maintain average score of at least 3.60 on the Revised Parent Checklist – Short Form; Parent/Teacher Compact signed by parent.  
3. A minimum posttest score of at least a 3 with no decreases from pretest on each of the subscale items of the Parent Education Profile Scale.  
4. A posttest score of 20 or higher on the Get Ready to Read (GRTR) Home Literacy Environment Checklist. | |
| • At least 85% of a minimum of XX parents/caregivers are involved with their child’s development, education and/or school. | 1. Family Resource Support Guide- Resource Scale  
2. North Carolina Family Assessment Scale-G (NCFAS-G)  
3. Family Support Program Outcome Survey | 1. An increase from average pretest to posttest score with minimum average posttest scores of at least 3.25 OR maintenance or increases in average pretest scores of 3.25 or higher.  
2. Posttest scores of at least zero on the 7 overall domains (Environment, Parental |

2. North Carolina Family Assessment Scale-G (NCFAS-G)  
3. Family Support Program Outcome Survey | 1. An increase from average pretest to posttest score with minimum average posttest scores of at least 3.25 OR maintenance or increases in average pretest scores of 3.25 or higher.  
2. Posttest scores of at least zero on the 7 overall domains (Environment, Parental |
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<tbody>
<tr>
<td>• At least 80% of a minimum of XX families have improved family well-being.</td>
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XX=estimated number of participants to be measured on the outcome during the contract year.
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

PRO 2018-04 (LEVEL 2) REQUEST FOR PROPOSALS – UNITING GRANT

APPENDIX #4 - 2019 OUTCOMES AND RECOMMENDED MEASURES/INDICATORS

FOCUS AREA: CHILDREN HAVE SUPPORTED AND SUPPORTIVE FAMILIES
(Pregnant Women and/or Children Birth - Elementary School Age)

| (program specific questions) | Capabilities, Family Interactions, Family Safety, Child Well-Being, Self-Sufficiency, and Family Health) for participants scoring below a zero at pretest OR increased or maintenance of pretest scores of at least zero at posttest for participants scoring a zero or higher at pretest on the 7 overall domains (Environment, Parental Capabilities, Family Interactions, Family Safety, Child Well-Being, Self-Sufficiency, and Family Health).
3. A total average score of 5 or higher on Today score for Questions 6-12 on the Revised Family Support Program Outcome Survey. (program specific questions 6-12)

| • At least 85% of a minimum of XX individuals have increased social supports. | 1. North Carolina Family Assessment Scale-G (NCFAS-G; Community/Social Life Scale)
2. Family Support Scale
3. Family Support Program Outcome Survey
4. MOS Social Support Survey
6. Florida Child and Adolescent Needs and Strengths (CANS) Social Resources Subscale
7. NCAST Network Survey
8. Ecomap
9. Model-based (program specific)
10. Curriculum-based (program specific)
11. Karitane Parenting Confidence Scale
12. Protective Factors Survey |

XX=estimated number of participants to be measured on the outcome during the contract year.
the number of formal and informal supports/resources identified in the participant’s network that can be accessed for assistance in meeting goals on the family support plan.

6. A score of either “0” or “1” on the CANS scale of Social Resources at posttest.

7. An increase from pretest to posttest in the number of formal and informal supports/resources identified in the participant’s network that are also rated as being “Somewhat” helpful or “A great deal” helpful on the NCAST Network Survey.

8. An increase from pretest to posttest in the number of formal and informal supports/resources identified in the participant’s network.

9. Indicators for Model-based measures that use a different tool from those listed will be negotiated upon award.

10. Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award.

11. An increase of 6 points from pretest to posttest for participants with pretest scores of 35 or less or achieve/maintain minimum posttest score of 40 for those participants with pretest scores above 35.

12. Increased mean score (average) from pre to post test on the Social Support subscale (Q6, Q7, Q10) OR maintenance at posttest of an average pretest score of 6 or higher for the Social Supports subscale.

XX=estimated number of participants to be measured on the outcome during the contract year.
At least 85% of a minimum of XX individuals have increased concrete supports.

- Family Support Program Outcome Survey
- Padres Comprometidos Survey
- Case Notes
- Curriculum-based (program specific)
- Protective Factors Survey

At least 80% of a minimum of XX individuals have improved mental well-being.

- Children’s Functioning Assessment Rating Scale (CFARS)
- Functioning Assessment Rating Scale (FARS)
- The Strengths and Difficulties Questionnaire (SDQ)
- Columbia Suicide Severity Rating Scale

- A score of 5 or higher on Today scores for questions #2 and #5 on the Family Support Program Outcome Survey.
- A score of 5 or higher on Today score for Question #5 (meet family needs) on the Family Support Program Outcome Survey and an increased After Training score from Before Training on Question #1 (understanding school/community resources) of the Padres Comprometidos Survey for participants scoring less than 4 or maintenance of Before Training scores of 4 or 5 (HSC – La Red).
- Date of linkage for referrals to concrete support service(s) related to their needs.
- Indicators for Curriculum-based measures that use a different tool from those listed will be negotiated upon award.
- Increased mean score (average) from pre to posttest Concrete Support subscale (Q8, Q9, Q11) OR maintenance at posttest of an average pretest score of 6 or higher for the Concrete Support subscale.

- A decrease of at least 10% from initial to final scores on the CFARS (children).
- A decrease of at least 10% from initial to final scores on the FARS (adults).
- A decrease in total difficulties score or maintain a pretest total difficulties score of 13 or lower (Parent 4-10 Form).
- Posttest scores of “No” on at least Questions 3, 4 and 5 on the Columbia Suicide Severity Rating Scale AND a documented linkage to a behavioral health provider.
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY
PRO 2018-04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT
APPENDIX #5
GENERAL TERMS AND CONDITIONS
STANDARD CONTRACT
COST REIMBURSEMENT CONTRACTS

1. Services and Findings: The PROVIDER will provide for the residents of Hillsborough County the Services described in Attachment 1, Scope of Service, Service and Performance Objectives. The CHILDREN’S BOARD finds it to be in the public interest to provide children's services through the PROVIDER for the residents of Hillsborough County who are in need of such services. Pursuant to Section 125.901, Florida Statutes, as it existed prior to October 1, 1990, the CHILDREN’S BOARD finds it has authority to allocate and provide funds to PROVIDER. The CHILDREN’S BOARD finds that the best interest of the public will be served by entering into an agreement with the PROVIDER.

If an Empowerment Evaluation Matrix has been approved by the CHILDREN’S BOARD for this Agreement, the Empowerment Evaluation Matrix will describe the program’s design, task management, evaluation design, and data collection. The Empowerment Evaluation Matrix for this Agreement, if any, shall state Agency’s name and the Program’s name as described on Attachment 1, Scope of Service, Service and Performance Objectives. The Empowerment Evaluation Matrix will serve as a current work plan for the Services. Parts of the Empowerment Evaluation Matrix may be modified only as described in paragraph 5 (f.)

2. Service Area: If possible, PROVIDER will maintain service sites which are accessible and convenient to the clients. PROVIDER will advise the CHILDREN’S BOARD in writing prior to any change in the location of service sites.

If an Empowerment Evaluation Matrix has been approved for this Agreement, and if the Empowerment Evaluation Matrix describes the location of service sites, the location of service sites may be modified only as described in paragraph 5 (f.)

A PROVIDER serving in designated zip codes or neighborhoods may serve residents of Hillsborough County residing outside of those designated areas only when providing Outside-Area Emergency Services which are Services reasonably necessary to help avoid a potentially serious risk to a person’s health, safety, or welfare; or to help alleviate the effects of an event or incident that seriously affected a person’s health, safety, or welfare if such event or incident occurred within 14 days prior to the event or incident first being known to PROVIDER or a subcontractor of PROVIDER. An Outside-Area Emergency Service is a Critical Incident that must be reported to the CHILDREN’S BOARD pursuant to paragraph 5.g.vi.

3. Term: PROVIDER will perform the Services during the period designated in paragraph 6, Term, on the Agreement Cover Sheet. This Agreement will terminate at midnight on the last date designated in paragraph 6, Term, on the Agreement Cover Sheet unless extended for an additional period by the CHILDREN’S BOARD by written notice to the PROVIDER prior to termination. If the CHILDREN’S BOARD elects to extend this Agreement, in each extension, the CHILDREN’S BOARD may increase or decrease the amount of the contract award or extend the term at no additional amount.

4. Payment: To receive payment, PROVIDER must perform the Services to the reasonable satisfaction of the CHILDREN’S BOARD.

To receive payment, the PROVIDER must submit to the CHILDREN’S BOARD:

a. The CHILDREN’S BOARD Reimbursement Request Forms, as appropriate, which if received by 5:00 p.m. on Friday, the payment will be released on the following Friday.

b. Other reports and information requested by the CHILDREN’S BOARD, including those reports listed in Attachment 1, Scope of Service, Service and Performance Objectives.

The CHILDREN’S BOARD will reimburse the PROVIDER for expenditures incurred and paid for the provision of Services. Reimbursement will be made according to the line item budget described in Attachment 2, Budget. The CHILDREN’S BOARD will not reimburse the PROVIDER for any expenditures in excess of the amount budgeted by line without prior approval or notification as described in paragraph 5 (d.) and (e.)

5. Modifications and Required Notifications:

a. General Requirements: Except for modifications made in accordance with the requirements of this paragraph 5 and that do not materially modify the Services, this Agreement may only be amended or modified in writing.
The PROVIDER may not rely on any verbal directive of any employee or agent of the CHILDREN'S BOARD which amends or modifies any part of this Agreement. No course of conduct by employees or agents of the CHILDREN'S BOARD will act as a waiver of any part of this Agreement and the CHILDREN'S BOARD will not be estopped nor may PROVIDER raise as a defense that the provisions of this Agreement have been amended or modified by verbal directions or by the acts or omissions by employees or agents of the CHILDREN'S BOARD.

b. Modifications Requiring Prior Approval by the CHILDREN'S BOARD: The PROVIDER must obtain the prior written approval of the CHILDREN'S BOARD to:

i. Change the number or assignments of staff providing the Services or the percent of time individual staff members spend performing the Services or administering the program funded by this Agreement. Staff resignations must be reported to the CHILDREN'S BOARD as soon as the agency has notice of the resignation. If an Empowerment Evaluation Matrix has been approved for this Agreement, and if the Empowerment Evaluation Matrix describes the staffing information in this subparagraph, such information may be modified only as described in paragraph 5 (f.)

ii. Expend funds in a manner or an amount that is inconsistent with the Budget or increase or decrease the Budget by an amount in excess of the amounts described below in the subparagraph entitled Budget Modifications Requiring Notification.

c. Modifications and Performance or Contract-related Events Requiring Notification: Subject to the other provisions of this paragraph and the rights of the CHILDREN'S BOARD under this Agreement, including, but not limited to, its rights under paragraph 15, Performance, the PROVIDER will notify the CHILDREN'S BOARD in writing as soon as reasonably possible either before or after any of the following occurs:

1. the PROVIDER changes the service site;
2. Services are not begun on the date of commencement described in this Agreement, or the Provider knows that the Services will not begin on the date specified herein, whichever occurs first;
3. the work of an assignee or subcontractor ceases or materially changes;
4. if the CHILDREN'S BOARD has authorized the PROVIDER to assign or subcontract a portion of the Services, the PROVIDER will furnish a copy of the assignment or subcontract to the CHILDREN'S BOARD;
5. funds from other sources which were budgeted to provide the Services are not available in the amounts or at the times planned;
6. the PROVIDER obtains funds to provide the Services in addition to those which were budgeted or the PROVIDER becomes aware of additional funds from other sources that are available to provide the Services;
7. the PROVIDER does not provide the scope or level of Services planned;
8. employees working in the program are terminated, reassigned, or resign;
9. the program is or may be adversely affected by any other situation or event including any media coverage, public inquiry, or regulatory inquiry or action against PROVIDER that may impact PROVIDER;
10. capital goods are: (i) moved to a location other than the location or locations described in this Agreement; or, (ii) used to provide services, functions or in activities not described in this Agreement; or, (iii) used in a program not described in this Agreement; or, (iv) lost, stolen, or in a condition that prevents their use as described in this Agreement;
11. cancellation or revision to the PROVIDER’S insurance applicable to the performance of the Services;
12. a written complaint by any person receiving Services funded in whole or in part by this Agreement, except that written notification to the CHILDREN'S BOARD must be given within 5 days after PROVIDER’S receipt of the complaint;
13. the PROVIDER’S governing Board or Executive Director changes. If the PROVIDER has a website, the Provider agrees to list their governing Board and Executive Director on their website; and
14. any change to information listed on Attachment 5: Addresses change.

