Information requested is organizational demographics and is self-explanatory. The following information is offered to assist you in the process:

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.
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. What is the name of the program proposed in the proposal?
13. 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.
14. In (50) words or less, summarize the proposed program services for the general public. Include the phone number and website address the general public will use to gain information about and register for the Program.
15. A) Amount of funding requested in this Proposal.
   B) The anticipated number of unduplicated children to be served by this Program.
16. A) The proposed start date of the Program.
   B) The proposed end date of the Program.
17. Amount of applying organization’s total budget for the most recent fiscal year.
18. Indicate the source in which the applying organization was notified of the funding release.
19. Full name of CEO/Executive Director.
20. CEO/Executive Director phone number.
21. CEO/Executive Director email.
22. 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.
23. Organization contact person phone number.
24. Organization contact person email.
26. Indicate if the organization is located within the city limits of the 3 municipalities in Hillsborough County (Tampa, Temple Terrace, or Plant City).
27. Provide a brief statement indicating the organization’s ability to comply with the CBHC General Terms and Conditions (Appendix #4).
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), Cover Sheet, in order for the proposal to be considered for funding. 

*Special Note: Failure to comply with providing an original signed copy in blue ink may result in disqualification of the Proposal from further consideration.*
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. “Community Review Team” means the CBHC secured volunteer community reviewers who will read and rate proposals.

4. “Community Review Team Scoring 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.

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

7. “Countywide” means services are available to children and families regardless of where they reside including the municipalities of Tampa, Temple Terrace and Plant City, and unincorporated Hillsborough County FL.

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. “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.

10. “Faith-Based Organization” is a nonprofit organization founded by a religious congregation or religiously-motivated incorporators and board members that clearly states in its name, incorporation, or mission statement that it is a religiously motivated 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.]

11. “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.
12. “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.

13. “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.

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

15. “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.]

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

17. “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.

18. “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.

19. “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.

20. “Procurement” means a process or method to secure goods and services.

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

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

23. “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.

24. “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.

25. “Questions for Recommended Proposals” means proposers may or may not be called by the Children’s Board for further clarification of their proposal.
26. “Request for Proposals (RFP)” means this request for Proposals and includes any addendum and the answers to Proposers’ questions.

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

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

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

30. “Vendor” means qualified person or company with content expertise whom which the grantee will formally agree to contract with to perform services in one of the six services areas.

31. “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.

32. “Written Proposer Questions” means questions pertaining to the RFP and submitted to 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”.

Page 3 of 3
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<th>For Children and Families as participants served</th>
<th>Specification</th>
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<tbody>
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<td>First Name</td>
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<tr>
<td>Last Name</td>
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<td>Participant Type</td>
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<td>Number of Children in Home</td>
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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 (hereafter “Services”). 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 a Matrix / Work Plan has been approved by the CHILDREN’S BOARD for this Agreement, the Matrix / Work Plan will describe the program’s design, task management, evaluation design, and data collection. The Matrix / Work Plan 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; (1.1.) Result Area(s) and (2.) Outcomes. The Matrix / Work Plan will serve as a current work plan for the Services. Parts of the Matrix / Work Plan may be modified only as described in paragraph 5 (f.)

2. Service Area: 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 designated in paragraph (3.) Service Area, on the Agreement Cover Sheet.

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

A PROVIDER or a Sub-contractor of a PROVIDER serving in designated zip codes or neighborhoods through a “Place Based Initiative” 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. 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, and provide proof of the same.
To receive payment, the PROVIDER must complete certify and 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, (2.) and (3.). The CHILDREN'S BOARD will reimburse the PROVIDER for services provided and expenditures incurred and paid. 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 prevented from raising 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 received notice of the resignation. If a Matrix / Work Plan has been approved for this Agreement, and if the Matrix / Work Plan describes the staffing information in this sub-paragraph, 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 sub-paragraph (e.i.) 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 initiated on the date of commencement described in this Agreement, or the PROVIDER knows that the Services will not begin or continue on the date specified herein, whichever occurs first;
(3) the work of an assignee or sub-contractor ceases or materially changes;
(4) if the CHILDREN'S BOARD has authorized the PROVIDER to assign or sub-contract a portion of the Services, the PROVIDER will furnish a copy of the assignment or sub-contract 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, citation, or action against PROVIDER that may impact PROVIDER or services;

(10) fixed assets 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 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 15-16.

