

Children's Services Council of Leon County (CSC Leon)
Governing Council Meeting

Thursday, February 2, 2023, 3:00 p.m.

CSC Leon Training Room

2002 Old St. Augustine Road, Building A, Suite 50, Tallahassee, FL 32301

Members of the public can view the meeting via live stream, when available, on this YouTube channel:
<https://www.youtube.com/channel/UCc74A9evhLxbHlrH63-clbQ>.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Community Impact Story
 - A. The Achieve Academy, Ms. Adrienne Peters
- VI. Executive Director's Report
 - A. New CSC Leon Brand and Logo
- VII. General Counsel's Update
- VIII. Committees & Reports
 - A. Investment Workgroup
 - i. Presentation of Resolution to Adopt Reserves Policy
 - 1. Public Comment
 - 2. Consideration to Approve the Resolution
 - ii. Presentation of Request for Information (RFI) for Investment Advisory Firm
 - 1. Public Comment
 - 2. Consideration to Approve the RFI
 - B. Program Services Committee
 - i. Presentation of Community Investment Partner (CIP) Fiscal Guidelines
 - 1. Public Comment
 - 2. Consideration to Approve the Guidelines
 - ii. Presentation of CIP Data Security Policy
 - 1. Public Comment
 - 2. Consideration to Approve the Policy
 - iii. Presentation of Summer Bridge Funding Requests for Applications (RFAs)
 - 1. Presentation of Summer Learning RFA
 - 2. Presentation of Summer Feeding RFA
 - 3. Public Comment
 - 4. Consideration to Approve the RFAs
 - iv. Presentation of Early Learning Project Proposal
 - 1. Public Comment
 - 2. Consideration to Approve Project Proposal
- IX. Next Meeting Dates
- X. Next Meeting Agenda
- XI. Member Comments
- XII. Adjourn



Reserves Policy

The purpose of this Reserves Policy ("Policy") is to set forth the reserve funds objectives and parameters to manage both Catastrophe and Contingency Funds for the Children's Services Council of Leon County ("CSC Leon"), Florida. This Policy is designed to ensure the prudent management of public funds and the availability of operating funds, when needed. CSC Leon believes that sound financial management principles require that sufficient funds be retained by the Council to provide a stable financial base at all times. To retain this stable financial base, the Council needs to maintain a Reserves Fund Balance sufficient to support all cash flows, provide financial resources for unanticipated and/or unforeseen expenditures of an emergency nature, and to offset significant economic downturns or revenue shortfalls.

This policy will specify the size and composition of the Council's financial reserves.

1. Catastrophe Reserves:

- a) Catastrophe Reserves will be maintained at 2% annualized of the budgeted ad valorem tax revenue for the ensuing year.
- b) Catastrophe Reserves will provide immediate cash flow in the event of a natural disaster to bridge gaps in services until long-term solutions are established.
- c) Funding at the state level designated for natural disasters will be leveraged prior to utilizing CSC Leon Funds.
- d) The Council will have the ability to reallocate funding within the Reserve categories should it be deemed necessary to address any immediate needs.

2. Contingency Reserves:

- a) Contingency Reserves will be maintained at 8% annualized of the budgeted ad valorem tax revenue for the ensuing year.

- b) Contingency Reserves will provide immediate cash flow to support the continued operations of CSC Leon to include payment of staff salaries, purchase of materials and equipment, and continued contractual obligations as deemed necessary.
- c) Contingency Reserves can be utilized in the event of unexpected operational circumstances to include, but not be limited to, reduction in the collection of ad valorem tax revenue and/or significant economic downturns.
- d) The Council will have the ability to reallocate funding within the Reserve categories should it be deemed necessary to address any immediate needs.

Annual Review:

The Council will determine compliance with the provisions set in this policy as part of the annual budget process. As such, the Council will review the allocation and use of Reserves funding to determine the suitability of the amount allocated in the budget for the ensuing year.

Request for Information (RFI)
Investment Advisory Services
Children's Services Council of Leon County (CSC Leon)

Issue Date: TBD

Response Deadline: TBD

ALL RESPONSES SHOULD BE SUBMITTED IN WRITING VIA EMAIL TO procurement@cscleon.org.
UNDER NO CIRCUMSTANCES SHALL ANY RESPONDENT CONTACT ANY CSC LEON COUNCIL
MEMBER OR STAFF REGARDING THIS NOTICE.

THIS IS NOT A REQUEST FOR PROPOSAL. THIS IS FOR INFORMATIONAL PURPOSE ONLY; NO
QUESTIONS WILL BE ACCEPTED IN RESPONSE TO THIS RFI. NO AWARD WILL BE MADE ON THE
BASIS OF RESPONSES RECEIVED TO THIS NOTICE.

I. INTRODUCTION

The Children's Services Council of Leon County (CSC Leon) is issuing this Request for Information (RFI) to assess options for investment and cash management services from qualified vendors that have expertise and knowledge with the investment of public funds. CSC Leon has identified the following broad principles for its investment strategy:

1. Safety of Principal;
2. Maintenance of Liquidity; and
3. Return Maximization.

CSC Leon is an independent, special taxing district in Leon County, Florida, established in November 2020. CSC Leon serves a population of nearly 200,000 and has an annual average general fund revenues of \$7.8 million.

CSC Leon's potential investment portfolio consists of approximately \$800,000 to \$1,000,000 in general operating and reserve funds (no pension funds). CSC Leon currently manages excess funds in money market accounts. CSC Leon expects to transition to a third-party safekeeping arrangement if/when the transition to a fee-based investment advisor model is made. The transition to a fee-based investment advisor solution is being considered to enhance portfolio return, properly manage risk, maintain continuity, and ensure that investment decisions are made and executed in the best interest of CSC Leon.

Ultimately, CSC Leon's goal is to maximize interest earned while minimizing risk on its cash reserves and leverage its fund balance without compromising liquidity.

Responses to this RFI will be used as inputs to CSC Leon's decision-making process.

All information received in response to this RFI marked "Proprietary" will be handled accordingly. Responses to the RFI will not be returned. Responses to this RFI are not considered offers and will not be accepted by CSC Leon to form a binding contract. Responses to this RFI will assist CSC Leon in determining the potential level of interest, competition adequacy, and technical capabilities of commercial vendors to provide the required products and services. CSC Leon does not guarantee any action beyond this RFI.

II. BACKGROUND

CSC Leon is a catalyst for positive change to improve the lives and outcomes of children and families in the local community. Approved by a majority of the Leon County ("County") electorate in the November 2020 general election, CSC Leon has been established to provide children with early learning and reading skills, development, treatment, preventative and other children's services. In 2021, the 10-member CSC Leon Governing Council set the millage rate at

0.375 generating \$7,335, 558. In 2022, the same millage is proposed to generate an estimated \$8,041,249 in revenue.

As an independent special district authorized by section 125.901, Florida Statutes, CSC Leon will provide funding for these children's services throughout the County by annually levying ad valorem taxes, not exceeding the maximum millage rate of one-half (1/2) mill. CSC Leon has independent oversight and accountability, and the following powers and functions:

1. To provide and maintain in the County such preventive, developmental, treatment and rehabilitative services for children as CSC Leon determines are needed for the general welfare of the County.
2. To provide such other services for all children as CSC Leon determines are needed for the general welfare of the County.
3. To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data and to conduct research, which will be helpful to CSC Leon and the County in deciding the needs of children in the County.
5. To consult with other agencies dedicated to the welfare of children, to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done unless paid for with cash on hand or secured by funds deposited in financial institutions. Nothing in this subsection shall be construed to authorize CSC Leon to issue bonds of any nature, nor shall CSC Leon have the power to require the imposition of any bond by the Board of County Commissioners.
7. To employ, pay, and provide benefits for any part-time or full-time personnel needed to execute the foregoing powers and duties.

III. Investment Advisory Services

The following describes the basic scope of services that CSC Leon anticipates needing.

1. Prepare a written Investment Policy Statement (the "IPS"). The IPS will establish the investment policies and objectives of CSC Leon, set forth the asset classes and investment categories to be sought, and define the criteria and standards for selecting and monitoring investments.

2. Provide investment recommendations regarding the specific selection criteria set forth in the IPS.
3. Monitor the core investment funds being utilized to assure both ongoing compliance with the objective criteria as outlined and required by the IPS as well as ongoing satisfaction of reasonable objective and subjective criteria.
4. Make recommendations regarding investments including, but not limited to, investment changes or supporting documentation as to the ongoing retention of investments when such recommendations are deemed advisable.
5. Provide on-site investment reviews with the Governing Council or committee, generally accepted to be held quarterly during the first year, transitioning to a semi-annual basis thereafter. The meetings will be held at the CSC Leon public office in Tallahassee, Florida.

IV. RESPONSE CONTENT

CSC Leon would like to obtain the following information about investment and cash management services that will ultimately meet the functions described in section III:

Organization and Background

1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, and affiliation with other companies.
2. Please describe the entire range of investment management services your firm provides to clients. Indicate which services are your firm's specialties or areas of greater expertise. Why did you choose the specific area of expertise and how is the expertise maintained and expanded?
 - a) Do you offer a fund or product that is fixed or backed by fixed assets with high liquidity (liquidation within a day)? Does this fund or product allow for less than a million invested to participate?
 - b) How many participants are included in the pool?
3. Disclose all conflicts or potential conflicts of interest the firm has in serving in an investment manager relationship (e.g., relationships with custodians, investment managers, brokerage firms, etc.).
4. Has the firm or any officer or principal of the organization been involved in litigation related to investment management activities, or have they otherwise been involved in a SEC investigation or litigation? If yes, provide a brief summary and indicate the current status of the proceedings.
5. List any other support services the firm provides CSC Leon, if applicable (e.g., customized research projects, educational seminars, etc.).
6. Describe the firm's expertise in handling monies originating from public funds, specifically for Florida cities, counties or special districts.
7. Describe the financial condition of your firm.

Staffing

8. Provide an organizational chart that includes all individuals employed in the investment management group. Specifically identify consultants, professional support staff, and administrative staff, along with professional designations.
9. List the personnel you would likely propose to assign to this relationship and their responsibilities. Provide brief biographical information on each individual including their positions in the company, education, training, and years and type of experience in investment management.
10. Describe the turnover of portfolio managers and professional support staff over the past five years.

Client/References

11. Identify the types of accounts primarily sought by your firm.
12. Attach a list of three Florida references, including at least one client similar to CSC Leon in size and scope of investment. Indicate the contact's name, address, email address, and telephone number. Indicate the length of time you have provided investment services to the client and the type of services provided.

Performance Measurement and Evaluation

13. Describe the methods and sources of data used for analyzing the performance of investment managers and the portfolio. Specifically, include the monitoring of performance, risk, style, etc. Which benchmarks are most appropriate for this portfolio? Should we expect an incremental increase in return over the benchmark return?
14. How many business days after the end of a reporting period are the performance reports available? Can the reports be customized? Does the firm offer web access to the investment portfolio? Please provide a sample monthly client report.

Technology

15. What technological capabilities does the firm have to add value and efficiencies to the investment management process? Does the firm have a website? If yes, please provide the website address and a brief commentary on information typically accessible on the website to clients.
16. Describe the top two technology initiatives/enhancements your firm will be implementing or developing in the next 12 to 24 months.

Investment Strategy

17. Briefly describe your firm's investment management philosophy including your approach to managing portfolios for cities, counties or special districts.
18. What are the primary strategies for adding value to the portfolios?

19. Describe the ongoing daily investment procedures. Include procedures for trades, security selection, controls, etc., and how will you provide necessary liquidity.
20. How frequently would you suggest your staff meet with CSC Leon staff and Investment Committee? Who will attend these meetings?

Fee

21. Outline your fee schedule that would likely apply to CSC Leon. Include in the fee schedule any and all applicable fees to perform investment advisory services.
22. What, if any, are the start-up costs (e.g., development of IPS, etc.)?