Although the foregoing Modifications or Events do not require the prior approval of the CHILDREN'S BOARD, if the CHILDREN'S BOARD is notified by the PROVIDER or if the CHILDREN'S BOARD determines through inspection, review, or other means that any of the Modifications or Events has occurred or is about to occur, and the CHILDREN'S BOARD determines in its sole reasonable discretion that such Modifications or Events jeopardize the successful performance of the Services, the safety of clients or their families, or others; or the proper use of funds received from the CHILDREN'S BOARD, then the CHILDREN'S BOARD may exercise any of the remedies set forth in paragraph 15.

Proposed modifications other than those permitted in this paragraph 5 may be authorized by the CHILDREN'S BOARD in accordance with the Policies of the CHILDREN'S BOARD.
d. Budget Modifications Requiring Prior Approval - General Conditions: The PROVIDER may request to make budget modifications during the fiscal year in accordance with this Agreement and the CHILDREN’S BOARD’S procedures and forms. The PROVIDER must obtain the prior written approval of the CHILDREN’S BOARD to change the budget in excess of the limits described in e. Budget Modifications Requiring Notification below. A request for modification must be received by the CHILDREN’S BOARD at least 90 days prior to the end of the Agreement.

e. Budget Modifications Requiring Notification: Subject to paragraph ii below, PROVIDER is authorized to adjust the budget as follows without the prior approval of the CHILDREN’S BOARD:

i. Subtotal line items may be increased or decreased up to $500 or 10%, whichever is greater.

ii. No single subtotal line item may be increased or decreased more than once each year without prior written CHILDREN’S BOARD approval.

f. Empowerment Evaluation Matrix Modifications: If an Empowerment Evaluation Matrix has been approved for this Agreement, the Empowerment Evaluation Matrix may be modified only as follows:

i. The representatives of the CHILDREN’S BOARD and PROVIDER authorized to modify the Empowerment Evaluation Matrix are called the Matrix Representatives. Each party will designate its Matrix Representative by written notice to the other party upon execution of this Agreement. Either party may change its Matrix Representative upon written notice to the other party.

ii. By written agreement of the Matrix Representatives, Columns 1-3 and 5-7 relating to Process Objectives, Activities, Responsible Parties, Indicator Measurements, Data Source, and Time of Measurements in the Empowerment Evaluation Matrix may be modified based upon a more current analysis of the appropriate methods to perform the Services or to resolve problems in the administration of the Empowerment Evaluation Matrix.

iii. It is the intent of the parties that the Empowerment Evaluation Matrix will be construed to be consistent with these General Terms and Conditions and the Budget, but the event of a conflict, the provisions of these General Terms and Conditions and the Budget shall take precedence.

g. Notifications of Critical Incidents Affecting Health, Safety, Welfare, or Unplanned Law Enforcement Involvement: Within one business day of PROVIDER knowing of a Critical Incident, PROVIDER shall notify the CHILDREN’S BOARD by telephone and in writing and provide the CHILDREN’S BOARD with a description of the incident and such other information as the CHILDREN’S BOARD may reasonably request in writing pursuant to Paragraph 8. A Critical Incident means any of the following incidents involving PROVIDER’S Participants or any Participant of a subcontractor of PROVIDER. A Participant means any person receiving any Service funded in whole or in part by this Agreement. A Critical Incident also includes any of the following incidents that include a specific reference to an Employee or volunteer. Employee means a PROVIDER officer or employee or volunteer, or an officer or employee or volunteer of a PROVIDER subcontractor under this Agreement, collectively called an Employee or volunteer in the following list. Nothing in this section shall be construed to imply that employees of PROVIDER’S subcontractors are employees of PROVIDER or that clients and participants of PROVIDER’S subcontractors are clients or participants of PROVIDER. All e-mail communications made or received by the CHILDREN’S BOARD are subject to the Florida Public Records Law, Chapter 119, Florida Statutes. Nothing in this paragraph relieves PROVIDER from directly reporting any matter to state, federal, or non-CHILDREN’S BOARD local agencies or law enforcement agencies when such reporting is required by law, including reporting to the Florida Abuse Hotline.

A CRITICAL INCIDENT is any:

i. Abduction – An incident in which an individual who does not have care and custody of a Participant has wrongfully taken the Participant.

ii. Abuse or Neglect – Reasonable cause to suspect that a Participant has been harmed or is believed to be threatened with harm from a person responsible for the care of the Participant. Arrest also includes the arrest of any PROVIDER officer for any reason.

iii. Arrest – Employee, PROVIDER volunteer, or Provider’s subcontractor’s volunteer’s arrest for conduct or activity related to work for PROVIDER under this Agreement; death or harm to a Participant; or for a potentially disqualifying offense under level 2 background screening requirements as defined in Chapter 435, Florida Statutes.
iv. Death of Participant – The death of any Participant if the death may be related to or is alleged to have
been related to Participant’s involvement in a PROVIDER program funded in whole or in part by this Agreement.

v. Illness of Participant – An illness of a Participant determined by a licensed health care professional to
be life-threatening or the result of apparent abuse or neglect if PROVIDER has reason to believe that the illness or abuse or
neglect may be related to or is alleged to have been related to Participant’s involvement in a PROVIDER program funded in
whole or in part by this Agreement.

vi. Service Outside Designated Areas – PROVIDER or PROVIDER’S subcontractor’s Services funded in
whole or in part by this Agreement are provided to a person residing outside of the PROVIDER’S service areas designated by
this Agreement.

vii. Sexual Battery – An allegation of sexual battery involving a Participant or Employee or volunteer as
evidenced by medical evidence or law enforcement involvement. Sexual battery includes Participant on Participant incidents,
Employee on Participant, and Participant on Employee.

viii. Suicide or Suicide Attempt – The suicide of a Participant or an act that clearly reflects the physical
attempt by a Participant to cause his or her own death, which results in bodily injury requiring medical treatment by a
licensed health care professional.

ix. Other Serious Incidents – Any action, incident, misconduct, or malfeasance involving PROVIDER’S
staff or volunteers that could potentially jeopardize the performance of this Agreement.

6. Reimbursement Forms: One reimbursement form must be submitted each month for each CHILDREN’S
BOARD funded program. The final reimbursement form will be submitted to the CHILDREN'S BOARD within 45 days of
the termination of this Agreement.

7. Incorporation of Agreement Documents: The Agreement between the CHILDREN'S BOARD and the
PROVIDER consists of the following contract documents:

(a) The page entitled "Agreement Cover Sheet;"

(b) The page entitled "Agreement;"

(c) Attachment 1 entitled "Scope of Service, Service and Performance Objectives;"

(d) Attachment 2 entitled "Budget;"

(e) Attachment 3 consisting of these "General Terms and Conditions;"

(f) Attachment 4 entitled "Assignments and Subcontractors;"

(g) Attachment 4a entitled “Roles and Responsibilities of Lead Agencies and Sub-Contracted
Agencies” and

(h) Attachment 5 entitled "Addresses."

8. Program Monitoring: The PROVIDER will submit progress reports and other information in such formats
and at such times as may be prescribed by the CHILDREN'S BOARD, cooperate in site visits and other on-site monitoring
(including, but not limited to: access to sites, clients, staff, fiscal and client records and logs, and the provision of related
information), submit reports on any monitoring of the program funded in whole or in part by the CHILDREN'S BOARD
conducted by federal, state, or local governmental agencies or other funders, and if the PROVIDER receives accreditation
reviews, each accreditation review must be submitted to the CHILDREN'S BOARD within thirty (30) days after receipt by
PROVIDER. All of the foregoing in this paragraph is referred to collectively as Program Monitoring in this paragraph. The
PROVIDER agrees to such Program Monitoring to the extent it is not prohibited by law and does not involve disclosure to
the CHILDREN'S BOARD of information which is confidential pursuant to law, statutory, judicial or otherwise, including
but not limited to Chapters 39 and 415, Florida Statutes. All reports will be as detailed as may be reasonably requested by the
CHILDREN'S BOARD and will be deemed incomplete if not satisfactory to the CHILDREN'S BOARD as determined in
its sole reasonable discretion. All reports will contain the information, additional information, or be in the format as may be
requested by the CHILDREN'S BOARD. The extent and scope of the Program Monitoring has been determined as a
planning rather than an operational level decision of the CHILDREN'S BOARD and the CHILDREN'S BOARD will incur
no liability regarding the extent or scope of Program Monitoring provided. If approved by the Children's Board, the Children's Board will accept any report from another monitoring agency in lieu of reports customarily required by the Children's Board.

9. Records: The PROVIDER will maintain financial and accounting records (including electronic storage media), all original invoices and other documentation supporting the Reimbursement Request Forms submitted to the CHILDREN'S BOARD, and records to substantiate the eligibility of clients. The PROVIDER shall conduct transactions in accordance with generally accepted accounting principles and Florida Statutes. The PROVIDER will maintain such records and accounts including programmatic, property, personnel, and financial records as are deemed necessary by the CHILDREN'S BOARD to assure a proper accounting for all CHILDREN'S BOARD'S funds. The PROVIDER will maintain a separate record of revenues and expenses applicable to this Agreement for the purposes of review thereof. The PROVIDER will make or cause to be made available to the CHILDREN'S BOARD and its duly authorized representatives, for copying and examination, all such records with respect to any matters covered by this Agreement, and the PROVIDER will permit same to be copied and examined; excerpts or transcriptions to be made from such records; and reviews to be made of all agreements, invoices, materials, records of personnel and employment, and other data related to all matters covered by this Agreement. The Auditor General, Comptroller General and other agencies, whether local, state or federal will have the right to inspect and review the records of the PROVIDER. This paragraph will survive termination of this Agreement including any termination under paragraph 16, Termination, and the PROVIDER will retain for examination, copying, and review all of its records and supporting documentation applicable to this Agreement for five years after receipt of final payment from the CHILDREN'S BOARD. If a review has been initiated and findings have not been resolved at the end of five years, the records will be retained and this paragraph will survive until resolution of the review findings.

