



**Children's Board**  
HILLSBOROUGH COUNTY

**INTENT TO NEGOTIATE (ITN)**

**LEVEL (1) INVESTMENT GRANT**

**STRATEGIC INITIATIVE: Trauma-Informed Schools**

**ITN Designation Number:** PRO 2023-12

**Release Date:** February 21, 2023

**Amount Per Proposal:** \$600,000

**Total Grant Allocation:** \$600,000

**Contract Term if Awarded:** 07/17/2023 – 09/30/2023

**Mandatory Information Session:** March 7, 2023 @9:00 a.m.

Kelley Parris, Executive Director  
Andrew Mayts, Board Chair

**Written Proposer questions may be submitted to:**

**[ONEhillsborough@childrensboard.org](mailto:ONEhillsborough@childrensboard.org)**

Use ITN designation number in subject line.

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## ABOUT HILLSBOROUGH COUNTY/ ONEHILLSBOROUGH

According to the most current American Community Survey, Hillsborough County is the fourth most populous county in the state of Florida with approximately 1,478,194 residents, of which approximately 6% are children under five (5) years, and 22% are children under eighteen (18). The employment rate is 61.3%; total population without health care coverage is 14.9% and there are 539,919 total households.

ONEhillsborough is a community-driven initiative to develop and implement tailored, holistic, and meaningful solutions to address long-term systemic issues and disparities that communities face within our county.

The Social Determinants of Health (SDOH) which include economics, education, health, neighborhoods, and community supports are the foundation for these solutions. Addressing these elements in select communities will help ensure resources to build thriving communities.

Our overarching aims are to ensure more economically stable households, engaging learning environments, preventative healthcare and healthy living, safe neighborhoods with health promoting amenities, and easy access to necessary resources.

## ABOUT THE CHILDREN'S BOARD

### BACKGROUND

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

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

### VISION

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

## MISSION

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

**CORE VALUES:** Integrity - Excellence - Team Work - Respect

**FUNDING PLATFORMS:** The Children's Board of Hillsborough County has established four primary funding platforms to support its strategic focus areas:

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

## LEVEL (1) - INVESTMENT GRANT

A contract awarded to an organization that primarily provides universally accessible services throughout the county with a collaborative approach to service delivery that supports one or more strategic focus areas. Level (1) Investment Grants are contractually obligated to meet six (6) to eight (8) measurable outcomes annually.

## FOCUS AREAS

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

*Children are Developmentally on Track:* Early Identification of developmental needs for children birth to age five is essential for optimizing a child's potential and serves as an opportunity for caregivers to learn more about their child's current developmental functioning.

*Children are Ready to Learn and Succeed:* School readiness services for young children should be designed in a way that foster a nurturing, safe and healthy environment for children and respects a family's cultural values. In addition, quality early learning must also promote early caregiver involvement and professional development for early care educators.

School success works best in collaboration with teachers, administrators, and parents to provide support consistent with developmental or grade level benchmarks. Successful services provide positive role modeling and motivates students to learn in safe environments.

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

## **Social Determinants of Health**

*Economic Stability*: Empower individuals and families to be financially self-sufficient to meet their obligations and enjoy their lives. This includes enabling people to build equity which leads to wealth.

*Education Access*: Empower parents to help and advocate for their children and facilitate parent/educator/business collaboration in the long-term best interest of all students.

*Health and Health Care Access*: Enable people to practice healthy habits that prevent negative health outcomes and provide simplified and consistent access to high-quality health care.

*Neighborhoods and Built Environment*: Promote government policies that empower and protect residents to make neighborhoods safe and desirable.

*Social and Community Supports*: Improve civic participation and reduce negative long-term impact of engagement with the criminal justice system.

Additional information may be accessed on the website at [www.childrensboard.org](http://www.childrensboard.org).

# SECTION ONE – BACKGROUND INFORMATION

## 1 STATEMENT OF INTENT

The Children’s Board of Hillsborough County (CBHC) approved the release of this competitive Level (1) Investment Grant Intent to Negotiate (ITN) on November 17, 2022. The Children’s Board is responsive to community needs and regularly seeks feedback from citizens of Hillsborough County as well as obtains information from local stakeholders and demographic databases. Data is also collected and analyzed from current and past grantees that demonstrate what social services work in our community.

This funding opportunity is open in the following Children’s Board focus areas:

- Children are Ready to Learn and Succeed
- Family Support

Services must also align with at least (1) of the following Social Determinants of Health:

- *Education Access*
- *Health and Health Care Access*
- *Social and Community Supports*

**Intent:** CBHC is seeking to fund a service provider to create a safe, welcoming, and inclusive environment where all students can thrive, build resilience, and learn coping strategies. This environment will allow educators the opportunity to collaborate in a way that supports a student’s mental and physical health so that learning can occur. The provider must have experience providing services in a school setting as the target Hillsborough County Public Schools (HCPS) for this release are:

**Frost Elementary** is in the Riverview, FL, area that serves the children in the Palm River/Clair-Mel communities. The school population consist of 621 total students enrolled for the 22-23 school year, serving students pk-5. Frost elementary has a large Hispanic and Black population, making up 75.53% of the student body.

**Guinta Middle** is in Riverview, FL, serving the children in the Palm River/Clair-Mel and Progress Village communities. The school embraces a collaborative, engage-learning philosophy-supporting students’ success and social development in school and life. Guinta has a large population of Black and Hispanic students, making up 78.12% of the total students enrolled.

**Priority Populations:** Children enrolled in Frost Elementary school and Guinta Middle school

If awarded, the contract term may be renewed annually, through grant period (currently September 30, 2024), based on funding availability, Board approval, and annual satisfactory contract evaluation.

### Services should align with all six Trauma-Informed Principles:

- Safety – Providing a safe physical setting
- Trustworthiness and Transparency -Building an environment on trust and consistency
- Peer Support - Enhancing collaboration, and utilizing lived experiences to promote recovery and healing
- Collaboration and Mutuality - Effectiveness of mutual decision-making
- Empowerment and Choice -Focus on the recognizing, empowering, and building upon strengths and experiences
- Cultural, Historical and Gender Issues: An effort to move past cultural stereotypes and biases

The selected grantee will offer all trauma-informed care services in the following five ways:

- 1) Training to school staff using an established curriculum which has been previously utilized in school settings such as:
  - Trauma-Informed Care Training Center- Trauma-Informed Care Practitioner Training [Trauma-Informed Care Certification - TIC Training Center \(traumainformedcaretraining.com\)](http://traumainformedcaretraining.com)
  - National Center for School Safety -All Trauma-Informed training opportunities <https://www.nc2s.org/?s=trauma-informed+trainings>
- 2) Model/develop behavioral support strategies to teachers/students through coaching in the classroom/other school spaces
- 3) Link children and families to community or school-based resources
- 4) Provide materials and guidance to support the implementation of trauma-informed practices in class and at home using:
  - Mats, sensory wall, soft lighting, flexible sitting, sensory blankets

The Children’s Board releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval. Currently, the CBHC is **not** seeking to fund the following services, locations or target populations:

- Grant Writers
- Select materials that do not fall in line with the trauma-informed care practices
- Virtual Services (with training exceptions)
- School District expenses

### SPECIAL NOTES:

- During the ITN process, under no circumstances should HCPS be contacted by the applicant to discuss this ITN or solicit letters of support.
- Once awarded, the identified grantee will work with HCPS and school principals for all activities and follow the school calendar.
- HCPS reserves the right to permit services on their properties and redirect grantee to other similar locations within established zip codes.

- The Children’s Board reserves the right rescind grant award if there is a duplication of services; if the school can no longer accommodate the program; conflict with existing initiatives; or as a result of other federal, state, or local requirements.

## 1.1 GENERAL REQUIREMENTS

- Read Relevant Governing Board Policies in **Appendix (#1)**.
- CBHC funding or resources shall not be used to supplant funding for activities which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support.
- CBHC accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of such Proposal. Such expenses shall be borne exclusively by the Proposer.
- Services and resources funded by the CBHC are available to all families and children who are eligible for services and resources, as determined by the funded agency’s program eligibility and admission criteria.
- Any CBHC (current or former) Grantee deemed out of compliance with contractual obligations may be ineligible for funding.
- There is an expectation that all Proposers will ensure they are informed and comply with federal, state, and local requirements for background screening. Please refer to [www.myflfamilies.com](http://www.myflfamilies.com)
  - PROVIDER must be able to 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, vendors or those indicated in the “Other Vendor Services” line of the budget providing direct service to clients and any employee whose pay has been funded, wholly or in part, by CBHC.
- A Grantee will be responsible to register with and use an E-Verify system, to ensure compliance with E-Verify requirements, and verify the work authorization status of all employees paid for with Children’s Board of Hillsborough County funding as referenced in Florida Statute s. 448.095.
- Service locations must comply with American Disabilities Act, please refer to <https://adata.org/factsheet/ADA-overview>

## 1.2 RESTRICTED COMMUNICATIONS

Communication with Children's Board personnel, Community Review Team members, and/or CBHC Governing Board members regarding this Request for Proposals, from date of release through Board review or approval may result in disqualification of the proposal.



### 1.3 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

DEADLINE / DUE DATE	ACTIVITY
March 7, 2023 (9:00 a.m.)	<p><u>*Mandatory Information Session</u>                      *Mandatory means at least one (1) representative from the Proposal Agency must attend.  <b>Pre-registration is NOT required.</b>  <b>Location: 1002 E. Palm Avenue, Tampa, FL 33605</b></p>
03/30/2023	Written Proposer Questions – Submit only to: <a href="mailto:ONEhillsborough@childrensboard.org">ONEhillsborough@childrensboard.org</a> .
04/06/2023	Final Answers to Questions posted on CBHC website
04/26/2023 (Before 4:00pm)	Proposal Submission
Week of 05/08/2023	Community Review Team Session(s)
To be determined	Questions for Recommended Proposer(s)
05/25/2023	Board Review for Approval of Funding Recommendation(s)
07/17/2023	<b>If awarded:</b> Contract Start Date

### 1.4 DEMOGRAPHIC DATA COLLECTION

If awarded, Grantee will be required to collect and submit demographic data located in Appendix (#5) for all participants and/or professionals served.

