



## Children's Services Council of Leon County

### Summer Bridge 2023 Funding Opportunity Request for Applications

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 fund programs 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, violence prevention, etc.). **The deadline for submissions is Wednesday, March 22, at 5:00 p.m.** Decisions for this round of funding is expected to be announced on Friday, April 21, with funds issued on Monday, May 15, 2023, and be expended by Thursday, August 31, 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 31, 2023, must be returned along with a detailed Final Report.

#### II. SUMMER FUNDING INTENT

- A. Service Line 1: Summer Learning. 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 nor 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.

- B. Service Line 2: Summer Feeding. CSC Leon is seeking proposals to expand the availability of nutritious food for children, youth, and their families through the addition to or extension of existing summer feeding programs and innovative meal provision solutions. Investments in summer feeding align with the CSC Leon’s priority of “Stable & 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.

### 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 or initiate services, as allowed, 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.
- If an entity has or receives funding from another agency to support a Summer BreakSpot and the program has need for feeding the other family members of those youth participating, then that application could be accepted for consideration.

Further, entities are permitted to apply for both summer 2023 service lines (summer learning and summer feeding), but must not supplant existing resources nor request funds for the same line items across requests. For example:

- Entities applying for service line 1 (summer learning) should include a feeding element for the children and/or youth in the proposed program and not write a separate application for feeding.
- Entities not seeking support for a summer learning program but desire to expand or initiate a summer feeding program would only apply for service line 2. This includes a childcare or summer program that is only seeking support for food provision for an existing program.

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

#### **IV. APPLICATION PROCESS**

All applicants will be required to submit an organizational profile, and a separate project proposal and budget for each service line to which they apply.

##### ***A. Organizational Profile***

Applicants are required to complete an organizational profile that will include, at minimum, the following:

1. Primary applicant name and contact details;
2. Summer funding service line for which they are applying;
3. Total amount requested for service line 1, if applicable;
4. Total amount requested for service line 2, if applicable;
5. Brief overview of applicant entity including vision, mission, and history of service;
6. Brief overview of applicant leadership (background and resume of program administrator and primary program manager, if different from administrator);
7. Organizational Chart (if proposal includes the addition of new staff, indicate this clearly on the chart);
8. Current Division of Corporations Business Registration (Sunbiz);
9. Current IRS Nonprofit Status Determination Letter, if applicable;
10. Current Certificate of Insurance/Proof of Liability Coverage; and
11. 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. Project Proposal***

Applicants will be required to develop a comprehensive project proposal that meets the scope of work requirements as described in Attachment 1 for summer learning (service line 1) and Attachment 2 for summer feeding (service line 2). This includes demonstrating capacity to meet the unique data collection and reporting requirements for the corresponding service line(s) to which they apply.

A separate project proposal is required for each service line to which an entity applies.

##### ***C. Project Budget***

Applicants are required to develop a project budget using the provided template. The budget should include specific line items that correspond to a written narrative matching the “Community Investment Partners (CIP) Fiscal Guidelines” available on the CSC Leon website:

<https://cscleon.org/announcements/>.

A separate project budget is required for each service line to which an entity applies.

#### **V. ADDITIONAL REQUIREMENTS**

By submitting a proposal, applicants are acknowledging that they will be able to meet the following expectations should they be selected for funding:

### ***A. Insurance***

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

The applicant 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 applicant shall furnish CSC Leon with a current Certificate of Insurance (COI) 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 applicant-owned, rental, or non-owned vehicles, the applicant must comply with the following requirements:

1. All drivers must have a valid driver's license with the appropriate class certification (if applicable), and a copy of each driver's license must be on file with the applicant.
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 legal guardian of each child being transported, and a copy of each form must be on file with the applicant.

### ***B. Financial Management***

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

### ***C. Site Visits and Mandatory Training***

The applicant will be 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.

The applicant also 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 both 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, external hard 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.

## **VI. 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. If an entity submits a proposal and corresponding budget for both service lines, a score sheet will be completed for each service line. 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 for **summer learning proposals** (service line 1):

- 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.

Volunteers will use items reported in the proposal design and budget sections to evaluate the following for **summer feeding proposals** (service line 2):

- 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 nutritional standards.
- d. The applicant demonstrates a thorough understanding of 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 Bridge 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). Entities applying for both service lines will be given extra time.