10. Insurance - Public Liability, Bodily Injury, and Property Damage: The PROVIDER will procure, pay for, and maintain, throughout the period of this Agreement, on behalf of PROVIDER and the CHILDREN'S BOARD, the following insurance coverages with responsible insurance companies, eligible to do business in the State of Florida, acceptable to the CHILDREN'S BOARD:

a. Commercial General Liability for the premises and operations of the PROVIDER including Personal Injury and Contractual for this Agreement, with the CHILDREN'S BOARD included as an additional insured for the operations of the PROVIDER, with limits for Bodily Injury, Property Damage and Personal Injury of not less than:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Personal Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Products &amp; Completed Operations</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Damage to Rented Premises</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

If Provider rents premises for performance of the Services

b. (1) Automobile Liability Insurance for PROVIDERS that own vehicles that may be used in carrying out this Agreement: Automobile Liability Insurance for the Provider’s operation, maintenance and use of owned, non-owned, hired and leased automobiles, with the CHILDREN'S BOARD included as an additional insured, with a limit of not less than:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury &amp; Property Damage Liability</td>
<td>$500,000 Each Accident for entities with less than $1,000,000 in assets</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 Each Accident for entities with $1,000,000 or greater in assets</td>
</tr>
</tbody>
</table>

(2) Automobile Liability Insurance for PROVIDERS that do not own vehicles used in carrying out this Agreement: Hired and Non-Owned Automobile Liability coverage with the CHILDREN’S BOARD included as an additional insured, with a limit of not less than:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury &amp; Property Damage Liability</td>
<td>$500,000 Each Accident for entities with less than $1,000,000 in assets</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 Each Accident for entities with $1,000,000 or greater in assets</td>
</tr>
</tbody>
</table>

The PROVIDER will submit to the CHILDREN'S BOARD a certificate of insurance within 30 days of receiving an executed contract which describes the insurance maintained by the PROVIDER. The PROVIDER will provide written notice to the CHILDREN'S BOARD within 15 days of any cancellation or revision to the PROVIDER’S insurance applicable to the performance of the Services.

If PROVIDER certifies that any portion of the insurance requirements cannot be obtained or cannot be obtained at a
commercially reasonable cost to the funded program and provides such other information as requested by the CHILDREN’S BOARD in writing, the CHILDREN’S BOARD may replace any portion of the insurance requirements with such other requirements and program restrictions as determined by the CHILDREN’S BOARD.

11. **Insurance and Right to Recover Fixed Assets:** If this Agreement provides CHILDREN’S BOARD funds for the purchase of capital goods which have a value of $5,000 or more and a normal expected life of 1 year or more, the PROVIDER will maintain insurance against loss or destruction of the full insurable value of such assets.

By at least 30 days' written notice to the PROVIDER, the CHILDREN’S BOARD may exercise its right to recover such capital goods except when the CHILDREN’S BOARD declares a potential or actual contract breach. If a potential or actual contract breach is declared in writing, then such equipment may be ordered returned immediately along with such accountings, production of records, and reports as the CHILDREN’S BOARD may direct in writing.

If this Agreement is for a program funded by the CHILDREN’S BOARD and another agency pursuant to a joint funding arrangement or agreement, the CHILDREN’S BOARD has a right to capital goods purchased with such joint funds. The CHILDREN’S BOARD'S interest in the capital goods will be in the same ratio as the CHILDREN’S BOARD'S funding used to purchase the capital goods is to the property's total purchase price. However, no such ownership or interest will exist in any vehicle unless the CHILDREN’S BOARD by separate written notice advises the PROVIDER of the CHILDREN’S BOARD’S intent to exercise the right granted by this Agreement. Unless so notified in writing by the CHILDREN’S BOARD, title to all vehicles will be vested exclusively in PROVIDER’S name.

If this Agreement funds improvements to property designated as Reimbursable Improvements in this Agreement, unless PROVIDER obtains the prior written approval of the CHILDREN’S BOARD, the PROVIDER must repay the funds received from the CHILDREN’S BOARD for such Reimbursable Improvements according to the following schedule:

<table>
<thead>
<tr>
<th>Time PROVIDER’S Use or Occupancy stops</th>
<th>Amount of Reimbursable Improvement Funds to be returned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the end of this Agreement</td>
<td>100%</td>
</tr>
<tr>
<td>After the end of this Agreement but prior to 1 year after the termination of this Agreement</td>
<td>80%</td>
</tr>
<tr>
<td>1 year or more after the end of this Agreement but prior to 2 years after the termination of this Agreement</td>
<td>70%</td>
</tr>
<tr>
<td>2 years or more after the end of this Agreement but prior to 3 years after the termination of this Agreement</td>
<td>50%</td>
</tr>
<tr>
<td>3 years or more after the end of this Agreement but prior to 4 years after the termination of this Agreement</td>
<td>40%</td>
</tr>
<tr>
<td>4 years or more after the end of this Agreement but prior to 5 years after the termination of this Agreement</td>
<td>25%</td>
</tr>
<tr>
<td>5 years or more after the termination of this Agreement</td>
<td>00%</td>
</tr>
</tbody>
</table>

As used in this Agreement, PROVIDER’S use stops when PROVIDER no longer uses the Reimbursable Improvement for the purposes described in the proposal. PROVIDER’S occupancy stops when PROVIDER no longer occupies and uses the portion of the property on which the Reimbursable Improvements were made.

Survival of paragraph: This paragraph and all the CHILDREN’S BOARD'S remedies permitted in this Agreement will survive the termination of this Agreement, including any termination under paragraph 16.

12. **Indemnification:** The PROVIDER will indemnify and hold harmless the CHILDREN’S BOARD, its agents, and employees from and against any and all liabilities, claims, judgments, or actions including court costs and attorney's fees that may hereafter at any time be made or brought by anyone on account of any personal injury, property damage, loss of monies, civil rights violation, or discrimination allegedly caused or occurring in whole or in part by any
breach of contract; negligent, wrongful or intentional act or omission; or based on any acts of fraud or defalcation of the PROVIDER, its agents, employees, or subcontractors, during performance under this Agreement.

In no event will the PROVIDER be liable for or have any obligation to defend the CHILDREN'S BOARD against such liability, claims, judgments, or actions, including costs and attorney's fees, arising out of the sole negligent acts of the CHILDREN'S BOARD.

13. Litigation Costs and Expenses

If any party institutes any legal suit, action, or proceeding against the other party arising out of or relating to this Agreement, the prevailing party in the suit, action, or proceeding shall be entitled to receive, and the non-prevailing party shall pay, in addition to all other remedies to which the prevailing party may be entitled, the costs and expenses incurred by the prevailing party in conducting or defending the suit, action, or proceeding, including any costs that are taxable pursuant to any applicable statute, rule, or guideline (including, but not limited to, the Statewide Uniform Guidelines for Taxation of Costs in Civil Actions), as well as costs not taxable thereunder and including all attorneys' fees and expenses, and court costs even if not recoverable by law including, without limitation, all fees, taxes, costs, and expenses incident to appellate, bankruptcy, reasonableness of the amount of attorneys' fees and costs and post-judgment proceedings. The prevailing party shall be that party which shall have prevailed on a majority, but not necessarily all, of the material issues which were adjudicated in such proceeding.

14. Insurance, Indemnification, Auditing, and Related Provisions for Governmental Entities: The following terms apply only to a PROVIDER who is a governmental agency, political subdivision, city, special district or other governmental body: (1) the PROVIDER may comply with the insurance requirements in this Agreement by submitting to the CHILDREN'S BOARD, upon request, written verification of liability protection in accordance with Section 768.28, Florida Statutes, or a written description of the manner by which property is protected against loss or destruction; (2) the CHILDREN'S BOARD will not be entitled to recover capital goods if PROVIDER is prohibited by law from allowing the contractual recovery of capital goods; (3) the PROVIDER's indemnification will only be required to the extent such indemnification is within the legal authority of the PROVIDER, and nothing in this Agreement shall require the PROVIDER to indemnify or insure the CHILDREN'S BOARD for the CHILDREN'S BOARD's negligence or to assume any liability for the CHILDREN'S BOARD's negligence; (4) the CHILDREN'S BOARD may not require an audit except for the program activities funded by the CHILDREN'S BOARD; (5) the PROVIDER will be notified in writing by the CHILDREN'S BOARD of any default, noncompliance or violation of this Agreement, and the PROVIDER will have 15 days to correct the default, noncompliance or violation; (6) the PROVIDER may assert in an action or proceeding to enforce this Agreement that it lacks the legal authority to agree to paragraph 30, Costs of Litigation, but PROVIDER remains subject to paragraph 31 if it is determined in such action or proceeding (including any appeal) that PROVIDER does have the legal authority to contractually agree to the terms of paragraph 30; (7) the requirements of paragraph 18, Conflict of Interest, apply only to the program funded under this Agreement; and (8) paragraph 24, Title to Patents, Trademarks, Copyrights, and Other Materials does not apply to a PROVIDER who is part of the state university system or an agency thereof (a UNIVERSITY PROVIDER).

The copyright, patent, or trademark on or for Intellectual Property defined in paragraph 24 which is developed by a UNIVERSITY PROVIDER will be owned by the UNIVERSITY PROVIDER. Such Intellectual Property will be first subject to any policy, contract, or rule of the UNIVERSITY PROVIDER which is generally applicable to its employees and which governs ownership and income from Intellectual Property (the Intellectual Property Policy). Subject to the share for an employee of the UNIVERSITY PROVIDER described in an agreement made pursuant to the Intellectual Property Policy by the UNIVERSITY PROVIDER with an employee of the UNIVERSITY PROVIDER regarding the division of income from the Intellectual Property, the CHILDREN'S BOARD will receive fifty percent of the UNIVERSITY PROVIDER's share of the income from the Intellectual Property. The amount payable to the CHILDREN'S BOARD will not exceed the total amount paid by the CHILDREN'S BOARD to the UNIVERSITY PROVIDER under this Agreement. Payment will be made within 45 days after receipt by the UNIVERSITY PROVIDER.

Nothing in this Agreement is intended to be or will be deemed to be a waiver of either party's sovereign immunity. This paragraph will take precedence over any conflicting terms of this Agreement.

15. Auditing Cost Reimbursement Contracts and Return of Funds:

a. General: During the term of this Agreement, funds described in the attached budget will be used by PROVIDER solely for providing the Services described in Attachment 1. Misspent funds are funds received by the PROVIDER from the CHILDREN'S BOARD which are not spent in accordance with the attached budget or the terms of this Agreement. Misspent funds are subject to refund to the CHILDREN'S BOARD, or other resolution as determined in the sole reasonable discretion of the CHILDREN'S BOARD. The CHILDREN'S BOARD is not required to conduct an audit prior to finding that the PROVIDER has misspent funds.
Any other expenditures in the program funded by the CHILDREN'S BOARD which are determined by the CHILDREN'S BOARD not to be in accordance with the attached budget will constitute a breach of this Agreement.

The PROVIDER will return to the CHILDREN'S BOARD any overpayment due to unearned funds. Unearned funds means funds paid to PROVIDER by the CHILDREN'S BOARD which are not due PROVIDER under the attached budget or the terms of this Agreement.

In addition to any other remedy, the CHILDREN'S BOARD may offset any unearned or misspent funds against any other funds due PROVIDER for previous or subsequent agreements. Repayments will be made by PROVIDER in accordance with CHILDREN'S BOARD instructions.

c. Payment for Required Audits: The cost of required audits may be paid for with funds from the American Institute of Certified Public Accountants (AICPA).

discern whether amounts of misspent funds are significant. The CHILDREN'S BOARD will determine in its sole reasonable discretion whether amounts of misspent funds are significant. A determination by the CHILDREN'S BOARD not to be in accordance with the attached budget will constitute a breach of this Agreement.