In addition, an awarded Grantee will work together with Children’s Board staff in the evaluative effort to prepare a Matrix / Work Plan that will be included in the contract and guide the assessment of program performance based on measurable outcomes in Section 2.2.2.

### 1.5 BUDGET

The Children’s Board is seeking to invest in programs that demonstrate high quality services for children and families in Hillsborough County. Proposers should request necessary funds to support the scope or services for the program. Include expenses that are necessary to operate effectively based on the intent of the ITN. The Children’s Board encourages Proposers to pay a minimum of \$15.00 per hour wage for all employees listed in the Salary Detail (Tab 2).

Please refer to New Program Funding Budget Instructions, **Appendix (#6)** to develop the budget summary, salary detail, and narrative for First Year and Second Year Operating Budget.

**END OF SECTION ONE**

## SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

### 2. COVER SHEET – ATTACHMENT (#1) (6 POINTS)

Submit a completed Cover Sheet, **Attachment (#1)**. The organization's Authorized Official or Designee and Board Chair must date, print, and sign (in blue ink) an original copy of the Cover Sheet. Refer to the Cover Sheet Instructions, **Appendix (#3)**.

**Failure to comply with providing a signed original copy may result in disqualification.**

### 2.1 PROPOSAL NARRATIVE GUIDELINES

The Proposal Narrative must include the following information and cannot exceed (8) pages (excluding the Cover Sheet and required and/or other applicable attachments).

#### 2.1.1 ORGANIZATIONAL OVERVIEW (15 POINTS)

- a) Include the organization's:
  - Mission Statement,
  - years of operation,
  - and programs currently offered in Hillsborough County;
- b) Briefly describe qualifications and background of the management and finance staff and include if they are paid employees, volunteers, or contracted;
- c) Briefly name formal designations, licensures or accreditations for your organization;
- d) Provide an example of how the organization ensures equal opportunity to employ staff, recruit volunteers, and recruit Board members based on the needs of the organization and demographic composition of Hillsborough County;
- e) Describe software or tools utilized to collect, track, and report both demographic information and measurable performance outcomes;
- f) Describe organization's internal quality assurance procedures for managing grant funding by describing resources available in the following areas:
  - a. Contract compliance
  - b. Meeting reporting deadlines
  - c. Fiscal accountability;
- g) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s); and
- h) Provide experience implementing trauma-informed practices; acknowledges the need to understand a student's life experiences in order to deliver effective care and has the potential to improve patient engagement, treatment adherence, health outcomes, and provider and staff wellness.

### 2.1.2 FINANCIAL CAPABILITY (15 POINTS)

- a) List current agency revenue sources, such as earned revenue, development efforts, fundraising, endowment, other grants, or fees collected;
- b) Briefly describe the financial procedures utilized and the accounting control system implemented to assure compliance with generally accepted accounting principles, laws, rules and regulations applicable to your organization;
- c) 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 grant; and
- d) Disclose cash reserve amount and how agency plans to sustain a reserve amount for up to 2 months of the proposed budget to pay for and invoice CBHC on a cost reimbursement.

### SPECIAL NOTES:

- The Children's Board reserves the right to reject any recommendation for funding for a contract award with any agency that is unable to demonstrate minimum fiscal standards as part of the application process.

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

- a) Provide experience in coaching and working with school-aged students and families based on the population of each school;
- b) Detail evidence from families, local community partners, schools, or community assessments that supports the **need in Hillsborough County** for the proposed model; and
- c) Describe experience collaborating with a host agency to deliver successful services at their location.

### 2.1.4 PROPOSED PROGRAM DESCRIPTION AND DESIGN (20 POINTS)

- a) Specify type of proposed program model: Evidence-Based, Promising Practice, Evidence-Informed, and/or curriculum(s) to be used and describe how model fidelity will be sustained;
- b) Describe staff training requirements for the Trauma-informed model to be used;
- c) How will services be delivered or accessible; based on the five (5) ways described in the statement of intent.
- d) Specify main service activities to include location, duration, and frequency;
- e) How will model incorporate linguistic and culturally competent staff and practices;
- f) Describe how the program design will work in unison with HCPS to deliver training/ services;
- g) Provide at least one (1) example of how you will engage school and participants to assist you with program evaluation and/or improvement; and

- h) Describe the agency's capability to provide stipends for teachers and other HCPS staff to attend trainings.

#### 2.1.5 PARTNERSHIP AND COLLABORATION (NOT SCORED)

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

Informal partnerships, such as in-kind services, are often necessary for agencies to deliver quality services, however, those partnerships do not require Sub-contract agreements for the purposes of this ITN.

Formal partnerships refer to sub-contracted organizations needed to deliver services which contribute to an outcome(s) in the Matrix/Work Plan. The Proposer organization is known as the Lead Agent. It requires a sub-contractor agreement for the exchange of services or resources, and a portion of the budget requested by the Proposer organization upon award.

#### **In this portion of the narrative:**

1. If your organization is proposing to serve as a Lead Agent and use one or more Formal sub-contracted organizations to deliver services, please explain the role of each organization, their area of expertise, and service(s) to be provided and/or
2. Describe Informal partnerships and their role with this proposed program for which a Letter of Support was not submitted or applicable.

#### **SPECIAL NOTES:**

- Sub-contract organizations must meet the same qualifications as a Lead Agent. For example, both the Lead Agent and Sub-contractor(s) must comply with audit requirements by providing the most recent Audited Financial Statements.
- For additional information, please refer to Roles and Responsibilities of Lead Agent and Sub-contract Organizations (**Appendix #4**).
- Other Vendor Services for contracted work is a separate line item in the budget and not considered sub-contracts.
- Refer to 2.2.5 Letters of Support

**END OF PROPOSER NARRATIVE**

## 2.2 ADDITIONAL PROPOSAL ATTACHMENTS (#2 THROUGH #6)

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

The budget includes expenses that are directly related to the costs related to intent of the scope or services. Please refer to the New Funding Budget Instructions, **Appendix (#6)** to develop the budget summary, salary detail, and budget narrative for First Year and Second Year Operating Budget.

**First Year Operating Budget** is the amount deemed necessary for service to start up/operate between **July 17, 2023 and September 30, 2023, not to exceed \$600,000.**

**Second Year Operating Budget** is the amount deemed necessary for services to fully operate between **October 1, 2023 and September 30, 2024, not to exceed \$1,800,000.**

Complete and submit the required budget for both First- and Second-Year funding using the excel file posted with the release which **includes four (4) tabs**:

- Tab (1) – New Project Funding Budget Summary,
- Tab (2) – Salary Detail,
- Tab (3) – First Year Budget Narrative, and
- Tab (4) – Second Year Budget Narrative.

#### **SPECIAL NOTES:**

- Do not change or alter the excel form.
- Year 1 budget may include one-time expenses that may not be necessary in Year 2.
- Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.
- If the program charges fees for services, they must be included in the “other funding sources” line of the budget under the revenue section.
- If the Proposer is applying as a Lead Agent and proposing to sub-contract with other agencies, the Proposal must include the budget forms for the Lead Agent and each sub-contract. The sub-contract total budget amount(s) should then be included in the Lead Agent budget forms in the “Sub-contract partners” line item. For additional information, please refer to New Program Funding Budget Instructions (**Appendix #6**).

**Failure to comply with including all budget tabs may result in disqualification.**

### 2.2.2 MATRIX/WORK PLAN – ATTACHMENT (#3) (10 POINTS) - REQUIRED

The Matrix/Work Plan is a simple way for the Proposer to outline how outcomes will be met at described in the Proposal. Refer to **Appendix (#7) Matrix/Work Plan Instructions**. Complete **Attachment (#3)** for 2023-2024 school year and summer.

**Outcomes:** In addition to the deliverables, please select three (3) outcomes (as written), **(1) must be attendance** from the list below to complete the matrix (one page per outcome). Select outcomes that align with the program model fidelity, target population and for which you can collect the best data.

1. Required – At least 90% of a minimum of # children/youth regularly attend school.
2. At least 75% of a minimum of # parents/caregivers or professionals have increased knowledge of strategies to support child’s social-emotional development.
3. At least 85% of a minimum of # parents/caregivers are involved in with their child’s development, education and/or school.
4. At least 85% of a minimum of # youth demonstrate increased school connection/engagement.
5. At least 75% of a minimum of # children/youth have improved self-esteem.
6. At least 85% of a minimum of # individuals have increased concrete supports.

**Objectives:** One sentence that includes the total number of participants that will be enrolled with a target population descriptor, main service, and main service location.

**Activities:** Brief and specific titles of trauma-informed care services with frequency, and duration to meet each outcome. Activities reflect services offered to the target population to meet the outcome. Activities are not for program administrative tasks such as entering data.

**Measurements/Indicators:** Instruments are used to measure performance on outcomes. Proposers are encouraged to select validated measurement tools that have been proven to be effective in quantifying the intended outcomes. Additionally, indicators set expectations to be achieved as evidence that the outcome was achieved by the program participant. Indicators must correspond to the measurement instrument proposed for each outcome.

**The following Deliverables will also be required from Grantee:**

- 1) Report number of Out of School Suspension and In-School Suspension Referrals for behavioral incidents,
- 2) Report number of students who meet the requirements for Baker Act and were sent to the receiving facility from the school site, during a school sponsored event or when utilizing school transportation,
- 3) Student Climate/SEL data utilizing Panorama system for grades 4 and 5,
- 4) Pre/post training survey data on knowledge gained on trauma-informed practices, and
- 5) Survey data feedback from school staff on program implementation.

