



Children's Services Council of Leon County

## **Family Strengthening Funding Opportunity Request for Proposals**

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**

The Children's Services Council of Leon County (CSC Leon) seeks to fund very specific program types under the "Family Supports" umbrella, starting August 1, 2023. The objective of these funding opportunities is to invest in a wide variety of programs that reach children, youth and families in their neighborhoods to promote connectivity, facilitate access to resources and increase family functioning. These are long-term funding opportunities that cross priority areas, are informed by the 2022 Community Needs Assessment and reflect input from the recent Family Listening Sessions. There is a strong focus on utilizing research informed programs, best practices and standards. These funding opportunities will also allow for *some* "grassroots" programs to build their evidence.

**This procurement will focus on establishing multiple contracts with providers to implement new or expand existing Family Strengthening and Parent Education Programs.**

**The deadline for submissions is Monday, May 8, at 6:00 p.m.** Decisions are expected on or around Friday, June 16. The contract period for this funding opportunity is August 1, 2023, - September 30, 2025. 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 prescribed dates outlined in the CSC Leon Fiscal Guidelines (2023) must be returned along with a detailed Final Report.

## II. INTENT

CSC Leon is seeking proposals to support the *implementation* or *expansion* of multiple **Family Strengthening and Parent Education Programs** designed to promote protective factors, increase family self-sufficiency and prevent child maltreatment. These voluntary programs are designed to:

- help families develop and maintain stable and nurturing caregiver-child relationships;
- learn effective and appropriate parenting skills to support child development and improve child behavior;
- enhance family communication and conflict resolution skills; and
- provide caregivers with social support and linkages to existing community resources.

The majority of funds will be directed to “research-supported” programs that can demonstrate evidence of effectiveness. The remaining funds will be available to build the evidence of existing “grassroots” programs. There is no minimum or maximum amount to request but proposals will be required to include a “cost per family” calculation to demonstrate a common measure for cost-benefit analysis. This is a simple calculation that divides the total investment amount by the proposed number of families to serve. Renewals will be based on effectiveness of reaching specific goals outlined in the attached “statement of work” (Exhibit 1).

## III. ELIGIBILITY

Any entity legally authorized to conduct business in the State of Florida is eligible to apply for this funding under one of the following categories.

- Research Supported Programs. The successful “research supported” programs will have at least three years of experience managing Family Strengthening & Parent Education Programs in diverse settings and demonstrate evidence of effectiveness.
- Grassroots Programs. The successful “grassroots” programs will have at least five years of experience serving families in Leon County, submit a logic model for their program, and provide some evidence that the existing program produces measurable outcomes.

Additional criteria for each of these categories are included in **Exhibit I, Section II, Evidence of Effectiveness**. In the case of a tie between entities, preference will be given to not-for-profit entities with a current IRS determination status.

Note, CSC Leon funds may only be used to expand or initiate services, as allowed, and not supplant or duplicate funding for existing services.

## IV. APPLICATION PROCESS

All proposals received in response to this RFP must be submitted using the CSC Leon application portal on or before the due date listed in the timeline below. Proposals will be evaluated by a two-step process. First, CSC Leon staff will conduct an initial eligibility check based on the factors listed above. Eligible proposals will be invited to give a brief, oral presentation and answer specific questions regarding the proposal to a community impact panel comprised of volunteers 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 CSC Leon.

Then, the community impact panel will evaluate the written proposals and oral presentations against *published evaluation criteria* (see **Exhibit 2**) using the following high-level sections to determine scores:

- Organizational Profile (up to 15 points)
- Program Design (up to 40 points)
- Program Evidence (up to 20 points)
- Budget (up to 25 points)

**Total points available: 100**

Finally, the panel will make recommendations for a competitive range of proposals reasonably susceptible of award. The CSC Leon Governing Council will make the final decision of award.

The timeline for the Family Strengthening & Parent Education Programs Request for Proposals is listed below.