Proposed modifications other than those permitted in this paragraph (5) may be required 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 subsection e. Budget Modifications Requiring Notification below. A request for modification must be received by the CHILDREN’S BOARD at least ninety (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. Matrix / Work Plan Modifications: If a Matrix / Work Plan has been approved for this Agreement, the Matrix / Work Plan may be modified only as follows:

i. The representatives of the CHILDREN’S BOARD and PROVIDER authorized to modify the Matrix / Work Plan 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 Matrix / Work Plan 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 Matrix / Work Plan.

iii. It is the intent of the parties that the Matrix / Work Plan 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, as applicable.

g. Notifications of Critical Incidents Affecting Health, Safety, Welfare, Unplanned Law Enforcement or Media Involvement: As soon as possible, but no later than 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 sub-contractor 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 sub-contractor under this Agreement, collectively called an Employee or volunteer, as applicable, below. Nothing in this section shall be construed to imply that employees of PROVIDER’S sub-contractors are employees of PROVIDER or that clients and Participants of PROVIDER’S sub-contractors 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 – PROVIDER Employee, PROVIDER volunteer, or PROVIDER’s sub-contractor’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 sub-contractor’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 reflects the physical attempt by a Participant to cause his or her own death, which results in bodily injury requiring medical treatment by a health care professional.

ix. Unplanned Law Enforcement Involvement

x. Unplanned Media event which the CHILDREN’S BOARD may be reasonably expected to provide a response.

xi. Other Serious Incidents – Any action, incident, misconduct, or malfeasance involving PROVIDER’S staff, volunteers or participants 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 must be submitted to the CHILDREN’S BOARD within forty-five (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 "Standard 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 Sub-contractors";

(g) Attachment (4a) entitled “Roles and Responsibilities of Lead Agencies and Sub-Contracted Agencies” (if applicable); and
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 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 participants. 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 (5) 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 (5) 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>Coverage</th>
<th>Limit</th>
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<tr>
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</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 limits of not less than:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury &amp; Property</td>
<td>$500,000 Each Accident</td>
</tr>
<tr>
<td></td>
<td>for entities with less than $1,000,000 in assets</td>
</tr>
<tr>
<td>Damage Liability</td>
<td>$1,000,000 Each Accident</td>
</tr>
<tr>
<td></td>
<td>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 limits of not less than:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury &amp; Property</td>
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</tr>
<tr>
<td>Damage Liability</td>
<td>$1,000,000 Each Accident</td>
</tr>
<tr>
<td></td>
<td>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 thirty (30) days of receiving an executed contract which describes the insurance maintained by the PROVIDER and PROVIDER’S employees who transport Participants. The PROVIDER will provide written notice to the CHILDREN’S BOARD within fifteen (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, in its sole discretion.

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

By at least thirty (30) days’ written notice to the PROVIDER, the CHILDREN'S BOARD may exercise its right to recover such fixed assets, 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 accounting, 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 fixed assets purchased with such joint funds. The CHILDREN'S BOARD'S interest in the fixed assets will be in the same ratio as the CHILDREN'S BOARD'S funding used to purchase the fixed assets 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 sub-contractors, 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. **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 fixed assets if PROVIDER is prohibited by law from allowing the contractual recovery of fixed assets; (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 fifteen (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 (50%) 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 forty-five (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.

14. **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 or set off to the CHILDREN'S BOARD, or other resolution as determined in the sole 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.