### 2.2.3 BOARD OF DIRECTORS – ATTACHMENT (#4) (4 POINTS)

Complete the template provided.

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

### 2.2.4 IMPLEMENTATION PLAN – ATTACHMENT (#5) (5 POINTS)

Use template provided to submit a one (1) page Implementation Plan based on the **First Year Activities and Operating Budget** which includes anticipated start date for services.

### 2.2.5 LETTERS OF SUPPORT – ATTACHMENT (#6) (NOT SCORED)

Up to four (4) current Letter(s) of Support are **required ONLY IF Proposer intends to:**

- Receive in kind goods or services that complement the proposed program.
- Subcontract with another organization for services.

### 2.2.6 AUDITED FINANCIAL STATEMENTS - ATTACHMENT (#7) (NOT SCORED)

Please submit one (1) copy of the organization's most recent audited financial statements.

**Failure to submit required attachments may result in disqualification.**

## 2.3 SUBMISSION INSTRUCTIONS

Submission must include:

1. **One (1) copy** of Audited Financial Statements, **Attachment (#5)**.
2. **One (1) original** proposal and **five (5) black and white copies**, including attachments.
3. **One (1) electronic version** of the proposal in its entirety on a USB.
4. All USB documents should be in .pdf format EXCEPT for Budget. Budget on USB drive should be in Excel format.

Formatting:

- Organize Proposal Narrative using the same ITN section numbers, titles, and letters;
- Proposal Narrative must be **single space** in a Microsoft Word document format;
- Entire submission should be single-sided and font must be **legible;**
- All pages must be **numbered**, including required or applicable attachments; and
- Do not include web links anywhere within proposal submission.

Proposals **will not** be accepted by e-mail. Please mail, hand deliver, or courier proposals before **4:00 p.m.** (Children's Board Lobby Clock) before or on **04/26/2023** to:

*Children's Board of Hillsborough County  
1002 E. Palm Ave., Tampa FL 33605*

*Attention: PRO 2023-12 ITN*

**SPECIAL NOTES:**

- DO NOT bind original or copies, only use staples or paper clips.
- Attachments included with the submission but not requested in this ITN will not be included in Community Review Team packets (includes title pages or page separators).

**Failure to comply with the submission instructions may result in disqualification.**

**2.4 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY**

1. Relative Governing Board Policies/Standard Conditions for Procurement
2. General Terms and Conditions
3. Cover Sheet Instructions
4. Roles and Responsibilities of Lead Agent and Sub-contract Organizations
5. Required Demographic Data
6. New Program Funding Budget Instructions
7. Matrix Work Plan Instructions
8. Administrative Services Organization (ASO) only for case management
9. Glossary
10. Community Review Team Scoring Criteria



**Children’s Board of Hillsborough County  
PRO 2023 – 12 Intent to Negotiate (ITN)  
Level (1) Investment Grant  
Appendix (#1) – Relevant Governing Board Policies / Standard Conditions for Procurement**

**1. RELEVANT GOVERNING BOARD POLICIES**

**1.1 FUNDING ELIGIBILITY**

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

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

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

**1.2 SPECIAL FUNDING PARAMETERS**

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

- The Board will consider funding of health services (and other services of a preventive nature) provided that a determination is made by the CBHC Executive Director that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.
- The Board will not fund academic and recreational activities unless a determination is made that these services cannot be funded through other agencies. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.
- The Board will not provide programmatic funding for real property acquisition or building construction.
- Agencies applying for funding or currently funded by the Children’s Board may not reduce or redirect funding from another source either in anticipation of, or as a consequence of, receiving funding from the Children’s Board without the prior approval of the Board. However, the Children’s Board encourages funded programs

**Children's Board of Hillsborough County**

**PRO 2023 – 12 Intent to Negotiate (ITN)**

**Level (1) Investment Grant**

**Appendix (#1) – Relevant Governing Board Policies / Standard Conditions for Procurement**

to develop other sources of funding from both public and private entities, including corporate support and individual contributions.

**1.3 STAFF AFFILIATION WITH OTHER AGENCIES**

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

**1.4 UNIVERSAL ACCESS TO CHILDREN'S BOARD FUNDED SERVICES AND RESOURCES**

Services and resources funded by the Children's Board are available to all eligible families, as determined by the funded agency's admission criteria.

**2. STANDARD CONDITIONS FOR PROCUREMENT**

**2.1 EQUAL OPPORTUNITY AND NONDISCRIMINATION**

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

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

**2.2 NO ORAL INTERPRETATIONS**

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

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PRO 2023 – 12 Intent to Negotiate (ITN)  
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**2.3 QUESTIONS FROM PROPOSERS AND CHILDREN'S BOARD'S RESPONSE**

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

**2.4 ADDENDUM AND INCOMPLETE PROPOSALS**

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

**2.5 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION**

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

**2.6 REJECTION OF PROPOSALS OR PROPOSERS**

The Children's Board reserves the right to reject any Proposals with or without cause, to waive technicalities or informalities, and/or to accept a Proposal which best serves the interests of the Children's Board as described in this procurement document.

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

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

**2.7 COST REIMBURSEMENT PAYMENTS**

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

**2.8 CHILDREN'S BOARD'S CONTRACT**

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

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**2.9 AWARD OF CONTRACT**

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

**2.10 PROHIBITIONS ON PROPOSERS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS**

For a period of two (2) years from the date a Children's Board employee or Board member ceases his/her employment or Board member duties with CBHC, the CBHC will not award a consulting or services contract to that individual.

**EFFECTIVE UPON AWARD**

**FY 2022 – 2023**

**STANDARD CONTRACT - COST REIMBURSEMENT**

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 need 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 and evaluation design to include activities, responsible parties, indicators, data sources and data collection necessary to meet outcomes. 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 (5f.)

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 (5f.)

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. As reasonably possible the PROVIDER must submit an Out of Scope request to the CHILDREN’S BOARD for prior approval.

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 based on written request from the PROVIDER and written confirmation of approval 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. Any PROVIDER budget that lapses more than 5% may not be eligible for annual contract amount increases approved by the Board.

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.

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To receive payment, 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 may be released (under normal operating conditions) 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, Services (2.), and Reporting (3.). PROVIDER employees paid whole or in part by the CHILDREN'S BOARD may be required to submit remote work detail logs in the event their responsibilities are re-directed under crisis circumstances or are unable to report to their normal place of business.
- c. The CHILDREN'S BOARD will reimburse the PROVIDER for services provided and expenditures incurred and paid. Services must be provided in and items purchased must be received during the contract period. 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 written approval or notification as described in paragraph (5d.) and (5e.)

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 separation from employment. 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 (5f.)

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:

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- (1) 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;
- (2) the work of an assignee or sub-contractor ceases or materially changes;
- (3) 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;
- (4) funds from other sources which were budgeted to provide the Services are not available in the amounts or at the times planned;
- (5) 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;
- (6) the PROVIDER does not provide the scope or level of Services planned;
- (7) employees working in the program are terminated, reassigned, or resign;
- (8) 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;
- (9) 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;
- (10) cancellation or revision to the PROVIDER'S insurance applicable to the performance of the Services;
- (11) 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;
- (12) 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;
- (13) any change to information listed on Attachment (5): Addresses change; and
- (14) any agency or subcontractor cyber-attacks, data or security breaches, or disruption to data backup procedures/systems.

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 have occurred or are 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 CHILDREN'S BOARD's Policies.

**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

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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/Workplan Representatives, Columns 1-3 and 5-7 of the Matrix/Workplan relating to Process Objectives, Activities, Responsible Parties, Indicator Measurements, Data Source, and Time of Measurements 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. \*The Matrix/Workplan cannot conflict in whole or in part with these General Terms and Conditions or the Budget, but in the event of a conflict, the provisions of these General Terms and Conditions and the Budget shall take precedence, as applicable.

iv. \*The PROVIDER must submit a written request of service site(s) changes in advance for CHILDREN'S BOARD prior approval.

**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:**



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- 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, contagious medical condition 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** – Any 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 for 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.

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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
  
- (h) Attachment (5) entitled "Addresses (Contact List)."
- (i) Attachment (6) E-Verify Affidavit
- (j) Attachment (7) FERPA (if applicable)

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 all activities related to 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 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 may 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

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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 and reputable 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:

- o Each Occurrence \$1,000,000
- o Personal Injury \$1,000,000
- o General Aggregate \$1,000,000
- o Products & Completed Operations \$1,000,000
- o Damage to Rented Premises \$50,000

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

Bodily Injury & Property  
Damage Liability

\$500,000 Each Accident for entities with less than \$1,000,000 in assets  
\$1,000,000 Each Accident for entities with \$1,000,000 or greater in assets

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

Bodily Injury & Property  
Damage Liability

\$500,000 Each Accident for entities with less than \$1,000,000 in assets  
\$1,000,000 Each Accident for entities with \$1,000,000 or greater in assets

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.

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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 accountings, production of records, and reports as the CHILDREN'S BOARD may direct in writing.

If this Agreement is for a program funded by the CHILDREN'S BOARD and another agency pursuant to a joint funding arrangement or agreement, the CHILDREN'S BOARD has a right to 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:

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

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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

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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

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Accountants (AICPA). All PROVIDERS with a contract term less than (6) months do not require the submission of an Audit.

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 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,

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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. The CHILDREN'S BOARD values diversity and endorses PROVIDER organizations to reflect the Hillsborough County population.