ACTIVITY	DATE(S)
Release Procurement	Monday, March 27
Informational Webinar	Friday, March 31
Protective Factors Framework (in-person) Training	Tuesday, April 11 (PM) or Wednesday, April 12 (AM)
Written Question Deadline	Friday, April 14
Answers to Questions Posted	Tuesday, April 18
Proposals Due	Monday, May 8
Provider Presentations	Tuesday-Wednesday, May 16-17
Evaluations Complete	Thursday, May 25
Evaluation Results (Public Meeting)	Friday, June 2
Intent to Award Issued by Council	Thursday, June 15
Anticipated Contract Start Date	Tuesday, August 1
Renewal Eligibility Assessment	Monday, April 7, 2025
Initial Contract End Date	Tuesday, September 30, 2025

## V. CAPACITY BUILDING SERVICES

CSC Leon will provide direct application assistance through the provision of select training opportunities listed in the timeline above. Participation is not mandatory but strongly encouraged. Registration details for these events will 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 Friday, April 14, 2023. All questions and answers will be posted on the CSC Leon website by the date and time indicated in the above timelines.

CSC Leon also holds a contract with United Partners for Human Services (UPHS) and 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 UPHS or INIE to access these opportunities.** Please contact a member of the UPHS or INIE team to learn more.

## **V. RESULTS BASED ACCOUNTABILITY FRAMEWORK OVERVIEW**

CSC Leon uses Results Based Accountability (RBA) as its framework to determine and measure program effectiveness. Preliminary background information on this approach is included below.

Results Based Accountability (Friedman, 2015) provides organizations with the tools to achieve sustained, community-wide and program-based improvements in child and family well-being to achieve collective impact. Collective impact includes sharing results, data, strategies, best practices, and mutual accountability (Kania & Kramer, 2011). To achieve success, this process requires that leaders and program staff across agencies and sectors work together to achieve improved results. RBA provides a plain language framework comprised of two perspectives – population-level results and agency performance accountability. Population-level results, including those listed in the 2022 CSC Leon Needs Assessment, WILL NOT BE used for measuring individual program effectiveness. They will be used as long-term indicators of the collective investments made by CSC Leon. Using an external evaluator, CSC Leon will study its long-term investments for implementation effectiveness and return on investment.

Agency performance accountability, specifically those indicators included in Exhibit I, are divided into process measures and program outcomes, and WILL BE required for all CSC Leon funded programs. The data collection required, along with mandatory site visits, will be used to answer three key questions:

1. How much did each program do?
2. How well did the program do it?
3. Is anybody better off?

In-depth information on this approach will be provided to all funded programs following contract negotiations.

## **VI. 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.

## **VII. NOTIFICATION OF AWARD**

The CSC Leon Governing Council will make the final determination of funding for any and all proposals based on the scoring provided by the local community impact panel. Entities selected for funding will be notified on or around Friday, June 16, 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.

#### **VIII. LOBBYING PROHIBITION**

From the time that this RFP 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 RFP, 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.

**EXHIBIT 1**  
**FAMILY STRENGTHENING & PARENT EDUCATION**  
**STATEMENT OF WORK**

**I. BACKGROUND/RATIONALE**

The CSC Leon Needs Assessment (2022) identified child maltreatment as an area of concern for Leon County. Despite a general downward trend in child abuse cases for children ages 5-11 beginning in 2006, the number of children in this age group who experienced child abuse in Leon County began increasing in 2018 and surpassed the state average in both 2020 and 2021. Equally troubling is the number of domestic abuse cases in Leon County. In 2020, this rate was approximately 40% higher than the state average. When witnessed by children, domestic abuse can result in lifelong trauma that can negatively impact brain development, physical and mental health, reduce cognitive abilities, weaken resiliency, and decrease self-esteem.

Family Strengthening and Parent Education programs are a proven approach to successfully addressing and preventing child maltreatment and resulting trauma. These are voluntary programs designed to promote protective factors that counterbalance risk factors. They accomplish this by helping families develop and maintain stable and nurturing caregiver-child relationships; learn effective and appropriate parenting skills to support child development and improve child behavior; enhance family communication and conflict resolution skills; and provide caregivers with social support and linkages to existing community resources. These programs can be implemented using various formats, including home- or center-based, one-on-one, or in a group setting.

Emphasizing protective factors instead of risk factors has been shown to be more effective for child maltreatment prevention and intervention strategies (Child Welfare Information Gateway, 2014). As such, it is the intent of this procurement to fund programs that demonstrate capacity to incorporate these elements into the proposed program.