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 one hundred eighty (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, rules 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 to the CHILDREN'S BOARD of project funds by the PROVIDER. Failure to submit an audit disqualifies the PROVIDER from seeking future funding until the issue is resolved to the sole satisfaction and discretion of 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 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 sixty (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 discretion whether amounts of misspent or unearned 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 five (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 (5) 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.

15. Performance: In the event of default, noncompliance, or violation of this Agreement or unsatisfactory performance by the PROVIDER, its sub-contractors, agents, consultants or suppliers, as determined by the CHILDREN'S BOARD in its sole discretion, the CHILDREN'S BOARD may negotiate any acceptable remedy, provide additional training and assistance or, in its sole 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 fourteen (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 CHILDREN’S BOARD 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.

16. Termination: This Agreement may be terminated at will by either party by giving seven (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 twenty-four (24) hours' written notice. The CHILDREN'S BOARD, in writing and in its sole 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 twenty-four (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 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 CHILDREN'S BOARD 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.

17. 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. PROVIDER must submit a payment invoice as proof of the most recent level two background screening for all personnel who have contributed their time to a CBHC funded program, including volunteers or contracted personnel providing direct service to clients and any employee whose pay has been funded, wholly or in part, by CBHC. The CHILDREN'S BOARD values diversity and endorses PROVIDER organizations to reflect the Hillsborough County population.

18. 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.

19. 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 ten (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.

20. Drug-Free Workplace: PROVIDER will comply with the Drug-free Workplace Act, Section 440.101, Florida Statutes, and following sections.

21. 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 as 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 and submit a sustainability or strategic action plan to CHILDREN’S BOARD for review by end of contract or with submission of annual audit (whichever comes first), and update the same annually, which shall outline the organizational goals, including monitoring timelines for agency personnel and/or the Board of Directors.

22. 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.

23. 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.

24. 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, sub-contractors, agents, or others.

25. 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 at regularly scheduled meetings as verified in official Board Minutes. PROVIDER agrees to notify the CHILDREN’S BOARD of all outreach activities in advance of the event.

26. 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.

27. Assignments and Sub-contractors: The PROVIDER may not assign the responsibility of this Agreement to another party or sub-contract any of the work contemplated under this Agreement, unless so specified in the Attachment entitled "Assignments and Sub-contractors," 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 sub-contracts 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 Sub-contractors," a listing of all sub-contracts between PROVIDER and any entity providing any part of the services required under this Agreement to include the CHILDREN’S BOARD amount and the total sub-contract amount. All such sub-contracts must include a budget, and a description of contract deliverables in a form acceptable to the CHILDREN’S BOARD. Sub-contracts must be approved as part of original Agreement by the CHILDREN’S BOARD, and PROVIDER must submit a signed copy of all sub-contractor agreement(s) within thirty (30) days of execution of the Agreement with the CHILDREN’S BOARD. Also included with contracts having Assignments and Sub-contracts is Attachment (4a) Roles and Responsibilities of Lead Agencies and Sub-Contracted Agencies.

28. 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.

29. Continuity of Operations and Emergency Management Services: PROVIDER will submit an Emergency Management Services plan with the executed contract regarding continuity of operations to ensure 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. The PROVIDER must have an Emergency Services Work Plan and 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 thirty (30) days of receiving an executed contract which attests that an Emergency Services Work Plan is in place and up to date.

The CHILDREN’S BOARD may continue to pay the PROVIDER for up to six (6) 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 sub-contracts so that PROVIDER’s sub-contractors have the same obligations toward PROVIDER as PROVIDER assumes toward the CHILDREN’S BOARD.