PROVIDER will maintain and update 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 CHILDREN'S BOARD funded program, including volunteers, vendors or those indicated in the "Other Vendor Services" line of the budget providing direct service to clients and any employee whose pay has been funded, wholly or in part, by the CHILDREN'S BOARD. Background screening requirements (must be screened and on file prior to services being rendered) as applicable per <https://www.myflfamilies.com/service-programs/background-screening/who.shtml>.

a. Florida Statute s. 448.095 E-VERIFY REQUIREMENT - Effective January 1, 2021:



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1. It is the responsibility of the Provider to register with and use the E-Verify system, to ensure compliance with E-Verify requirements, and the Provider will verify the work authorization status of all newly hired employees paid for with Children's Board of Hillsborough County funding as Defined in Florida Statute s. 448.095.
2. It is the responsibility of the Provider to ensure that all contractors and subcontractors performing work or providing services pursuant to the Provider Contract utilize the E-Verify system to verify the employment eligibility of all employees working for and hired by the subcontractor during the contract term.
3. For contracts entered into by the Provider and third parties after January 1, 2021, the Provider shall require the contractor to provide an annual affidavit, refer to Attachment (6), that it has complied with Florida Statute s. 448.095 and such affidavits shall be made available to the Children's Board upon request.
4. Pursuant to Florida Statute s. 448.095, the Provider will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the Children's Board of Hillsborough County.

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, gender 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,

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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.

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 the state of Florida and serving the residents of 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 the 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 or other social media platforms, 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 programs, or newspapers.)**

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.

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26. \*Participation in 2-1-1 Human Services Data Base: The PROVIDER agrees to participate in the 2-1-1 human services data base by listing and updating its agency and program information and profile with [www.211atyourfingertips.org](http://www.211atyourfingertips.org) during the term of this Agreement's term.

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 specified 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.

In addition, when services are budgeted with Children's Board dollars in the Other Vendor Services category, a service agreement must be developed and signed by both parties prior to services being rendered. Services provided with CHILDREN'S BOARD funding in "Other Vendor Services" line of the approved budget must include the agreement in the reimbursement request in compliance with Fiscal Reporting Requirements Handbook or CHILDREN'S BOARD instructions.

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-contract agreements 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/event. 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

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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 as designated by the CHILDREN'S BOARD. 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 expenses, and court costs even if not recoverable by law including, without limitation, all fees, taxes, costs, and expenses incident to appellate, bankruptcy, reasonableness of the amount of 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

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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, sub-contractor, 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.

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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](http://www.sunbiz.org). If the organization is a large entity, such as a university where a department or a division may be applying, include that information in this section.
2. Include physical and mailing address, if applicable.
3. City.
4. State.
5. Zip Code.
6. Organization Phone Number.
7. Organization Website, if applicable.
8. Designated organization type and date of incorporation, if applicable, as well as proposer organizations current total budget.
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. What is the name of the program proposed in the proposal?
12. What is the proposed focus age group/target population for the program and its services?
13. What is the proposed programs service area?
14. A) Select the CBHC focus area(s) the proposed program services align.  
B) Select the Social Determinant(s) of Health in which the proposed program services align.
15. In (50) words or less, summarize the proposed program services for the **general public's** understanding.
16. A) Amount of funding requested in this proposal for **First Year**.  
B) The anticipated number of unduplicated children to be served annually by the proposed program within the first year of funding.  
C) The Unit Cost per Program Participant can be calculated by dividing the Amount of Request (A) by the Number to be Served (B).  
*Special Note: Unduplicated means counted only one time.*  
*Example: If the amount of funding requested is \$250,000 and the total number of participants to be served is 300, the unit cost would be  $250,000/300 = \$833.00$ .*
17. A) Amount of funding requested in this proposal for **Second Year**.  
B) The anticipated number of unduplicated adults (parents/caregivers and/or professionals) and/or children to be served annually by the proposed program within the second year of funding.  
C) The Unit Cost per Program Participant can be calculated by dividing the Amount of Request (A) by the Number to be Served (B).

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*Special Note: Unduplicated means counted only one time.*

*Example: If the amount of funding requested is \$500,000 and the total number of participants to be served is 300, the unit cost would be  $500,000/300 = \$1,666.67$ .*

**For Information Purposes Only:** (According to current CBHC Programs' Unit Costs)

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

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 and email.

21. 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.

22. Organization contact person phone number and email.

23. Refer to the Hillsborough County Website:

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

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

25. Signature Page: 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)**.

**Children’s Board of Hillsborough County**

**PRO 2023 – 12 Intent to Negotiate (ITN)**

**Level (1) Investment Grant**

**Appendix (#4) – Roles and Responsibilities of Lead Agent and Sub-contract Organizations**

**Overview:**

- The Lead Agency and all Sub-Contractors must use and adhere to current CBHC forms; contract requests and procedures.
- Funder holds Lead Agency contractually responsible for CBHC General Terms and Conditions, the scope of work and fiscal accountability performed by the Sub-Contractor(s).
- Sub-Contractor(s) are responsible to the Lead Agency for their performance under contractual obligations.
- If the Lead Agency has concerns with the performance of a Sub-Contractor, the Lead Agency is responsible for addressing issue(s) with their Sub-Contractor(s), and to take appropriate actions to resolve concerns.
- If the Funder has concerns with the performance of the collaborative, the Funder will dialogue with the Lead Agency and/or the Sub-Contractor(s) as necessary and may take appropriate actions to resolve the concern(s) by way of a Provider Improvement Plan (procedures attached to CBHC contract).

<b>Responsibility</b>	<b>Funder Role</b>	<b>Lead Agency Role</b>	<b>Sub-Contractor Role</b>
<b>Communication / Notifications</b>	<p>Notify Lead Agency with any communication that impacts the contract, such as funding notification or CBHC team assignments.</p> <p>Send reminder notices, contract deadlines or Provider training events.</p>	<p>All communications to CBHC regarding the contract should be addressed with the Contract Manager.</p> <p>Disseminate all CBHC communications to Sub-Contractor(s).</p> <p>Share quarterly reports with the Sub-Contractor(s) prior to submitting reports to the Funder.</p> <p>Follow notification guidelines of any personnel changes in Attachment (5) or budget salary detail as indicated in General Terms and Conditions (documentation should also be included in the reimbursement request for the month that changes occurred).</p> <p>Notify funder of critical incidents occurring with Lead or Sub-Contractor(s)</p>	<p>Address all verbal and written communication concerning the contract to the Lead Agency.</p> <p>Follow notification guidelines of any personnel changes in Attachment (5) or budget salary detail as indicated in General Terms and Conditions.</p> <p>Notify Lead Agency of Critical Incidents</p>
<b>Requests for Extensions</b>		<p>Submit in writing an extension request with appropriate justification to the Funder prior to deadline.</p>	<p>Submit in writing to the Lead Agency an extension request with appropriate justification prior to deadline set by Lead.</p>



**Children’s Board of Hillsborough County  
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**Appendix (#4) – Roles and Responsibilities of Lead Agent and Sub-contract Organizations**

<b>Responsibility</b>	<b>Funder Role</b>	<b>Lead Agency Role</b>	<b>Sub-Contractor Role</b>
<b>Engagement</b>	Attend collaboration meetings at the request of the Lead Agency.	Attend meetings at the request of the Funder and Sub-contractor(s).  Attend Funder Provider Forums.  Attend Funder hosted training that relate to contract deliverables/obligations.	Attend meetings as requested by the Lead Agency and Funder.  Attend Funder Provider Forums.  Attend Funder hosted training that relate to contract deliverables/obligations.
<b>Data Collection</b>	Include a schedule for data entry deadlines in Attachment (1) of CBHC contract.	Enter demographic and outcome data according to the schedule or other instruction from the CBHC Contract Manager.  Request Data from Sub-contractor(s) prior to CBHC due date so as to allow time for lead to review data and request corrections if needed.	Submit or enter demographic and outcome data according to the schedule or other instruction from Lead Agent/Funder.
<b>Annual Program Data Integrity Check &amp; ASO Monitoring Site Visit (if applicable)</b>	The Contract Manager or ASO Supervisor will give agency at least (1) week notice of program files to be reviewed.	Request files/documentation from Sub-Contractor(s)  Collect/confirm accessibility of participant data and/or files prior to visit(s).	Submit participant data and/or files prior to site visit(s) as requested by Lead or CBHC.
<b>Quarterly Reports</b>	Review all submitted reports and provide feedback or request corrections.  Schedule Quarterly Meetings	Request Information from Sub-Contractor(s) prior to CBHC due date so as to allow time for lead to review data and request corrections if needed.  Submit signed reports in the proper format by contractual deadlines or as requested from CBHC Contract Manager.  Report may be combined as a collaborative or submitted by Provider.	Provide Lead Agency with timely report or information as requested.