Summary

23. What do you believe sets your firm's services apart from the competition and what unique value-added services could you provide for CSC Leon? Please respond by using an example of how your firm assisted a similar client to build a successful investment program.

V. SUBMISSION DETAILS

Interested businesses shall submit electronic responses; responses must be received by Dina Snider at procurement@cscleon.org no later than March 3, 2023, at 5:00 p.m. ET.

Responses must be submitted electronically, formatted in Microsoft Word or Microsoft Excel (any version). Margins must be 1" on all sides, to print on 8 ½" x 11" paper. Calibri typeface, 12-point font is preferred. Responses should be specific to the response content outlined in section III, and include the following: company name, address, website and point-of-contract (POC) including name, phone number and email address.

The page limitation is 15 pages and respondents are cautioned to keep marketing materials and non-specific information to a minimum. No responses shall be accepted via US Mail or Fax.

Disclaimer: This is a Request for Information only to identify sources that can provide investment and cash management services.



CSC Leon County Community Investment Partner (CIP) Fiscal Guidelines

INTRODUCTION

CSC Leon Establishment

The Children's Services Council of Leon County (CSC Leon) was established by voters in November 2020 to help provide various services to children, and families, such as early learning and reading skills, youth development, physical and mental treatment, preventative, and other services (Leon County Ordinance, No. 18-13). As an independent special district authorized by section 125.901, Florida Statutes, CSC Leon will provide funding for these children's services throughout the County by annually levying ad valorem taxes, not to exceed the maximum millage rate of one-half (1/2) mill.

CSC Leon Mission

CSC Leon is a catalyst for positive change to improve the lives and outcomes of children and families in our community. Using strategic partnerships and data driven decision-making, CSC Leon is investing in key priority areas, as follows: Success in School and Life; Healthy Children, Youth and Families; and Stable and Nurturing Families and Communities.

CSC Leon Vision

The vision of CSC Leon is that all children, youth, and families in Leon County are socially, emotionally, and physically equipped to reach their full potential.

Guiding Principles

1. CSC Leon County will spend funds efficiently and in the best interest of CSC Leon and the public.
2. All purchases in the operating budget will be procured through one of several purchasing processes authorized by this policy.
3. CSC Leon purchasing activities will advance the goals and objectives of the Minority, Women, and Small Business Enterprise Policy of the Office of Economic Vitality.
4. CSC Leon will comply with any additional regulatory requirements that may be associated with particular funding sources (e.g., 2 CFR Part 200 for federal awards).
5. CSC Leon County fosters collaboration among provider agencies and encourages assessment of collective impact with community partners to develop increasingly robust systems of care.

6. CSC Leon County funding is informed by current qualitative and quantitative data that indicates essential areas for positively impacting children's wellbeing.
7. CSC Leon County holds itself to the highest standards of fiscal and operational accountability. CSC Leon County entrusts public funds to those agencies that seek increased efficiencies and economies of scale, demonstrate competence, and show evidence of fiscal and program accountability.
8. CSC Leon County strategically addresses emerging issues and service gaps where impact can be demonstrated and measured for efficiency and effectiveness.
9. CSC Leon County provides public education, advocacy on behalf of children and families, access to information, and research to guide strategic decision-making.

Goals of the Grant Funding Policies

The Community Investment Partners (CIP) Funding Policy is intended to summarize how CSC Leon will fund programs and services, and to help establish mutually understood guidelines for the fiscal management of funds entrusted to the Council to distribute for the benefit of children, youth and families residing in Leon County. Additional goals of this policy include: to maximize the impact of funding received by a program through its contract with CSC Leon; to minimize disallowances of expenditures; to help Community Investment Partners (CIP) develop program budgets and fiscal plans for a program; and to help CIPs operate their programs according to sound accountability principles.

Fiscal and Reporting Period

Funding provided by CSC Leon will cover the contract year beginning on October 1 and end on the following September 30. The reporting period will correspond with the same funding period.

Role of the CSC Staff

The CSC staff is charged with reviewing and processing all disbursements and financial reports in conjunction with CSC Leon-funded programs. This review process is intended to ensure that funded programs spend within their approved budgets, use funds as intended and for the duration of the contract period, and that funding requests are presented on an established disbursement basis, ultimately to ensure the program outcomes are met. Programs are also subject to on-site monitoring reviews. CSC staff is available for technical assistance upon request.

For any given contract year, the Council can take action that may impact that year's funding. As such, the action of the Council may take precedence over the guidelines set in this policy for that specific year.

ELIGIBILITY

Eligible Entity

An entity seeking to apply for Community Impact Partner (CIP) funding for a program/project must be an incorporated not-for-profit, neighborhood, or local government organization. However, a for-profit organization may apply for CSC Leon funds so long as the program/project to be funded does not generate a profit for the organization.

Ineligible entities include those that operate under the exclusive jurisdiction of the public school system, individuals, and foreign-based companies/organizations.

Eligible Programs and Projects

1. Funded programs and/or projects are required to be in direct alignment with the priorities, goals, objectives, and strategies as defined by CSC Leon.
2. The target population for the purposes of CSC Leon funding is limited to programs supporting children and youth, ages prenatal to age 24 years and to qualified families with said children and youth, residing in Leon County.
3. As required by law, CSC Leon funds shall not be used to supplant existing resources.
4. Programs that require religious instructional activities and/or worship as a condition of participation shall not be funded by CSC Leon.
5. CSC Leon will not provide funding to organizations for the acquisition of real property.

FUNDING and REPORTING

Basis of CSC Leon Funding

The funding awards approved by Council are based on both programmatic and financial considerations. Staff reviews the purpose for which all dollars are to be expended as outlined in the program or project budget narrative submitted in the proposal or application package. As such, line-item budgets initially approved by CSC Leon are meant to be followed by specific line item. CSC Leon funding disbursements should only be applied against the line item for which the expense applies. Funds may be withheld until all outstanding requirements have been satisfied for all contracts executed with an organization. Future contract issuance and/or execution may be withheld until all outstanding CSC Leon requirements for the current contract year have been satisfied. CSC Leon funding is established in the following community investment categories: Priority Funding, Summer Bridge Funding, and Innovation Funding.

Disbursement of Awarded Fund

For most contracts for programs, services or projects, CSC Leon disburses funding to CIPs on a quarterly basis. The initial disbursement will be a 25% advancement of the total program budget for the contract, with subsequent quarterly disbursements. Expenses reported for a specific quarter are to be actual expenditures for that quarter and must be supported by complete and appropriate documentation. The documentation should include only those expenses paid with CSC Leon funding in the quarter for which the reporting is being submitted. Specific support documentation requirements are discussed in detail

within the “Required Reporting Documentation” section of this policy. A contract must be duly executed to receive the initial funds disbursement. The quarterly disbursement of funds for the community investment categories is outlined as follows:

1. Summer Bridge Funding: Three-month cycle

- a. Two disbursements will be made to funded programs during Summer Bridge Funding.
- b. Initial disbursements will cover program budget expenses from May 15 to July 15; this 15-day start-up timeframe provides revenue for programing to begin on June 1.
- c. Upon review and approval of an entity’s mid-summer report (due on July 10), the second and final disbursement will cover program budget expenses from July 16 to August 30, with the final summer report due on September 15.
- d. Unspent contract funds shall be returned to CSC Leon by no later than September 30.
- e. Community Investment Partners shall not be considered for future funding until all requirements of any current contract are met.

2. Family Support Services Priority Funding (Initial Timeframe – August 1, 2023, to September 30, 2024): One-, Two- or Three-year cycle(s)

- a. Initial disbursement will cover program budget expenses from August 1 to October 15, 2023, with the initial quarterly report for August 1 to September 30, 2023 (two months), due within 7 days from the end of the quarter (this corresponds with the Fourth Quarter of CSC Leon’s fiscal year).
- b. Upon review and approval of the initial quarterly report, the second disbursement will be issued to cover program budget expenses from October 16, 2023, to January 15, 2024, with the second quarterly report for October 1 to December 31, 2023, due within 7 days from the end of the quarter (this corresponds with the First Quarter of CSC Leon’s fiscal year).
- c. Upon review and approval of the second quarterly report, the third disbursement will cover program budget expenses from January 16 to April 15, 2024, with the third quarterly report for January 1 to March 31, 2024, due within 7 days from the end of the quarter (this corresponds with the Second Quarter of CSC Leon’s fiscal year).
- d. Upon review and approval of the third quarterly report, the fourth disbursement will cover program budget expenses from April 16 to July 15, 2024, with the fourth quarterly report for April 1 to June 30, 2024, due 7 days from the end of the quarter (this corresponds with the Third Quarter of CSC Leon’s fiscal year).
- e. Upon review and approval of the fourth quarterly report, the final contract year-end disbursement will cover program budget expenses from July 16 to September 30, 2024, with the final quarterly report for July 1 to September 30, 2024, due by October 15, 2024.
- f. For multi-year contracts, a renewal/budget amendment will be initiated on or around August 1 of the contract year; once approved, initial disbursement for the subsequent contract year will cover program budget expenses from October 1, 2024, to January 15, 2025, with the initial quarterly report for October 1 to December 31, 2025, due within 7 days from the end of the quarter (this now corresponds with the First Quarter of CSC Leon’s 2024-25 fiscal year).
- g. Upon review and approval of the initial quarterly report, the second disbursement will cover program budget expenses from January 16 to March 31, 2025, with the second quarterly report

for January 1 to March 31, 2025, due 7 days from the end of the quarter (this now corresponds with the Second Quarter of CSC Leon's 2024-25 fiscal year).

Note: CSC Leon Staff will include the disbursement and reporting timeline in the draft, final and executed contracts with a CIP.

- h. Quarterly reports received after the 7th day will not be reviewed until CSC Leon staff has completed the review of timely submitted reports. Late reports will be noted as such and may result in delays to the next disbursement. Habitually late reports may negatively impact the CIP's ability to apply for future funding from CSC Leon.
- i. Unspent contract funds shall be returned to CSC Leon by no later than October 31 of any funding year.
- j. Community Investment Partners shall not be considered for future funding until all requirements of any past or current contract are met.

3. Innovation Funding: Yearly Funding

- a. Initial disbursement will cover program budget expenses from October 1 to January 15, with the initial quarterly report for October 1 to December 31, due within 7 days from the end of the quarter.
- b. Upon review and approval of the initial quarterly report, the second disbursement will cover program budget expenses from January 16 to March 31, with the second quarterly report for January 1 to March 31, due 7 days from the end of the quarter.
- c. Upon review and approval of the second quarterly report, the third disbursement will cover program budget expenses from April 1 to July 15, with the third quarterly report April 1 to June 30, due 7 days from the end of the quarter.
- d. Upon review and approval of the third quarterly report, the fourth disbursement will cover program budget expenses from July 16 to September 30, with the fourth quarterly report for July 1 to September 30, due 7 days from the end of the quarter.
- e. Quarterly reports received after the 7th day will not be reviewed until CSC Leon staff has completed the review of timely submitted reports. Late reports will be noted as such and may result in delays to the next disbursement. Habitually late reports may negatively impact the CIP's ability to apply for future funding from CSC Leon.
- f. Unspent contract funds shall be returned to CSC Leon along with the year-end report by no later than October 31 of any funded year.
- g. Community Investment Partners shall not be considered for future funding until all requirements of any current contract are met.

BUDGETS, DOCUMENTATION and FUNDS DISBURSEMENT

Program Budget

A budget represents the total fiscal plan for a program or project for which an entity is seeking funding from CSC Leon. It is expected that submitted budgets for any program will support the policies and

procedures of the submitting entity, and that the entity's written policies have been approved by its governing body well in advance of said entity seeking funding from the Council. CSC Leon expects initial budgets to be detailed and to itemize all anticipated expenditures for the program or project.

Budget Line Item/Category Definitions

The program budget is comprised of line items with specific definitions or inclusions. The following line items are generally utilized when developing a program's budget narrative. In submitting quarterly reports to CSC Leon for funded program, the approved budget narrative based on the definitions below and contained within the executed contract, should be used to apply funds to line items. Note that in any line item, only the share of costs/expenditures that were paid using CSC Leon funds should be included.

