

CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE COUNTY

REQUEST FOR PROPOSAL/APPLICATION FOR FUNDS



Final Date of Submission April 25, 2023
3:00 P.M.

Submit One Signed Original and Six Copies To:

Children's Services Council of Okeechobee County
School Board Office, Room 102
700 Southwest Second Avenue
Okeechobee, Florida 34974

Okeechobee: (863) 462-5000, ext. 1065

REQUEST FOR PROPOSAL/APPLICATION FOR FUNDS

A. INTRODUCTION

The Children's Services Council of Okeechobee County is an independent taxing district created to plan, fund and coordinate social services for children in Okeechobee County, Florida.

The Children's Services Council of Okeechobee County Request For Proposals (RFP) seeks proposals from governmental, legally incorporated, not-for profit and for-profit organizations for the purpose of improving services to the children of Okeechobee County, by providing new and expanded services for priority need areas. (Approximately \$500,000.00 is available.)

All arrangements resulting from the RFP process will be concluded upon the approval of the Children's Services Council of Okeechobee County. The competitive process includes the following steps:

1. Submission of proposals Tuesday, April 25, 2023 no later than **3:00 p.m.** (CHILDREN'S SERVICES COUNCIL clock). No faxes or e-mail applications will be accepted.
 - a. Review Points to Remember sheet.
 - b. Interview with RFP Selection Sub-Committee Wednesday, May 24, 2023.
2. Council makes preliminary decisions regarding RFP proposals Thursday, June 8, 2023.
3. Council final action of RFP's September 2023.
4. Contract Dates – October 1, 2023 through September 30, 2024.
5. Applicants whose proposals were not recommended for funding will have until noon on July 5, 2023 to request in writing, a reconsideration of the committee's recommendation. The proposer would appear before the entire Council 4, and submit additional information for the Council's reconsideration at the July 13, 2023 meeting 5:00 p.m

All proposals (one original and six copies) must be received in a sealed packet at the Children's Services Council office at 700 S.W. 2nd Avenue, Room 102, Okeechobee, Florida 34974, no later than 3:00 p.m. (Children's Services Council clock), Tuesday, April 27, 2022. The proposals **MUST** be signed by an official authorized to bind the organization to the proposed activity. All packets will be publicly opened and recorded immediately following the submission deadline date and time. Any packet that is incomplete will not be accepted. Any packet that is not turned in to the CHILDREN'S SERVICES COUNCIL office by the **3:00 p.m.** deadline will not be accepted by the office. A written appeal for reconsideration to the Council will be accepted at the next regularly scheduled meeting.

The Children's Services Council reserves the right to reject any or all proposals, to waive any non-substantive deficiency or irregularity and to award a contract in what it believes to be the best interest of the Children's Services Council and the public.

Any questions or requests for further information regarding this RFP can be directed to Cathleen Blair, Executive Director, Children's Services Council of Okeechobee County, at 863-610-0176 or Ken Kenworthy, Chairperson, at 462-5000, ext. 1026.

B. BACKGROUND

The purpose of this RFP is to solicit proposals for services related to priority needs areas as identified in this RFP under Funding Priorities.

In developing its priority needs areas the Children's Services Council has consulted with the Department of Children and Family Services, the Okeechobee County School District, United Way, representatives of the juvenile justice system and various other child service agencies. The Children's Services Council wishes to express its sincere appreciation to those many agencies and individuals for their extreme cooperation in providing the information necessary for this analysis. A listing of the priority needs areas and related specified strategies included in this RFP may be found in the Funding Priorities section of the Policies and Procedures on Page 5.

C. DEFINITION OF KEY TERMS USED IN THIS RFP

1. **Client:** An individual who is receiving face-to-face direct services from a program.
2. **Client Hour:** A unit of service to a family. For example, one hour's work with a family who has five children constitutes one client hour or one unit of service.
3. **Continuation or Maintenance of Effort Programs:** Those programs that continue the same level of services during the next funding period as in the current funding period.
4. **Demonstration/Pilot Project:** A project initiated on an experimental basis to demonstrate its effectiveness and utility to the community and/or agency.
5. **Direct Services:** Those services provided directly to a specific client, collateral contracts on behalf of a client, or services negotiated from other sources for a specific client. Also included is record keeping and travel time related to specific clients.
6. **Expanded Program:** An existing program in which services are increased. Such increases will be reflected in the program's established measurable objectives. The basic type of service provided, however, has not changed.
7. **Needs Area:** A human problem or condition which has been identified as a major community concern. Needs areas are generally described in terms of human strategies. For example, a needs area is "Child Abuse and Neglect". A service or strategy designed to prevent or improve the problem of "Child Abuse and Neglect" is the provision of crisis counseling.
8. **New Program:** A program submitted by an agency for new types of services which are not now being provided in the community are not being provided by the agency and which are identified in a needs area.
9. **Not-For-Profit Agency:** A not-for-profit corporation registered with the office of the Secretary of the State of Florida which holds a valid IRS certificate and operates or provides services to the families and children of Okeechobee County.