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**Appendix (#4) – Roles and Responsibilities of Lead Agent and Sub-contract Organizations**

<b>Responsibility</b>	<b>Funder Role</b>	<b>Lead Agency Role</b>	<b>Sub-Contractor Role</b>
<b>Reimbursement Requests / Budget to Actuals</b>	<p>Review monthly reimbursement requests and back-up documentation of the Lead Agency.</p> <p>When corrections are necessary, the Funder will discuss them with the Lead Agency.</p> <p>When accurate and include background screening requirement, CBHC will process reimbursement requests for payment.</p>	<p>Require Sub-Contractor(s) to submit at a minimum the back-up documentation that the Funder requests from the Lead Agency.</p> <p>Submit monthly reimbursement requests to the Funder only for incurred budgeted expenses of the Lead Agency and those properly invoiced by the Sub-Contractor(s).</p> <p>Submit quarterly budget to actual (for overall collaborative) in the proper format by contracted deadlines.</p>	<p>Invoice the Lead Agency on a schedule established by the Lead Agency for budgeted expenses.</p> <p>Submit budget to actual reports to the Lead Agency before the CBHC deadline.</p> <p>Make any corrections requested by the Lead Agency according to the deadline requested by the Lead Agency.</p>
<b>Fiscal Site Visit</b>	<p>Conduct a joint fiscal site visit with the Lead Agency.</p> <p>Conduct a joint site visit of a Sub-contracted provider as requested by Lead Agency.</p>	<p>Maintain complete and accurate fiscal records.</p> <p>Provide back-up documentation for invoiced expenses to the Funder at the time of the review which includes Sub-Contractor(s).</p> <p>Conduct a fiscal review of all of their Sub-Contractor(s) prior to the Funder fiscal visit. Lead Agency may request technical assistance from the Funder.</p> <p>Provide written documentation to Funder of completed Sub-contract fiscal review(s) prior to the Funder fiscal visit.</p>	<p>Prepare for fiscal site review at the request of the Lead Agency.</p> <p>Maintain complete and accurate fiscal records.</p> <p>Provide back-up documentation for all expenses invoiced to the Lead Agency.</p>
<b>Responsibility</b>	<b>Funder Role</b>	<b>Lead Agency Role</b>	<b>Sub-Contractor Role</b>
<b>Budget Modifications</b>	<p>Review all budget modifications for final approval only when discussed with Contract Manager and submitted by July 1.</p>	<p>Lead Agency and/or Sub-Contractor budget modifications (if discussed with CBHC and reviewed by the Lead Agency) will be submitted to the Contract Manager before July 1.</p>	<p>Submit budget modification requests to the Lead Agency allowing time for their review before Funder due date.</p>

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 Appendix (#4) – Roles and Responsibilities of Lead Agent and Sub-contract Organizations

Responsibility	Funder Role	Lead Agency Role	Sub-Contractor Role
<p><b>Sub-Contractor Agreement</b></p>	<p>Review and file all Sub-Contractor(s) agreements.</p> <p>Review for prior approval all requests for changes in Sub-Contractor(s) or change in scope of services delivered by a Sub-Contractor.</p>	<p>Execute written Agreement with all Sub-Contractor(s) and provide Funder a copy within thirty (30) days of CBHC signed contract.</p> <p>Attach the Funders General Terms and Conditions Attachment (3) to Sub-Contractor(s) agreements.</p> <p>Include all applicable Special Conditions in Sub-Contractor(s) agreement.</p> <p>Notify Funder in writing of any changes to the scope of serviced delivered the Sub-Contractor(s) are requesting prior to changes.</p> <p>Requests that require Funder approval- The Lead Agency will respond in writing to the Sub-Contractor(s) requests once the Funder has responded in writing to the Lead.</p> <p>Forward Lead Agency and Sub-Contractors(s) audits to Funder within 180-days from the end of the agencies fiscal year unless a Special Condition for Audit Extension exists.</p>	<p>Notify the Lead Agency in writing of any changes that will impact the scope of service.</p> <p>Sub-Contractor is not allowed to Sub-Contract out any of their work under their Agreement.</p> <p>Submit Agency Audit to Lead Agency within 180-days from the end of the agencies fiscal year unless a Special Condition for Audit Extension exists.</p>
<p><b>Required Attachments from Sub-Contractor(s)</b></p>	<p>Update and Inform Lead Agency of Funding Notification and Contract Development Requirements.</p>	<p>Follow and provide instructions to Sub-Contractor(s) to access documents by e-mail and/or CBHC website.</p> <p>Collect attachments and file with Sub-Contractor Agreement and forward to CBHC as required/requested.</p>	<p><b>Review:</b>        Matrix        CBHC General Terms and Conditions  <b>Submit to Lead:</b>        Certificate of Insurance (COI)        Provider Disaster Verification Form        Participation in 2-1-1        Audit/Management Letter        Board Member List with Affiliation        Contact Information        Background Screening        Documentation</p>

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 Appendix (#5) – Required Demographic Data

For Children and Families as participants served	Specification
First Name	
Last Name	
Children’s Board ID (PERMID)	Automatically generated by data system
Participant Type	Adult; Minor Child; Teen Parent; Professional
Date of Birth	
Gender	Female; Male; Refused; Not Available
Ethnicity	Hispanic or Latino; Not Hispanic or Latino; Refused; Not Available
Race	White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Two or More Races; Refused; Not Available
Address	
City	
State	
Zip Code	
Child Grade	Not yet in school; Pre-Kindergarten; Kindergarten; 1st Grade; 2nd Grade; 3rd Grade; 4th Grade; 5th Grade; 6th Grade; 7th Grade; 8th Grade; 9th Grade; 10th Grade; 11th Grade; 12th Grade; Does Not Apply; Not Available
Child Free Lunch Eligible	Yes; No; Does Not Apply; Not Available
Number of Adults in Home	
Number of Children in Home	
Household Structure	Male (Single) Head of Household; Female (Single) Head of Household; Other-Relative/ Kinship Care (Single) Head of Household; Dual 2 Parent Household; Dual 2 Other- Relatives/ Kinship Care Household; Other; Refused; Not Available
Highest Education Level in Household	Some or no high school; High school graduate or GED; Technical Certificate; Some college; Associates Degree; Bachelor’s Degree; Advanced Degree; Refused; Not Available
ASO FamilyID (if applicable)	
Program Start Date	
Program End Date	
Closure Reason	Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death
If Re-Enrolled, Program Start Date	
If Re-Enrolled, Program End Date	
If Re-Enrolled, Closure Reason	Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death
Agency name	Automatically generated by data system

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 Appendix (#5) – Required Demographic Data

For Practitioners/Professionals as participants served:	Specification
First Name	
Last Name	
Children's Board ID (PERMID)	Automatically generated by data system
Participant Type	Adult; Minor Child; Teen Parent; Professional
Date of Birth	
Gender	Female; Male; Refused; Not Available
Ethnicity	Hispanic or Latino; Not Hispanic or Latino; Refused; Not Available
Race	White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Two or More Races; Refused; Not Available
Program Start Date	
Program End Date	
Closure Reason	Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death
If Re-Enrolled, Program Start Date	
If Re-Enrolled, Program End Date	
If Re-Enrolled, Closure Reason	Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death
Employer Address	
Employer City	
Employer State	
Employer Zip Code	
Highest Education Level Attained	Some or no high school; High school graduate or GED; Technical Certificate; Some college; Associates Degree; Bachelor's Degree; Advanced Degree; Refused; Not Available
Practitioner/Professional Type	Early Childhood Educators (Center-based); Early Childhood Educators (Family-based); Educators; Administrative; Healthcare; Case Manager; Legal; Other
Employer Agency Name	
Employer Program Name (if	
Agency name	Automatically generated by data system
Program name	Automatically generated by data system

## FY 2022 - 2023 BUDGET INSTRUCTIONS FOR NEW PROGRAM FUNDING

### NEW PROGRAM FUNDING BUDGET SUMMARY

The New Program Funding Budget provides a summary of the total projected NEW expenditures for the delivery of services described in the proposal. All costs included in the budget should be necessary based on the program model contributing to the outcomes or deliverables. 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.

The New Program Funding Budget provides specific revenues and expenditures for the program to be funded by the Children's Board of Hillsborough County (CBHC) for the initial contract period through the end of the fiscal year (September 30) and the estimated annual revenue and expenditures for the next full fiscal year (October 1 to September 30). This includes the total program budget for the entire program including expenses reimbursed by other revenue sources. The budget should include the total cost of the program.

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

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

***Do not add or change categories or line items listed on any of the budget forms. Documents submitted on outdated forms will be rejected.***

### BUDGET NARRATIVE

**Each budget 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.

**Provide a budget narrative for both year one and year two.** Indicate if expenditures budgeted in year one are start-up, one time expenditures. If the year two amount is the same as year one, state that in the narrative. If the year two amount is different, provide the detail of how the year two amount was calculated.

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**Do not use acronyms in the narrative.**

In the top left corner of the “New Funding Budget Summary” tab, on the line titled “Total Agency Budget”, please indicate the *entire agency’s* budget amount for the most recent fiscal year.

**REVENUES**

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

If the budget is for a lead agency with sub-contractor(s), list all revenue sources for the sub-contractor(s) in the lead agency budget in the total program columns noting the sub-contractor agency’s name that generated the revenue on each line.

**Children’s Board Allocation:**

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

**Other Funding Sources:**

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

*Special Note: Evidence of a required match from the primary funder must be provided to the assigned contract manager if CBHC funding is considered a “match” contract.*

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

List in-kind revenue (no cash contributed) 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).

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

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

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

## **EXPENDITURES**

All costs included in the budget as a direct expense should be necessary based on the program model contributing to the outcomes or deliverables being proposed. **Costs that are not a result of direct services for participants of the program should not be included as a direct expense. If included, the costs will be removed, and the budget may be reduced. These costs are paid for in the administrative/indirect section of the budget (for example, including a data entry position as a direct expense in 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, describe 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 should only be the percentage of the Full Time Equivalent (FTE's) providing direct services for the program in order to successfully provide the proposed services.

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

**Salary Narrative:** Include a brief description of the duties for each position, including if the position requires a person to be bilingual, or if the position is working in a specific geographic region/zip code(s). If a position regularly maintains a caseload of any kind, indicate what the full capacity of the caseload would typically be at any given time.



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As applicable, the following statements should be included in the narrative for each position:

- “Works partially from home”
- OR
- “Works completely from home”

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.

By exception, if the requested total amount of CBHC total expenditures is less than \$600,000, an Executive Director (ED) position may be allocated across all CBHC programs as a direct expense at a program percentage of between 5% and 50%. A description of tasks performed by the ED that relate to direct service and the percent of time spent on each task must be included in the narrative. Exceptions may be made for an ED of newly funded programs and those with budgets under \$300,000. An ED may not be allocated to the budget as a direct expense if there are already two levels of supervision/management included in the budget.

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

**Salary Detail Tab:**

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**).