- i. **Administrative Costs** – All direct and indirect costs associated with the management of Community Investment Programs; CSC Leon will allow up to an 18% administrative percentage.
- ii. **Advertising** – Costs related to advertising for program promotion, staff recruitment and/or volunteers for the program. This line item can also be used for promotional items purchased for the program.
- iii. **Audit Expense** – The program's pro rata share of the annual independent financial audit expense.
- iv. **Books/Educational Materials** – Cost of materials used in the program as an educational tool for the clients (e.g., books, reading materials, games, puzzles, videos, etc.).
- v. **Equipment Purchases** – Equipment purchased as a necessary item for the operation of the program. Equipment purchased with CSC funds becomes the property of CSC if the program terminates within two years of the equipment purchase.
- vi. **Equipment Rental & Maintenance** – The cost of renting and maintenance of equipment, including copiers, computers, postage equipment, etc.
- vii. **FICA** – The employer's mandatory 7.65% for Social Security. This calculation is only the employer's share of FICA. FICA must not be calculated for contract employees. Note that some payroll items may not be subject to FICA and thus your program budget for FICA may be less than 7.65%. In that case enter the lesser amount. Only include reporting for the amount of FICA paid.
- viii. **Food & Nutrition** – The cost of nutritional food items served to clients of the program. Food items for Staff or Agency Board members is not eligible for reimbursement.
- ix. **Insurance** – Cost of general liability, professional liability, property, business auto, crime bond, and directors' and officers' liability insurance as determined necessary for the operation of the program.
- x. **Life/Health Insurance** – The employer's share for any life and/or health (medical) insurance program the employer offers its employees.
- xi. **Occupancy (Building & Grounds)** – All costs related to the program's place of business. Includes rent (building and land), mortgage, contracted janitorial and maintenance services, exterminating expenses, cost for electric, water, sewer and waste removal, and occupancy related licenses and permits.
- xii. **Office Supplies** – Cost of all supplies and materials used by the program staff that may include office and housekeeping supplies.

- xiii. **Other/Contract** – Specific costs for contractual services not reportable on any other line item as detailed in the program’s budget narrative.
- xiv. **Other/Miscellaneous** – Specific program related costs not reportable on any other line item (e.g., background checks, volunteer testing, etc.) as detailed in the program’s budget narrative.
- xv. **Professional Fees** – Cost of fees and charges of professional practitioners, technical consultants, or semi-professional technicians who are not employees of the program and are engaged as independent contractors for specified services on a fee or other individual contractual basis. This line item would include attorney, accountant, or consultant fees. Contracted janitorial maintenance and repair services related to buildings and grounds should be included in the “Occupancy” line item.
- xvi. **Postage/Shipping** – Postage, parcel post, commercial trucking, and other delivery service costs. Costs of postage meter rental should be listed under the “Equipment Rental & Maintenance” line item.
- xvii. **Printing & Publications** – Includes cost of brochures, videos, and other informational materials for the program. Copy machine rental or leasing costs should be listed under the “Equipment Rental & Maintenance” line item.
- xviii. **Retirement** – The employer’s share for program employees’ retirement.
- xix. **Salaries** – All program salaries including full-time, part-time, and temporary staff to include fringe and benefits paid to an employee(s) working directly in the program.
- xx. **Specific Assistance to Individuals** – Expenses for specific materials, rental and utility subsidies, and any other assistance rendered to clients as detailed in the budget narrative.
- xxi. **Telephone** – Expenses for all telephone services, internet, and communication lines.
- xxii. **Travel (Daily)** – Mileage costs associated with the daily operation of the program. The mileage rate allowed is the current IRS rate “as amended.” The IRS rate effective on January 1, 2022, is \$0.585 per mile. To support the amount requested for mileage reimbursement, please provide documentation of dates traveled, miles traveled, purpose and locations visited, start and end points, and the rate applied to the mileage for CSC reimbursement. Only the amount paid by the agency/program to its employees can be reimbursed up to this maximum rate, and those payments to employees must be documented.
 - a. Expenses for fuel are allowable only for business-owned vehicles that are used for the CSC funded program. For business vehicles for which fuel is purchased, fuel receipt forms must be provided for each purchase and a monthly vehicle mileage log to show vehicle usage must be submitted for each vehicle for which fuel is purchased with the quarterly reporting. Note that these business vehicles will not be allowed additional per mile reimbursement.
- xxiii. **Workers Compensation** – The amount paid for workers compensation insurance as assigned by the carrier.

Budget Transfers

Once the contracted program budget has been approved, the CIP may reallocate between line items by up to 10% without approval from CSC Leon staff; for reallocations that exceed this, the CIP must submit a Budget Transfer Request for review and approval. Additionally, **in no instance may a CIP reallocate allocations in salaries and compensation without submitting a Budget Transfer Request to CSC Leon for review and approval.** As such, the total approved contracted program budget must remain the same, and no additional dollars can be requested to add to a program budget during the fiscal year. All Budget Transfer Requests must be submitted to CSC Leon for approval prior to the adjustments being made. In reviewing and approving a Budget Transfer Request, CSC Leon staff will consider the overall impact on the program and its expected outcomes and goals. CSC Leon will accept Budget Transfer Requests via the SAMIS portal, only. The official “date of receipt” for the Budget Transfer Request will be the actual date that staff receives a complete or revised request.

It is the responsibility of program/entity staff to monitor its budget and submit timely Budget Transfer Requests, as deemed appropriate. The program budget should be reviewed monthly to ensure compliance; additionally, programs should consider performing a routine review after submitting the Second Quarterly Report to ensure there is sufficient time to submit any Budget Transfer Requests.

Approval of the Budget Transfer Request will be provided to the program by CSC Leon staff through the SAMIS portal.

Required Reporting Documentation

SAMIS (Services and Activities Management Information System) is the web-based reporting system CSC Leon used to increase the efficiency of program-related and financial data between CSC Leon and its funded CIPs. All funded CIPs are to use the SAMIS system TO SUBMIT ALL INFORMATION unless specific authorization to use an alternative method of reporting has been provided in writing from CSC Leon staff. This includes all data, budgets and approved amendments, quarterly reports, and final reports. Additionally, submitted program budgets and subsequent budget amendments must be balanced, meaning the total budgeted program expenses paid with CSC Leon funds must equal the total CIP program approved allocation from CSC Leon.

Prior to a CIPs receiving its first quarterly funding disbursement, CSC Leon must have the following information on file:

1. A fully executed contract inclusive of an approved line-item budget (CIP signed and CSC Leon counter-signed).
2. A Certificate of Insurance as documentation of the coverage required by the contract.
3. The CIPs organization chart.
4. The CIPs official certificate of business registration with the Florida Department of State, Division of Corporations (SunBiz).
5. IRS Non-profit status determination documentation, if applicable.
6. Letters of Agreement from partner organizations, if applicable.
7. Full program operational budget without CSC Leon funding.

8. Either a current independent audit report or an official copy of the entity's IRS Form 990, as required by CSC Leon policy and contract. The CIP should abide by Fla. Stat. 496 Section 407 for determination as to which annual financial statement must be filed.

Also, complete documentation of the information listed above must be available for viewing at the entity's location upon request at on-site visits, which may occur at any time during the contract period.

Funds Disbursement

As CSC Leon wants to ensure timely disbursement of funds to CIPs, it is important for CIPs to submit COMPLETE documentation for all expenditures with the quarterly report.

Supporting documentation – Consists of at least two (2) forms of documentation:

1. **Expense detail (receipt/invoice)** – full description of item(s) purchased, cost of said item(s), date purchased, vendor, form of payment, etc.
2. **Proof of Payment by CIP (check/ACH)** – payment must show the CIP, or its designated staff person paid for the expense.

Support documentation must include both the expense detail and proof of CIP payment to be considered complete and eligible to be paid with CSC Leon funds. Support can include but may not be limited to the following:

- a. Copies of cleared/cancelled checks, bank statement or bank transaction detail.
- b. Copies of payroll checks or reports, deposit reports, payroll tax deposit (FICA).
- c. Receipts, invoices, bills, credit card statements, etc.
- d. Travel vouchers/expense reports, including mileage and rate of reimbursement.
- e. Worker's Compensation Policy (to show rate charged).
- f. Fringe benefit invoices (for payments on health insurance, retirement, life insurance, etc.).
- g. Worksheet or memo detailing the cost allocation method applied to expenses shared by a CSC Leon-funded program and other programs or operations paid with other funds.
- h. Rosters corresponding to admission fee/ticket purchases for field trips; total amount paid and the total tickets purchased must match.
- i. Employee Reimbursement Forms for out-of-pocket expenses.

For other forms of documentation not listed, confer with CSC Leon staff.

Guidance Relating to Disbursements

- All documentation must be legible and should be organized in a manner that provides an audit trail from the payment to the amount expensed. When the amount of the payment is different from the expense requested, submitting supporting schedules or notes are the sole responsibility of the CIP to show a clear audit trail (example: submitted documentation shows CIP staff person's salary charged at 60% of their salary, but approved budget shows CSC Leon funds to be used for 100% of their compensation, the CIP is responsible for correcting the mistake, or returning the unused 40%).

- Quarterly program reports should only include the share of costs funded by CSC Leon. Charges should show a prorated share of the program expense paid by CSC Leon to the total office operation.
- CSC Leon expects it's funding to be used to help keep the program operational for the full contract year. Funding within salaries and FICA line items should be used at a rate in proportion to the number of months of operation and the frequency for which expenses are paid.
- Expenses incurred on behalf of employees are restricted to those positions funded by CSC Leon. For example, fringe benefit expenses and travel expenses can be paid with CSC Leon funds only for those employees funded by CSC Leon. Additionally, such expenses can only be paid at the percentage of the position for which CSC Leon funds. For example, if CSC Leon Funds 50% of a position, only 50% of fringe benefit and travel expenses can be paid with CSC Leon funds. Please mark supporting documentation to show the percentage allocated to CSC Leon.
- Equipment purchased with CSC Leon funds is intended for use by the funded program or program(s). Should a funded program not continue for two years beyond the contracted period in which the equipment was purchased, said equipment will be considered the property of CSC Leon. CSC Leon reserves the right to re-distribute unused equipment to functioning CSC Leon-funded programs at CSC Leon's sole discretion.
- Receipts/invoices are required for ALL expenses submitted to CSC Leon and should clearly indicate vendor name and the date of purchase. Please include copies of cancelled checks to document that the expense has been paid by the funded investment partner.
- For receipts/invoices that include items not being requested for reimbursement, please circle, or underline the items considered for reimbursement.
- Sales tax should be deducted from expenses where the tax should not have been charged/paid. Remember to use your tax-exempt certificate when applicable! If you are tax-exempt, CSC Leon will not pay for sale tax charged.
- Purchases made with a company credit card must be requested in the quarter the credit card is paid and support documentation should include the statement in addition to receipts/invoices.
- Please redact all Social Security numbers from documents submitted to CSC Leon.
- Employee reimbursement for their out-of-pocket expenses should be documented appropriately on a formal Employee Reimbursement Form. This form should be included as support documentation.
- Late, overdraft, interest fees are not eligible for payment by CSC Leon and will be charged back to the CIP.

Method of Payment

After CSC Leon Fiscal review and approval, CSC will initiate payment by direct deposit. Payment will be initiated within 21 days of receipt of the complete Quarterly Reporting. Note that incomplete or incorrect reporting that must be submitted or revised and re-submitted BY THE CIP will be paid within 21 days of receiving the properly submitted request.