10. **Outcome Evaluation:** Outcome Evaluation measures the extent to which a needs area or community problem, or specific individuals affected by a needs area or problem, have improved rather than how much of a given service is provided. Outcome measures indicate that improvement has occurred in client knowledge, attitudes, behavior or development, etc., rather than how many hours of counseling, etc., are provided. Outcome measures may include assessment scores, perceived improvements by a qualified expert, recidivism and other follow up data, and various types of social indicators.
11. **Strategy, Approach:** A particular service activity designed to prevent or improve a needs area problem.

D. POLICIES AND PROCEDURES

1. POLICIES

a. Mission Statement

The mission of the Children's Services Council of Okeechobee County is to enhance the lives of the children of Okeechobee County and to enable them to attain their full potential by providing a unified context within which children's needs can be identified and targeted by all children's services agencies throughout the community.

b. Objectives

- 1) To promote the social, psychological and physical growth of all children and youth in Okeechobee County.
- 2) To develop and allocate resources to create, and provide support until established a comprehensive, coordinated and accountable system of programs based upon and responsive to the needs of children and their families in Okeechobee County.
- 3) To advocate on behalf of children and their families and to address public policy issues which impact on children.
- 4) To provide for early identification of and assistance to at-risk children.
- 5) To establish a creative environment for responding to children's needs.
- 6) To serve as a conduit for funding and training resources and as a coordinating umbrella for the benefit of the service community attending to children in Okeechobee County.
- 7) To establish a community standard by which to assess the viability of proposed and existent children's programs in addressing the needs of Okeechobee County children.

c. Funding Priorities

The Children's Services Council of Okeechobee County has set the following funding priorities for the request for proposal process:

1) Program Service Area: Substance Abuse Prevention

Problem: It is the perception of this Council that Okeechobee County children and youth are readily exposed to drugs and alcohol at an early age level.

Target: Education programs, counseling to target children, youth involved in or at-risk for substance abuse, including educating community. Case management programs involving children or youth returning from a substance abuse treatment facility. Some crisis intervention should be provided.

2) Program Service Area: Abuse/Neglect Prevention

Problem: This Council perceives the need for a more pro-active approach to reduce child abuse.

Target: Parenting education, child protective services, foster care, quality day care and extended day care with family involved educational programs directed toward prevention of child abuse/neglect and early identification of at-risk children. Some crisis intervention should be provided.

3) Program Service Area: Bully Prevention Programs:

Problem: The Children Services Council is aware that children in Okeechobee experience problems with bullying. Not only being bullied by peers, but also being the bully. Many experiences are face-to-face, but there is also a significant rise in cyber bullying.

Target: Programs that address either the intervention techniques for this child being bullied or alternative strategies that will teach the bully to understand their consequences of hurting others will be acceptable activities in this priority.

d. Eligibility

- 1) The Children's Services Council of Okeechobee County intends to give preference in funding to not-for-profit, incorporated agencies and public agencies.
- 2) Agencies or programs which operate under the exclusive jurisdiction of the public school system are prohibited from applying for funds from the Children's Services Council of Okeechobee County.
- 3) Programs requiring worship or religious instructional activities as a condition of participation shall not be funded.
- 4) Okeechobee Children's Services Council application form should be adhered to when applying for funds.
- 5) If any agency requests less than 51% of CSC funding will receive a bonus of ten points added to their grant.

e. Funding

- 1) The Children's Services Council of Okeechobee intends to give preference in funding to new and expanded programs which address priority areas.
- 2) Children's Services Council of Okeechobee County will NOT fund agency projects 100% with Children's Services funds. **AGENCIES SHOULD NOT ASK FOR MORE THAN 51% OF THEIR TOTAL BUDGET FROM CSC.**
- 3) Any unspent money will be rolled over into the the general fund budget, not the agencies' budget.
- 4) Funded projects may apply for continuation of funds on a yearly basis provided they:
 - a) Satisfactorily fulfill the conditions of their previous award; and,
 - b) Satisfactorily pass a monitoring and/or evaluation process at least two times a year established by the Children's Services Council of Okeechobee; and,
 - c) Programmatically address a priority established by the Children's Services Council of Okeechobee County.