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5. **FIRST YEAR Total Program Salary** - Total salary expense in the program being requested through the end of the first year (September 30). This amount should be a pro-rated amount of the gross annual salary based on the number of months the position will be filled for the first year. The pro-rated amount is multiplied by the percentage of time in program to determine the total program salary.
6. **FIRST YEAR CBHC Amount** – The total salary expense in the program that is charged to the CBHC in the first year. The amount cannot exceed the first year Total Program Salary.
7. **SECOND YEAR TOTAL PROGRAM SALARY** - Total salary projected to be allocated to the program in the second year. This is calculated by multiplying the gross annual salary by the percentage of time in program.
8. **SECOND YEAR CBHC AMOUNT** - Total salary expense projected to be charged to the CBHC in the second year. The amount cannot exceed the second year Total Program Salary.

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Name and Position Title	FTE	Gross Annual Salary	% of Time in Program	First Year Total Program Salary	First Year CBHC Amount	Second Year Total Program Salary	Second Year CBHC Amount
Name: Tom Jones Position: Case Manager	0.75	26,000	50%	6,500	3,250	13,000	6,500

**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, and long term and short term disability. 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 for each type of benefit.**

*Special Note: Payroll processing fees are not allowable as a direct program expense as these costs are considered administrative/indirect.*

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**Contractual Services:**

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

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

**Occupancy Costs:**

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

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

In most cases, expenses should be charged to the contract using the actual cost directly related to each program. If expenses such as occupancy costs or insurance are allocated to the program, a copy of the backup used to allocate the expense to the program showing the detail of what actual expenses were allocated for the month and the percent allocated to the program will be requested. If occupancy or insurance costs are allocated, either building square footage or total FTEs are typically used as the allocation method. If the total FTEs method is used, any square footage (space) that is used for non-CBHC program purposes (such as residential or other administrative) should be removed from the calculation used to determine the allocation.

Expenses other than those listed below are unallowable expenses.

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**Building Lease/Rent:** Indicate what the median cost per square foot in the area of the property rented. Include the cost per square foot of the rented space, total square feet and the amount of the space being allocated. If other services are being provided in the same space during the facility's available hours, the % of total rent allocated should be adjusted. Include in-kind rent (if any) on a separate line in the rent line item. Include a budget narrative that clearly describes the methodology for how the costs were calculated. If staff spend the majority of the time out in the community, individual office space should not be budgeted for all of those staff. Shared touch down space may be budgeted.

Example Narrative:

- Building Lease/Rent – The building is 6,000 total square feet at a cost of \$12 per square foot. Total annual rent for the building is \$72,000. The program uses 40% of the space. Total program rent is \$2,400 per month or \$28,800 per year.

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

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

- Items that may be included in the allocation are utilities, janitorial service for areas used by participants, property insurance, A/C general maintenance, minor maintenance to space utilized by participants, monthly electronic security systems, and fire extinguisher maintenance.
- Items that cannot be included in the allocation are mortgage payments (interest and principal), depreciation, taxes, major maintenance projects, pest control, capital improvements, lawn maintenance, maintenance staff, and security staff.

Clearly explain what expenses are included and how the allocation was calculated in the narrative. The allocation should be based on square footage used and should be described in the narrative.

*Special Notes:*

- *A full allocation plan including the specific items, amounts and method of allocation must be pre-approved by CBHC.*
- *Back up documentation detailing the expenses included and how the*

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*allocation was made to the program must be pre-approved prior to submission with each monthly reimbursement request.*

**Janitorial Expense:** Include the cost of regular cleaning services of the space utilized by participants and its frequency. Allocate the share of the expense based on the square footage used by the program participants. Do not allocate cost for staff offices unless the space is used by program participants.

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

**Telephone/Internet:**

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

**Land lines:** In general, the monthly cost of an existing agency phone system (land lines) is considered to be an administrative/indirect expense. However, if additional CBHC funded program staff are hired by the agency, and taking phone calls is a program activity for these additional staff, any marginal cost incurred for additional phone system services for these additional staff may be included in the budget as a direct expense. If amounts for land lines include an allocation of a portion of the total agency cost, the total FTEs method should be used to determine the allocation.

**Cell phones:** For safety purposes (in the event of an emergency and staff need to call 911), the monthly cost for voice service for cell phones may be included for direct service staff providing community based services at a maximum of \$35 per month per FTE. List the position(s) being provided a cell phone or stipend and the cost per FTE. If the FTE is less than 100%, prorate the monthly cost based on the FTE percentage. Do not include the cost of purchasing cell phones or accessories for the cell phones.

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

**Utilities:** Describe the specific types of utility costs and the total cost for the

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agency or building and how the cost for the program was allocated. Allocate the share of the expense based on the square footage used by the program participants. Do not include cost of garbage pick-up.

**Please Note:**

- *If any occupancy costs are allocated to the CBHC program budget based on utilization of space by participants and/or employees, the allocation must be calculated based on the physical presence of participants during service delivery and/or the physical presence of employees working in the space.*

**Other Operating Costs:**

Other Operating costs are those costs directly related to providing program services. **Provide specific detail in the narrative section of what will be purchased, the quantity (if applicable), and cost for each 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 only to provide services to clients, attend program related meetings, or attend local training events. Reimbursements will not be made for travel from or to the person’s residence or the destination that is a regularly assigned work location. Therefore, if the person’s headquarters or primary work location is their residence and their work locations change daily, the initial mileage to their first work location and the mileage from their last work location to their residence each day are not reimbursable. If a provider agency office is not in Hillsborough County, the cost of driving from the office to the first destination in Hillsborough County is unallowable.

Describe the estimated miles, rate paid (up to the federal rate - see [www.gsa.gov](http://www.gsa.gov) for current rate), position(s) to be paid, and the total number of positions or FTE’s.

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

**Training/Conference Expense & Travel:** CBHC will pay for conferences directly related to the tools/outcomes in the contract and program model. Include the name of the conference, virtual or in-person, the cost (known or estimated) of the conference registration, travel (air or out of town mileage), hotel, and meals as applicable in this line item for staff included in the salary detail or program participants. Include number of attendees and their positions. If the conference is out of town, transportation to and from the airport and hotel may be included in the

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budget. Meal expense should be budgeted by using the federal rate (see [www.gsa.gov](http://www.gsa.gov) for Meal Expenses Breakdown). Actual meal expense is not reimbursed. If a meal is provided at the conference, CBHC does not reimburse for that per diem meal. Do not include the cost of a rental car unless pre-approved by CBHC.

*Special Note: Do not include the cost to attend Nonprofit Leadership Center trainings, the Early Childhood Council conference, or the REACHUP Affirming Fatherhood conference as the CBHC contributes to the cost of the conferences directly to those agencies.*

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

**Insurance:** Include the cost for liability, vehicle, and property insurance in this line. Describe the total insurance cost for the agency and how the cost for the program was allocated. If property insurance is allocated, the square footage method must be used. Allocate all other insurance expense by FTEs.

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

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

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

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

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

**Background Screening (volunteers):** Include costs for volunteers only (including interns). Costs for fingerprinting employees are considered to be an **administrative/indirect** cost (see the administrative/indirect section).

**Information Technology (IT) Expense:** This line should be used by exception and

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must be approved by CBHC. Include IT expense for data systems **accessed by participants** and used specifically to generate information for reporting on CBHC outcomes and demographic information. Include expense for electronic health or client (participant) record systems that interface with and are used with the client. Support to a computer lab or technology for participants' use may also be included. Provide detail of what this is paying for and how the amount was calculated. Do not include allocation for general agency IT expense such as software cost, maintenance, servers, and/or staff as these costs are considered to be administrative/indirect.

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

**Computer Supplies:** Include computers, software, printer ink and other computer supplies. If computers are to be purchased, list which position(s) will use the computers or if the computers are for participants. CBHC will pay a maximum of \$600 per computer including accessories (keyboard, mouse, monitor, docking station, etc.). Computers may be replaced after 3 years. Include the agency computer refresher/replacement schedule if asking to replace computers. For software purchases, include the cost of the physical disk or license purchased. If a particular software is sold on a "per machine" basis only, include the cost of each physical disk or license purchased. Any software purchased must be necessary for program service delivery.

**Operating Supplies:** Include consumable supplies, such as program cleaning supplies and paper products for use with program participants.

**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 measurement tools and/or questionnaires purchased in order to evaluate program services and/or participants in this line. Include cost per item x number of participants.

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

**Client / Participant Supplies:** Include consumable materials and items given to the client to take with them that supports program outcomes. Include cost per item x number of participants. Examples are educational toys, written educational materials, prepaid cards, snacks, school supplies, safety products, and basic needs items not covered through the ASO.



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

**Transportation for Clients:** Include vehicle rental, bus passes, cab vouchers, and/or any other expense to transport clients to services or events.

*Special Note: If using an agency vehicle:*

- *Allowable expenses include the expense for a driver and fuel for the actual vehicle used for the program. Do not include vehicle maintenance.*
- *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.*

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

**In-Kind Expense:** Include the monetary value of 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.

**ASO Flexible Funds:** Leave this line blank at time of application.

**Administrative/Indirect Cost:**

Includes the administrative costs associated with operating the program (if applicable),

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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% (agency budget greater than \$750,000) or 20% (agency budget less than \$750,000) of the total direct expenditures.**

*Lead Agencies with Sub-contractor(s):* The administrative/indirect budget for the lead agency is limited to 10% of the first \$25,000 of each sub-contract (for a maximum administrative/indirect expense of \$2,500 for each sub-contractor partner). Each sub-contractor is allowed 10% of the direct expenditures for administrative/indirect expense in its budget.

**Lead Agency calculation example when a sub-contractor over \$25,000 is involved (assumes lead agency qualifies for 10% admin rate):**

Total Direct Expenses	\$1,200,000	
Less 2 Sub-contracts	<u>(800,000)</u>	(\$400,000 x 2)
Net Direct Expenses	400,000	
CBHC Indirect/Admin	40,000	(10%)
Plus allowance on sub-contracts	<u>5,000</u>	(10% on first \$25,000 or \$2,500 each)
Total CBHC Admin/Indirect	\$45,000	

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. This line is automatically calculated. Please do not change the calculated cells throughout the document.