RECORD-KEEPING and ON-SITE VISITS

Maintenance of Books and Records - CIP Responsibility

It is the responsibility of the CIP to:

- Maintain books, records, and documents (including electronic storage media) in accordance with standard accounting procedures and practices that reflect all payments by CSC Leon to the CIP under the executed contract between CSC and the CIP.
- Assure that records pertaining to the contract between CSC Leon and the CIP, including all financial records and supporting documentation, be available at all reasonable times and upon reasonable prior request, for inspection, review, or audit by CSC staff or other personnel assigned by the Council.
- Maintain and file with CSC Leon in a timely manner all fiscal reports related to services under the contract between CSC Leon and the CIP.
- Maintain and file with CSC Leon in a timely manner all program reports related to services under the contract between CSC Leon and the CIP. Failure to submit these reports in a timely manner will result in a late fee assessment.

On-Site Visits

CSC Leon Staff will conduct on-site visits to all CSC Leon-funded programs during the contract period. Visits will be conducted at a minimum on a bi-annual basis, with the exception of summer bridge programs that will receive only one. During the on-site visit, monitoring will be conducted based on the quarterly reporting provided; any issues or concerns with quarterly reporting can be discussed during this time. CSC Leon staff will take the opportunity to observe the program facility and activities to develop a thorough understanding of the services being rendered by the program.

Community Investment Partner Funding Policy

Definitions

Acquisition – Taking ownership of property, receiving the property as a gift, entering a lease-purchase arrangement or leasing the property. The term includes processing, delivery, and installation of property.

Acquisition Cost – For equipment, the net invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty, or protective in-transit insurance, shall be included or excluded from the unit acquisition costs in accordance with the provider's regular accounting practices.

Administrative Cost – All direct and indirect costs associated with the management of community investment programs.

Administrative Requirements – The general practices that are common to the administration of the community investment (grant)/program, such as financial management and accountability, reporting, equipment management, and retention of records. These are distinguished from "programmatic" requirements, which concern matters that can be treated only on a program-by-program basis.

After-Action Report – A detailed critical summary or analysis of a past event or activity, created to re-assess decisions and consider possible alternatives for future scenarios.

Allowable Cost – Expenditures that are specifically permitted (or not specifically prohibited), by law, regulation, or guidance from the CSC Leon, federal accounting standards, or other authoritative sources. The cost incurred is reasonable; necessary; allocable; conforms with any limitations or exclusions set forth in the federal or state cost principles or in the award notification as to the type or amount of cost; consistent with regulations, policies, and procedures; accorded consistent treatment as a direct or indirect cost; determined in accordance with generally accepted accounting principles; and not included as a cost in any other award.

Approval or Authorization – Official documentation to show evidence of consent for a specific request.

Approved Budget – The financial plan for expenditure for a community investment-supported project, program, or activity.

Attestation – A written statement submitted by an applicant, normally included with an application, indicating that the applicant, if funded, will abide by specific requirements.

At-Hope - Neighborhoods or community populations that have historically been underserved or under-resourced.

Audit – An independent financial and/or performance review of any public or private person or organization entrusted with public resources. The review is to attest that the recipient was responsible in applying those resources efficiently, economically, and effectively to achieve the purpose for which the resources were awarded.

Audit Resolution – The process of resolving audit findings, including but not limited to, those related to management, and systems deficiencies and monetary findings (i.e., questioned costs).

Award – The document that states CSC Leon has approved for community investment funds to be provided to a recipient to carry out an approved program or project (based on an approved application).

Best Value - The expected outcome of a purchase that, in CSC Leon's estimation, provides the greatest overall benefit in response to CSC Leon's requirements.

Board of Directors – An organized body of advisors with oversight responsibility.

Budget – The applicant's financial plan, with accounts and amounts showing use of funds for carrying out project objectives, services, or activities as detailed on the budget narrative.

Budget Period – An interval of time (usually 12 months) during which a project period is divided for budgetary and funding purposes.

Carryover – Unobligated funds remaining at the end of any budget period that may be authorized by CSC Leon to carry forward to another budget period to cover allowable costs of a project that will continue under the same project award into a subsequent budget period in the next fiscal year. Obligated, but not liquidated, funds are not considered carryover.

Commingling – To deposit or record funds in a general account without the ability to identify each specific source of funds for any expenditure. Under this general definition, commingling of CSC Leon funds with other funding is prohibited.

Competition – An objective review process in which applicants willingly participate, where the applications are evaluated against established review criteria, scored and rated accordingly.

Competitive Solicitation - A formal competitive process conducted to achieve a best-value outcome for CSC Leon, including, without limitation, an Invitation to Bid (ITB), a Request for Proposals (RFP), or an Invitation to Negotiate (ITN), as described in chapter 287, Florida Statutes, and implementing regulations.

Community Investment – Award of financial assistance, including cooperative agreements in the form of money, by CSC Leon to an eligible entity.

Community Investment Award Notification – An official binding document signed by the authorized official of the awarding agency. The award notification outlines all the terms and conditions of the grant award.

Community Investment Partner (CIP) – A community agency, entity or organization seeking a financial award from CSC Leon County.

Community Investment Period – The time frame during which allowable activities and disbursements may be allowed for a program/project.

Cone of Silence – The period (number of days) between the date a procurement (RFP/ITN/RFA) is advertised and the date the corresponding recommended award (or procurement cancellation) is scheduled to be announced. The Cone of Silence is designed to protect the professional integrity of the procurement process by shielding it from undue influences prior to the recommendation of contract award. During the silence period, no one acting on a Respondent's behalf may engage in any written or verbal communication or other attempts to influence anyone at CSC Leon, or its representatives, regarding the procurement.

Contract – Any written agreement between two or more parties as a legal instrument by which an entity purchases property, goods or services needed to carry out the project or program.

Contact Person – The representative for the program, who may also serve as the program administrator or Community Investment Partner Officer.

Continuation Project – Written authorization to continue an approved project that may or may not provide additional funding for a subsequent budget period.

Contracted Services – A written agreement between a recipient and a third party to acquire goods and/or services.

Cost – An amount paid or to be paid as determined on a cash, accrual, or other basis acceptable for a purchase.

Cost Allocation Plan – Document that identifies, accumulates, and distributes allowable direct and indirect cost to cost objectives. The plan also identifies the allocation methods used for distribution of cost objectives, on the basis of relative benefits received.

Cost Sharing or Matching – The value of the third party, in-kind contributions, and the portion of the costs of a project or program not funded by CSC Leon.

CSC Leon – The Children’s Services Council of Leon County (CSC Leon) is a catalyst for positive change to improve the lives and outcomes of children and families in Leon County. It was established **by voters in November 2020** to help provide various services to children and youth, such as early learning and reading skills, youth development, physical and mental treatment, preventative and other services. As an independent special district authorized by section 125.901, Florida Statutes, CSC Leon will provide funding for these children's services throughout the County by annually levying ad valorem taxes, not to exceed the maximum millage rate of one-half (1/2) mill.

Data – Specific information or facts that are collected, such as date of entry into a program, age, or reading level. Sources of data may include attendance records, referrals, assessments, or interviews. A data item is usually a discrete or single measure.

Deadline Date – The receipt date by the funder for an application to be considered for funding.

Deliverables – Products and/or services that directly relate to a task specified in the program/project. Deliverables must be quantifiable, measurable, and verifiable. Deliverables in most cases are events that trigger payments and are used as verification that services have been rendered in accordance with program/project requirements.

Direct Cost – Cost that can be identified specifically with a particular final cost objective.

Disallowed Cost – Charges to a project or program determined to be unallowable, in accordance with the applicable federal or state cost principles or other terms and conditions contained in the award.

Disbursement – Payment made in cash, by check or electronically from a dedicated fund for goods and/or services.

ELC – Early Learning Coalition a private not-for-profit organization that provides services to families, children and childcare providers.

Electronic Invoice - An invoice that is issued, transmitted, received, processed and stored electronically using specified document formats.

Equipment – A tangible item that is functionally complete for its intended purpose, durable, nonexpendable and needed for the performance of a contract.

ESEA – Elementary and Secondary Education Act.

Evaluation – The systematic collection of information about a program/project to answer important questions about activities, barriers, characteristics, and outcomes of a program/project.

Expenditures (Outlays) – Charges made to the project or program that may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursement for

direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and sub-grantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements; the amount of indirect expenses incurred; the value of in-kind contributions applied; and the new increase or decrease in the amounts owed by the grantee for goods and other property received, for services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments.

Expiration Date – The date specified in the project award notification signifying the end of the current budget period, after which the recipient does not have authority to obligate funds.

Federal Employer Identification Number (FEIN) – Also known as the Employer Identification Number, the EIN is a nine-digit number assigned by the Internal Revenue Service to Business entities operating in the US. An organization/entity may apply online at [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-EmployerIdentification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-EmployerIdentification-Number-(EIN)-Online)

Fiscal Year –

- Federal fiscal year – a period beginning on October 1 and ending on the following September 30.
- State fiscal year – a period beginning on July 1 and ending on the following June 30.

Fixed Charges – Contributions of the CIP to fringe benefits and similar costs, but only those associated with salaries and wages that are charged as indirect costs, which include: (a) retirement, including state, county or local retirement funds, Social Security, and pension payments; (b) unemployment compensation payments; and (c) property, employee, health, and liability insurance.

For-profit – The term applying to an agency, organization, institution or other entity that is owned and operated with a primary goal to make a profit or earn income. Additionally, the owners earn income from the entity and may also pay shareholders and investors from the profits.

Funding Cycle – The sequence of activities for awarding a project which may include the announcement of availability of funds; deadline for submitting an application; review and approval process; and the method and timelines for the release of funds.

Funding Priorities – Specific initiatives CSC Leon requires to be in an application in order to be considered for funding. Priorities may be generated based on requirements or a specific area or activity on which a program is focusing.

Generally Accepted Accounting Principles (GAAP) – The generally accepted auditing standards issued by the American Institute of Certified Public Accountants (AICPA).

Government – A federal, state, or local government or a federally recognized Indian tribal government.

Guidelines – Procedures outlined in a document that should be followed as specified.

In-Kind Contributions – “Third party in-kind contributions” means the value of non-cash contributions provided by non-federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies, and other expendable property, and the value of the goods and services directly benefitting and specifically identifiable to the project or program.

Independent Auditor – A certified public accountant (CPA) or chartered accountant (CA) who examines the financial records and business transactions of an entity with which they are not affiliated.

Indirect Cost – Cost incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

Indirect Cost Rate Agreement – A formal written and signed agreement between an organization and its respective cognizant agency that specifies the treatment of indirect costs based on an approved plan.

Internal Control – A plan of organization under which employees’ duties are so arranged, and records and procedures so designed, as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures.

Invitation to Negotiate (ITN) – A flexible procurement process that is used for highly specialized, variable services and commodities.

LEA (Local Educational Agency) – A public board of education or other public authority legally constituted within a state for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state; or such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools.

Matching Funds – A type of cost-sharing typically used when the contractor requires the community investment partner to match contract funding in accordance with a specified ratio.

Monitoring – CSC Leon County activities that ensure that funds are used, and programs are operated in accordance with applicable contract requirements and regulations. The assessment process may include, but is not limited to, reviewing information gathered from various required reports, audits, site visits, and other sources.

Memorandum of Understanding (MOU) – An agreement developed and executed among parties that specify roles in a joint operation.

Non-profit/Nonprofit – An agency, organization, institution or entity that is owned and operated by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity.

Not-for-profit – An agency, organization, institution or entity that is owned and operated to serve the goals or special interests of its members. Money generated by not-for-profits must be reinvested back into the operation of the organization.

Objective – A specific statement that explains how a goal will be measured, accomplished, and analyzed.

Obligations – The amounts for orders placed, contracts awarded, goods and services received, or similar transactions during the stipulated project period that will require payment during the same or a future period.

Online Announcement Service - One or more web-based services providing announcements of contracting opportunities (e.g., Florida Administrative Register, DemandStar, etc.).

Organization – A group of people organized to accomplish a common goal or set of goals.

Partnerships – Organizations that help each other meet their respective or common goals, without making substantial changes in the services they provide.