In addition to any other remedy, the CHILDREN'S BOARD may offset any unearned or misspent funds against any other funds due PROVIDER for previous or subsequent agreements. Repayments will be made by PROVIDER in accordance with CHILDREN'S BOARD instructions.

c. Payment for Required Audits: The cost of required audits may be paid for with funds from the American Institute of Certified Public Accountants (AICPA).

b. Required Audits: For any PROVIDER fiscal year ending during the term of this Agreement and for any fiscal year during which revenues or expenditures are recognized by the PROVIDER for the program covered by this AGREEMENT, the PROVIDER will submit to the CHILDREN'S BOARD (within 180 days after the close of its fiscal year) year-end Financial Statements of the PROVIDER audited by a Certified Public Accountant (CPA) and any related management letters, any related communications or reports on internal control and any related reports on compliance with laws and regulations. In the event that the PROVIDER is unable to comply with the 180 day requirement, a request for an extension of time must be submitted to the CHILDREN'S BOARD prior to the end of the 180 day period. Failure to furnish an audit shall be a basis for denial and/or refund of project funds by the PROVIDER to the CHILDREN'S BOARD. The audit shall separately identify for the program funded by this Agreement, the revenues by funding source, expenditures, and any refunds or transfers; and present this information either in the body of the Financial Statements, in the footnotes to the Financial Statements, or in a supplementary schedule. The auditor's report must include an opinion on all of the basic financial statements of the PROVIDER. The audit shall be conducted in accordance with auditing standards auditing generally accepted in the United States of America as promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA).

c. Payment for Required Audits: The cost of required audits may be paid for with funds from the CHILDREN'S BOARD as an administrative cost as included in the overhead/indirect cost expenditure in the attached Budget.

d. Compliance Audit Performed by a CPA Firm Retained by the CHILDREN'S BOARD: In addition to the required financial audit, the CHILDREN'S BOARD may select and retain a CPA firm to conduct a compliance audit or other accounting review of the program funded under this Agreement. The purpose of this audit will be to determine whether PROVIDER has complied with this Agreement. The audit may include: (1) a financial audit which means an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; an examination to determine whether operations are properly conducted in accordance with this Agreement and with legal and regulatory requirements; an examination of expenditures made by the PROVIDER with funds received from the CHILDREN'S BOARD to determine compliance with Florida Statutes and this Agreement; a report on internal accounting control; and other tests of accountability as deemed necessary; and (2) a management letter which means a statement of the auditor's comments and recommendations.

e. Payment for Compliance Audit Performed by a CPA Firm Retained by the CHILDREN'S BOARD: The CHILDREN'S BOARD will pay for the audit performed by a CPA firm retained by the CHILDREN'S BOARD, but the PROVIDER will reimburse the CHILDREN'S BOARD for the cost of the audit if a significant amount of disallowed costs are disclosed by the audit. The PROVIDER will reimburse the CHILDREN'S BOARD within 60 days of the written notice from the CHILDREN'S BOARD. The CHILDREN'S BOARD may withhold funds due under this Agreement as a means to recover the cost of the audit and any misspent funds. The CHILDREN'S BOARD will determine in its sole reasonable discretion whether amounts of misspent funds are significant.

f. Survival of Paragraph: This paragraph will survive the termination of this Agreement, including any termination under paragraph 16, and will be binding for a period of 5 years after receipt of final payment from the CHILDREN'S BOARD. If an audit has been initiated and findings have not been resolved at the end of five years, this paragraph will be binding until resolution of the audit findings.

g. Audits or Reviews of Newly Funded or Small Providers: If a PROVIDER is newly funded by the CHILDREN’S BOARD or is a PROVIDER with a current fiscal year budget of less than $300,000, Board Policy 1B.1.02.1.13, Audit Requirements, will be applicable as determined by the CHILDREN’S BOARD.

16. Performance: In the event of default, noncompliance, or violation of this Agreement or unsatisfactory performance by the PROVIDER, its subcontractors, agents, consultants or suppliers, as determined by the CHILDREN’S
BOARD in its sole reasonable discretion, the CHILDREN'S BOARD may negotiate any acceptable remedy, provide additional training and assistance or, in its sole reasonable discretion and without any prior negotiation, impose in writing such sanctions as deemed appropriate. Such sanctions may include, but will not be limited to, withholding of payments, termination, or suspension of this Agreement in whole or in part. In such event, the CHILDREN'S BOARD will notify the PROVIDER 14 calendar days in advance of the effective date of such sanction except where the CHILDREN'S BOARD determines that such sanction, withholding of funds, termination, or suspension should become effective at an earlier or later date in which event such sanction, withholding of funds, termination, or suspension will be effective as provided in the notice. The PROVIDER will be reimbursed for those Services satisfactorily performed prior to the effective date of such sanction. In determining the amount to pay for such Services, the CBHC may increase or decrease the budget to describe the cost of providing the Services to the date of such sanction, withholding of funds, termination, or suspension, and then pay PROVIDER based on the revised budget.

17. **Termination:** This Agreement may be terminated at will by either party by giving 7 days' prior written notice to the other and specifying the effective date thereof.

In addition, this Agreement may be terminated by the CHILDREN'S BOARD for any breach by PROVIDER upon 24 hours' written notice. The CHILDREN'S BOARD, in writing and in its sole reasonable discretion, may waive any breach by the PROVIDER but such waiver will not constitute a waiver of any further breaches, including breaches of the same type.

This paragraph will not limit the CHILDREN'S BOARD'S other remedies under this Agreement.

If funds to be paid PROVIDER under this Agreement become unavailable, the CHILDREN'S BOARD may terminate this Agreement upon no less than 24 hours' written notice to the PROVIDER. The CHILDREN'S BOARD will determine the availability of funds.

Any termination notice will be delivered by certified mail, return receipt requested; or in person to the offices of the other party with proof of such delivery.

In the event of termination, the PROVIDER will be reimbursed according to the budgeted rates and terms of this Agreement for those Services satisfactorily performed prior to the effective date of termination as determined in the sole reasonable discretion of the CHILDREN'S BOARD. The term "budgeted rates" in this paragraph means those allocations and amounts contained in the attached Budget or the most recent amended Budget approved in writing by the CHILDREN'S BOARD. However, in the event of termination, the CBHC may increase or decrease the budget to describe the cost of providing the Services to the date of termination and then pay PROVIDER based on the revised budget. All rights and remedies of the CHILDREN'S BOARD and the PROVIDER to enforce this Agreement will survive termination of this Agreement.

18. **Employment of Staff:** The PROVIDER, at its expense, will employ staff to perform the Services. Such individuals will not be considered employees of the CHILDREN'S BOARD and are subject to the supervision, personnel practices, and policies of the PROVIDER. Unless otherwise approved in writing by the CHILDREN'S BOARD, all staff must meet qualifications stated in the application and any approved modifications. PROVIDER will have a policy and related procedure regarding background screening of paid and unpaid (volunteer) staff. The Children's Board values diversity and endorses provider organizations to reflect the Hillsborough County population.

19. **Conflict of Interest:** The PROVIDER represents that it presently has no conflicting interest, financial or otherwise, in the performance of this Agreement and will acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of the Services. The PROVIDER will not retain any individual or company with whom the PROVIDER or any individual member thereof has a conflict of interest.

20. **Non-Discrimination:** The PROVIDER represents to the CHILDREN'S BOARD that the PROVIDER is in compliance with all applicable federal, state, and local civil rights laws and laws that protect persons with disabilities. PROVIDER will not, on the basis of race, color, national origin, religion, sex, age, disability, sexual identity, or marital status, or any other basis prohibited by law, discriminate in any form or manner against PROVIDER'S clients, applicants for Services, or employees or applicants for employment. This Agreement is conditioned on the veracity of this paragraph. Within 10 days of PROVIDER receiving notice that a discrimination complaint has been filed against PROVIDER or any of its employees, PROVIDER will notify the CHILDREN'S BOARD that a discrimination complaint or notice has been filed. The PROVIDER asserts that it has a procedure for handling discrimination complaints and has designated a staff person to receive such complaints.

21. **Drug-Free Workplace:** PROVIDER will comply with the Drug-free Workplace Act, Section 440.101,
22. Other Financial Support: The CHILDREN'S BOARD'S funds may not be used for expenditures for which funding is available from other sources. The PROVIDER may not use funds received from the CHILDREN'S BOARD to supplant funds previously or subsequently received from another source. The CHILDREN'S BOARD encourages use of its funds for financial match for securing funds from other sources. However, in such instances, the PROVIDER must obtain prior written approval from the CHILDREN'S BOARD. Revenues (including, but not limited to, subsidized child care funds or Medicaid) generated by the program supported by this Agreement but not included in the Budget (called Unbudgeted Program Income) shall be reported to the CHILDREN'S BOARD quarterly in the Provider Contract Report. The CHILDREN’S BOARD may reduce funds paid to PROVIDER up to the amount of Unbudgeted Program Income.

All providers must demonstrate efforts related to financial sustainability through funding diversification including but not limited to fund development (such as donations, special events, endowment, fund raising campaigns); applying for support through grants and contracts from government agencies or corporate and/or private foundations; imposing fees for services; business planning and development of social enterprises; or other funding opportunities. The CHILDREN’S BOARD will require that Provider develop a sustainability or strategic action plan and update annually which outlines organizational goals which include monitoring timelines for agency personnel and/or the Board of Directors.

23. Provider Representations: The PROVIDER represents that it is and will be during the term of this Agreement a corporation, a not-for-profit corporation, or a governmental agency operating in Hillsborough County.

24. Confidential Information: Unless required by the Florida Records Law, the PROVIDER will not disclose any information in writing to the CHILDREN'S BOARD which specifically identifies a client for any purpose not required by federal, state, or local laws and related regulations, except by written consent of the client, or his/her responsible parent or guardian where authorized by law.

25. Title to Patents, Trademarks, Copyrights, and Other Materials: If activities supported by this Agreement produce original writings, sound recordings, pictorials, reproductions, drawings or other graphic representations, and works of any similar nature (together called Intellectual Property), the CHILDREN'S BOARD may use, duplicate, and disclose such Intellectual Property in whole or in part, in any manner, for any purpose whatsoever and have others acting on behalf of the CHILDREN'S BOARD do so except, however, that to the extent that such Intellectual Property is confidential pursuant to law, statutory, judicial or otherwise, including, but not limited to, Chapters 39 and 415, Florida Statutes, said Intellectual Property will not be viewed, duplicated, disclosed, or used in any manner whatsoever by the CHILDREN'S BOARD. Title to Intellectual Property will vest in PROVIDER, but no copyright, trademark, or patent on or for Intellectual Property will be obtained in the name of the PROVIDER without the prior written approval of the CHILDREN'S BOARD. If the PROVIDER does not obtain title to the Intellectual Property, the CHILDREN'S BOARD may obtain in its name and may own all copyrights, trademarks, or patents on or for Intellectual Property. No person, firm or corporation, including PROVIDER, may use copyrighted or patented Intellectual Property or trademark without the prior written consent of the CHILDREN'S BOARD. Intellectual Property will not be used for personal gain of the PROVIDER or its employees, subcontractors, agents, or others.

26. Publicizing of CHILDREN'S BOARD Support: The PROVIDER agrees to acknowledge CHILDREN’S BOARD support on any agency and program materials, either electronic or print, and to utilize every reasonable opportunity to publicize the support received from the CHILDREN'S BOARD, including publishing the CHILDREN'S BOARD logo on the PROVIDER website home page, establishing a link to the CHILDREN’S BOARD website on the PROVIDER website, and displaying the CHILDREN’S BOARD logo in PROVIDER service locations and administrative offices.

PROVIDER agrees to acknowledge the CHILDREN’S BOARD in all program materials by publishing the CHILDREN’S BOARD logo with a statement such as “funding for services generously provided by the CHILDREN'S BOARD OF HILLSBOROUGH COUNTY”. PROVIDER agrees to request that media also acknowledge the financial support received from the CHILDREN’S BOARD (e.g., radio, television, online publications, or newspaper.)