- d) The Program Budget should reflect the budget for the **OKEECHOBEE** project only – **DO NOT** put the budget for the entire agency – indicate the amount of funds used for the proposed program only.
- 5) Funds will be provided for educational and/or recreational activities where they are an essential element of a project targeting a priority established by the Children’s Services Council of Okeechobee County.
6. The Children’s Services Council of Okeechobee County will not provide funding to agencies for the acquisition of real property.
- 7) Equipment shall only be considered as an essential element of a project and not as an individual project. (This Council defines equipment as tangible personal property having a useful life of more than one year and an acquisition cost of \$750.00 less per unit.)

Equipment purchased is intended for use by the CHILDREN’S SERVICES COUNCIL’s funded programs. Should a program not continue for two years beyond the time of equipment purchase, all equipment purchased with CHILDREN’S SERVICES COUNCIL funds is considered to be owned by the CHILDREN’S SERVICES COUNCIL and will be returned for use by another funded program.

- 8) Funds not expended shall be carried forward to the Council’s next fiscal year’s GENERAL FUND and not to agency accounts.
- 9) Within 180 days of the close of its fiscal year (due date), the Provider agrees to submit to CHILDREN’S SERVICES COUNCIL OF OKEECHOBEE an Independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s). The audit must be performed by a firm licensed to perform audits in the State of Florida and conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accounts (AICPA). The audit will separately identify CHILDREN’S SERVICES COUNCIL OF OKEECHOBEE revenues, fees, donations, and expenditures by program.

AUDIT EXCEPTIONS

Programs funded by CHILDREN’S SERVICES COUNCIL OF OKEECHOBEE for \$25,000 or less will be exempt from the audit requirement, however must at least turn in a copy of their actual tax return. A Provider with a TOTAL AGENCY BUDGET of less than \$150,000 may request Council's approval of a fiscal review in lieu of an audit. The request must be made **PRIOR** to the execution of this Contract and should be in writing from the Provider's Executive Director (or equivalent position) and addressed to CHILDREN’S SERVICES COUNCIL OF OKEECHOBEE's Executive Director. Approval is at the discretion of CHILDREN’S SERVICES COUNCIL OF OKEECHOBEE’S Council.

AUDIT EXTENSION

An audit extension request may be filed if the Provider cannot comply with the time frame listed above. The request should be in writing from the Provider's auditor and addressed to CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE's Executive Director. The request must contain the reason for the delay and an estimated date of completion. Approval is at the discretion of CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE'S Council.

- 10) The Agency shall write in the grant how they are going to promote Children's Services Council of Okeechobee.

f. Supplanting

The Children's Services Council funding to any agency shall not have the effect of reducing or redirecting funding from an existing source either in anticipation of, or as a consequence of, funding from this Council without the prior approval of the Council. The Children's Services Council of Okeechobee County may delay approval of requests when anticipated funds from other sources may be influenced by the decision of this Council.

2. PROCEDURES

- a) One original and six (6) copies of each proposal (sealed) must be submitted to the Children's Services Council at the Okeechobee County School Board office, Room 102, 700 S.W. 2nd Avenue, Okeechobee, Florida 34974, no later than 3:00 p.m., (Children's Services Council clock), Tuesday, April 25, 2023. Any application received after that time and date will be returned unopened.
- b) All proposals will be opened publicly after 3:00 P.M., April 25th at the Okeechobee County School Board, Room 102, 700 S.W. 2nd Avenue, Okeechobee, Florida.
- c) Copies of the grant of each applicant will be distributed to each member of the Council's review committee.
- d) Each application will be graded for accuracy of completion of all components. The maximum score will be 110. The Grant will receive a maximum of 100 and the interview will receive a maximum of 10.
- e) The Review Committee will review proposals and conduct conferences with applicants based on questions developed after reading the grant on Wednesday, May 24, 2023. Interviews will be held with all new grantees with a random selection of previous grant renewals at the discretion of the Council.
Agencies not selected for interviews will not be penalized. Their score will be pro-rated into the ranking of all applications
- g) Review Committee will submit recommendations to the Council at their meeting June 8, 2023
- h) Applicants proposals that were not recommended for funding will have until July 1, 2023 to contest recommendations. Requests should be in the form of a letter contesting recommendations and requesting to appear at the Children's Services Council July 13, 2023 meeting. Any such objections will be placed on the agenda for the Council meeting.
- i) The Children's Services Council will make tentative award decisions at their regularly scheduled meeting in June at 5:00 p.m.