30. 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’s fees in or prior to mediation, trial court, appellate court, bankruptcy court or before any administrative body; (2) all court, mediation, and bankruptcy costs; (3) 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 reports; or in preparing opinions, reviewing documents, contracts, or accounting records; or in preparing for or attending depositions, conferences, meetings, court, or mediation; (4) court reporter fees and litigation costs; (5) 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, or mediation; (6) certified public accountant fees for all time spent working on the matter, 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, or mediation; and (7) all costs charged by the attorney, any consultant, or expert witness for services or copying, postage, long distance telephone calls, or preparing exhibits and all 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 attorney’s fees and costs 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 attorney’s 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.

Nothing in this paragraph will be construed as requiring arbitration.
31. **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 thirty-six (36) months from the date of being placed on the convicted vendor list.

32. **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.

33. **Governing Laws:** This Agreement will be governed by the applicable laws, rules, and regulations of the State of Florida (without application of its conflict of laws provision) or the applicable laws, rules, and regulations of the United States when providing Services funded by the United States government.

34. **Integration:** This Agreement contains the entire agreement between the parties. There are no other oral agreements which are inconsistent with the terms and conditions of this Agreement.

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

WITNESS:__________________________________________

Name of Provider

By:__________________________________________

Signature

(Printed Name)

(Title)

(Date)

WITNESS: CHILDREN'S BOARD OF HILLSBOROUGH COUNTY, FLORIDA

By:__________________________________________

Signature

(Printed Name)

(Title)

(Date)
SUMMER PROGRAM FUNDING BUDGET SUMMARY

The Summer Program Funding Budget provides a summary of the total projected 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. The budget must demonstrate other revenue sources supporting the program.

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

Column (1) is the Total Program Budget for the contract period; Column (2) includes the CBHC portion of the budget for the contract period;

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. 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.

Do not use acronyms in the narrative.

REVENUES

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

Children’s Board Allocation:

Include the amount requested from the Children’s Board in both the total program budget column (column 1) and the CBHC budget column (column 2).

Other Funding Sources:

List each source of revenue for the summer 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
Children’s Board of Hillsborough County
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LEVEL (3) Leading Grant
Summer Services
Appendix (#5) – FY 2020 Summer Funding Budget Instructions

certain expenditures and if the revenue source has a required match and the length of the match commitment.

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 food).

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 services and contribute to the outcomes being proposed. Costs that are not a result of direct services for participants of the program should not be included as a direct expense. If included, the costs will be removed, and the budget may be reduced as these costs are paid for in the administrative/indirect section of the budget. Review the list of unallowable costs.

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.

If other funding sources will be paying for a portion of the expenditures in a line in the total program budget, described which items will be paid for by CBHC in the narrative for that line item.

Salaries:

List positions on both the salary detail and the budget narrative in the same hierarchical order. The position titles used should be the agency position title and be consistent on each form.

The amount included in the program budget should only be the percentage of the Full Time Equivalent (FTE’s) providing direct services for this program in order to successfully provide the proposed services.

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
Salary Narrative: Include a brief description of the duties for each position as they relate to summer services, including 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.

Salaries Detail Budget

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. **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. **Total Program Salary** - Total salary expense in the program being requested. This amount should be a pro-rated amount of the gross annual salary based on the number of months the position is working during the summer program. The pro-rated amount is multiplied by the percentage of time in program to determine the total program salary.

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

**Example:** A Summer Specialist 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 contract year will be from April 1 to September 30.
### Program Salaries

<table>
<thead>
<tr>
<th>Name and Position Title</th>
<th>FTE</th>
<th>Gross Annual Salary</th>
<th>% of Time Program</th>
<th>First Year Total Program Salary</th>
<th>First Year CBHC Amount</th>
<th>Second Year Total Program Salary</th>
<th>Second Year CBHC Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Tom Jones</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position: Summer Specialist</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 can be part of administrative/indirect expense.

### Contractual Services:

**Other Contractual Services** include costs of services rendered to the program by independent professional practitioners or organizations in specialized service areas. 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.