**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).

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**Reminder of Unallowable Costs:**

The following items are unallowable:

**Salaries and Benefits**

- Sick time payout when an employee leaves the position or upon contract termination or program closure
- Severance pay when an employee leaves the position or upon contract termination or program closure
- Payroll processing fees
- Tuition
- Incentives
- Bonuses
- Other benefits not listed on the budget forms

**Occupancy:**

- Rent for storage space
- Mortgage payments (interest and principal)
- Interest
- Depreciation
- Taxes
- Major maintenance or capital improvements (improving assets, repairing the roof)
- Lawn maintenance
- Maintenance staff
- Security staff
- Security system purchase and installation
- Pest control
- Garbage pick-up (waste bin fees charged on water bill)
- Costs associated with buildings/space not used by the funded program (in occupancy allocation)
- Cell phones for staff other than direct services staff out in the field for safety purposes
- The allocation of existing costs of an agency that do not directly relate to producing outcomes in the contract

**Other Operating Costs:**

- Local travel from the person's residence to the destination that is a regularly assigned work location
- If a provider agency office is not in Hillsborough County, the cost of driving from the office to the first destination in Hillsborough County
- Rental cars

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- Vehicle lease or purchases
- Vehicle maintenance
- If the program has an ASO allocation, ASO allowable expenses should be purchased through the ASO instead of the program contract
- The allocation of existing costs of an agency that do not directly relate to producing outcomes in the contract
- Equipment maintenance
- Postage machine rental or purchase
- Cost for shredding
- Cost for scanning
- Religious materials
- Agency audit
- Prepaid gift cards

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 Appendix (#7) – Matrix/Workplan Instructions

FOR CBHC STAFF USE ONLY - Unduplicated Annual Target Service Levels (objective)			
Parents / Caregivers (including Teen Parents) _____	Does not apply <input type="checkbox"/>	Youth (Middle to High School) _____	Does not apply <input type="checkbox"/>
Children (Birth to Elementary School) _____	Does not apply <input type="checkbox"/>	Providers/ Professionals/ Early Educators _____	Does not apply <input type="checkbox"/>

Result Area: (Example: Children are Ready to Learn and Succeed)						
Objective (What)	Program Activities (How)	Responsible Parties (Who)	Expected Outcomes (Why)	Measurements / Indicator (Evidence)	Data Source (Where)	Time of Measurements (When)
<p><b>Total # to be enrolled (service level) of a specific population (if children, specify age); indicate overarching service and curriculum name if applicable. (ex. Provide 500 children/youth with behavior supports using ...).</b></p> <p><b>Note: Specify total enrolled per school.</b></p>	<p><b>What would you tell a participant they are receiving? (individualize by outcome)</b></p> <p><b>Note: List activities (not narrative sentences) using actual titles, frequency and duration of each. Example: <i>Motivational Class 2x a week (45) minutes each.</i></b></p>	<p><b>Only those contributing to each outcome.</b></p> <p><b>May include:</b>  <i>Agency or Staff;</i>  <i>Vendors;</i>  <i>Recipient of services; and/or</i>  <i>Community Partners</i></p>	<p><b>Copy EXACTLY from ITN.</b></p> <p><b>Note: Include # you will measure of the total # in objective column.</b></p>	<p><b>Measurement Tool Name</b></p> <p><b>Note: Qualifier may be added by CBHC if awarded with a time frame or minimum service dosage before final measure. Example: <i>After (4) Classes</i></b></p>	<p><b>Where is documented evidence coming from to support indicator measured?</b></p> <p><b>Note: If awarded, CBHC will expect to see this data as part of monitoring.</b></p>	<p><b>When does tool administration occur? (per tool guidelines and/or program model)</b></p>

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Appendix (#8) – Administrative Services Organization (ASO)**

**ASO BACKGROUND**

The Administrative Services Organization (ASO) is a program operated by the Children’s Board of Hillsborough County to manage a dedicated pool of flexible funds. Implemented in 2003 to support family directed care, the ASO promotes a wraparound approach in which families identify their strengths, needs, goals and service providers through a family support plan. As a payment of last resort, flexible funds managed by the ASO can be used to provide supports and services with qualified community providers.

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

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

**INTENT OF ASO FUNDS**

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

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

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**REQUIREMENTS FOR PARTICIPATION AS AN ASO CASE MANAGEMENT PROGRAM**

1. The program must employ some form of case management/family support as a service strategy, either as a primary strategy or in conjunction with other service strategies.
2. Individualized family support plans must be a component of the service strategy. Services and supports purchased with ASO funds must relate to a specific goal in the family's plan.
3. Supervisors and case managers must have training in case management using a system of care approach, prior to access of ASO funds. This training can be accessed from Success 4 Kids and Families if needed. The training is a one-day training, at the rate of \$75 per participant.
4. Supervisors and case must attend a three-hour ASO Overview and Web Application Training which is provided by the Children's Board at no cost to the participant.
5. Program supervisors are required to attend bi-monthly ASO Supervisors Meetings.
6. ASO funds requested from the Children's Board must be used in accordance with established values, policies and procedures which are provided in ASO training and posted on the ASO web application
7. The program must participate in annual monitoring by the Children's Board, including records review of families who benefitted from ASO funding.

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1. **“Addendum”** means supplemental information or changes made to an ITN after release of the original procurement document and before deadline for submission.
2. **“Best Practices”** refers to methods or techniques that have consistently demonstrated evidence of results/accomplishments that are better than those achieved with other means and are used as a benchmark. These are often related to a set of guidelines established by an authority that recommends an efficient or prudent course of action in some situations.
3. **“Capacity Building Training”** means training provided at no cost to the organization if awarded to increase their access to resources that will strengthen organizational needs as identified by the organization for its staff and/or Board members.
4. **“Collaboration”** means agencies work together, each contributing its strength to a project, to create positive outcomes toward achieving one or more of the Children’s Board’s overall goals of Children are Healthy and Safe; Children are Ready to Learn and Succeed; and Children are Supported and have Supportive Families.
5. **“Contract Compliance”** means the Grantee successfully meets the expectations of managing a Children’s Board contract in three areas of responsibility: administrative, fiscal, and programmatic functions.
6. **“Community Review Team”** means the CBHC secured volunteer community reviewers who will read and rate proposals.
7. **“Cost Reimbursement”** means the Grantee must pay for approved budget expenses before being reimbursed from the CBHC.
8. **“Cultural and Linguistic Competence”** is the ability of the provider organization to understand and respond effectively to the cultural and linguistic needs brought by the target population being served.
9. **“Curriculum-based”** means the measurement tool used was created based on a specific program model, coursework, or instruction.
10. **“Demographic Data”** refers to the descriptive information of program participants and program participation, including information (but not limited to) such as date of birth, ethnicity, start date, or reason for leaving program.
11. **“Demonstrate”** may require observation of participant to show or prove something with evidence or examples.
12. **“Early Intervention”** Strategies that address a need of a select group of children and their families of the total population who may have already developed a condition and the services manage, minimize or avoids a worsening condition.
13. **“Evidence-based practices”** means Programs that have successfully passed the standards of rigorous scientific research and evaluation which integrate the best available practices with practitioner expertise and other resources. They support the characteristics, stated needs, values and preferences of those who will be served.
14. **“Evidence-informed practices”** means types of program practices that build upon the best available information but recognize implementations within specific contexts.



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15. **“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.]*
16. **“Fiscal Year”** or **“FY”** means the budget calendar year for the Children’s Board which is October 1 through September 30.
17. **“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.
18. **“Glossary”** The glossary of terms has been provided to clarify terms used in the ITN document. If you require additional clarification, please submit written questions to the designated contact by the deadline indicated on the timeline.
19. **“Grantee”** means the selected organization awarded a contract upon Board approval with the Children’s Board to provide the Services.
20. **“High Quality Services”** are services that exceed both the minimal specifications of a service as well as the norm.
21. **“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.
22. **“Information Session”** is a presentation reviewing the details of the ITN as well as general discussion of how projects funded by this ITN 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.
23. **“Intent to Negotiate”** means this Intent to Negotiate (ITN) and includes any addendum and the answers to Proposers’ questions.
24. **“Matrix/ Work Plan”** means the work plan that lays out the process objectives (what), activities (how), responsible parties (who), the outcomes (why), the indicators (measures/evidence), data sources (where), and time of measure (when).
25. **“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.
26. **“Prevention”** Strategies for services and resources that typically support a select group of children and their families of the total population who may be considered at risk for developing adverse circumstances to prevent a condition from happening.
27. **“Procurement”** means a process or method to secure goods and services.
28. **“Proposal”** means the written application submitted by a Proposer in response to this ITN.

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29. **“Proposal Submission”** is the process and final submission of proposal to the Children’s Board by Proposer.
30. **“Proposer”** or **“You”** or **“Your”** or **“Organization”** means the entity legally operating in the state of Florida that submits or intends to apply to the CBHC pursuant to this procurement document.
31. **“Promising Practice”** means programs that have garnered some degree of research evidence of achieving the intended outcomes when implemented with fidelity but require additional research to conclude their effectiveness.
32. **“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.
33. **“Questions for Recommended Proposals”** means proposers may or may not be called by the Children’s Board for further clarification of their proposal.
34. **“Scope of Services”** are the defined specifications, standards and requirements for services to be delivered under this procurement activity.
35. **“Scoring Criteria”** The Scoring 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.
36. **“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.
37. **“Written Proposer Questions”** means questions pertaining to the ITN and submitted to [ONEhillsborough@childrensboard.org](mailto:ONEhillsborough@childrensboard.org). All questions are subject to review and answers to questions will be publicly posted on the website: <http://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/> under the subheading of “open opportunities”.