- j) Upon the decision of the Children's Services Council, agreements with agencies receiving Children's Services funds will be finalized after their budget hearing.
- k) A signed agency agreement (CHILDREN'S SERVICES COUNCILOC-G), a revised budget, if needed, and the agency's latest financial audit must be submitted to the Council prior to the initial check written for services.
- l) All projects will be initiated, October 1, 2023 and will be terminated September 30, 2024.
- m) Each agency must submit request for funds using form CHILDREN'S SERVICES COUNCILOC-D and in addition must submit supporting documentation using form CHILDREN'S SERVICES COUNCILOC-E. Checks will be written during the last week of the month. Invoices must be received in the CHILDREN'S SERVICES COUNCIL office no later than one week prior to the check issue date.
- n) No agency will start to receive their funds unless the following has been submitted: 1) Agency Certification form signed by the CEO; 2) Agency Agreement; 3) corrected budget; 4) if required, the Financial report or most recent Audit.
- o) If the agency submits an incorrect invoice such as request does not match their budget, no check will be written until a corrected invoice is sent to the office. The CSC secretary will notify by e-mail that there is a problem with the invoice but will not do the correction for the agency. The Finance Officer from the agency may contact the CSC secretary for assistance in determining what the error was but she will not continue to provide this service month after month.
- p) Program monitoring and evaluation will be held semi annually by members of the Council and Agency Directors. Program monitors are highly recommended to visit their agency and visually see the program in action.
- q) An agency must complete their End of Year documents and make their final requests for funding no later than the last Thursday in October. If an agency is later than this date, they will be required to come to a Council meeting to discuss the reason. There is a possibility, that remaining funds will not be given due to the CSC's Audit requirement. of having all files sent to the Auditor. Funds remaining will go back in the General account.

Children’s Services Council of Okeechobee County

Mid Year End of the Year

FY 2023-2024

Date: _____

Agency Name: _____

Program Name: _____ Program Director: _____

CHILDREN’S SERVICES COUNCIL Monitor: _____ Date Monitor and Agency Director Designee Met: _____

Grant Amount Requested: _____

Funds Expended	_____	Mid Year	_____	Total for the Year
		(March)		(September)

Number of Children Served: Include all children (duplicated, if applicable)

Goal: _____

October	_____	November	_____	December	_____
January	_____	February	_____	March	_____

Total Number: (These numbers should add up to the numbers above)

Males	_____	Females	_____		
W	_____	B	_____	H	_____
AI	_____	Multi-Racial	_____	Ages 0-5	_____
13-18	_____			Ages 13-18	_____

Mid Year End of the Year

Progress Tracking:

Discuss progress of objective here

Goal #1

- The goal is:
- Describe your progress toward achieving this goal during this reporting period (i.e., progress on your objectives)
-
- Which is _____ % of the targeted divided by # served or working toward the goal.

Goal #2

- The Goal is:
- Describe your progress toward achieving this goal during this reporting period (i.e., progress on your objectives).
- Progress on your objectives:
- Which is _____ % of the targeted divided by # served or working toward the goal.

Goal #3

- The goal is:
- Describe your progress toward achieving this goal during this reporting period (i.e., progress on your objectives).
-
- Which is _____ % of the targeted divided by # served or working toward the goal.

TO BE COMPLETED 2022 AFTER FINAL NOTICE OF FUNDING FROM CHILDREN'S SERVICES COUNCIL

**AGREEMENT
BETWEEN
CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE COUNTY
AND
(AGENCY AND PROGRAM NAME)**

I. PURPOSE

The Children's Services Council of Okeechobee County and (Agency), hereinafter referred to as "Provider" enter into this mutual Agreement, including all attachments referred to herein, for the period commencing _____ (date) and extending through _____ (date).

II. STAFF

Provider agrees to employ staff, at its expense, to execute services provided in accordance with this Agreement. Such individuals shall not be considered employees of the CHILDREN'S SERVICES COUNCIL or of Okeechobee County, and are subject to the supervision, personnel practices and policies of the provider. Unless otherwise approved by CHILDREN'S SERVICES COUNCIL, all staff shall meet qualifications as stated in the application and any approved revisions which were submitted for the fiscal year 2023-2024 funding.

III. SERVICES

Provider agrees to deliver services to accomplish objectives stated in RFP in accordance with recognized child welfare practices, as determined by CHILDREN'S SERVICES COUNCIL, pursuant to the general conditions listed, and any special conditions as stated in Section VIII of this Agreement.

IV. FUNDS

The budget for both CHILDREN'S SERVICES COUNCIL and other funds (if any) for accomplishing the above stated services shall be set forth in CHILDREN'S SERVICES COUNCIL-1. CHILDREN'S SERVICES COUNCIL agrees to reimburse up to \$ _____ for actual costs incurred for services rendered pursuant to this Agreement.