### Other Operating Costs:

Other Operating costs are those costs directly related to providing summer services. **Provide specific detail in the narrative section of what will be purchased, the quantity (if applicable), and cost for each line item requested. Describe how the amount was calculated in each line item below.** 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 listed on the salary detail to provide services to clients. 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.

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

Transportation for Clients: Include vehicle rental or any other expense to transport clients to field trips.

Special Note: If using an agency vehicle:

- Allowable expenses include the expense for a driver and fuel for the actual vehicle used for the summer field trips. Do not include vehicle maintenance.
- If allocating vehicle expenses, a full allocation plan including the specific items, amounts and method of allocation must be pre-approved by CBHC.
- 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.
- Do not include the cost of purchasing or leasing a vehicle.

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

Printing & Copying: Include outside printing cost and per copy copying cost. Describe specific items to be printed in the narrative if known.

Fingerprint & Background Screening (volunteers): Include costs for volunteers only (including interns). Costs for fingerprinting employees must be included in administrative/indirect cost (see the administrative/indirect section).

Computer Supplies: Include software and printer ink.

Operating Supplies: Include consumable supplies that are not educational, office or computer supplies such as program cleaning supplies or paper products.
Educational/Curriculum Supplies: Include all supplies that staff or participants use during program activities (these are items that do not go home with participants).

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

Client Participant Supplies: Include consumable program materials and items given to clients to take with them that support program outcomes. Examples are educational toys, written educational/literacy materials, snacks, safety items, or art projects.

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

Administrative/Indirect Cost:

Includes the administrative costs associated with operating the program (if applicable), which are not directly attributable to direct program services. This line requires a budget narrative for the total program amount, describing the type of expense and how the amount was calculated for each type of expense. Provide the same detail as all other line items in the budget. Include the type of expense or position and how the amount for each area was calculated.

Examples of expenditures considered to be administrative are: executive staff, fund development, fund raising, 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.

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. This information is also included above in each category.
Occupancy:
- All occupancy costs

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
- rental cars
- vehicle lease or purchases
- vehicle maintenance
- the allocation of existing cost of an agency that do not directly relate to producing outcomes in the contract
- equipment maintenance
- equipment rental
- book bags
- pre-paid cards
- religious materials
**Mission Statement:** The Children’s Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

### Organization:

#### Program Name:

### 2. Cover Sheet – Attachment (#1) (maximum 3 points)

Please submit a completed Cover Sheet, Attachment (#1), with your submission.

Refer to the Cover Sheet Instructions Appendix (#1).

### 2.1.1 Organizational Overview (maximum 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, summer personnel and volunteers (if applicable);
- 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 measurable performance outcomes; and
- Describe organization’s internal quality assurance procedures for managing grant funding by describing resources available in the following areas:
  - Contract compliance;
  - Meeting reporting deadlines; and
  - Fiscal accountability.

### Score ______

- **(3)** – All fields completed correctly; Program Summary is accurate and understandable by the general public.
- **(1-2)** – Some fields not completed correctly; Program Summary lacks clarity.
- **(0)** – No fields completed correctly.

- **(8-10)** – All bullet points addressed; mission statement aligned; staff have appropriate qualifications to implement program; validated equal opportunity; no concern about history; established procedures for grant management; RFP Statement of Purpose can be fulfilled.
- **(4-7)** – Some bullet points not addressed; all points addressed, but not well developed; questionable if RFP Statement of Purpose can be fulfilled.
- **(0-3)** – Poorly constructed; lacked too many details to ascertain organization capability of grant management according to Best Practice Standards.
## 2.1.2 Financial Capability (maximum 10 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8-10)</td>
<td>All bullet points addressed; staff qualified to manage funding; infrastructure to handle the investment financially and programmatically (2 months expenses in cash reserves); feasible sustainability; compliant with generally accepted accounting principles.</td>
</tr>
<tr>
<td>(4-7)</td>
<td>Some bullet points not addressed; all points addressed, but not well developed; unclear if the organization can manage the grant funds.</td>
</tr>
<tr>
<td>(0-3)</td>
<td>Poorly constructed; lacked too many details to ascertain organization capability of managing the grant funds.</td>
</tr>
</tbody>
</table>

- 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, other grants or fees that solely support the 2020 summer program;
- 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;
- 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
- If the organization has not received an audit of the financial statements within the last year please indicate why.