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**Appendix (#10) – Community Review Team (CRT) Scoring Criteria**

Rater Number \_\_\_\_\_ Date: \_\_\_\_\_

**Mission Statement:** The Children’s Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

<b>Organization:</b>	
<b>Program Name:</b>	
<b>2. Cover Sheet – Attachment (#1) (maximum 6 points) <span style="float: right;">Score _____</span></b>	
<p>Submit a completed Cover Sheet, Attachment (#1).</p> <p><u>The organization’s Authorized Official or Designee and Board Chair must date, print, and sign (in blue ink) an original copy of the Cover Sheet (note raters have copies).</u></p>	<p><b>(5-6)</b> – All fields completed correctly; Program Summary is accurate and understandable by the general public.</p> <p><b>(2-4)</b> – Some fields not completed correctly; Program Summary lacks clarity.</p> <p><b>(0-1)</b> – No fields completed correctly.</p>
<b>2.1.1 Organizational Overview (maximum 15 points) <span style="float: right;">Score _____</span></b>	
<p>a) Include the organization’s:</p> <ul style="list-style-type: none"> <li>• Mission Statement,</li> <li>• years of operation,</li> <li>• and programs currently offered in Hillsborough County;</li> </ul> <p>b) Briefly describe qualifications and background of the management and finance staff and include if they are paid employees, volunteers, or contracted;</p> <p>c) Briefly name formal designations, licensures or accreditations for your organization;</p> <p>d) Provide an example of how the organization ensures equal opportunity to employ staff, recruit volunteers, and recruit Board members based on the needs of the organization and demographic composition of Hillsborough County;</p> <p>e) Describe software or tools utilized to collect, track, and report both demographic information and measurable performance outcomes;</p> <p>f) Describe organization’s internal quality assurance procedures for managing grant funding by describing resources available in the following areas:</p> <ul style="list-style-type: none"> <li>a. Contract compliance</li> <li>b. Meeting reporting deadlines</li> <li>c. Fiscal accountability;</li> </ul> <p>g) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s);</p> <p>h) Provide experience implementing trauma-informed practices; acknowledges the need to understand a student’s life experiences in order to deliver effective care and has the potential to improve patient engagement, treatment adherence, health outcomes, and provider and staff wellness.</p>	<p><b>(11-15)</b> – All bullet points addressed; mission statement aligned; staff have appropriate qualifications to implement program and maintain fidelity to the model; validated equal opportunity; no concern about history; ability to establish and maintain partnerships; established procedures for grant management; ITN Statement of Intent can be fulfilled.</p> <p><b>(5-10)</b> – Some bullet points not addressed; all points addressed, but not well developed; questionable if ITN Statement of Intent can be fulfilled.</p> <p><b>(0-4)</b> – Poorly constructed; lacked too many details to ascertain organizational capability of grant management.</p>

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<b>2.1.2 Financial Capability (maximum 15 points)</b>	<b>Score _____</b>
<p>a) List current agency revenue sources, such as earned revenue, development efforts, fundraising, endowment, other grants, or fees collected;</p> <p>b) Briefly describe the financial procedures utilized and the accounting control system implemented to assure compliance with generally accepted accounting principles, laws, rules and regulations applicable to your organization;</p> <p>c) 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 grant; and</p> <p>d) Disclose cash reserve amount and how agency plans to sustain a reserve amount for up to 2 months of the proposed budget to pay for and invoice CBHC on a cost reimbursement.</p>	<p><b>(11-15)</b> – 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.</p> <p><b>(5-10)</b> – Some bullet points not addressed; all points addressed, but not well developed; unclear if the organization can manage the grant funds.</p> <p><b>(0-4)</b> – Poorly constructed; lacked too many details to ascertain organization capability of managing the grant funds.</p>
<b>2.1.3 Statement of Need and Population to be served (maximum 10 points)</b>	<b>Score _____</b>
<p>a) Provide experience in coaching and working with school-aged students and families based on the population of each school;</p> <p>b) Detail evidence from families, local community partners, schools, or community assessments that supports the need in Hillsborough County for the proposed model; and</p> <p>c) Describe experience collaborating with a host agency to deliver successful services at their location.</p>	<p><b>(8-10)</b> – All requirements met; clearly expressed experience, use of local data and understanding of need.</p> <p><b>(4-7)</b> – Some requirements not met or lacked detail in understanding/expressing local need.</p> <p><b>(0-3)</b> – Poorly constructed; no connection with understanding need.</p>
<b>2.1.4 Proposed Program Description and Design (maximum 20 points)</b>	<b>Score _____</b>
<p>a) Specify type of proposed program model: Evidence-Based, Promising Practice, Evidence-Informed, and/or curriculum(s) to be used and describe how model fidelity will be sustained;</p> <p>b) Describe staff training requirements for the Trauma-informed model to be used;</p> <p>c) How will services be delivered or accessible; based on the five (5) ways described in the statement of intent.</p> <p>d) Specify main service activities to include location, duration, and frequency;</p> <p>e) How will model incorporate linguistic and culturally competent staff and practices;</p> <p>f) Describe how the program design will work in unison with HCPS to deliver training/ services;</p> <p>g) Provide at least one (1) example of how you will engage school and participants to assist you with program evaluation and/or improvement; and</p>	<p><b>(20-25)</b> – All bullet points addressed; meets the child, family and community objectives described in Section One; accessible to target population; clear method of service delivery (duration, frequency, location, and intensity) and activities; solid strategy to engage and retain participants; sufficient plan to engage participants in improvement.</p> <p><b>(10-19)</b> – Some bullets not addressed; all points addressed, but not well developed.</p> <p><b>(0-9)</b> – Poorly constructed; lacked too many details to understand overall program design.</p>

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h) Describe the agency’s capability to provide stipends for teachers and other HCPS staff to attend trainings.	
<p><b>2.2.1 Budget – Attachment (#2) (maximum 15 points)</b></p> <p>The budget includes expenses that are directly related to the costs related to intent of the scope or services.  Please refer to the New Funding Budget Instructions, Appendix (#6) to develop the budget summary, salary detail, and budget narrative for First Year and Second Year Operating Budget.</p> <p>First Year Operating Budget is the amount deemed necessary for service to start up/operate between July 17, 2023 and September 30, 2023, not to exceed \$600,000.</p> <p>Second Year Operating Budget is the amount deemed necessary for services to fully operate between October 1, 2023 and September 30, 2024, not to exceed \$1,800,000.  Complete and submit the required budget for both First- and Second-Year funding using the excel file which includes four (4) tabs:</p> <ul style="list-style-type: none"> <li>• Tab (1) – New Project Funding Budget Summary,</li> <li>• Tab (2) – Salary Detail,</li> <li>• Tab (3) – First Year Budget Narrative, and</li> <li>• Tab (4) – Second Year Budget Narrative.</li> </ul>	<p style="text-align: right;"><b>Score _____</b></p> <p><b>(20-25)</b> – All requirements met; expenditures connect to program; narratives explain calculations; support from other revenue; forms not altered.</p> <p><b>(10-19)</b> – Some requirements not met; all requirements met, but completed incorrectly or included unallowable expenses; connected program with some exceptions.</p> <p><b>(0-9)</b> – Poorly constructed; no connection to program.</p>
<p><b>2.2.2 Matrix/Work Plan – Attachment (#3) (maximum 10 points)</b></p> <p>Refer to Appendix (#7) Matrix/Work Plan Instructions. Complete Attachment (#3) for 2023-2024 school year and summer.  Outcomes: Please select three (3) outcomes (as written), (1) must be attendance from the list below to complete the matrix (one page per outcome). Select outcomes that align with the program model fidelity, target population and for which you can collect the best data.</p> <ol style="list-style-type: none"> <li>1. Required – At least 90% of a minimum of # children/youth regularly attend school.</li> <li>2. At least 75% of a minimum of # parents/caregivers or professionals have increased knowledge of strategies to support child’s social-emotional development.</li> <li>3. At least 85% of a minimum of # parents/caregivers are involved in with their child’s development, education and/or school.</li> <li>4. At least 85% of a minimum of # youth demonstrate increased school connection/engagement.</li> <li>5. At least 75% of a minimum of # children/youth have improved self-esteem.</li> <li>6. At least 85% of a minimum of # individuals have increased concrete supports.</li> </ol>	<p style="text-align: right;"><b>Score _____</b></p> <p><b>(8-10)</b> – All requirements met; outcomes support program design; defined activities and measurement tools specific to each outcome.</p> <p><b>(4-7)</b> – Some requirements not met; all requirements met, but outcomes presented do not support program design; did not clearly list outcome specific activities or measurement tools.</p> <p><b>(0-3)</b> – Poorly constructed; no connection to program design.</p>
<p><b>2.2.3 Board of Directors – Attachment (#4) (maximum 4 points)</b></p>	<p style="text-align: right;"><b>Score _____</b></p>

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<p>Use the provided template to list the names of the organization’s current Board Members, including:</p> <ul style="list-style-type: none"> <li>• Board Titles</li> <li>• Content Expertise</li> <li>• Answer if Employed by Organization</li> </ul>	<p><b>(3-4) – All requirements met; financial, programmatic, and content experts on the Board.</b>  <b>(2-3) – Some requirements not met; unclear if financial, programmatic, and content experts on the Board.</b>  <b>(0-1) Not completed correctly or attachment not provided.</b></p>
<p><b>2.2.4 Implementation Plan (Attachment #5) (maximum 5 points)</b></p>	
<p>Use template provided to submit a one (1) page Implementation Plan based on the First Year Activities and Operating Budget which includes anticipated start date for services.</p>	<p><b>(4-5) – All met; realistic.</b>  <b>(1-3) – Some requirements not met; some activities are unrealistic.</b>  <b>(0) – Not completed correctly or attachment not provided.</b></p>
<p><b>Total (maximum 100 points)</b> <span style="float: right;"><b>Final Score _____</b></span></p>	

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