PROVIDER agrees to provide information about the CHILDREN’S BOARD each year to its employees and governing Board of Directors. PROVIDER agrees to notify the CHILDREN’S BOARD of all outreach activities in advance of the event.

27. Participation in 2-1-1 Human Services Data Base: If not already a participant, the PROVIDER agrees to participate in the 2-1-1 human services data base by listing its agency and program information and profile with www.211atyourfingertips.org. During this Agreement’s term, the PROVIDER agrees to keep such information current in the online data base.
28. **Assignments and Subcontractors:** The PROVIDER may not assign the responsibility of this Agreement to another party or subcontract any of the work contemplated under this Agreement, unless so specified in the Attachment entitled "Assignments and Subcontractors," or unless the PROVIDER obtains the prior written approval of the CHILDREN'S BOARD. No such approval will obligate the CHILDREN'S BOARD for more than the total dollar amount stated in this Agreement. All such assignments and subcontracts will be subject to the conditions of this Agreement and to any conditions the CHILDREN'S BOARD deems necessary.

Attached hereto is Attachment 4 "Assignments and Subcontractors," a listing of all subcontracts between PROVIDER and any entity providing any part of the services required under this Agreement. All such subcontracts must include a budget, and a description of contract deliverables in a form acceptable to the CHILDREN'S BOARD. Subcontracts must be approved as part of original Agreement by the CHILDREN'S BOARD, and PROVIDER must submit a signed copy of all subcontract agreement(s) within 30 days of execution of the Agreement with the CHILDREN’S BOARD.

29. **Coordination of Services and Values:** Provider agrees to work with the CHILDREN’S BOARD, other agencies, families, funders, and community stakeholders to promote, implement and practice the philosophy and values of the CHILDREN’S BOARD; to enhance coordination across agencies and systems; to maximize resources, reduce duplication, promote continuity, fill service gaps; and to constantly improve service delivery.

30. **Continuity of Operations and Emergency Management Services:** Provider asserts that it has a plan regarding continuity of operations to insure that Provider’s property and services are able to respond and recover from any natural and/or man-made disaster. The plan should include mission essential functions, delegations of authority and orders of succession, emergency communications among board, staff and volunteers (e.g., telephone calling tree, intranet, or other method/means), vital records and databases, personnel issues and coordination, funding continuity of programs, facility preparation, alternate facilities, training and testing, plan maintenance, role of agency in time of disaster, inventory of neighborhood resources, meeting the needs of people served.

In the event of a local, state, or federal government declaration of a state of emergency pursuant to Chapter 252, Florida Statutes, or similar authorization, for all or part of Hillsborough County, the Provider and the CHILDREN’S BOARD may agree in an Emergency Services Work Plan that all or part of the unperformed Services under this Agreement shall be suspended and/or that all or part of the unperformed Services shall be revised, modified, reorganized, or changed into services to carry out Emergency Management as defined in Chapter 252, Florida Statutes, or similar law, (called “Emergency Management Services” in this Agreement). Such Emergency Management Services shall be performed at the Disaster Recovery Center or other locations designated by the CHILDREN’S BOARD or other coordinating agency described below. The Emergency Services Work Plan may provide that all or part of the unpaid payments by the CHILDREN’S BOARD under this Agreement shall be used to pay Provider for such Emergency Management Services. A Typical Payment Plan for an Emergency Services Work Plan shall be for the CHILDREN’S BOARD to pay the unpaid portion of this Agreement in equal monthly installments during the remaining Term of this Agreement. The Emergency Management Services may be performed separately or in coordination with or under the direction of other government agencies and or community organizations such as United Way of Tampa Bay, Inc. Either with or without an Emergency Services Work Plan, the Provider shall assist in Emergency Management Services to the best of its ability. The PROVIDER will submit to the CHILDREN'S BOARD a Provider Disaster Verification Form within 30 days of receiving an executed contract which attests that an Emergency Services Work Plan is in place and up to date.

The PROVIDER will continue to pay the Provider for up to six months after a declaration of emergency in order to assist the Provider in recovering its financial and institutional capacity that may have been diminished in performing Emergency Management Services.

The Emergency Services Work Plan and any amendment may be in writing or by oral agreement recorded in any form of audio recording.

Provider shall incorporate this Continuity of Operations and Emergency Management Services clause in all subcontracts so that Provider’s subcontractors have the same obligations toward Provider as Provider assumes toward the CHILDREN’S BOARD.

31. **Costs of Litigation:** The prevailing party in any litigation, administrative, or other proceeding arising out of the enforcement or interpretation of this Agreement will be entitled to recover from the other party the following fees, costs, and expenses: (1) Attorney fees in or prior to mediation, arbitration, trial court, appellate court, or before any administrative body; (2) All court, mediation, and arbitration costs; (3) Costs charged by the attorney, any consultant, or expert witness for copying, postage, long distance telephone calls, or preparing exhibits; (4) Travel costs charged by the attorney, any consultant, or expert witness while working on the dispute or claim including travel costs for investigation, review, or analysis; or in preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in...
preparing for or attending depositions, conferences, meetings, court, mediation, or arbitration; (5) Court reporter fees and costs; (6) Attorney, consultant or expert witness fees for all time spent in investigation, review, or analysis; or in preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in research; or in preparing for or attending depositions, conferences, meetings, court, mediation, or arbitration; and (7) certified public accountant fees for all time spent working for the prevailing party on the dispute, including, but not limited to, time spent in investigation, review, or analysis; or on preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in preparing for or attending depositions, conferences, meetings, court, mediation, or arbitration.

Nothing in this paragraph will be construed as requiring arbitration.

32. Public Entity Crimes: Per Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

33. No Third-Party Beneficiaries: No third party will have any right to enforce this Agreement. This Agreement is intended for the sole benefit of the CHILDREN'S BOARD and the PROVIDER.

34. Governing Laws: This Agreement will be governed by the applicable laws, rules, and regulations of the State of Florida or the applicable laws, rules, and regulations of the United States when providing Services funded by the United States government.

35. Integration: This Agreement contains the entire agreement between the parties.

IN WITNESS WHEREOF, the PROVIDER and the CHILDREN'S BOARD have executed this Agreement by their authorized officials.

WITNESS: ________________________________

Name of Provider

By: ________________________________ By: ________________________________

Signature Signature of Authorized Official

(Printed Name) (Printed Name of Authorized Official)

(Date)

WITNESS: ________________________________

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, FLORIDA

By: ________________________________ By: ________________________________

Signature Executive Director

(Date)

(Printed Name) (Date)

>Title)
NEW PROGRAM FUNDING BUDGET SUMMARY

The New Program Funding Budget provides a summary of the total projected new expenditures for the delivery of services described in the proposal. All costs included in the budget should be necessary based on the program model contributing to the outcomes or deliverables proposed. The budget also demonstrates any other revenue sources supporting the program.

The Excel budget forms consist of 3 tabs, the budget summary, salary detail, and the budget narrative.

The New Program Funding Budget provides specific revenues and expenditures for the program to be funded by the Children's Board of Hillsborough County (CBHC) for the initial contract period through the end of the fiscal year (September 30) and the estimated annual revenue and expenditures for the next full fiscal year (October 1 to September 30).

Column (1) is the Total Program Budget for the initial contract period through September 30; Column (2) includes the CBHC portion of the budget for the initial contract period; Column (3) is the annual Total Program Budget for the next full fiscal year (October 1 to September 30); Column (4) is the CBHC portion of the budget for the next fiscal year.

Special Note: If only one year of funding is being requested, only fill out columns one and two.

Do not add or change categories or line items listed on any of the budget forms.

BUDGET NARRATIVE

Each budget line item must include a narrative describing the total program expense(s) or revenue and how the amount is calculated. Only include the projected expenditures in order to provide the services described in the proposal and the associated revenue sources to pay for those expenditures included in the budget. In the event that you are allocating a portion of already existing expenditures to the budget, provide the total amount of the agency expenditure and the detail of how the amount budgeted for the direct use of the program was calculated. The allocation of existing agency expenditures should be done by exception only when the expenditures directly relate to the proposed outcomes.

Provide a budget narrative for both year one and year two. Indicate if expenditures budgeted in year one are start-up, one time expenditures. If the year two amount is the same as year one, state that in the narrative. If the year two amount is different, provide the detail of how the year two amount was calculated.
Do not use acronyms in the narrative.

**REVENUES**

All revenue sources for the **program** (not agency) must be listed individually.

If the budget is for a lead agency with subcontractors, include all revenue sources for the subcontractors in the lead agency budget in the total program columns. Indicate which subcontract the revenue is generated from.

**Children’s Board Allocation:**

Include the amount requested from the Children’s Board in both the total program budget columns (column 1 & column 3) and the CBHC budget columns (column 2 & column 4). Do not include any ASO allocation in this line.

**Other Funding Sources:**

Include all other revenue sources in this section. List each source of revenue for this program on a separate line by individual funder or type of revenue. This includes other grantors, contributions, fund raising events, etc. Include the following information in the narrative: if the revenue source pays for or does not pay for certain expenditures, if the revenue source has a required match and the length of the match commitment, and the period of funding for the revenue source.

If the agency is providing cash in order to balance the budget, include this revenue source on a separate line.

List in-kind revenue on a separate line and describe what is being provided in the narrative. Be specific when listing in-kind revenue (for example in-kind rent, in-kind volunteers, and in-kind goods).

**Children’s Board Administrative Services Organization (ASO):**

Leave this line blank at time of application. If the proposed program is eligible and awarded, this amount will be discussed during contract negotiation.

**Total Revenue:** Sum of all revenue lines.

**EXPENDITURES**

All costs included in the budget as a direct expense should be necessary based on the program model contributing to the outcomes or deliverables being proposed. Costs that are not a result of direct services for participants of the program should not be included as a direct expense.
These costs are paid for in the administrative/indirect section of the budget.

The purpose of the narrative is to describe how the total program budget amounts were calculated for each line item in the budget. It is not necessary to justify the reason for the expense.

**Salaries:**

The amount included should only be the percentage of the Full Time Equivalent (FTE’s) providing direct services for the program in order to successfully provide the proposed services. This time can include programmatic meetings and training for the direct service staff.

Examples of administrative positions **not** to be included in the salary detail as a direct expense are staff in finance, human resources, information technology, administrative support, data entry, executive directors, or positions at a level higher than the oversite position funded to manage the program (i.e. Director, Manager, and Coordinator). These positions are paid for in the administrative/indirect line as a general rule.

Include a brief description of the direct service activities and duties for each position, if the position requires a person to be bilingual, or if the position is working in a specific geographic region. List the region(s) name or zip code(s) in which the position will be working in the narrative. If a position is not 100% allocated to the program, provide the method of calculating the percentage allocated to the program in the narrative section by explaining the percentage of time spent on each direct activity.

If the requested total amount of CBHC total expenditures is less than $600,000, an Executive Director (ED) position may be allocated across all CBHC programs between 5% and 50% (as a direct expense). A description of tasks performed by the ED that relate to direct service and the percent of time spent on each task must be included in the narrative. However, an ED may not be allocated to the budget as a direct expense if there are already two levels of supervision/management included in the budget.

**Special Note:** CBHC may request a time study and/or ongoing documentation of time spent on direct service activities for those positions allocated to the program at less than 100%.

**Salaries Detail Sheet**

Enter the information requested in each column for each position. Take the time to review each column and verify the information is correct based on what the position does for the agency and program and how much CBHC is funding each position.