V. METHOD OF PAYMENT

1. CHILDREN'S SERVICES COUNCIL issues reimbursements each month. All vouchers must be certified true and correct by the provider and submitted to the CHILDREN'S SERVICES COUNCIL. Request for payment must be accompanied by the appropriate documentation as prescribed by CHILDREN'S SERVICES COUNCIL.
2. Request for advance funds may be made, consistent with CHILDREN'S SERVICES COUNCIL policy with discretion of Council.

VI. TERMINATION

1. It is the intent of the CHILDREN'S SERVICES COUNCIL to assure a consistent and orderly delivery of children's services. It is the further intent of CHILDREN'S SERVICES COUNCIL to terminate Agreements only in those situations where such action is essential to protection of its interest and the interest of children, as determined by CHILDREN'S SERVICES COUNCIL.
2. Except as provided in subparagraphs 3 and 4 below, this Agreement may be terminated by either party upon no less than thirty (30) days notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
3. In the event funds to finance this Agreement become unavailable, CHILDREN'S SERVICES COUNCIL may terminate the contract upon no less than twenty-four (24) hours notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. CHILDREN'S SERVICES COUNCIL shall endeavor, whenever possible and consistent with its legal obligations and the principles of prudent management, to provide thirty (30) days notice for termination for lack of funds. CHILDREN'S SERVICES COUNCIL shall be the final authority as to the availability of funds and the extension of notice beyond the minimum time herein stated.
4. In addition to the rights, as set forth in paragraph VI., 2 above, this Agreement may be terminated by CHILDREN'S SERVICES COUNCIL for any breach by Provider of the terms of this Agreement, including all attachments, upon twenty-four (24) hours written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

CHILDREN’S SERVICES COUNCIL at its discretion may waive any breach by the Provider in writing, but such waiver shall not constitute a waiver of any future breaches, including breaches of the same type.

5. The above provisions shall not limit CHILDREN’S SERVICES COUNCIL’s right to remedies at law or to damages.

VII. COMMENCEMENT OF PAYMENT

Unless specifically authorized by CHILDREN’S SERVICES COUNCIL, payment for services rendered under this Agreement shall not commence prior to its effective date. **Agency must submit this signed agreement and a finalized budget prior to payment.**

VIII. SPECIAL CONDITIONS

(Agency agrees to display Children’s Service Council of Okeechobee County’s logo at any public function and if appropriate, add CHILDREN’S SERVICES COUNCIL logo to their agency letterhead.

<u>Agency</u>

Agency Name

E-Mail
Program Name:
By: _____
Authorized Agency Representative

Date

Chair/President Agency Board of Directors

Date

<u>Children’s Services Council of Okeechobee County</u>
<u>TO BE COMPLETED BY CSCOC</u>
By: _____
Chairperson
By: _____
Executive Director

Date

CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE COUNTY
FUNDING APPLICATION

Cover Page

Agency Name: _____

Executive Director: _____

Local Address: _____ Telephone: _____

_____ Fax: _____

E-Mail: _____

Date of Incorporation: / / Agency Type: Government

Not For Profit

For Profit

Proposed Program Title: _____

Program Director: _____

Mailing Address: _____ Telephone: _____

_____ Fax: _____

E-Mail: (Must Include) _____

Fiscal Year for Agency _____ / _____ to _____ / _____
 Month Year Month Year

This program has received Okeechobee CHILDREN'S SERVICES COUNCIL funds for _____ Years

Program Service(s) Addressed: (Check all that are applicable)

Substance Abuse Prevention

Bully Prevention Programs

Abuse/Neglect Prevention

Other – Specify: _____

Brief Description of the Program: _____

Unduplicated Number of Okeechobee Children to be Served: _____ (A)

Total Program Costs For **This Project Only** \$ _____ (B)

Total Requested From CHILDREN'S SERVICES COUNCIL of \$ _____ (C)

Okeechobee County

Total Cost Per Child \$ _____ (B Divided by A)

Cost Per Child From CHILDREN'S SERVICES COUNCIL Funds \$ _____ (C Divided by

Explain how your agency will promote the use of Children Services Council funds during the 2023-2024 year.

Explain how your agency promoted Children Services
Council funds during the 2022-2023 year:

Revised 1/2020

Agency Name

Program Name

**INSTRUCTIONS FOR RFP
CHILDREN'S SERVICES COUNCIL**

A. BRIEF PROGRAM/SERVICE SUMMARY

Describe your agency's proposed program (Do not exceed two pages) - **Include** at least one statement on each of the following items:

- -the need area your proposal is addressing
- -specific population that your program serves by age, gender, and race
- -overall service objectives
- -major service activities
- Outline how you will collaborate with other agencies or community resources to implement your program. Include a list of agencies by name that collaboration has been achieved.