## 2.1.3 Statement of Need and Population to be Served (maximum 10 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8-10)</td>
<td>All bullet points addressed; connection was made among the population, age focus, and geographic area of service delivery; identified population appropriate compared to history; sufficient evidence presented that services will support local need.</td>
</tr>
<tr>
<td>(4-7)</td>
<td>Some bullet points not addressed; all points addressed, but not well developed.</td>
</tr>
<tr>
<td>(0-3)</td>
<td>Poorly constructed; lacked too many details to ascertain if serving local need.</td>
</tr>
</tbody>
</table>

- Provide a clear description of the population you propose to serve, including age focus; and
- Describe with data and why Proposer has selected to serve the proposed geographic region.

## 2.1.4 Existing Summer Program (maximum 15 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(11-15)</td>
<td>All bullet points addressed; meets the child, family and community objectives described in Section One of the RFP; accessible to target population; clear method of service delivery (program hours, organization of a typical week); solid strategy to engage and retain participants.</td>
</tr>
<tr>
<td>(6-10)</td>
<td>Some bullets not addressed; all points addressed, but not well developed.</td>
</tr>
<tr>
<td>(0-5)</td>
<td>Poorly constructed; lacked too many details to understand program components.</td>
</tr>
</tbody>
</table>

- Describe organization’s experience in providing summer programming;
- Describe how linguistic and culturally competent work will be initiated and sustained;
- Include strategies to both engage and retain children/youth in services;
- Indicate location(s) of the summer program (include how children are expected to arrive);
- Specify camp schedule to include weeks, days and hours (include early care or extended hours if available);
- Describe how a typical week is organized;
Children’s Board of Hillsborough County  
PRO 2020 – 08 Request for Proposals (RFP)  
LEVEL (3) Leading Grant  
Summer Services  
Appendix (#6) – Community Review Team (CRT) Scoring Criteria

- Describe how the program will provide a safe and healthy environment for children;
- Describe if the program is able and if so, how it will accommodate children with special needs;
- Describe the meal plan you will implement for summer services; and
- If there is a participant fee, indicate out of pocket cost to family per child / per week (or simply indicate “summer program provided at no cost”).

2.1.5 Proposed Enhancements to Program Design (maximum 15 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>(11-15)</td>
<td>All bullet points addressed; all six primary services are included; expertise of selected Vendors clear; solid strategy to engage parents or caregivers; field trips are educational and appropriate for the program.</td>
</tr>
<tr>
<td>(6-10)</td>
<td>Some bullets not addressed; all points addressed, but not well developed.</td>
</tr>
<tr>
<td>(0-5)</td>
<td>Poorly constructed; lacked too many details to understand program enhancements.</td>
</tr>
</tbody>
</table>

2.1.6 Budget – Attachment (#2) (maximum 20 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>(13-20)</td>
<td>All requirements met; expenditures connect to program; narratives explain calculations; support from other revenue; forms not altered.</td>
</tr>
<tr>
<td>(6-12)</td>
<td>Some requirements not met; all requirements met, but completed incorrectly or included unallowable expenses; connected program with some exceptions.</td>
</tr>
<tr>
<td>(0-5)</td>
<td>Poorly constructed; no connection to program.</td>
</tr>
</tbody>
</table>

Proposals for one-time, time-limited grants will be considered up to a maximum award of up to $25,000 if 50 children/youth served or up to $35,000 if 60 or more children/youth are served.