- A. **Family-Centered Services:** Family-centered services are based upon the belief that the best place for children to grow up is in a family and the most effective way to ensure children's safety, permanency, and well-being is to provide services that engage, involve, strengthen, and support families. In practice, this look like what follows:
1. Working with the family unit to ensure the safety and well-being of all family members.
  2. Strengthening the capacity of families to function effectively by focusing on solutions.
  3. Engaging, empowering, and partnering with families throughout the decision- and goal-making processes.
  4. Developing a relationship between parents and service providers characterized by mutual trust, respect, honesty, and open communication.
  5. Providing individualized, culturally responsive, flexible, and relevant services for each family.
  6. Linking families with collaborative, comprehensive, culturally relevant, community-based networks of supports and services (Child Welfare Information Gateway, 2022).

- B. **Protective Factors Framework:** A protective factors framework provides a better understanding on how six protective factors may contribute to or explain positive outcomes for children, families, and communities, as well as prevent child abuse and neglect. Protective factors are conditions or attributes of individuals, families, communities, or the larger society that reduce risk and promote healthy development and well-being of children and families, today and in the future.
1. **Parental Resilience:** Parents who can cope with the stresses of everyday life, as well as an occasional crisis, have resilience; they have the flexibility and inner strength necessary to bounce back when things are not going well.
  2. **Social Connections:** Research has shown that parents who are isolated and have few social connections are at higher risk for maltreating their children. Parents and caregivers with a social network of emotionally supportive friends, family, and neighbors often find that it is easier to care for their children and themselves compared with those who do not have such a network.
  3. **Knowledge of Parenting and Child and Youth Development:** There is extensive research linking healthy child development to effective parenting. Children thrive when parents provide not only affection but also respectful communication and listening, consistent rules and expectations, and safe opportunities that promote independence.
  4. **Concrete Support for Parents:** Partnering with parents to identify and access resources in the community may help prevent the stress that sometimes precipitates child maltreatment. Providing concrete supports may also help prevent the unintended neglect that sometimes occurs when parents are unable to provide for their children.
  5. **Nurturing and Attachment/Children's Social and Emotional Development:** Research shows that babies who receive affection and nurturing from their parents have the best chance of healthy development. A child's relationship with a consistent, caring adult in the early years is associated later in life with better academic grades, healthier behaviors, more positive peer interactions, and an increased ability to cope with stress.
  6. **Social and Emotional Competence of Children:** Parents support healthy social and emotional development in children when they model how to express and communicate emotions effectively, self-regulate, and make friends. A child's social and emotional competence is crucial to sound relationships with family, adults, and peers. Conversely, delayed social-emotional development may obstruct healthy relationships. Early identification of such delays and early assistance for children and parents can provide support for family relationships and sustain positive and appropriate development.
- C. **Trauma-Informed Practice:** Trauma-informed practice focuses on infusing trauma awareness, knowledge, and skills into organizational cultures and practice to maximize safety and decrease the likelihood of re-traumatization. It also allows for placement of children and families into the



appropriate evidence-based treatment that meets their needs. A program, organization, or system that is trauma-informed:

1. Realizes the widespread impact of trauma and understands potential paths for recovery.
2. Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
3. Responds by fully integrating knowledge about trauma into policies, procedures, and practices;
4. Seeks to actively resist re-traumatization.

## II. EVIDENCE OF EFFECTIVENESS

Proposals for Family Strengthening and Parent Education Programs are required to identify the level of evidence available to support claims of effectiveness. The majority of funds available to support Family Strengthening and Parenting Education will go to programs deemed “Research Supported.” Some funding is also available to support existing, local programs deemed “Grassroots.”

- A. *Research Supported:* Well-supported (Evidence-Based) and Supported (Research-Informed) programs demonstrate the highest standards of program research design, reproducibility, and effectiveness for targeted participant outcomes. Programs meeting this standard are based on sound theory, have been evaluated in at least two well-conducted studies (true or quasi-experimental design), and have demonstrated significant, short-term and/or long-term positive effects. Programs classified as “Promising” are based on sound theory, have been rigorously evaluated, and demonstrate some level of effectiveness. To find programs meeting these standards or to determine if a specific program meets this threshold of evidence, please visit the Results First Clearinghouse Database at <https://evidence2impact.psu.edu/what-we-do/research-translation-platform/results-first-resources/clearing-house-database/> or the California Evidence-Based Clearinghouse at <https://www.cebc4cw.org/>.