INSTRUCTIONS FOR RFP**B. Capability Statement**

Provide a description of the agency, its philosophy, purpose and goals, background and history in human service provisions, accomplishments and impact on the community and its specific qualifications to operate the proposed program.

C Problem Statement

Summarize evidence of the problem , include data and need for services proposed. Included, where applicable, waiting list data (average waiting list for the most recent 6 month period; average length of time on the waiting list) and other pertinent statistical information as appropriate.

B. CAPABILITY STATEMENT

C. PROBLEM STATEMENT

D. INSTRUCTIONS FOR MEASURABLE OBJECTIVES

The CHILDREN'S SERVICES COUNCIL wants to measure what is accomplished with tax dollars and whether the programs it funds make a difference in the community. For that reason, each applicant for funds is being asked to set measurable goals and objectives for their proposed program. An adequate number of goals, objectives and processes are required (i.e., 2 goals, 4 objectives, 4 processes). Please use the following format when submitting your proposed program's goals, objectives and processes.

Objectives: State the benefits that will result from the funding in measurable terms.

EXAMPLE: To decrease₁ 2010 delinquent activities₂, among program enrolled boys and girls₃ by 15%₄ by June, 2024 as measured by number of 2022-2023 discipline referrals received through schools and law enforcements for programs' enrolled boys and girls. Baseline 2022-2023 discipline referrals received through school and law enforcement for programs' enrolled boys and girls₇.

Formula: (Direction of change)₁+ (area of change)₂ + (target population)₃+ (degree of change)₄ + (time frame)₅ + as (measured by)₆. Baseline: (This is the number you will be measuring against)₇

Process: State the Activities that will be employed to achieve the desired results.

EXAMPLE: Each enrolled boy and girl will complete the anti-violence course with their parents by the end of the 12 month period.

Be realistic in setting your objectives. The council will use this section to measure your success and progress. Failure to reasonably meet your objectives could harm your chances for subsequent funding.

Do not use words such as ""improve", "increase", "decreased" without using a percentage of change. Also indicate the method of measurement, such as a certain test, records from th sheriff's office, report cards, etc. Do NOT use observations, as your only measurement.

D. MEASURABLE OBJECTIVES

Use additional pages as needed.

List Measurable Objectives for your program. Explain activities that will be employed to achieve desired results.

**PROJECTED
UNDUPLICATED CLIENT DATA**

List the number of children and adults served individually for each program area. Count each client only once for the entire program year. These numbers should be consistent with your objectives and the Cover Page.

	# Okeechobee Citizens Served
Babies (0 –1)	_____
Toddlers (1 – 3)	_____
School Readiness (3 –5)	_____
Elementary Children (6-12)	_____
Middle School (12 – 14)	_____
High School (15 – 19)	_____
Adults Served	_____
Other _____	_____

DIRECTIONS FOR BUDGET**Complete Form CHILDREN'S SERVICES COUNCIL-B**

Complete your agency's request for CHILDREN'S SERVICES COUNCIL funds. Write total Program budget amount for Okeechobee program only(Column A). Break out amount requested from CHILDREN'S SERVICES COUNCIL(Column B) and amount you will be receiving from other sources(Column C). There is no need for a narrative but make sure requests can be directed back to one of your program objectives.

Program budget should be rounded to the nearest dollar. The total program budget (Column A) should be only for the proposed project. This is not a total of the agency's operating budget. Calculate the % of funds requested from CHILDREN'S SERVICES COUNCIL in Column B. Indicate the amount of funds received for this grant only in Column C. Next to each amount indicate source such as: general fund; federal grant; state grant; fund raising; or other.

The Provider will deliver services according to the budget statements submitted with the application, (Forms CHILDREN'S SERVICES COUNCIL-1, A, B, C and D and any additional forms as may be required by CHILDREN'S SERVICES COUNCIL).

Revised budgets should be submitted by Provider in accordance to policies and procedures.

Provider may make budget amendments (CSCOC-B) during the fiscal year in accordance with CHILDREN'S SERVICES COUNCIL procedures. Such amendments to the budget must be made with prior approval of CHILDREN'S SERVICES COUNCIL except Provider is authorized to adjust CHILDREN'S SERVICES COUNCIL approved line items within programs without prior CHILDREN'S SERVICES COUNCIL approval as follows:

- a. Line items may be adjusted by up to 20% of total grant.
- b. A change in individual position salary or fringe benefit expenditure shall be considered as separate line items.
- c. Funded agencies shall make adjustments in accordance with forms and procedures established by CHILDREN'S SERVICES COUNCIL staff.