**VII. TIMELINE**

Activity	Date	Time
Release Funding Announcement	Monday, February 6	By 6:00 p.m.
Informational Session (Application Process 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 10:00 a.m. and 2:00 p.m.
Q&A Submission Deadline	Tuesday, February 21	By 6:00 p.m.
Q&A Response Posting	Wednesday, February 22	By 6:00 p.m.
Proposal Deadline	Wednesday, March 22	By 6:00 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.

## VIII. 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, April 21, 2023, to discuss the contracting and billing process. Additional documentation may be required from selected applicants.

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.

## IX. CAPACITY BUILDING

CSC Leon will provide direct application assistance through the provision of select training opportunities listed in the timeline above. Registration details for these events can be found on the CSC Leon website. Applicants are also permitted to submit questions directly to [procurement@cscleon.org](mailto:procurement@cscleon.org) by no later than 5:00 p.m. on Tuesday, February 21, 2023. All questions and answers will be posted on the CSC Leon website by the date and time indicated in the above timeline.

Finally, CSC Leon contracted with the Institute for Nonprofit Innovation and Excellence (INIE) to provide direct training and coaching assistance throughout the application process at no cost to the applicant. **You do not have to be a member of INIE to access these opportunities.** Please contact a member of the INIE team to learn more.

## X. LOBBYING PROHIBITION

From the time that this RFA opens until the selection of proposals to fund, applicants (their 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 proposal request. All questions should be posed during the informational sessions or through the formal Q&A process identified above.

## ATTACHMENT 1: SCOPES OF WORK

### I. SERVICE LINE 1: SUMMER LEARNING

#### 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 21<sup>st</sup> 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 and Supporting High Attendance Rates – maximize attendance by addressing key factors impacting attendance such as transportation, full day of programming (8:00 a.m. – 6:00 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 weeks), 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. 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 actually are operated in these targeted areas will receive higher points.
3. Programs must be offered to families for free or at a 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 4 consecutive weeks (6 or more preferred). If offered in increments, please provide an explanation. For this category, Volunteers may award partial points.
  - b. Operate at least four days a week with higher points awarded for programs that operate five days a week.
  - c. Offer full-day supervision of at least 6 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; however, programs that do so 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 that desire to add another feeding component separate from their summer learning program (e.g., food lockers/pantry, backpack program, etc.) should apply under service line 2: 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.

### ***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 4 weeks later);
- 4. 70% of program participants will attend at least 80% of the available days offered by the program; and
- 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 by no later than 2 business days after the conclusion of the last day of the previous week.

2. A “Mid-summer Report” is required to be submitted by Monday, July 10, 2023. 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, 2023. Additional elements may be required.
3. A “Final Report” is required to be submitted by no later than Friday, September 15, 2023. 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 to CSC Leon by no later than Saturday, September 30, 2023, to avoid fines or exclusion from future funding opportunities. As the due date is on a weekend, funded entities may return the funds via mail postmarked by September 30, or place a sealed envelope clearly labeled with the entity’s name and contact person in the drop box at CSC Leon’s office located at 2002 Old St. Augustine Road, Suite A-50, Tallahassee, FL 32301.

## II. SERVICE LINE 2: SUMMER FEEDING

### *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, educational 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**, the following:

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 food with them from existing “BreakSpots,” summer programs, childcare facilities, etc.;
5. Providing “bulk foods” to help meet nutritional guidelines for multiple days; or
6. Backpack programs at schools, childcare centers or summer camps that allow children to take shelf-stable foods home for weekend access.

## ***B. Proposal Design***

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

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.

## ***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 during 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 by no later than 2 business days after the conclusion of the last day of the previous week.
2. A “Mid-summer Report” is required by no later than Monday, July 10, 2023. The report shall include, at minimum, a brief narrative, status report on data collection efforts, and overview of expenditures through Friday, June 30, 2023. Additional elements may be required.
3. A “Final Report” is required by no later than Friday, September 15, 2023. 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 to CSC Leon by no later than Saturday, September 30, 2023, to avoid fines or exclusion from future funding opportunities. As the due date is on a weekend, funded entities may return the funds via mail postmarked by September 30, or place a sealed envelope clearly labeled with the entity’s name and contact person in the drop box at CSC Leon’s office located at 2002 Old St. Augustine Road, Suite A-50, Tallahassee, FL 32301.