Performance Funding – Funding based on the timely submission of deliverables according to the specifications negotiated between CSC Leon and the Community Investment Partner.

Performance Indicators – A target level of performance expressed in measurable terms, against which actual achievement can be compared.

Performance Measures – A characteristic or metric that can be used to assess the performance aspects of a program or project.

Performance Report – A report of the specific activities that the recipient completed based on an approved project/program agreement.

Post-Test – A test or measurement taken after a program, project, service, or intervention takes place. It is compared with the results of a pre-test to demonstrate the effects or changes as a result of the program, service, or intervention being evaluated.

Pre-Test – A test or measurement taken before a program, project, service, or intervention begins. It is compared with the results of a post-test to demonstrate the effects of the program, service, or intervention being evaluated. A pre-test can be used to obtain baseline data.

Prior Approval – Documentation evidencing consent prior to incurring specific costs.

Private, Non-profit Organization – An agency, organization, or institution, not under federal or public supervision or control, that is owned by one or more individuals, partnerships, corporations, or associations whose net earnings do or can benefit any private shareholder or entity.

Program – The services or activities that an agency agrees to provide for a specified period of time using state or federal funds awarded to a project recipient.

Program Application – An entity's written and submitted request for a program award from CSC Leon.

Program Award Notification – An award of funding issued by CSC Leon to an eligible recipient. The document specifies the amount of funds awarded the program period, and any special requirements or restrictions to be imposed along with other requirements of the award.

Program Period – The length of time for which a project has been financially and programmatically authorized.

Program Recipient (Community Investment Partner) – see Community Investment Partner (CIP).

Purchasing Official - The individual responsible for CSC Leon's administration of the purchasing process.

"Readiness" of Applications - The preparedness of a community investment partner to have the knowledge, skill set and support to successfully write a high-quality service proposal with all required elements.

Request for Applications (RFA) - A submission for program funds used in non-competitive programs.

Request for Information (RFI) – A solicitation used to gather information from a potential supplier of a good or service.

Request for Proposals (RFP) - A solicitation generally used in seeking applications that are competitive.

Request for Quotes (RFQ) - A solicitation for goods or services in which a company invites vendors to submit price quotes and bid on the opportunity to fulfill certain tasks or projects.

Responsive Offer - An offer in response to a competitive solicitation that conforms in all material respects to the solicitation requirements.

Real Property – Considered land, including land improvements, structures, and appurtenances, but not movable machinery and equipment are considered real property.

Reasonable Cost – A cost whose nature or amount does not exceed that which would be incurred by a prudent person under the circumstances prevailing when the decision was made to incur the cost.

Response – A request for financial support of a project, program, or activity submitted in a specific format and in accordance with CSC Leon guidance.

Retention of Records and Access – Maintaining program/project paperwork shall be maintained for the periods prescribed by applicable state and federal statutes and rules (See “General Records Schedule for State and Local Government Agencies” at <http://dos.myflorida.com/library-archives/recordsmanagement/general-records-schedules/>.)

Roll-Forward – Unobligated balances of an award or project that are allowed to be continued in subsequent funding periods.

Set-Aside – Funds that are reserved for a specific purpose.

Special Taxing District – A “unit of local government,” according to the Florida Constitution created by the Legislature or another branch of local government, like a city or county, for a specific purpose. Children’s Services Council of Leon County (CSC Leon) is a special taxing district.

Statement of Work (SOW) – A document in which the contracting officer or procurement officer specifies the objectives and deliverables for a particular program or service contract.

Sub-grant – An award of financial assistance in the form of money made under a community investment (grant) by a CIP to an eligible sub-grantee. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance that is excluded from the definition of “community investment partner funding agreement.”

Sub-grantee – The Community Investment Partner (CIP) to which a sub-grant is awarded and that is accountable to the CIP for the use of the funds provided.

Sub-recipient – An entity that receives a sub-award from a CIP or another sub-recipient under an award of financial assistance to carry out a program and is accountable to the recipient or sub-recipient for the use of the funds provided by the sub-award.

Substantial Progress – A level of accomplishment that a CIP must make in its project during a budget period that produces measurable and verifiable evidence that the activities undertaken complied with those objectives contained in agreements between the CSC Leon and a CIP.

Supplies – An item of expendable nature that is consumed, worn out, or deteriorated in use.

Target Area – A geographic area, such as a city, county, school district(s), school service area, zip code(s), neighborhood(s) or certain census tracts.

Target Population – A designated group targeted to receive direct assistance.

Technical Assistance Plan – A tool to outline, track and report targeted support to an organization with a need or problem; an effective method for building the capacity of an organization.

Termination – Permanent withdrawal of the authority to obligate previously awarded community investment (grant) funds before that authority would otherwise expire. It also means the voluntary relinquishment of that authority by CSC Leon or sub-grantee of a CIP.

Terms of a CIP Funding or Sub-grant – All requirements imposed on a CIP or sub-grant, whether based on laws, policy, regulations, or other documents referenced in or specified in the project award notification. In addition to the general terms and conditions, the Project Award Notification may include other conditions that are considered necessary to attain the award's objectives.

Total Program Cost – The total allowable costs (both direct and indirect) incurred by the recipient to carry out a CIP-supported project. Total project or program costs include costs charged to the award and costs charged by the recipient to satisfy a matching or cost sharing requirement.

21st Century – A key component of the federal No Child Left Behind Act established to provide opportunities for academic enrichment, offer students a broad array of additional services, programs, and activities, and to offer families of students served by community learning centers opportunities for literacy and related educational development.

Unallowable Cost – A cost specified by law or regulation, federal or state cost principles, or in the terms and conditions of the award that may not be reimbursed under the project.

Unpaid Obligations – The amount of obligations incurred by the recipient that has not been paid (for financial reports prepared on a cash basis) or the amount of obligations incurred by the recipient for which an outlay has not been recorded (for reports prepared on an accrual basis).

Withholding of Payment – An action taken, after appropriate administrative procedures have been followed, that restricts a recipient's ability to access project funds.

POLICY: Data and System Security

Draft Presented 1-12-2023

Adopted _____

CSC Leon recognizes the importance of maintaining the security of data and technology resources required to operate the organization and provide accurate reporting on outcomes. All individuals who collect participant data, specifically that which contains personally identifying information (PII), should take reasonable measures to protect and secure it, both in written and electronic formats.

CSC Leon will be responsible for the following:

- Training administrators of Community Investment Partners (CIPs) on acceptable measures to ensure data security within their program(s).
- Limiting user access to only data that required to perform their specific job duties.
- Regularly auditing file access permissions.
- Implementing procedures to report data breaches or violations of security protocol.
- Educating program administrators on any new developments in data breach security.
- Implementing disposal standards for participant data no longer subject to be retained in accordance with CSC Leon policies nor Florida's public records law.

Administrators for CIPs will be responsible for the following:

- Communicating with CSC Leon, in writing, the names and positions of all persons who should be authorized to access data files and system modules within the CSC Leon Services & Activities Management Information System (SAMIS).
- Notifying CSC Leon of any change in personnel or their authorization to SAMIS.
- Training employees within CIPs on steps to take to ensure data security as part of their program duties.

All users of the CSC Leon SAMIS in any capacity will be responsible for the following:

- Reporting suspected or actual data breaches immediately to either the CSC Leon Special Projects Manager or Executive Director. Examples of the types of incidents to report include, but are not limited to:
 - Access to system data files or modules by unauthorized individuals;
 - Evidence of unauthorized access into a system containing private/confidential data;
 - Unauthorized sharing of login credentials;
 - Loss of a hardware resource such as laptop, tablet, cell phone, or removable data storage devices;
 - Hacking or defacing of an online resource within the information management system;
 - Documents containing private/confidential data sent in any form to a wrong recipient;
 - Employee misuse of authorized access to disclose or mine private or confidential data.
- Protect all data files and system modules by signing off the system or locking their equipment/office while unattended.

Activating Incident Response Team

Upon receipt of a suspected information security breach, the CSC Leon Special Projects Manager, Executive Director, or designee will immediately contact Webauthor and expeditiously conduct a fact-finding investigation to determine whether a data breach or compromise has occurred.

If the team determines there was a data breach, appropriate resources will work to contain the breach. Once the breach is contained and eradicated, the team will assess the extent and impact of the breach. Each step related to the breach and breach investigation will be fully documented.

The team will consult with legal counsel to determine specific legal obligations relating to the breached information and relevant reporting obligations such as:

- Family Educational Rights and Privacy Act (FERPA);
- Health Insurance Portability and Accountability Act (HIPAA);
- State of Florida laws;
- Federal laws including the Federal Trade Commission Act and Gramm-Leach-Bliley Act;
- Any relevant contractual obligations

If a data breach compromise protected personal information of over 500 individuals in the State of Florida, CSC Leon must inform the Florida Department of Legal Affairs as well as each affected or likely affected resident within 30 days of the breach. Additionally, CSC Leon in collaboration with Webauthor, will be required to make certain materials available to the state government upon request, such as remedial procedures, incident reports, and computer forensic.

Authorized Users and Passwords

Authorized users of CSC Leon's technology resources shall have passwords to authenticate their identity and provide access to the appropriate systems. Authorized users include CSC Leon team members and specific individuals within funded programs.

- A. Appropriate persons may be properly authorized to access information management system data files and system modules, only if such operation is clearly a part of, or directly related to, the administrative workload of that individual. In all cases they must be properly authorized (i.e. have a signed and approved security user-id agreement) when access is permitted.
- B. Program participants, volunteers and non-program staff should not be provided access to confidential information management system data files and system modules. Any exception will require prior approval of CSC Leon.
- C. CSC Leon shall supply each duly authorized user with a unique user identification code and password to enable the user to sign on to the network.
- D. All users will be required to update system passwords at least once every sixty (60) days. Passwords will be assigned by the information management system so that no one can find a password in the system. If a password is forgotten a valid member can use the built-in tools to have a new, temporary password mailed to their valid member E-mail address and then using the temporary password they can log into the site and select a new password that is then

hashed in the system. This and other measures that are built into “User/Member Administration” assure the highest level of application-level security. Multi-factor authentication may be required. Training for program administrators and data entry staff will be provided by CSC Leon.

E. CSC Leon minimum secure password requirements are:

1. Passwords will be at least eight (8) characters, with three (3) out of four (4) of the following conditions met:
 - a. must contain an uppercase letter;
 - b. must contain a lowercase letter;
 - c. must contain a special character;
 - d. must contain a number.
2. The password should be changed on a regular basis and at least once every sixty (60) days where there is significant risk relating to personally identifiable confidential information being accessed.
3. Screen saver and session time-outs and monitor orientation should be set to preclude casual screen viewing by others.

F. It is a violation for any person to disclose any assigned password to any other person, except to a member of the Webauthor team or their designee, for problem resolution purposes. It is the responsibility of each user to whom a password is assigned to maintain the confidentiality of the password. Under no circumstances shall passwords be posted or kept in a place that is accessible to unauthorized persons.

G. In general, users shall not be given access to system development and productivity tools. Specific exceptions may be made which may place additional restrictions on such access on an individual basis. Unauthorized access to program libraries and program development tools shall be considered a violation.



**Children's Services Council of Leon County
Summer Learning 2023 Funding Opportunity
Program Application Overview**

The Children's Services Council of Leon County (CSC Leon) is a catalyst for positive change to improve the lives and outcomes of children, youth, and families in the local community. Established as an independent special district by the voters of Leon County in 2020, CSC Leon provides funding through ad valorem taxation to organizations that increase school readiness, provide school-age supports and reduce juvenile crime; improve child physical and mental health, while reducing adverse childhood experiences; and provide youth development opportunities, increase food and housing stability, and support caregivers. At its core, CSC Leon seeks to make funding decisions based on the following values: inclusive, data-driven, equitable, collaborative, and innovative. By funding and making available prevention and early intervention services while using a results-based accountability framework, CSC Leon's ultimate goal is to ensure all children and youth in Leon County are socially, emotionally, and physically equipped to reach their full potential.