Form Children's Services Council - B

	Column A Total Program Budget (FOR THIS PROJECT)	Column B Amount Requested From CSCOC	Total	Column C For This Project Only Indicate Source of Funds in Column A
Payroll				
Fringe Benefits				
FICA				
Retirement				
Life/Health				
Workers Compensation				
Unemployment				
Payroll Fee				
TOTAL				
Travel				
Transportation				
(Conferences)				
Conference (Fees, Registration)				
Lodging				
Food				
Travel (Daily)				
Vehicle (Leasing Only)				
Total				
Operating Expenses				
Office Supplies				
Telephone				
Postage				
Utilities				
Rental/Lease (Building)				
Printing/copying				
Uniforms				
Subscriptions				
Volunteer Recognition				
Student Fees/Admissions				
Dues/Memberships				
Educational Materials				
Equipment Repair/Maint.				
Property Repair/Maint.				
Stipends				
Total				

	Column A Total Program Budget (FOR THIS PROJECT ONLY)	Column B Amount Requested From CSCOC	Total	Column C For This Project Only Indicate Source of Funds in Column C
Equipment				
Purchase				
Rental Lease				
Administrative Costs				
Audit				
In-Kind Contributions*				
Total				
Total Operating Expenses				
		Total \$		
		Total CSC		
		% of Total Grant		

*Explain Contributions (i.e., rental, volunteers, etc.)

DIRECTIONS FOR AGENCY CERTIFICATION

Complete form CHILDREN'S SERVICES COUNCIL-C and submit with grant application.

Form CHILDREN’S Services Council - C

AGENCY CERTIFICATION

To comply with the minimum bid requirements of the Children’s Services Council of Okeechobee County Request for

Proposals, the _____certifies (Agency Name)

1. That the agency is a governmental agency or a not-for-profit corporation registered with the Office of the Secretary of the State of Florida and holds a valid IRS certificate (or has applied for a certificate as of the submission date of the proposal), or a for-profit agency aiming to provide needed children’s services in Okeechobee County.
2. That the agency will negotiate, if deemed necessary by the Children’s Services Council of Okeechobee County, the reasonable refinement of service levels, objectives, methodology, procedures, and budget.
3. That all agency decisions requiring recruitment, hiring, promotions and other terms and conditions of employment will be made without regard to consideration of race, creed, religion, gender, country of national origin, age, physical or mental handicap, marital status, or other factors which cannot be lawfully used as the basis for an employment decision.
4. That the agency has all required liability insurance, surety bonds (if required), and all other licenses necessary to operate in the State of Florida.
5. That the agency will abide by the General Conditions for all Children’s Services Council of Okeechobee County funded agencies.
6. That the agency’s staff who will support the proposed services will be hired by _____(date) and that program services will be fully operational not later than _____(date).
7. That the agency Board of Directors approved this proposal at a meeting held on _____(date).
8. That the budget included in this proposal is a reasonable estimation of the anticipated revenues and expenditures for the activities proposed.
9. That the agency agrees that all material and supporting documents submitted in response to this RFP are public documents and the property of the Children’s Services Council of Okeechobee County.
10. The applicant certifies that the following documents are available. Upon request they will be produced within three (3) working days.

- Articles of Incorporation
- Agency by-laws
- Financial statements and receipts for past 12 months
- Membership list of governing board
- Latest agency financial audit and management letter
- Biographical data on agency chief executive, program director and all employed with CHILDREN’S SERVICES COUNCIL funds
- Affirmative Action Plan
- Inventory records
- All legally required licenses

11. The Provider agrees to comply with all state and federal laws regarding background screening and will establish a screening policy for all employees/volunteers to determine appropriateness for working with or having contact with children to help ensure the safety of the children in the program. Results of these background checks will be maintained in the Provider files.
12. The Financial Statement or independent audit will be on file with Okeechobee Children’s Services Council for agencies receiving \$10,000.00 or more in any one year.

The applicant acknowledges that failure to comply with the above requirements may result in program funds, if allocated, being withdrawn, reallocated or delayed.

<u>Completed by Agency</u>	
<p>_____ Signature of Authorized Agency Representative</p> <p>_____ Position</p> <p>_____ Date</p>	<p>_____ Signature of Agency Board of Directors Chair/President</p> <p>_____ Date</p> <p>_____ Date RFP/Application Approved By the Agency Board of Directors</p>
<p>Approved by Children’s Services Council</p> <p>_____ Chairperson</p> <p>_____ Date</p>	

Invoice Directions – Form D

Step 1 – Place approved budget in column “Budget Amount – matching “Request Description” column.