The budget should only request what is needed to meet the measurable outcomes. Appropriate expenditures may include, but are not limited to, grade-specific activity books, educational materials, activity supplies, educational field trip costs, snacks for participants only or food for parent engagement events, t-shirts (only if branded with the Children's Board and Board of County Commissioners name or logo), and/or contracting with specialized instructors, vendors or staff to address the six primary services. For additional information please refer to Appendix (#5).

Complete and submit the required budget for the period of May 18, 2020 to August 7, 2020, using the excel file posted with the release which includes three (3) tabs:
- Tab (1) – New Program Funding Budget Summary,
- Tab (2) – Salary Detail
- Tab (3) – First Year Budget Narrative
## Appendix (#6) – Community Review Team (CRT) Scoring Criteria

### 2.1.7 Activity and Vendor Summary – Attachment (#3) (maximum 10 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8-10)</td>
<td>All requirements met; activities support program design; form not altered.</td>
</tr>
<tr>
<td>(4-7)</td>
<td>Some requirements not met; all requirements met, but activities presented do not support program design.</td>
</tr>
<tr>
<td>(0-3)</td>
<td>Poorly constructed; no connection to program design.</td>
</tr>
</tbody>
</table>

The Activity and Vendor Summary should not exceed two pages. For each service area, indicate content expert(s) as Vendor or staff.

- **SPECIAL NOTE:** Proposers can provide one or more service themselves, but not in all six areas.

### 2.1.8 Board of Directors – Attachment (#4) (maximum 3 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3)</td>
<td>All requirements met; financial, programmatic, and content experts on the Board; form not altered.</td>
</tr>
<tr>
<td>(1-2)</td>
<td>Some requirements not met; unclear if financial, programmatic, and content experts on the Board.</td>
</tr>
<tr>
<td>(0)</td>
<td>No requirements completed correctly; attachment not provided.</td>
</tr>
</tbody>
</table>

Use the provided template to list the names of the organization’s current Board Members, including:

- Board Titles; and
- Professional affiliations.

### 2.1.9 Parent / Caregiver Survey – Attachment (#5) (maximum 4 points)

<table>
<thead>
<tr>
<th>Score</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3-4)</td>
<td>All requirements met; includes questions that will be used to improve the program.</td>
</tr>
<tr>
<td>(1-2)</td>
<td>Some requirements not met; unclear if questions will be used to improve the program.</td>
</tr>
<tr>
<td>(0)</td>
<td>No requirements completed correctly; attachment not provided.</td>
</tr>
</tbody>
</table>

The utilization of a parent/caregiver satisfaction survey is required for all children enrolled in summer programming and the draft survey you are proposing to use should be included with the submission.

### 2.1.11 Community Partnership – Attachment (#7)

This section does not have a score, however comments will be recorded.

Proposer described partner(s) currently in place or those they reached out to for this RFP; role(s) of the partner(s) clearly defined; partner(s) have expertise and qualifications to deliver service; Letters of Support were submitted for applicable partners.

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. Proposers should always communicate with potential partners before including them in Proposals to ensure clear deliverables.

Up to three (3) letters per proposal may be applicable, if services proposed include:

- Use of space in community based locations to successfully operate the summer program.

Letter(s) must be:

- On official letterhead indicating type of support for 2020 program; and
- Signed and dated by an Authorized Official.

---

**APPROVED PRO 2020-08 Summer Services Appendix 01 22 2020**
**Overall Opinion of Submission**

<table>
<thead>
<tr>
<th>Good idea, Good proposal</th>
<th>Good idea, Bad proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bad idea, Good proposal</th>
<th>Bad idea, Bad proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total (maximum 100 points)**

<table>
<thead>
<tr>
<th>Final Score</th>
</tr>
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<tbody>
<tr>
<td>_____</td>
</tr>
</tbody>
</table>

This rating form is subject to public records and is open for inspection and copying in accordance with the Chapter 119, Florida Statutes.