1. The following list includes examples of programs that meet the intent of this level of evidence but is not meant to be exhaustive. The list is provided only to illustrate examples of evidence-based or promising programs that have been successful at improving outcomes for the population desired to be served by this procurement.
  - a. Circle of Security
  - b. Parent Child+
  - c. Parents as Teachers
  - d. Nurturing Parent Program
  - e. Strengthening Families Program (higher risk families)
  - f. ACT Raising Safe Kids Programs
  - g. Step by Step Parenting
  - h. Supporting Father Involvement
  - i. Nurturing Fathers
  - j. 24/7 Dad Fatherhood Program
  - k. Healthy Families
  - l. Strong African-American Families (SAAF)
  - m. SNAP (for children and parents)

\*The list above is not exhaustive, nor in any particular order.

- B. *Grassroots*: If your program does not currently meet one of three standards of research evidence above, but it can demonstrate effectiveness in developing parenting skills, enhancing life skills management, and promoting the Protective Factors, then your program may be eligible for funding. Non-research supported programs must have been in existence and providing documented Family Strengthening and Parent Education services in Leon County for a minimum of five (5) years, submit a logic model for the program, and provide some evidence that the existing program produces measurable outcomes.
  - 1. While supportive, anecdotal evidence (such as testimonials) does not meet the criteria for funding in the grassroots category.

### III. PROGRAM DESIGN

Applications for Family Strengthening and Parent Education Programs are required to include the following components in their application for funding.

- A. **Demonstrated Need**: describe why the program is needed and the meaningful change that it hopes to produce at the participant and/or community level.
- B. **Program Description**: outline the type of program to be offered; include any unique features and/or activities inherent to the program's success; if using a *research supported* model, describe how you will establish and/or maintain "fidelity to the model"; include how successful completion of the program looks like for participants.
- C. **Theory of Change and Logic Model**: explain how the program (services and activities) will result in the desired outcomes at the participant and community level. Ideally, this will draw on relevant research and theory, illustrating the validity of the program design and how the services align with local needs, contexts, and circumstances. A logic model can further illustrate this action by explaining the inputs, outputs, and short- and long-term outcomes that result from implementing the program.
- D. **Target Population**: identify how many families with children/youth between birth and the age of 18 at the time of enrollment will be served over the course of the initial contract; describe in detail the population to be served, including primary language; 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.
  - 1. Families with youth having special physical, developmental, or behavioral needs up to age 24 at the time of enrollment are also eligible.
  - 2. Youth transitioning out of foster care up to age 24 at the time of enrollment are also eligible.
- E. **Service Delivery**: describe where, when and how often the program is available and/or offered. Flexibility of services, scheduling, and location are all effective tools in engaging and retaining families.

- F. **Program Duration:** describe the intended length of the program and frequency of family contact to ensure successful outcomes.
- G. **Program Recruitment:** provide a detailed plan for recruitment and retention for program participants; indicate prospective referral sources; include mention of additional services required to facilitate program participation and engagement such as childcare, food/refreshments, and transportation.
  - 1. Budget requests can include funding for recruitment incentives and program enhancements to boost participation and engagement.
- H. **Participation Fees:** programs should be offered to families free of charge. If fees are to be charged, a detailed explanation of what the fees cover must be included in the proposal.
- I. **Cost Benefit Ratio:** include a “cost per family/child/youth” calculation.
- J. **Marketing:** provide a detailed plan to demonstrate capacity to market and recruit the expected number of families.
  - 1. Budget requests can include funding for marketing expenses and materials.
- K. **Data Collection:** Proposals must demonstrate capacity to adhere to the data collection requirements and corresponding performance indicators as listed below.
  - 1. Budget requests can include funding for data collection and entry.
  - 2. Proposals should anticipate the need for translation and interpreter services. CSC Leon will provide data collection forms in English and Spanish and incur translation costs for other languages on these materials should the need arise.