I. OVERVIEW

CSC Leon seeks to issue program funding to expand the capacity of programs to better meet specific needs of children, youth, and families in Leon County during the summer of 2023, specifically in the areas of child and youth development and food insecurity. Additional funding opportunities to support implementation of new programs or sustained support for existing programs are planned for the near future and may include additional family support services (e.g., expanded access to mental health, childcare, etc.). This round of summer funding is expected to be issued on May 15, 2023, and be expended by August 30, 2023. Funded entities will be required to secure minimum levels of insurance, certify background clearance for all staff and personnel working directly with children and youth, collect and enter data on program participants using prescribed tools, and submit detailed financial reports. Funded entities will be required to use the CSC Leon Services and Activities Management Information System (SAMIS) on a weekly basis. Any CSC Leon funds not expended by August 30, 2023, must be returned along with a detailed Final Report.

II. SUMMER LEARNING FUNDING INTENT

CSC Leon is seeking proposals to expand access to quality school-age summer learning programs. Its goal is to promote positive youth development and reduce juvenile crime by providing safe and enriching environments for children and youth throughout the summer months. Investments in summer learning align with the CSC Leon's priority of "Success in School & Life" by promoting school readiness and providing school-age supports.

These funds are designed to **expand** services, and **not** pilot or test new programs due to the required start up time needed to successfully implement a new program. Proposals **can** include enhancements to existing programs but **cannot** be limited to enhancements only.

Entities can apply for both summer 2023 funding opportunities but must not supplant existing resources nor request funds for the same line items across requests.

Training and technical assistance will be provided to all funded entities to ensure program success and accountability.

III. ELIGIBILITY

Any entity legally authorized to conduct business in the State of Florida is eligible to apply for this funding. In the case of a tie between entities, preference will be given to not-for-profit entities with a current IRS determination status. Entities currently receiving funding from other community funding partners are eligible to apply for funds, but CSC Leon funds may only be used to expand services and not supplant or duplicate funding for existing services. *For example, if an entity receives funding from another agency to support 10 slots for childcare and the program has need for an additional 10 slots, then that application could be accepted for consideration.*

IV. APPLICATION PROCESS

(to be entered after meeting with Webauthor)

V. SCOPE OF WORK

A. Background/Rationale

The CSC Leon Needs Assessment (2022) identified affordable and accessible summer programming as an existing gap in services. The same report also identified funding innovative, high-quality summer programs as a viable opportunity to impact the following baseline data points:

- 3rd Grade Reading – 54% (2022)
- 8th Grade Math – 29% (2021)
- Juvenile Crime – 18.9/1,000 (2020-2021)
- Childhood Food Insecurity – 21.2% (2020)

National research suggests summer learning programs have the potential to enhance positive youth development when they include a combined focus on academic, physical, and enrichment activities. Benefits include the reduction of risky behavior, promotion of 21st century skills, and mitigation of summer learning loss. This is especially true of children from low-income families who might not otherwise have access to educational resources and enrichment activities throughout the summer. However, not all summer learning programs are effective in improving desired outcomes. Studies show the following characteristics of summer learning programs yield the most positive results.

1. Smaller Child Ratios – at most 20 children per staff member, 15 recommended
2. Differentiated Instruction – individualized instruction and support for children yield positive outcomes

3. High-Quality Instruction – integrate certified teachers into program or provide professional development and coaching for existing staff to improve instruction in summer learning programs
4. Blend Academic Learning with Engaging Activities – provide children with engaging and enriching opportunities for hands-on activities and project-based learning, opportunities for student autonomy and choice, positive social relationships, and skill-building.
5. Encouraging & Supporting High Attendance Rates – maximize attendance by addressing key factors impacting attendance such as transportation, full day of programming (8 a.m. – 6 p.m.) five days a week, engaging activities blended with academic content
6. Appropriate Duration of Program – the longer children engage during the summer (6 consecutive weeks, recommended 8), the more likely they are to have positive achievement outcomes the next year.
7. Parental Involvement – increased buy-in from parents leads to increased attendance and greater incorporation of learning strategies into the home
8. Effective Evaluations – ensures programs continuously and successfully integrate key elements of effective summer programs

B. Required Proposal Elements

B.1 Organizational Profile

All entities submitting a proposal are required to complete an organizational profile that will include, at minimum, the following:

1. Primary applicant name and contact details
2. Total amount requested
3. Brief overview of applicant entity including vision, mission, and history of service.
4. Brief overview of applicant leadership (background and resume of program administrator and primary program manager if different from administrator)
5. Organizational Chart (if proposal includes the addition of new staff, indicate this clearly on the chart)
6. Current Division of Corporations Business Registration
7. Current IRS Nonprofit Status Determination Letter, if applicable
8. Current Certificate of Insurance/Proof of Liability Coverage
9. Most recent annual budget, profit/loss statement, or 990 filing.

In addition, programs are encouraged to submit up to three letters of support from community partners and/or previous participants.

B.2 Proposal Design

Proposals for Summer Learning are required to show evidence of the following:

1. Funds must be used to expand services, and not pilot or test new programs. Proposals may include enhancements to existing programs but cannot be limited to enhancements only.
2. Programs must identify the percent of CSC funded slots that will be prioritized for children and youth who live in the targeted zip codes of 32301, 32303, 32304, 32305, and 32310. Programs that are located in these targeted areas will receive higher points.
3. Programs must be offered to families for free or very low cost. If fees are charged, a detailed explanation of what the fees cover must be included in the proposal.
4. Programs must demonstrate sufficient duration and dosage:

- a. Operate at least four consecutive weeks (six or more preferred). If offered in increments, please explain why. Partial points may be awarded.
 - b. Operate at least four days a week with higher points awarded for five-day a week programs.
 - c. Offer full-day supervision of at least six hours per day.
5. Programs must provide appropriate supervision demonstrated by a “staff to student” calculation and appropriate background screening. The employment of certified teachers is not required but will receive higher points.
6. Programs must include the provision of balanced nutrition to all program participants on all program days. Proposals must include a sample menu with higher points awarded for programs who offer multiple meals each program day.
 - a. Programs should identify the source and costs of the food provided (e.g., Summer Break Spot, Elder Care Services, private caterer, etc.)
 - b. Programs who desire to add another feeding component separate from their summer learning program (e.g., food lockers/pantry, backpack program, etc.) should apply under the summer 2023 funding opportunity: Summer Feeding.
7. Programs must include a sample weekly schedule of activities demonstrating at least 60% of time is spent in structured activities, with a preference for blended learning. Programs that include an academic component will receive higher points.
 - a. For programs working with elementary school-aged populations, literacy instruction is recommended as part of learning components.
 - b. For those programs working with teenagers, in addition to learning components, career exploration and/or job readiness skills are encouraged.
8. Proposals must include a “cost per child per week” calculation.
9. Proposals must demonstrate capacity to market and recruit the expected number of participants.
 - a. Budget requests can include funding for marketing materials.
10. Proposals must demonstrate capacity to adhere to the data collection requirements and corresponding performance indicators as listed below.
 - a. Budget requests can include funding for data collection and entry.
11. Proposals must demonstrate capacity to adhere to the reporting requirements listed below.

B.3 Proposal Budget

Entities submitting a proposal for Summer Learning are required to submit a project budget that is separate from their regular budget. It will include specific line items that must correspond to a written narrative matching the “Community Investment Partners (CIP) Fiscal Guidelines” available on the CSC Leon website: [INSERT URL](#). Entities will be required to develop their budget in the SAMIS portal. Uploads will not be accepted.

C. Data Collection Requirements

Entities selected for Summer Learning are required to collect and report the following from all program participants. All data must be input into SAMIS. Tools and training will be provided.

1. Basic demographic details for all children served including zip code and school.
 - a. Programs will be required to gather demographic data to help CSC Leon better understand the types of families accessing services including age, grade, race, gender, zip code, school.
2. Daily attendance (uploaded at least weekly)

- a. Research shows that higher attendance rates correlate with higher program quality and that participants with higher attendance have better short- and long-term outcomes. Programs will be required to track daily attendance and upload in the CSC Leon database at least weekly. An online module for tracking attendance and training will be provided to all funded programs.
3. Parent/Caregiver consent to release/deny student performance records be shared with/from Leon County Schools (using CSC Leon provided form)
 - a. Children who participate in high-quality summer enrichment opportunities experience greater academic retention than those children who do not. In partnership with Leon County schools, CSC Leon plans to create a baseline measure of summer academic retention for children who attend CSC Leon-funded programs in hopes of mitigating the “summer slide” in future funding cycles.
4. Parent/Caregiver Satisfaction (using CSC Leon provided questionnaire)
 - a. To contribute to CSC Leon’s composite picture of program quality, providers will be required to administer a short parent satisfaction survey to identify both program strengths and areas for improvement. Results will be accessible by the program to help improve quality and better meet the needs of families in the future.
5. Student Strength Pre/Post Assessment (using CSC Leon provided questionnaire)
 - a. Programs will be required to administer a brief pre- and post-test assessment to measure students’ noncognitive gains resulting from their summer program experience. Assessment tools as well as necessary training will be provided after award notification.
 - i. For programs working with elementary school-aged populations, the tool will be administered with parents.
 - ii. For those programs working with teenagers, a different tool will be administered with students.

D. Performance Indicators

Entities selected for Summer Learning will collect data to meet the following process measures and outcomes. These will be calculated by the data input into SAMIS.

1. 100% of program participants’ parents/caregivers will complete the Parental Consent Form
2. 95% of program participants will complete a Student Strength Pre-Assessment within first week of participation
3. 80% of program participants who completed a Student Strength Pre-Assessment will complete the Post-Assessment at the conclusion of the program (at least four weeks later)
4. 70% of program participants will attend at least 80% of the available days offered by the program
5. 90% of program participants’ parents/caregivers will report satisfaction (satisfied or very satisfied) with the program.

E. Reporting Requirements

Entities selected for Summer Learning will provide the following regular reports through a standardized template in SAMIS.

1. Weekly Attendance Reports including demographic data of children and youth served will be required two business days after the conclusion of the last day of the previous week.
2. A “Mid-summer Report” is required by July 10. The report shall include, at minimum, a brief narrative, status report on data collection efforts including attendance, aggregate results from

pre-assessment surveys as applicable, and overview of expenditures through June 30. Additional elements may be required.

3. A "Final Report" is required by September 15. The report shall include, at minimum, a complete program narrative, final attendance records, aggregate results from pre and post assessments including preliminary analysis highlighting specific observations, aggregate results from the Family Satisfaction Survey, and a detailed expenditure report. Unspent funds are required to be returned no later than September 30 to avoid fines or exclusion from future funding opportunities.

VI. ADDITIONAL REQUIREMENTS

Entities selected for either service line will be expected to do the following:

A. Insurance

The program provider shall procure and maintain for the duration of the program insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Provider, its agents, representatives, employees, or subcontractors. The cost of such insurance shall be the sole responsibility of the Provider.

The program provider shall also provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the provision of services. Upon contract signing, the Provider shall furnish CSC Leon with a current Certificate of Insurance listing CSC Leon as the Certificate Holder and an Additional Insured with respect to general liability and automobile liability (if applicable),

If children or youth will be transported by, or on behalf of, the program provider, whether in Provider owned, rental, or non-owned vehicles, the Provider must comply with the following requirements:

1. All drivers must have a valid driver's license with the appropriate class certification (if applicable). A copy of each driver's license must be on file with the Provider.
2. All vehicles must be insured with a minimum coverage of \$1,000,000.
3. A transportation permission form must be signed by the parent or guardian of each child being transported. A copy of each form must be on file with the program provider.

B. Financial Management

The program provider must comply with the accounting principles and procedures outlined in the Financial Accounting Standards Board, Statement of Financial Accounting Standards 116 and 117, and This means the program provider must have and utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

C. Site Visits and Mandatory Training

All program providers are subject to monitoring and quality site visits throughout the contract period. During a prearranged monitoring visit, a CSC Leon team member will request access to specific items that may include personnel files for all CSC-funded staff (paid and volunteers) including completed background checks, organizational policies, program files, insurance certificates, back up of expenditures, payroll, etc. A checklist of required items will be provided at least 24 hours in advance of a scheduled visit.