1. **FIRST YEAR Name and Position Title** - The name of the individual occupying the position, if known, and the title of the position (should be the same as that appearing on the organizational chart and the job description). If positions will be working in a specific region, list the region(s) name and zip code(s) in which the position will be working in the narrative. List if the position is bilingual.
2. **AGENCY FTE** - Please state whether the position is a full-time position (1.0 FTE) or part-time position with the agency. If part-time, indicate the percentage of full-time (e.g. .50 FTE).

3. **GROSS ANNUAL SALARY** - Total annualized expense to the agency for the position.

4. **% OF TIME IN PROGRAM** - Percentage of time spent directly on program activities regardless of funding source (total program expense).

5. **FIRST YEAR Total Program Salary** - Total salary expense in the program being requested through the end of the first year (September 30). This amount should be a pro-rated amount of the gross annual salary based on the number of months the position will be filled for the first year. The pro-rated amount is multiplied by the percentage of time in program to determine the total program salary.

6. **FIRST YEAR CBHC Amount** – The total salary expense in the program that is charged to the CBHC in the first year. The amount cannot exceed the first year Total Program Salary.

7. **SECOND YEAR TOTAL PROGRAM SALARY** - Total salary projected to be allocated to the program in the second year. This is calculated by multiplying the gross annual salary by the percentage of time in program.

8. **SECOND YEAR CBHC AMOUNT** - Total salary expense projected to be charged to the CBHC in the second year. The amount cannot exceed the first year Total Program Salary.

**Example:** A case manager works 30 hours per week for the agency and will be working 50% of that time for the program. CBHC will be paying for half of that expense. Another funder is paying for the other half. The Initial contract year will be from April 1 to September 30. $26,000 x 50% = $13,000 x (6 months/12 months) = $6,500.

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Name and Position Title</td>
<td>(2) FTE</td>
<td>(3) Gross Annual Salary</td>
<td>(4) % of Time in Program</td>
<td>(5) First Year Total Program Salary</td>
<td>(6) First Year CBHC Amount</td>
<td>(7) Second Year Total Program Salary</td>
<td>(8) Second Year CBHC Amount</td>
</tr>
<tr>
<td>Name: Tom Jones</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position: Case Manager</td>
<td>0.75</td>
<td>26,000</td>
<td>50%</td>
<td>6,500</td>
<td>3,250</td>
<td>13,000</td>
<td>6,500</td>
</tr>
</tbody>
</table>

**Benefits:**

Include fringe benefits paid to or on behalf of employees including Federal Insurance Contributions Act Taxes (FICA), unemployment compensation, workers' compensation, health and life insurance, retirement, long term and short term disability, and/or cafeteria plan.
benefits. List the amount budgeted for each line item separately including rates or percentage of salary expense. Explain how the dollar amounts were calculated in the budget narrative including rates or monthly amount.

Special Note: Payroll processing fees are not allowable as a direct program expense but may be paid for through the administrative/indirect expense.

**Contractual Services:**

**Subcontractor Partners** – If your agency is a lead agent, include those subcontractor partner agencies that contribute to the outcomes for the contract. More information regarding subcontractor partners may be found in the RFP. Attach a full budget summary, salary detail, and budget narrative for each subcontractor partner.

**Collaborative Contracts with a Lead Agency:**

- The administrative/indirect budget for the lead agency may be up to 10% of the first $25,000 of each subcontract (for a maximum admin/indirect expense of $2,500 for each subcontractor partner).
- Each subcontractor may include up to 10% administrative/indirect expense in its budget. See the administrative/indirect cost section for an example calculation.

**Other Contractual Services** include costs of services rendered to the program by independent professional practitioners and/or consultants. List each vendor and/or type of professional service separately with a brief description of the service and how the budgeted amount was calculated. Include the estimated rate and units of service.

**Occupancy Costs:**

Indicate the dollar amount budgeted for the space used to provide services and/or house direct service program staff in Hillsborough County. If services included in the proposal are for participants living in a residential facility, do not include occupancy costs for the residential facility.

Only include the projected expenditures in order to provide the services described in the proposal. In the event that you are allocating a portion of already existing expenditures in the budget, provide the total amount of the agency expenditure and the detail of how the amount budgeted for the direct use of the program was calculated. The allocation of existing agency expenditures should be done by exception only when the expenditures directly relate to the proposed outcomes. Be consistent with allocations.

When budgeting items included in the occupancy cost section (and computer supplies), keep in mind that if staff are community based instead of working out of the office, costs for office space, land lines, office internet, etc. should not be budgeted in addition to costs such as cell phones, air-cards and laptops or tablets.

Expenses other than those listed below are unallowable expenses.
**Building Lease/Rent:** Indicate what the median cost per square foot in the area of the property rented. Include the cost per square foot of the rented space, total square feet and the amount of the space being allocated. The amount budgeted should not be more per square foot than the median cost per square foot in the area of the property. Include in-kind rent (if any) on a separate line in the rent line item. Include a budget narrative that clearly describes the methodology for how the costs were calculated.

If staff spend the majority of the time out in the community, individual office space should not be budgeted for all of those staff. Shared touch down space may be budgeted.

*Special Note: Children’s Board funds cannot reimburse for costs included as rent/lease to an agency that owns its building or for mortgage expenditures. See the occupancy allocation description.*

**Occupancy Allocation:** *This line item is only used when the building is owned by the agency:* An occupancy allocation can be budgeted that includes expenditures directly related to the general maintenance of the assigned square footage if those items are not being charged in the other lines in the occupancy category.

- Items that may be included in the allocation are utilities, janitorial service for square feet used by participants, property insurance, A/C general maintenance, minor maintenance to space utilized by participants, monthly electronic security systems, and fire extinguisher maintenance.

- Items that cannot be included in the allocation are mortgage payments (interest and principle), depreciation, taxes, major maintenance projects, pest control, capital improvements, lawn maintenance, maintenance staff, and security staff.

Clearly explain what expenses are included in the total occupancy allocation amount and how the allocation was calculated in the narrative.

*Special Notes:*

- *A full allocation plan including the specific items, amounts and method of allocation must be pre-approved by CBHC when the contract is negotiated.*

- *After award, back up documentation for the monthly expense detailing the expenses included and how the allocation was made to the program must be pre-approved prior to submission with a reimbursement request.*

**Janitorial Expense:** Include the cost of regular cleaning services of the space occupied by participants and its frequency. Allocate the square feet of the expense based on the square footage used by the program participants. Do not allocate cost for staff offices unless the space is used by program participants.
**Property Insurance:** Include the allocated cost for property insurance in this line if it is not included in the insurance line in the other operating cost section. Describe the total property insurance cost for the agency or building and how the cost for the program was allocated.

**Security:** Include the cost of monthly monitoring of a security system. Allocate the share of the expense based on the square footage used by the program participants. Do not include the cost to purchase and install a system or the cost of security personnel.

**Telephone/Internet:**

When budgeting items in this category (and computer supplies), keep in mind that if staff are out in the community instead of working in an office, costs for land lines, office internet, etc. should not be budgeted in addition to costs such as cell phones, air-cards and laptops or tablets.

**Land lines:** Include the monthly cost of land lines only if the cost of the phones for newly hired staff is an additional expense to the agency and the nature of the business is to take phone calls. Do not allocate the expense of an existing phone system to the program budget. If amounts for land lines include an allocation of a portion of the total agency cost, include the method of calculating the amount being allocated to the program.

**Cell phones:** The monthly cost for voice service for cell phones may be included for direct service staff providing community based services for safety purposes at a maximum of $35 per month per FTE. List the position(s) being provided a cell phone or stipend and the cost per FTE. If the FTE is less than 100%, prorate the monthly cost based on the FTE budget. Do not include the cost of purchasing cell phones or accessories for the cell phones.

**Internet:** Describe the total cost for the office internet and how the percentage was allocated for the direct use for the program if the cost is an additional expense to the agency. Do not allocate a portion of an existing internet or wireless system. Include cost for air cards or data plans for laptops or tablets used in the field for positions providing community based services that document services while out in the field at a maximum cost of $45 per month. List the positions being provided data plans or air cards. If the FTE is less than 100%, prorate the monthly cost based on the FTE budget.

**Utilities:** Describe the specific types of utility costs and the total cost for the agency or building and how the cost for the program was allocated. Allocate the share of the expense based on the square footage used by the program participants. Do not include cost for agency garbage pick-up.

**Example Narratives:**
Building Lease/Rent – The building is 6,000 total square feet at a cost of $12 per square foot. Total annual rent for the building is $72,000. The program uses 2,400 square feet of the building (40% of the space). Total program rent is $2,400 per month or $28,800 per year. The median cost for rent in the area is $15 per square foot.

Property Insurance - Total annual agency property insurance is $4,000. Total program expense for property insurance is $1,600 based on the use of 40% of the space of the building. (explain how the 40% was calculated if it was not already explained in an earlier narrative).

Other Operating Costs:

Other Operating costs are those directly related to providing proposed services. Provide specific detail in the line item narrative of what will be purchased, the quantity (if applicable), and amount for each item requested. Describe how the amount was calculated. If amounts include an allocation of a portion of the total agency cost, include the total agency costs for a line item and the allocation method of calculating the program amount.

Local Travel (Mileage): This is the cost for travel in Hillsborough County for employees included in the salary detail to provide services to clients, attend program related meetings, or attend local training events. Reimbursements will not be made for travel from or to the person’s residence or the destination that is a regularly assigned work location. Therefore, if the person’s headquarters or primary work location is their residence and their work locations change daily, the initial mileage to their first work location and the mileage from their last work location to their residence each day are not reimbursable.

If a provider agency office is not in Hillsborough County, the cost of driving from the office to the first destination in Hillsborough County is unallowable. Describe the estimated miles, rate paid (up to the federal rate - see www.gsa.gov for current rate), position(s) to be paid, and the total number of positions or FTE’s.

Special Note: When CBHC reviews the information from this line item during the annual site visit, the program’s purpose for the local travel must be clear on the employee reimbursement form.

Training/Conference Expense & Travel: Include the name of the conference, the cost (known or estimated) of the conference/training registration, travel (air or out of town mileage), hotel, and meals to attend the conference in this line item for staff included in the salary detail or program participants. Include number of attendees and their position titles. If the conference is out of town, CBHC will pay for transportation from the airport to the hotel and back. Meal expense is paid by using the federal rate (see www.gsa.gov for Meals and Incidental Expenses Breakdown – M&IE). The actual cost for meals is not reimbursed. If a meal is provided at the conference, CBHC does not reimburse for that per diem meal. Do not include the cost to attend Nonprofit
Leadership trainings as those are paid for by CBHC in the Nonprofit Leadership contract.

**Transportation for Clients:** Include vehicle rental, bus passes, cab vouchers, and/or any other expense to transport clients to services or events. The purchase of a vehicle is unallowable. If using an agency vehicle, allowable expenses include the expense for a driver and fuel for the actual vehicle used for the program. Do not include vehicle maintenance.

**Special Notes if using an agency vehicle and allocating the expenses:**
- A full allocation plan including the specific items, amounts and method of allocation must be pre-approved by CBHC when the contract is negotiated.
- After award, back up documentation for the monthly expense detailing the expenses included and how the allocation was made to the program must be pre-approved prior to submission with a reimbursement request.

**Rent & Lease/Equipment:** Include the rental cost for new equipment leased for the program described in the proposal. Describe the total cost and how the percentage was allocated for the direct use for the program. Do not allocate existing agency expenses in the budget. Do not include copier lease if including per copy cost in printing & copying line item.