#### IV. DATA COLLECTION REQUIREMENTS

Funded Family Strengthening and Parent Education Programs 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):

- A. Basic demographic details for all children served.
  - 1. Programs will be required to gather demographic data to help CSC Leon better understand the types of children, youth and families accessing services including but not limited to age, grade, race, gender, zip code, and school.
- B. Participation Data
  - 1. Number of children/youth/families “enrolled” in the program
  - 2. Number of sessions successfully completed by children/youth/family
  - 3. Number and types of activities and/or referrals completed/given during the program
  - 4. Other relevant data as identified in the logic model
- C. Parent/Caregiver consent to approve/deny child/youth records be shared with/from Leon County Schools, Department of Juvenile Justice, and Department of Children and Families (using CSC Leon-provided form).

1. CSC-Leon plans to measure longitudinal outcomes of family strengthening/parent education participants through partnership with these and other human services entities.
- D. Caregiver/Parent Satisfaction Survey (using CSC Leon-provided questionnaire)
1. To contribute to CSC Leon’s composite picture of program quality, providers will be required to administer a short satisfaction survey annually and at the conclusion of the program 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.
- E. Pre-service, Mid-service and Post-service Assessments
1. Programs will be required to administer two tools with families to measure gains in protective factors and family functioning resulting from their program experience. The assessment tools are validated survey instruments selected and provided by CSC Leon. All assessment tools and training will be provided after the award notification.

**V. PERFORMANCE INDICATORS**

Funded Family Strengthening and Parent Education Programs will collect data to meet the following process measures and outcomes. These will be calculated by the data input into SAMIS.

*Process Measures*

- A. 100% of program participants will complete the Parental Consent Form allowing or denying permission to access Leon County Schools, the Department of Juvenile Justice, and/or the Department of Children and Families records.
- B. 85% of program participants who enroll will complete the program (defined by program in program design, item 2-3).
- C. 95% of families will complete a Family Strengths Pre-Service Assessment within the first week of participation.
- D. 95% of families will complete a Family Functioning Pre-Service Assessment within the first week of participation.
- E. 90% of program participants enrolled will complete a Family Functioning Assessment at the mid-point of program participation (defined by program in program design, item 6).
- F. 80% of program participants who completed a Family Strength Pre-Assessment will complete the Post-Assessment at the conclusion of the program.

- G. 80% of program participants who complete the program will complete a third Family Functioning Assessment within the last two weeks of program participation.

*Program Outcomes*

- H. 85% of program participants who complete both the pre- and post- Family Strengths assessment will show gains in at least one subscale of the instrument.
- I. 85% of program participants who complete at least two Family Functioning Assessments will show gains in at least one subscale of the instrument.
- J. 95% of families have no findings of verified child maltreatment during program participation.
- K. 90% of program participants indicate they are satisfied or highly satisfied with their program experience.

**VI. REPORTING REQUIREMENTS**

Funded Family Strengthening and Family Education Programs will provide the following regular reports through a standardized template in SAMIS:

- A. A “Monthly Activities Report” is due on the 7<sup>th</sup> of every month starting in October 2023. The report will include demographic data of children, youth and families served, number of meetings, number of events, types of supports provided, etc.
- B. A “Data and Budget Report” is required on October 7, 2023, and then quarterly thereafter on the 7<sup>th</sup> of the January, April, July, October, January, April and July. The report shall include, at minimum, a brief narrative, status report on data collection efforts, and overview of expenditures from the reporting period. Additional elements may be required.
- C. A “Renewal Eligibility Assessment” must be completed by no later than April 7, 2025. This assessment will include a program narrative, preliminary outcome findings, a SWOT analysis of the program, and budget request for continued funding beyond September 30, 2025.
- D. A “Final Report” is required by no later than October 15, 2025. 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 September 30, 2025, to avoid fines or exclusion from future funding opportunities. Funded entities may return the funds via mail postmarked by September 30, 2025, 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.