All program providers will be required to attend training on the relevant data collection tools and the data collection system, SAMIS, before any funds are dispersed. These trainings will be offered in person and virtually.

D. Data Security

Recipients of CSC Leon funds are reminded of their vital responsibility to protect sensitive and confidential data, and take all reasonable and appropriate actions to prevent the inadvertent disclosure, release or loss of sensitive personal information. CSC Leon advises that personally identifiable, sensitive, and confidential information about CSC Leon-supported programs or program participants not be housed on portable electronic devices. If portable electronic devices must be used, they should be encrypted to safeguard data and information. These devices include laptops, CDs, disc drives, flash drives, etc. Programs also should limit access to personally identifiable information through proper access controls such as password protection and other means. Program data should be transmitted only when the security of the recipient's systems is known and is satisfactory to the transmitter.

VII. EVALUATION PROCESS

A. COMMUNITY IMPACT PANEL

All proposals will be reviewed by members of a local community impact panel. These are volunteer community members appointed by CSC Leon. All volunteers are residents of Leon County who have a vested interest in the success of children, youth, and family services, and in the fiscal responsibility of the Council.

Volunteers will score proposals independently after receiving detailed instructions and training. Scoring criteria will follow the outline listed below. Volunteers will determine the score for each section based on review of all subsections for that specific section. Scores will be discussed at a public meeting of the volunteers before becoming final and prior to CSC Leon making its final funding determination for summer 2023.

B. SCORING CRITERIA

1. Relevant Experience & Relationships – up to 20 points

Volunteers will use items reported in the proposal organizational profile and design sections to evaluate the following:

- a. The applicant provides evidence that the program will be led by an organization and individuals with the relevant experience, past performance, and qualifications needed to aid in the program's success.
- b. The applicant is registered to conduct business in Florida and all required documentation is current and included with the proposal.
- c. The applicant demonstrates established relationships with community stakeholders.

2. Proposal Narrative – up to 50 points

Volunteers will use items reported in the proposal design and budget sections to evaluate the following:

- a. The applicant provides evidence that the proposal is an expansion of services and will serve children and youth in specific neighborhoods identified by CSC Leon.
- b. The applicant demonstrates a thorough understanding of expected program duration and dosage evidenced by its schedule.

- c. The applicant demonstrates a thorough understanding of quality programming standards as evidenced by its activities schedule.
- d. The applicant demonstrates a thorough understanding of nutritional standards as evidenced by its meal plan.
- e. The applicant has or will have the sufficient personnel/professional staff experience to carry out the proposed program, including meeting marketing, data collection and reporting expectations.
- f. The applicant offers a competitive value as evidenced by its “cost per child per week” calculation.

3. Budget – up to 30 points

Volunteers will use items reported in the proposal organizational profile and budget sections to evaluate the following:

- a. The applicant provides a complete, cost-effective budget that aligns with the proposal design.
- b. The applicant provides evidence that the amount requested does not supplant existing funds.
- c. The applicant provides evidence of financial stability.

C. PROPOSAL PRESENTATION

Entities submitting a proposal for Summer Learning will be invited to provide a 20-minute presentation outlining their proposal and answering specific questions from the review panel. The exact date, time, location and format will be provided upon successful submission of a proposal (i.e., submitting on time, meeting eligibility requirements, and including all required elements).

VIII. TIMELINE

Activity	Date	Time
Release Funding Announcement	Monday, February 6	By 5:00 p.m.
Informational Session (Application Portal via Webinar)	Wednesday, February 15	At 3:00 p.m.
High-Quality Summer Learning Programs Training (In-person)	Wednesday, February 15 and Tuesday, February 21	At 10 a.m. and 2 p.m.
Q&A Submission Deadline	Monday, February 20	By 5:00 p.m.
Q&A Response Posting	Wednesday, February 22	By 5:00 p.m.
Proposal Deadline	Wednesday, March 22	By 5:00 p.m.
Provider Presentations	Monday-Wednesday, March 27-29	varies
Public Meeting to Discuss Scores	Wednesday, April 5	10:00 a.m.
Public Meeting to Select Final Proposals	Thursday, April 20	4:00 p.m.

IX. NOTIFICATION OF AWARD

The CSC Leon Governing Council will make the final determination of funding for any and all applicants based on the scoring provided by the local community impact panel. Applicants selected for funding will be notified on Friday, May 20, 2022, to discuss the contracting and billing process. Additional documentation may be required.

Since CSC Leon expects to receive a high volume of funding proposals, applicants are advised that CSC Leon may not be able to cover all funding requests, nor be able to fund the full amount of each request. However, CSC Leon is committed to making the best use of available resources to address the highest priority needs. Should a proposal be recommended for funding at a lower amount than requested, the entity may decline the award or be offered a one-time limited revision of proposed funding deliverables to be negotiated directly with a CSC Leon team member.

X. LOBBYING PROHIBITION

From the time that this RFA opens until the selection of proposals to fund, applicants (its agents, officers, principals, and employees, including any individual assisting the applicant in this process) will not engage in any written or verbal communication or any lobbying efforts or other attempts to influence the CSC Leon (including Council Members, team members or any member of the community impact panel), regarding this RFA, the merits of the applicant, or regarding whether CSC Leon should retain or select the applicant with respect to this proposed request. All questions should be posed during the informational sessions or through the formal Q&A process identified above.



Children's Services Council of Leon County Summer Feeding 2023 Funding Opportunity Program Application Overview

The Children's Services Council of Leon County (CSC Leon) is a catalyst for positive change to improve the lives and outcomes of children, youth and families in the local community. Established as an independent special district by the voters of Leon County in 2020, CSC Leon provides funding through ad valorem taxation to organizations that increase school readiness, provide school-age supports and reduce juvenile crime; improve child physical and mental health, while reducing adverse childhood experiences; and provide youth development opportunities, increase food and housing stability, and support caregivers. At its core, CSC Leon seeks to make funding decisions based on the following values: inclusive, data-driven, equitable, collaborative, and innovative. By funding and making available prevention and early intervention services while using a results-based accountability framework, CSC Leon's ultimate goal is to ensure all children and youth in Leon County are socially, emotionally, and physically equipped to reach their full potential.

I. OVERVIEW

CSC Leon seeks to issue program funding to expand the capacity of programs to better meet specific needs of children, youth, and families in Leon County during the summer of 2023, specifically in the areas of child and youth development and food insecurity. Additional funding opportunities to support implementation of new programs or sustained support for existing programs are planned for the near future and may include additional family support services (e.g., expanded access to mental health, childcare, etc.). This round of summer funding is expected to be issued on May 15, 2023, and be expended by August 30, 2023. Funded entities will be required to secure minimum levels of insurance, certify background clearance for all staff and personnel working directly with children and youth, collect and enter data on program participants using prescribed tools, and submit detailed financial reports. Funded entities will be required to use the CSC Leon Services and Activities Management Information System (SAMIS) on a weekly basis. Any CSC Leon funds not expended by August 30, 2023, must be returned along with a detailed Final Report.

II. SUMMER FEEDING FUNDING INTENT

CSC Leon is seeking proposals to expand the availability of nutritious food for children, youth and their families through the addition and extension of existing summer feeding programs and innovative meal provision solutions. Investments in summer feeding align with the CSC Leon's priority of "Stable and Nurturing Families/Communities" by reducing the number of households experiencing summer food insecurity.

These funds are designed to eliminate the barriers keeping summer feeding programs from being as successful as they could be. As such, programs can apply to expand existing services or start new programs using available best practices.

Entities may apply for both summer 2023 funding opportunities but must not supplant existing resources nor request funds for the same line items across requests.

Training and technical assistance will be provided to all funded entities to ensure program success and accountability.

III. ELIGIBILITY

Any entity legally authorized to conduct business in the State of Florida is eligible to apply for this funding. In the case of a tie between entities, preference will be given to not-for-profit entities with a current IRS determination status. Entities currently receiving funding from other community funding partners are eligible to apply for funds, but CSC Leon funds may only be used to expand services and not supplant or duplicate funding for existing services. *For example, if an entity has or receives funding from another agency to support a Summer BreakSpot and the program has need for feeding the family members of those participating, then that application could be accepted for consideration.*

IV. APPLICATION PROCESS

(to be entered after meeting with Webauthor)

V. SCOPE OF WORK

A. Background/Rationale

The CSC Leon Needs Assessment (2022) identified about half of individuals who are experiencing food insecurity in Leon County are not eligible for federal food or nutrition programs. Therefore, it is critical that non-federally funded services and programs operate within the community.

Feeding programs have clear health, education, and economic benefits and reap positive short- and long-term outcomes for children and youth. Immediate benefits include mitigating cognitive decline, enhancing summer academic retention, and reducing risky behaviors. Long-term outcomes can include increased high school graduation rates and reduced susceptibility to chronic diseases, both of which result in higher taxpayer burden and economic loss.

According to national pre-Covid data (2019), only 14 of every 100 children receiving free and reduced-price lunch during the school year participated in summer feeding programs. Barriers to participation such as lack of awareness, transportation challenges, program structure and meal site location contribute to these low numbers. Covid-inspired innovative approaches designed to increase summer meal participation have successfully enhanced accessibility and increased participation in summer feeding programs. Examples include BUT ARE NOT LIMITED TO:

1. Grab-and-go meals, food bags, or boxes
2. Meal delivery to school bus stops or community locations

3. Provision of meals at childcare centers or summer learning programs that do not currently offer free meals to its students/participants
4. Serving multiple meals at once thus allowing children/youth to take them away at existing “BreakSpots,” summer programs, childcare facilities, etc.
5. Providing “bulk foods” to help meet nutritional guidelines for multiple days
6. Backpack programs at schools, childcare centers or summer camps that allow children to take shelf-stable foods home for weekend access.

B. Required Program Elements

B.1 Organizational Profile

All entities submitting a proposal are required to complete an organizational profile that will include, at minimum, the following:

1. Primary applicant name and contact details
2. Total amount requested
3. Brief overview of applicant entity including vision, mission, and history of service.
4. Brief overview of applicant leadership (background and resume of program administrator and primary program manager if different from administrator)
5. Organizational Chart (if proposal includes the addition of new staff, indicate this clearly on the chart)
6. Current Division of Corporations Business Registration
7. Current IRS Nonprofit Status Determination Letter, if applicable
8. Current Certificate of Insurance/Proof of Liability Coverage
9. Most recent annual budget, profit/loss statement, or 990 filing.

In addition, programs are encouraged to submit up to three letters of support from community partners and/or previous service recipients.

B.2 Proposal Design

Entities applying for Summer Feeding are required to show evidence of the following in their proposal.

1. Funds must be used to eliminate the barriers keeping summer feeding programs from being as successful as they could be.
2. Programs must identify the percent of CSC funded meals that will be prioritized for children, youth and families who live in the targeted zip codes of 32301, 32303, 32304, 32305, and 32310. Feeding sites that are located in these targeted areas or offer free delivery to families that reside in the target areas will receive higher points.
3. Meals must be offered to families for free.
4. Programs must provide appropriate staffing to achieve goals of feeding proposal.
5. Programs must demonstrate knowledge of appropriate food storage practices, if applicable.
6. Programs must demonstrate thorough understanding of the provision of balanced nutrition within their feeding plans. Proposals must include a sample menu.
7. Proposals must include an estimated “cost per meal” calculation.
8. Proposals must demonstrate capacity to market their program and distribute the expected number of meals to families.
 - a. Budget requests can include funding for marketing materials.
9. Proposals must demonstrate capacity to adhere to the data collection requirement listed below.
 - a. Budget requests can include funding for data collection and entry.