**Insurance:** Include the cost for liability and vehicle insurance in this line. Property insurance can be budgeted either in this line or in the occupancy line. Describe the total insurance cost for the agency and how the cost for the program was allocated.

**Postage:** Explain how the amount was calculated and the purpose of mailing items.

**Printing & Copying:** Include outside printing cost and per copy copying cost (if lease expense for a copier is not charged in the equipment lease line). Describe specific items to be printed in the narrative if known.

**Advertising:** Include advertising for vacant positions or legal ads only.

**Outreach:** Include announcements or promotions for program services, activities, or events, purchases of give-away items for outreach events, and vendor fees. Include a description of where the ads (if any) will be purchased and/or what types of items will be purchased for possible future clients.

**Memberships/Subscriptions/Licenses:** Only include memberships that are associated with model fidelity. Do not include general agency memberships. Be specific if the membership is purchased for the agency or a staff member (title) in the budget narrative.

**Fingerprint & Background Screening (volunteers):** Include costs for volunteers only (including interns). Costs for fingerprinting employees may be paid for through
administrative/indirect (see the administrative/indirect section).

Information Technology (IT) Expense: This line should be used by exception and must be approved by CBHC. Include IT expense for data systems used by or with participants for data collection. Support to a computer lab for participants may also be included. Provide detail of what this is paying for and how the amount was calculated. Do not include allocation for general agency IT expense such as software cost, maintenance, servers, and/or staff as these costs are considered to be administrative/indirect.

Office Supplies: Provide detail of what will be purchased if known and how the amount was calculated. A maximum of $25 per month per FTE may be allocated to the program budget if the amount was calculated as an allocation per FTE.

Computer Supplies: Include computers, software, printer ink and other computer supplies. If computers are to be purchased, list which position(s) will use the computers or if the computers are for participants. CBHC will pay a maximum of $400 per computer. CBHC will fund the replacement of computers only after year three of its useful life.

Operating Supplies: Include consumable supplies that are not educational, office or computer supplies such as program cleaning supplies, paper products, and supplies for drug screening clients.

Educational/Curriculum Supplies: Include all supplies that staff or clients use during program activities (these are items that do not go home with clients or participants).

Evaluation Supplies: Include tools and/or questionnaires purchased in order to evaluate the program and/or participants in this line.

Training Supplies: Include the cost of supplies when the program is providing the training for the community, program participants or staff members.

Client Participant Supplies: Include consumable program materials and items that support program outcomes. Examples are educational toys, written educational materials, prepaid cards, snacks, school supplies, safety packets, or basic needs items not covered through the ASO that remain with the clients.

Special Note: If prepaid cards are purchased with CBHC funding a quality assurance system must be in place to track the purchase of and delivery of the card to the participant. This should function similar to a petty cash process. Participants/family members should sign a document acknowledging the receipt of the card. If the program has an ASO allocation (which will be determined upon award), the prepaid card should be purchased through the ASO instead of the program contract.

Community Activities & Events: Include items purchased for group or community activities including events with volunteers that support program activities in this line. Describe the activity, frequency, and estimated cost per each item/activity. Examples
include: food, volunteer stipends, items for events, community service projects, or the cost for field trips.

**Family Advisory Council:** Include expenses for Family Advisory Council(s) comprised of program participants in this line. This includes items directly associated with the budget managed by the Family Advisory Council.

**In-Kind Expense:** Include all services and items donated to the program except in-kind rent (included in occupancy) on this line. List each separately, for example, volunteers, donated goods, food, etc.

**CBHC ASO Flexible Funds:** Leave this line blank at time of application. This resource will be discussed during contract negotiation and added to the budget if applicable.

**Administrative/Indirect Cost:**
Includes the administrative costs allocated to the program by the agency (if applicable), which are not directly attributable to program services. This line does not require a budget narrative describing the amount included in the budget. Examples of expenditures paid for with dollars allocated in this line are: executive staff, information technology staff and expenditures, administrative and data entry staff, human resources (including fingerprinting and background screens for employees), the cost for an agency audit, and fiscal staff (including payroll processing fees) or responsibilities.

The CBHC administrative/indirect costs cannot exceed 10% of the total direct expenditures.

**Collaborative Contracts with a Lead Agency:** The administrative/indirect budget for the lead agency may be budgeted up to 10% of the lead agency’s direct expense plus 10% of the first $25,000 of each subcontract (for a maximum administrative/indirect expense of $2,500 for each subcontractor partner). Each subcontractor may budget up to 10% of the direct expenditures for administrative/indirect expense in its budget.

**Lead Agency calculation example when a subcontractor over $25,000 is involved:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Expenses</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Less 2 Subcontract</td>
<td>(800,000) ($400,000 x2)</td>
</tr>
<tr>
<td>Net Direct Expenses</td>
<td>400,000</td>
</tr>
<tr>
<td>CBHC Administrative/Indirect</td>
<td>40,000 (10%)</td>
</tr>
<tr>
<td>Plus allowance on subcontracts</td>
<td>5,000 (10% on first $25,000 or $2,500 each)</td>
</tr>
<tr>
<td>Total CBHC Administrative/Indirect</td>
<td>$45,000</td>
</tr>
</tbody>
</table>

The total program administrative/indirect amount is not restricted. Budget for the actual administrative cost associated or allocated with the program in the total program column.

**Total Expenditures:** Sum of all expenditures.

**Excess (Deficit):** Difference between total revenue and total expenditures. (All Children’s Board Budget Request columns must be in balance – no excess or deficit is allowed.)
**Reminder of Unallowable Costs:**
The following items are unallowable. Additional information is also included above in each category.

**Occupancy:**
- mortgage payments (interest and principle)
- interest
- depreciation
- taxes
- major maintenance or capital improvements (improving assets, repairing the roof)
- lawn maintenance
- maintenance staff
- security staff
- security system purchase and installation
- pest control
- agency garbage pick-up
- costs associated with a residential facility
- cell phones for staff other than direct services staff out in the field for safety purposes
- the allocation of existing costs of an agency that do not directly relate to producing outcomes in the contract

**Other Operating Costs:**
- local travel from the person’s residence to the destination that is a regularly assigned work location
- if a provider agency office is not in Hillsborough County, the cost of driving from the office to the first destination in Hillsborough County
- vehicle purchases
- vehicle maintenance
- If the program has an ASO allocation, ASO allowable expenses should be purchased through the ASO instead of the program contract
- the allocation of existing cost of an agency that do not directly relate to producing outcomes in the contract
- Postage machine rental or purchase
- equipment maintenance

**Capital Outlay:**
- real property acquisition or building construction
ASO BACKGROUND

The Administrative Services Organization (ASO) is a project operated by the Children’s Board to manage flexible funds. Created in 2003, the ASO supports a wraparound approach in which families identify their strengths, needs, goals, and service providers through an individualized family support planning process. Payment as a last resort, flexible funds managed by the ASO may be used for supports and services with qualified community providers.

Under the ASO model, trained case managers work with families to develop individualized plans and select a wide range of services and supports. Once services are identified, the ASO contracts with providers and funds the supports and services children and their families need. Families are able to prioritize the services that they need the most and select a provider of their choosing. The ASO is responsible for developing and maintaining a database of local service providers, and ensuring they meet credential requirements. The ASO manages and tracks expenditures and issues monthly reports directly to families and funded agencies. Additionally, the ASO administers quality management surveys to families, case managers and providers and monitors programs annually.

At this time, more than one hundred service types are available from a fully credentialed provider network that includes hundreds of agencies, vendors, individuals, local businesses, and faith-based organizations. A few examples of how ASO funds may be used are tutoring to support academic goals, bus passes to provide transportation to work or needed services, or the purchase of cribs or beds to provide a safe sleep environment.

INTENT OF ASO FUNDS

A key component of effective case management and family support is access to discretionary funds that can be used to individualize supports and purchase a wider variety of service options for families. ASO funds are made available to programs funded by the Children’s Board that provide case management and identify services, interventions, and supports that may be needed to fulfill family support plans, including supports that are not reimbursable via traditional systems.

Children’s Board ASO staff manages the flexible funding and allocations are made available to programs, as opposed to the funds being included in their program award. As funding awards are made, ASO funds may be allocated during the contract negotiation process. Applications may mention the use of flexible funding in the program description and how these services would be used as part of the program’s overall strategy to support families.
REQUIREMENTS FOR PARTICIPATION AS AN ASO CASE MANAGEMENT PROGRAM

1. The program must employ some form of case management/family support as a service strategy, either as a primary strategy or in conjunction with other service strategies.

2. Individualized family support plans must be a component of the service strategy. Services and supports purchased with ASO funds must relate to a specific goal in the family's plan.

3. Supervisors and case managers must have training in case management using a system of care approach, prior to access of ASO funds. This training can be accessed from Success 4 Kids and Families if needed. The training is a one day, seven-hour training, at the rate of $185 per participant.

4. Supervisors and case managers must attend ASO training (3-hour Overview and Web Application Training) which is provided by the Children’s Board at no cost to the participant.

5. Program supervisors are required to attend bi-monthly ASO Supervisors Meetings.

6. ASO funds requested from the Children’s Board must be used in accordance with established values, policies and procedures which are provided in ASO training and posted on the ASO web application.

7. The program must participate in annual monitoring by the Children’s Board, including records review of families who benefitted from ASO funding.
### Goals:
Specific aims of a particular program or project consistent with the mission and representing how this particular program or project intends to contribute to attainment of the vision.

<table>
<thead>
<tr>
<th>1</th>
<th>Goals of the project are clearly stated and written as the outcomes the project wants to achieve and not describing the activity the program is doing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Goals relating to different aspects of the project are separately stated.</td>
</tr>
<tr>
<td>3</td>
<td>Goals are consistent with the stated vision and mission.</td>
</tr>
<tr>
<td>4</td>
<td>Goals are realistic given the scope of the problem/need and the characteristics of the target population.</td>
</tr>
<tr>
<td>5</td>
<td>Target population is identified within the goal statement.</td>
</tr>
</tbody>
</table>

#### COLUMN #1 Objectives (Process):
What the program intends to accomplish in order to create or facilitate change.

<table>
<thead>
<tr>
<th>6</th>
<th>One or more measurable and appropriate (logical) objectives are stated for each goal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Objectives state what the program is performing on behalf of the identified population.</td>
</tr>
<tr>
<td>8</td>
<td>A process is described for monitoring progress toward accomplishing objectives and using data for quality improvement.</td>
</tr>
<tr>
<td>9</td>
<td>The objectives state how many participants are being served (when appropriate).</td>
</tr>
</tbody>
</table>

#### COLUMN #2 Activities and Services:
What the program staff propose to actually do for, to, or with clients.

<table>
<thead>
<tr>
<th>10</th>
<th>Stated activities are key, descriptive and logically linked to the accomplishment of the objective.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Dates and timelines are included with activities as appropriate, e.g. report due dates, staff hiring deadlines.</td>
</tr>
</tbody>
</table>

#### COLUMN #3 Responsible Parties:
The person who is going oversee or execute the activities relative to the stated objective.