**EXHIBIT 2  
FAMILY STRENGTHENING & PARENT EDUCATION  
PROPOSAL EVALUATION CRITERIA**

**I. OVERVIEW OF RATINGS**

CSC Leon will use the following scoring criteria to evaluate proposals for Family Strengthening and Parent Education Programs using the following high-level sections to determine scores:

- Organizational Profile (up to 15 points)
- Program Design (up to 40 points)
- Program Evidence and Evaluation Plan (up to 20 points)
- Budget (up to 25 points)

**Total points available: 100**

Entities submitting proposals under the “Research Supported” category will be evaluated separately from entities submitting proposals under the “Grassroots” category. The criteria, however, remain the same. Each section of the evaluation will rate the quality of the proposal using this scale: excellent, good, moderate, marginal or poor. Descriptions for each rating level is provided below. Then, community impact panelists will assign a numerical point value for that rating. Point value ranges for each rating vary by section.

Quality of Response	Description	Strengths Relative to Requirements	Weaknesses	Level of Confidence in Applicant
Excellent	Fully addresses all section requirements and meets or exceeds expectations for all elements.	Numerous strengths provided in response in key areas.	None	Very High
Good	Fully addresses all section requirements and more than adequately meets the expectations for most elements.	Some strengths provided in their response in key areas.	Minor - not in key areas	High
Moderate	Addresses most of the section requirements and moderately meets the expectations for those elements.	Provides few strengths in their response.	Moderate - does not outweigh strengths	Moderate
Marginal	Addresses most of the section requirements but less than adequately meets the expectations for those elements.	Minimal strengths in their response.	Exist in key areas - outweighs strengths	Low
Poor	The response meets little to none of the RFP requirements. Fails to address the section requirements and fails or minimally meets the expectations for most elements.	No clear strengths.	Significant and numerous	No Confidence

## II. SECTION CRITERIA

**A. Organizational Profile (up to 15 points):** Relevant experience and mission, financial stability and community relationships.

1. The proposal provides evidence that the program will be led by an organization and individuals with the relevant experience, past performance, mission alignment, and qualifications needed to aid in the program's success.
2. The proposal is registered to conduct business in Florida and all required documentation is current and included in the proposal.
  - a. *You will be required to submit your most current business registration with the Florida Division of Corporations (Sunbiz).*
3. The proposal provides evidence of financial stability.
  - a. *You will be required to submit your most recent annual budget, profit/loss statement or 990 filing.*
4. The proposal demonstrates established relationships and access among community stakeholders and families.
  - a. *You are encouraged to include recent letters of support.*

**B. Program Design (up to 40 points):** Overview of identified need and proposed solution, description of program activities, target population, and expected impact, and detailed staffing plan.

1. The proposal successfully pairs identified needs in the community with solutions offered by the program that align with the stated intent of the procurement.
2. The proposal provides a clear description of the services and activities to be funded.
3. The proposal provides a clear description of the population to be served that aligns with the requirements of the procurement.
4. The proposal demonstrates its ability to recruit and serve children and youth in specific neighborhoods identified by CSC Leon.
5. The proposal demonstrates a thorough understanding of program duration and its impact on successful outcomes.
6. The proposal intends to offer services free of charge or at very low cost.
7. The proposal demonstrates sufficient personnel/professional staff experience to carry out the services and activities, including meeting marketing, data collection and reporting expectations.
  - a. *You will be required to submit an organizational chart that clearly shows the current staffing plan from the proposed staffing plan (if applicable).*

**C. Program Evidence (up to 20 points):** Evidence base and logic model.

1. The proposal includes detailed information on the program's evidence base.
  - a. *For "research supported" proposals, this includes reference to published outcomes, and requirements to maintain "fidelity" to the model.*
  - b. *For "grassroots" proposals, this includes detailed description of the data collection process and outcome methodology currently in use.*
2. The proposal includes a coherent logic model illustrating the inputs, outputs, and short- and long-term outcomes that result from implementing the program.
3. The proposal includes a clear description of how participants successfully complete the program.

**D. Budget (up to 25 points):** Financial request, detailed narrative and cost-benefit calculation.

1. The proposal provides a complete, cost-effective budget and detailed budget narrative that aligns with the proposal design.
  - a. *You will be required to use the CSC Leon Budget Template and corresponding Fiscal Guidelines for each line item included.*
2. The proposal demonstrates evidence that the amount requested does not supplant existing funds.
3. The proposal offers competitive value as evidenced by the “cost per child (or family)” calculation.
  - a. *This is determined by taking the total amount of the budget request divided by the total number of families proposed to serve.*