10. Proposals must demonstrate capacity to adhere to the reporting requirements listed below.

B.3 Proposal Budget

Entities submitting a proposal for Summer Feeding are required to submit a project budget that is separate from their regular budget. It will include specific line items that must correspond to a written narrative matching the “Community Investment Partners (CIP) Fiscal Guidelines” available on the CSC Leon website: [INSERT URL](#). Entities will be required to develop their budget in the SAMIS portal. Uploads will not be accepted.

C. Data Collection Requirements

Entities selected for Summer Feeding are required to collect and report the following. All data must be input into SAMIS. Tools and training will be provided.

1. Number of meals provided per location per week.
 - a. Programs will be required to track the number of meals distributed each week. Additional demographic details on who received the meals will also be required.
2. Basic demographic details for families served, when applicable, including zip code.
 - a. Programs will be required to gather demographic data to help CSC Leon better understand the types of families accessing services including age, grade, race, gender, zip code, when known.
3. Parent/Caregiver Feedback (using CSC Leon provided questionnaire)
 - a. To contribute to CSC Leon’s composite picture of program performance, providers will be required to distribute an “invitation to share feedback” with families accessing services. This short survey is optional for families and will not be required to receive or continue receiving services.

D. Performance Indicators

Entities selected for Summer Feeding are expected to meet the following process measures and outcomes. These will be calculated by the data input into SAMIS.

1. Programs will meet or exceed total food distribution goals over the course of the project.
2. Programs will meet or exceed weekly food distribution goals 90% of the time.

E. Reporting Requirements

Entities selected for Summer Learning will provide the following regular reports through a standardized template in SAMIS.

1. Weekly Distribution Reports including demographic data of children, youth and families served, if known, will be required two business days after the conclusion of the last day of the previous week.
2. A “Mid-summer Report” is required by July 10. The report shall include, at minimum, a brief narrative, status report on data collection efforts, and overview of expenditures through June 30. Additional elements may be required.
3. A “Final Report” is required by September 15. The report shall include, at minimum, a complete program narrative, final distribution records, and a detailed expenditure report. Unspent funds are required to be returned no later than September 30 to avoid fines or exclusion from future funding opportunities.

VI. ADDITIONAL REQUIREMENTS

Entities selected for summer feeding funding will be expected to do the following:

A. Insurance

The program provider shall procure and maintain for the duration of the program insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Provider, its agents, representatives, employees, or subcontractors. The cost of such insurance shall be the sole responsibility of the Provider.

The program provider shall also provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the provision of services. Upon contract signing, the Provider shall furnish CSC Leon with a current Certificate of Insurance listing CSC Leon as the Certificate Holder and an Additional Insured with respect to general liability and automobile liability (if applicable).

B. Financial Management

The program provider must comply with the accounting principles and procedures outlined in the Financial Accounting Standards Board, Statement of Financial Accounting Standards 116 and 117, and This means the program provider must have and utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

C. Site Visits and Mandatory Training

All program providers are subject to monitoring and quality site visits throughout the contract period. During a prearranged monitoring visit, a CSC Leon team member will request access to specific items that may include personnel files for all CSC-funded staff (paid and volunteers) including completed background checks, organizational policies, program files, insurance certificates, back up of expenditures, payroll, etc. A checklist of required items will be provided at least 24 hours in advance of a scheduled visit.

All program providers will be required to attend training on the relevant data collection tools and the data collection system, SAMIS, before any funds are dispersed. These trainings will be offered in person and virtually.

D. Data Security

Recipients of CSC Leon funds are reminded of their vital responsibility to protect sensitive and confidential data, and take all reasonable and appropriate actions to prevent the inadvertent disclosure, release or loss of sensitive personal information. CSC Leon advises that personally identifiable, sensitive, and confidential information about CSC Leon-supported programs or program participants not be housed on portable electronic devices. If portable electronic devices must be used, they should be encrypted to safeguard data and information. These devices include laptops, CDs, disc drives, flash drives, etc. Programs also should limit access to personally identifiable information through proper access controls such as password protection and other means. Program data should be transmitted only when the security of the recipient's systems is known and is satisfactory to the transmitter.

VII. EVALUATION PROCESS

A. COMMUNITY IMPACT PANEL

All proposals will be reviewed by members of a local community impact panel. These are volunteer community members appointed by CSC Leon. All volunteers are residents of Leon County who have a vested interest in the success of children, youth, and family services, and in the fiscal responsibility of the Council.

Volunteers will score proposals independently after receiving detailed instructions and training. Scoring criteria will follow the outline listed below. Volunteers will determine the score for each section based on review of all subsections for that specific section. Scores will be discussed at a public meeting of the volunteers before becoming final and prior to CSC Leon making its final funding determination for summer 2023.

B. SCORING CRITERIA

1. Relevant Experience & Relationships – up to 20 points

Volunteers will use items reported in the proposal organizational profile and design sections to evaluate the following:

- a. The applicant provides evidence that the program will be led by an organization and individuals with the relevant experience, past performance, and qualifications needed to aid in the program's success.
- b. The applicant is registered to conduct business in Florida and all required documentation is current and included with the proposal.
- c. The applicant demonstrates established relationships with community stakeholders.

2. Proposal Narrative – up to 50 points

Volunteers will use items reported in the proposal design and budget sections to evaluate the following:

- a. The applicant demonstrates a thorough understanding of the goals associated with the funding opportunity and the limitations of existing summer feeding programs.
- b. The applicant provides evidence that the proposal is able to serve children, youth and families in specific neighborhoods identified by CSC Leon.
- c. The applicant demonstrates a thorough understanding of appropriate
- d. The applicant demonstrates a thorough understanding of nutritional standards and appropriate food storage practices (if appropriate) as evidenced by its meal plan.
- e. The applicant has or will have the sufficient personnel/professional staff experience to carry out the proposed program, including meeting marketing, data collection and reporting expectations.
- f. The applicant offers a competitive value as evidenced by its "cost per meal" calculation.

3. Budget – up to 30 points

Volunteers will use items reported in the proposal organizational profile and budget sections to evaluate the following:

- a. The applicant provides a complete, cost-effective budget that aligns with the proposal design.
- b. The applicant provides evidence that the amount requested does not supplant existing funds.
- c. The applicant provides evidence of financial stability

C. PROPOSAL PRESENTATION

Entities submitting a proposal for Summer Learning will be invited to provide a 20-minute presentation outlining their proposal and answering specific questions from the review panel. The exact date, time, location and format will be provided upon successful submission of a proposal (i.e., submitting on time, meeting eligibility requirements, and including all required elements).

VIII. TIMELINE

Activity	Date	Time
Release Funding Announcement	Monday, February 6	By 5:00 p.m.
Informational Session (Application Portal via Webinar)	Wednesday, February 15	At 3:00 p.m.
Q&A Submission Deadline	Monday, February 20	By 5:00 p.m.
Q&A Response Posting	Wednesday, February 22	By 5:00 p.m.
Proposal Deadline	Wednesday, March 22	By 5:00 p.m.
Provider Presentations	Monday-Wednesday, March 27-29	varies
Public Meeting to Discuss Scores	Wednesday, April 5	10:00 a.m.
Public Meeting to Select Final Proposals	Thursday, April 20	4:00 p.m.

IX. NOTIFICATION OF AWARD

The CSC Leon Governing Council will make the final determination of funding for any and all applicants based on the scoring provided by the local community impact panel. Applicants selected for funding will be notified on Friday, May 20, 2022, to discuss the contracting and billing process. Additional documentation may be required.

Since CSC Leon expects to receive a high volume of funding proposals, applicants are advised that CSC Leon may not be able to cover all funding requests, nor be able to fund the full amount of each request. However, CSC Leon is committed to making the best use of available resources to address the highest priority needs. Should a proposal be recommended for funding at a lower amount than requested, the entity may decline the award or be offered a one-time limited revision of proposed funding deliverables to be negotiated directly with a CSC Leon team member.

X. LOBBYING PROHIBITION

From the time that this RFA opens until the selection of proposals to fund, applicants (its agents, officers, principals, and employees, including any individual assisting the applicant in this process) will not engage in any written or verbal communication or any lobbying efforts or other attempts to influence the CSC Leon (including Council Members, team members or any member of the community impact panel), regarding this RFA, the merits of the applicant, or regarding whether CSC Leon should retain or select the applicant with respect to this proposed request. All questions should be posed during the informational sessions or through the formal Q&A process identified above.



Children's Services Council of Leon County Early Learning Project Proposal

The Children's Services Council of Leon County (CSC Leon) is proposing a collaborative partnership with the Early Learning Coalition of the Big Bend (ELCBB) to create a local funding category that will allow ALICE families in Leon County to enter the School Readiness program. In essence, this project will create a new "on ramp" for families to access an existing support program, thereby better leveraging existing federal dollars.

Amount of Investment Requested: \$250,000

Amount of federal/state funding drawn down: \$2,888,726.98

Background:

To enter the School Readiness (SR) program through the working families (BG8) category, family income must be at or below 150% of the Federal Poverty Level (FPL). Once a family has been determined eligible for SR, families can remain in the program even if their income increases, up to 85% State Median Income (SMI).

However, the Division of Early Learning at the Florida Department of Health (DEL) guidance allows for a modified income limit (85% SMI) for families *transferring* to BG8 from other assistance categories, whether funded by DEL or local resources. There is no minimum amount of time that ELC must serve family under a locally funded category before being eligible to transfer to BG8.

By creating a locally funded category that aligns with all BG8 requirements except the income limit and setting the initial eligibility income limit at 85% SMI, ELC and CSC create a pathway for families into SR who would otherwise not have qualified. It will also allow ELC to draw down more state funding (whether normal SR direct or match) to support children in our community.

Estimated Fiscal Impact:

The average cost to subsidize childcare for one month is \$435. If the ELC determined a child eligible for and served the child for one month under a CSC funded local eligibility category for \$435, the ELC could then transfer the child to the BG8 category and draw down \$4,455 in state funding to serve the child for the remainder of the year.

For a three-year-old child in a center-based preschool, the average childcare cost would go from \$626 a month to \$86 a month. This equates to an annual savings of \$6,480. For families who are utilizing informal childcare arrangements, the assistance can make regulated quality care accessible for the first time.

Budget for CSC Local Funding Category

- Total request for CSC: \$250,000
 - Admin: \$30,000
 - Direct assistance: \$220,000 (approximately \$435 per child x 505 children x 1 month)
- Amount of federal/state funding drawn down: \$2,888,726.98
 - \$2,253,207.04 (approximately \$405 per child x 505 children x 11 months)
 - \$635,519.94 (state funding allocated for admin costs and quality improvement services, such as child screening and assessments, childcare program monitoring, and childcare teacher training)
- Return on investment: 1,313%

Proposed Eligibility Requirements:

- Parent must apply for funding through the State of Florida's Early Learning Family Portal
- Child must be 0-12 years old at time of eligibility determination
- Child must be a legal citizen or qualified alien
- Child must reside with a parent in Leon County
- Parent(s) must meet the requirements for "working family" as defined in law, 1002.81 (14) F.S.
- Family income must be above 150%FPL and below 85% SMI

Household Size	150% Federal Poverty Level	85% State Median Income
2	\$27,465	\$46,863
3	\$34,545	\$57,889
4	\$41,625	\$68,915
5	\$48,705	\$79,942

- Child must enroll at a provider contracted with the ELC to offer SR
- Parent must agree to comply with all SR regulations before transferring to BG8

Minimum Eligibility Requirements for SR Providers

There are currently 182 SR providers in Leon County. These providers must meet the following requirements to be contracted with the ELC:

- Be licensed by the Department of Children and Families (DCF), or be determined by DCF to be exempt from licensure
- Pass DCF's Health and Safety Inspection
- Have a composite score of at least 4.00 on the CLASS assessment, which measures the quality of interactions between teachers and children
- Use developmentally appropriate curriculum that addresses Florida's Early Learning Standards
- Employ instructors who have passed a Level II background screening
- Employ instructors who have required training in early care, education, and literacy