<table>
<thead>
<tr>
<th>12</th>
<th>Specific individuals or position titles are indicated for each activity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>There is a match between the Responsible Party and the budget.</td>
</tr>
</tbody>
</table>

#### COLUMN #4 Outcomes:
The desired changes in the client or client situation the program hopes will result as a consequence of accomplishing stated process objectives.

| 14 | No more than one measurable desired outcomes is stated for each objective. (There may be a variety of desired outcomes for each objective list the one that is most critical.) |
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY  
PRO 2018-04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT  
APPENDIX #8 - EMPOWERMENT EVALUATION MATRIX / WORK PLAN TIP SHEET

<table>
<thead>
<tr>
<th></th>
<th>Outcomes are reasonable given the characteristics and needs of the target population and the level of the intervention.</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>The target population of the outcome matches the target population described in the objective.</td>
</tr>
<tr>
<td>17</td>
<td>Outcomes are stated as numerical performance targets. For example “80% of the 100 participants completing the curriculum will increase their understanding of parenting schools (N=80).” Note: If you use “increase, decrease, improve, gain, etc. a performance baseline is required.</td>
</tr>
<tr>
<td>18</td>
<td>Outcomes include the number of participants served and a description of their level of participation to be eligible to meet the outcome (e.g. length of time participating in services). (When appropriate.)</td>
</tr>
</tbody>
</table>

**COLUMN #5 Indicators:** Specific measures and/or benchmarks are used as evidence that outcomes have actually been achieved.  

<table>
<thead>
<tr>
<th></th>
<th>Indicators are specified for each stated outcome. Note: Evidence of performance is often strengthened when there is more than one indicator to measure the outcome from different sources (triangulation).</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Indicators are appropriate &amp; relevant to measure outcome variables. When available and feasible, valid and reliable (scientifically established perhaps in professional literature or part of the curriculum design) measures of outcome.</td>
</tr>
<tr>
<td>20</td>
<td>Tests/measures are obtainable and can be applied given target population.</td>
</tr>
<tr>
<td>21</td>
<td>Actives for the collection, applying or analyzing of the indicator data is described in activities.</td>
</tr>
</tbody>
</table>

**COLUMN #6 Data Sources:** If it is primary data (it is data that are collected first hand as part of your activities) then where is the data collected, observed and stored. If it is secondary data (if someone else has done the primary data collection and

<table>
<thead>
<tr>
<th></th>
<th>Identify the source of the data (primary or secondary) and where the data are stored for each indicator.</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>COLUMNS #7 Times of Measurement, Analysis &amp; Reporting: The specific time intervals or dates when indicator data is collected, aggregated and reported.</td>
</tr>
<tr>
<td>24</td>
<td>For measures that have specified data collection time points the specific time intervals or dates are identified for when indicator data is collected. This is not for “ongoing.”</td>
</tr>
<tr>
<td>25</td>
<td>For measures that happen ongoing through the year the specific time intervals or dates are identified for when indicator data is aggregated and reported.</td>
</tr>
</tbody>
</table>
American Academy of Pediatrics
www.aap.org

Annie E. Casey Foundation:
http://www.aecf.org/work/kids-count/

California Evidenced-Based Clearinghouse for Child Welfare:
www.cebc4cw.org

Census Bureau’s American Community Survey:
http://www.census.gov/programs-surveys/acs/

City-Data.com

City of Tampa:
http://communitycridemmap.com/?address=tampa,fl

Coalition for Evidenced-Based Policy:
www.toptierevidence.org

Community Commons:
http://maps.communitycommons.org/viewer/

Economic Innovation Group (2017 distressed communities’ index)
http://eig.org/dci

Florida Department of Health:
http://hillsborough.floridahealth.gov/index.html

FRIENDS National Center for Community-Based Child Abuse Prevention – Evidenced-Based Resources
https://www.friendsnrc.org/evidence-based-practice-in-cbcap/eb-additional-resources

Hillsborough Community Atlas:
http://www.hillsborough.communityatlas.usf.edu/

Hillsborough County:

Hillsborough County Public Schools:
http://www.sdhc.k12.fl.us/

Home Visiting Evidence of Effectiveness:
http://homvee.acf.hhs.gov/

Results Based Accountability:
http://raguide.org/

Results First Clearinghouse Database

National Institute of Justice:
https://www.nij.gov/publications/Pages/welcome.aspx

National Registry of Evidenced-based Programs and Practices (SAMHSA):
http://www.nrepp.samhsa.gov/

Neighborhood Scout (real estate and demographic data)
https://www.neighborhoodscout.com/fl

Strengthening Families Evidence Review:
http://familyreview.acf.hhs.gov/default.aspx

What Works Clearinghouse (Institute of Education Sciences):
http://ies.ed.gov/ncee/wwc

U.S. Department of Housing and Urban Development, (Community Assessment Reporting Tool (CART))
https://egis.hud.gov/cart/

Zero to Three
www.zerotothree.org

OTHER
http://www.abundantcommunity.com/files/AnEducatingNeighborhoodv.5.pdf
CHILDREN’S BOARD OF HILLSBOROUGH COUNTY
Pro 2018-04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT
APPENDIX #10 – RATING CRITERIA

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Program Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Criteria</td>
<td>Points Range</td>
</tr>
<tr>
<td>Proposal Cover Sheet</td>
<td>0-6</td>
</tr>
<tr>
<td>Completion of Attachment 1 – Up to 6 points if all information provided.</td>
<td></td>
</tr>
<tr>
<td>Proposal Narrative (up to 12 pages)</td>
<td></td>
</tr>
<tr>
<td>Organizational Overview</td>
<td>0-10</td>
</tr>
</tbody>
</table>

- Include the organization’s Mission Statement, years of operation, and programs currently offered in Hillsborough County;
- Briefly describe the qualifications and background of the management staff;
- Briefly name formal designations, licensures or accreditations for your organization;
- Describe how the organization ensures equal opportunity to enroll clients/participants, employ staff, and recruit volunteers and Board members;
- If your organization has never received a major grant from the Children’s Board (more than $5,000), provide the name of a most recent or past funder and telephone contact;
- Describe any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s);
- Describe software or resources and staff procedures followed to collect, track, and report both demographic information and measureable performance outcomes;
- Describe the organization’s capacity to establish and maintain partnerships;
- Briefly indicate the organization’s ability to comply with the CBHC General Terms and Conditions Appendix (#5); and
- Describe organization’s ability to manage grant funding by describing resources available in the following areas:

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CHILDREN’S BOARD OF HILLSBOROUGH COUNTY
Pro 2018-04 REQUEST FOR PROPOSALS (LEVEL 2) UNITING GRANT
APPENDIX #10 – RATING CRITERIA

<table>
<thead>
<tr>
<th>Financial Capability</th>
<th>0-10</th>
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<tbody>
<tr>
<td>- Describe personnel positions (include staff, volunteers, or contracted services) responsible for the financial management of the organization;</td>
<td></td>
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<tr>
<td>- List current revenue sources, such as earned revenue, fees, development efforts, fundraising, endowment, other grants, membership fees, or social enterprise ventures;</td>
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<tr>
<td>- Summarize the organization’s sustainability planning efforts;</td>
<td></td>
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<tr>
<td>- Provide a brief statement indicating if the organization has cash reserves (for up to 2 months of the proposed budget) to pay for and invoice CBHC using a cost reimbursement model;</td>
<td></td>
</tr>
<tr>
<td>- Briefly describe the financial procedures utilized and the accounting control system implemented to assure compliance with generally accepted accounting principles, laws, rules and regulations applicable to your organization; and</td>
<td></td>
</tr>
<tr>
<td>- Indicate if the organization has written financial policies and procedures and briefly provide an example of how one is used in daily operations for managing grants.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement of Need and Population to be Served</th>
<th>0-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Provide a clear description of the population you propose to serve, including age focus;</td>
<td></td>
</tr>
<tr>
<td>- Describe with data and why Proposer has selected a specific geographic region, regions or countywide approach to address a need;</td>
<td></td>
</tr>
<tr>
<td>- If the Proposer intends to work in a specific geographic region, please specify the defined boundaries of the area;</td>
<td></td>
</tr>
<tr>
<td>- If the Proposer plans to provide Countywide services, the proposal must describe how services will be delivered to residents throughout the county where they live, work or play; and</td>
<td></td>
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</tbody>
</table>

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### APPENDIX #10 – RATING CRITERIA

<table>
<thead>
<tr>
<th>Rating Criteria</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Include information obtained from focus groups, previous local assessments, or studies that support the need for the proposed intervention model.</td>
<td>0-8</td>
</tr>
</tbody>
</table>

#### Proposed Program

- Describe the proposed overall program model; and
- Describe the expected positive impact projected by using the program model.

#### Program Description or Design

- Specify type of proposed program model: Evidence-Based, Promising Practice, Evidence-Informed, and/or curriculum(s) to be used and describe how model fidelity will be sustained;
- Describe staff training requirements for the model to be used;
- Briefly detail the primary method(s) of service delivery activities and include a meal plan (if applicable);
- Describe how participants will access services and include a transportation plan if applicable;
- Describe how linguistic and culturally competent work will be initiated and sustained;
- Specify the duration of services (for example, are services year round and what is the standard time frame for how long will services be offered);
- Specify the frequency, location and intensity of services;
- Include strategies to both engage and retain participants in services; and
- Specify how you will engage program participants to assist you with program improvement or in an ongoing advisory capacity.

#### Budget Summary, Salary Detail and Budget Narrative

- The budget includes expenses that are directly related to the model proposed and services for producing outcomes. Refer to Budget Instructions in Appendix (#6).

---

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Complete and submit a budget for both the 2019 and 2020 fiscal year. The budget is required and is an excel file with three tabs Attachment (#2):

- Tab 1 - New Program Funding Budget Summary,
- Tab 2 - Salary Detail
- Tab 3 - Budget Narrative

**Year (1)** funding request clearly describes the expenses to start up or fully operate the program between October 1, 2018 and September 30, 2019.

- Year (1) amount may not exceed **$250,000**.

**Year (2)** funding request clearly describes the expenses to fully operate the program between October 1, 2019 and September 30, 2020.

- Year (2) amount may not exceed **$275,000**.

**Empowerment Evaluation Matrix/Work Plan**

<table>
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</table>

The Work Plan describes the activities and responsible parties needed to meet the outcomes described in the Proposal. Proposers must select one primary focus area which accurately represents the impact of the proposal. Proposers should choose outcomes that align with their program model, and ones for which they will be able to collect the required data.

The Work Plan must include four outcomes:

- All four outcomes may be selected from Appendix (#4); or
- Two outcomes may be selected from Appendix (#4) and two additional outcomes different than those listed in Appendix (#4) which the Applicant considers as a value added or already proven result by the program.

Proposers are encouraged to select validated measurement tools that have been proven to be effective in quantifying the intended outcomes Refer to Appendix (#4).

Indicators set specific expectations to be achieved as evidence that the outcome was achieved by the program participant. Indicators...
must correspond to the measurement instrument selected or proposed for each outcome in the Work Plan.

If a measurement tool is selected that is not listed on the Outcomes and Recommended Measures/Indicators, please leave the indicator column blank on the Work Plan.

<table>
<thead>
<tr>
<th>Required Attachments</th>
<th>0-6</th>
<th>CBHC will verify</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment (#4) - Most recent Audited Financial Statements.</td>
<td></td>
<td>(NO POINTS)</td>
<td></td>
</tr>
<tr>
<td>Attachment (#5) - Board of Directors (include full name, title, affiliation and provided the Board meeting schedule from March – September of 2018)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Attachment (#6) - Organizational Chart with lines of authority and in addition included highlights for the positions of the proposed program</td>
<td></td>
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</tbody>
</table>

**If applicable, the following may also be required upon submission:**

<table>
<thead>
<tr>
<th>If applicable, the following may also be required upon submission:</th>
<th>Applicable</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment (#7) – Implementation Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachment (#8) – Current Support Letter(s) (maximum of three letters)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL POINTS**

<table>
<thead>
<tr>
<th>TOTAL POINTS</th>
<th>0-100</th>
</tr>
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</table>

Rater Number: ________________________ Date: __________

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