Step 2 – Enter your month request in “Request” column.

- ❖ Once the Secretary/Bookkeeper receives your updated budget, if needed, Use your invoice from the previous year after changing the first column to match the budget for 2023-2024 On every month after the first request, your “Balance” column is equal to “Year-to-Date Amount” column. Completed automatically by Excel.
- ❖ Don’t forget to have signed by the preparer and the Agency Director. Send the back-up for amount requested, along with Child Count form.

Request funds via email. All requests must be signed and dated.

OKEECHOBEE CHILDREN'S SERVICES COUNCIL

Budget Amount	Year-to-Date Amount	Available Budget	Request Description	Request	Balance
\$0.00	\$0.00	\$0.00	Administrative		\$0.00
\$0.00	\$0.00	\$0.00	Operating Expenses		\$0.00
\$0.00	\$0.00	\$0.00	Equipment Purchased		\$0.00
\$0.00	\$0.00	\$0.00	Payroll		\$0.00
\$0.00	\$0.00	\$0.00	Fringe Benefits		\$0.00
\$0.00	\$0.00	\$0.00	Travel		\$0.00
\$0.00	\$0.00	\$0.00	Conference and Training		\$0.00
\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	<Total>	\$0.00	\$0.00

TO BE COMPLETED BY CHILDREN'S SERVICES COUNCIL ONLY	Paid Check	Date

Monthly Budget Report Date

Agency Name/Address

Program Name

Agency Contact Person and Phone Number

Prepared By:

Approved By:

Approved By:

Agency's Signature /Title & Date

Okeechobee Children's Services Signature/Date

***Attach Supporting Documentation (Required) (Timesheets, Receipts, Etc.**

Children's Service Council

CSCOC-E

Agency Name: _____

Agency Program _____

Supporting Documentation for _____ / _____
Month Year

Agency Name: _____

Total Number of children seen: _____

_____ Males	_____ Females	_____ 0-5
		_____ 6 - 12
		_____ 13 - 18

_____ Caucasian	_____ African/American	_____ American Indian
_____ Asian	_____ Multiracial	

Total Salary Requested _____

Total Equipment Purchased _____ (attach copies of purchase orders, receipts)

Total Materials/Supplies Purchased _____ (attach copies of purchase orders, receipts)

**CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE
BUDGET TRANSFER REQUEST**

AGENCY: _____

PROGRAM: _____

DATE: _____

BUDGET LINE ITEM	CURRENT BUDGET	TRANSFER AMOUNT	REVISED BUDGET	NOTE
ADDITIONS:			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
SUBTRACTIONS:			0.00	
			0.00	
			0.00	
			0.00	
NOTES:				
TOTAL				
TOTAL ADDITIONS			0.00	
TOTAL SUBTRACTIONS			0.00	
NET EFFECT			0.00	
AGENCY CERTIFICATION			CHILDREN'S SERVICES COUNCIL APPROVAL:	
(BOOKKEEPER/SECRETARY			CHILDREN'S SERVICES COUNCIL MEETING DATE	
(EXECUTIVE DIRECTOR)			CHAIRPERSON	

Children's Services Council
Points to Remember
2023-2024

- Submit six (6) copies and one (1) original to the CSC office – Room 102 before Tuesday, April 25, 2023 by 3:00 p.m. in a sealed envelope.
- Have you written your grant to meet one of our three funding priorities?
 - Substance Abuse Prevention
 - Abuse/Neglect Prevention
 - Bully Prevention
- Your agency has not asked for 100% of its funds.
- The program budget reflects only the Okeechobee project and indicates where your money is coming from (See budget).
- Have you written a statement on how you will promote Children's Services Council?
- Have you remembered not to ask for equipment that is more than \$750.00?
- Is your agency following the Jessica Lunsford Act enforcing background checks on all employees and volunteers?

Reminders:

- a. Checks will be written one time per month.
- b. Invoices must be received to the CSC office no later than one week prior to issue date.
- c. You will receive your first check when the CSC office has:
 - A signed Agreement
 - A finalized budget if not approved the amount your agency requested
- d. An audit is required once a year for any agency receiving \$25,000.00 or more. Turn in your latest audit with your RFP. Agencies receiving less than \$25,000.00 must turn in at least their tax return. Agencies with a total budget of less than \$150,000.00 may request Council's approval in writing of a fiscal review.
- e. A new agency (funded for the first time) will be interviewed by the Grant Review Committee. Other older agencies may be interviewed at the discretion of the committee.