

CONTRACT FOR CAPACITY BUILDING SERVICES

THIS CONTRACT (the “Contract”) is between the Children’s Services Council of Leon County (“CSC Leon”), an independent special district, and the United Partners for Human Services, (“Contractor”), the lead agency for a joint collaborative with the Institute for Nonprofit Innovation and Excellence; each individually a “Party” and collectively the “Parties”.

WHEREAS, the Contractor responded to CSC Leon’s competitive solicitation entitled *Invitation to Negotiate (ITN) Capacity Building Services*; and,

WHEREAS, CSC Leon has relied on the Contractor's response, and explanations, demonstrations, and revisions thereof, to determine that the Contractor’s offer provides the best value to CSC Leon; and,

WHEREAS, the Parties desire to enter into the Contract pursuant to which the Contractor will provide the services hereafter described.

NOW THEREFORE, in consideration of the premises set forth herein, the Parties agree as follows:

1. The Contractor shall perform the services described in the Statement of Work attached as Exhibit 1, and subject to the Contract terms and conditions (the “Services”).

2. This is a fixed price Contract. In exchange for acceptable performance of the Services, CSC Leon agrees to pay, and Contractor agrees to accept, the fixed price of **\$288,452.55**. The Contract price is all-inclusive, and CSC Leon will not compensate or reimburse the Contractor any other amounts related to Contract performance such as travel expenses, license fees, taxes, miscellaneous expenses, overhead, etc. CSC Leon will pay the Contractor in arrears the price agreed to for each Contract payment milestone identified in Exhibit 1. CSC Leon will not pay the Contractor any more than the Contract price in exchange for performing the Services. If it becomes necessary for CSC Leon to request the Contractor to render any additional services, either to supplement the Services or to perform additional work related to the Project, then the Parties will execute an amendment to the Contract. Such additional work shall not be performed unless set forth in an amendment. CSC Leon shall not be obligated to pay or reimburse the Contractor more than the amount obligated pursuant to the Contract including amendments.

3. The Contract effective date shall be February 1, 2023 or the date on which the last Party has signed the Contract, whichever is later (the “Effective Date”). The Contract term shall begin on the Effective Date and shall end on September 30, 2024, unless the Contract is terminated earlier or renewed as provided herein. CSC Leon’s shall not be obligated to pay for costs incurred related to the Contract prior to its Effective Date or after its ending date.

4. The Contract term may, upon mutual agreement, be extended for a period no longer than the term of the original Contract, if the Contractor's performance of the Services is delayed by causes outside the reasonable control of the Contractor. A Contract time extension is the sole remedy for delays. Because the Contract is for performance of specific Services, it will not be renewed.

5. The Parties' contact information for all purposes related to this Contract is:

CSC Leon

Dina Snider
dsnider@cscleon.org
PO Box 1816
Tallahassee, FL 32302
(850) 764-2966

Contractor

Amber R. Tynan
amber@uphsfl.org
2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308
(850) 270-5259

Contractor

Kim Grippa
executivedirector@myinie.org
300 W. Pensacola Street
Tallahassee, FL 32301
(850) 201-9766

A Party may designate a different contact person after the Effective Date of the Contract by providing written notice of the change to the other Party's contact, without amendment of the Contract.

6. The Contractor warrants that its Services will be performed in a good and workmanlike manner, in accordance with the Contract, and that deliverables will materially comply with their applicable requirements. The Contractor will re-perform any work not materially in compliance with this warranty which is brought to its attention within 90 days after the work has been performed. Failure to re-perform the work in a manner materially compliant with their applicable requirements may be considered by CSC Leon to be a material breach of the Contract.

7. CSC Leon is an agency subject to Florida's public records laws. In performing the Services, the Contractor is acting on behalf of CSC Leon as provided under section 119.011(2), Florida Statutes. Accordingly, the Contractor shall:

- (a) Keep and maintain public records required by CSC Leon to perform the Services.
- (b) Upon request from CSC Leon's custodian of public records, provide CSC Leon with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Florida law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the Contract, transfer, at no cost, to CSC Leon all public records in possession of the Contractor or keep and maintain public records required by CSC Leon to perform the Services. If the Contractor transfers all public records to CSC Leon upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSC Leon, upon request from CSC Leon's custodian of public records, in a format that is compatible with the information technology systems of CSC Leon.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 850-7644-2966 OR INFO@CSCLEON.ORG.

8. CSC Leon may unilaterally cancel the Contract for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), Florida Statutes.

9. To preserve the public interest in the prudent expenditure of public funds, CSC Leon is authorized to inspect (a) financial records, papers, and documents of the Contractor that are directly related to the performance of the Contract or the expenditure of public funds; and (b) programmatic records, papers, and documents of the Contractor which CSC Leon determines are necessary to monitor the performance of the Contract or to ensure that the terms of the Contract are being met. The Contractor shall provide such records, papers, and documents requested by CSC Leon within 10 business days after the request is made.

10. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, subcontractors, officers or employees in the course of performing the Services, including, but not limited to, protected health information as defined

in 45 CFR Part 160, personally identifiable information as defined in *HHS Policy for Preparing for and Responding to a Breach of Personally Identifiable Information (PII)* (version 2.0), Doc. No. HHS-OCIO-PIM-2020-05-003, or personal information as defined in section 501.171(1), Florida Statutes (2021). The Contractor shall not be required to keep confidential information or material that is publicly available through no fault of the Contractor, or material that is otherwise obtainable under Florida law as a public record. To insure confidentiality, the Contractor shall take appropriate steps as to its personnel, agents, and subcontractors. The warranties of this paragraph shall survive the Contract.

11. In performing the Services, the Contractor and any subcontractor shall comply with the Florida Cybersecurity Standards promulgated in chapter 60GG-2 of the Florida Administrative Code, *Information Technology Security*.

12. All Services will be performed within the continental United States. All data related to or arising from the Contractor's performance of the Services shall remain in, and be maintained in, the continental United States. Neither the Contractor nor any subcontractor shall access such data from outside of the continental United States, nor will they send any such data outside the continental United States. For purposes of this requirement, "data" means a subset of structured information in a format that allows such information to be electronically retrieved and transmitted.

13. CSC Leon is a public employer as defined in section 448.095, Florida Statutes. Therefore, the Contractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees (see <https://www.e-verify.gov/>). Any subcontractors engaged by the Contractor to provide Services for work on the Contract must provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall maintain a copy of such affidavit for the duration of the Contract.

14. The Contractor agrees to indemnify, defend and hold harmless CSC Leon, its current and future Council members, officers, employees, agents, representatives, successors and assigns (the "CSC Leon Indemnitees") from and against any and all claims, damages, liabilities, losses, costs or suits, of any nature whatsoever arising out of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees.

15. This Contract shall be governed by the laws of the State of Florida without regard to its conflict of laws provision. The exclusive venue for any lawsuits, actions or proceedings arising in connection with this Contract shall be the state courts of Leon County, Florida; in any such action Florida law will apply, the Parties waive any right to jury trial, and the prevailing Party is entitled to recovery of reasonable attorneys' fees.

16. If any provision of this Contract is held to be invalid or unenforceable by a court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions,

it being the intention of the Parties that this Contract be so construed as to render enforceable that portion of this Contract unaffected by such holding. The contractual provisions shall be deemed severable.

17. CSC Leon may terminate the Contract if the Contractor fails to (1) maintain adequate progress, thus endangering timely performance of the Contract, (2) honor any material term of the Contract, or (3) abide by any material legal requirement. Before exercising its right to terminate, CSC Leon will provide the Contractor at least ten days written notice and opportunity to cure.

18. If either Party shall be delayed or hindered in, or prevented from, the performance of any act required hereunder by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, riots, insurrection, adverse weather conditions (including but not limited to tropical storms and hurricanes), epidemic or pandemic, war or other reasons of a like nature not the fault of the Party delayed (all of such reasons or causes referred to as "Force Majeure"), then performance of such acts shall be excused for the period of the delay, and the period within which the performance of such act may be required hereunder shall be extended by a period equivalent to the period of such delay. The exclusive relief for a Force Majeure event will be receipt of an extension of the schedule for the performance of the Services or other act required under the Contract.

19. The parties will comply with all applicable health and safety laws, rules, regulations, and guidelines. In the case of conflict among federal, state, and local recommendations, the parties will follow the most stringent recommendations. If Services are required at a site at which the most stringent recommendations are not followed, the parties will negotiate in good faith concerning alternative means of Service delivery, which may include transition to virtual means of delivery. The parties may also agree to alternative virtual Service delivery in the event that pandemic conditions rise to the level of a Force Majeure event.

20. The relationship between CSC Leon and the Contractor is that of customer and service provider, and nothing contained in this Contract shall be deemed or construed as creating the relationship of principal and agent, or of partnership, or of a joint venture between CSC Leon and the Contractor in respect to the Services or otherwise.

21. The Contractor shall take all actions necessary to ensure that the Contractor's employees, subcontractors and other agents are not employees of CSC Leon. Such actions include, but are not limited to, ensuring that the Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensation, and unemployment) from an employer other than CSC Leon.

22. The Contractor shall not permit this Contract or any of its obligations or rights hereunder to be delegated or assigned voluntarily, involuntarily or by operation of law, without the express prior written authorization of CSC Leon at its sole and absolute discretion. No such written authorization, however, shall be construed as discharging or releasing the Contractor

from the fulfillment of obligations under this Contract. This Contract shall inure to the benefit of and bind the Parties and their permitted successors and permitted assigns.

23. The execution and performance of this Contract by each Party has been duly authorized by all applicable laws and regulations and all necessary corporate action, and this Contract constitutes the valid and binding obligation of such Party, enforceable in accordance with its terms.

24. The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133, Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the CSC Leon in writing if its ability to perform is compromised in any manner during the term of the Contract.

25. CSC Leon and the Contractor are the exclusive Parties to this Contract, and no other individual or entity is intended to have, nor shall any individual or entity be deemed to have, any rights, benefits, privileges, causes of action, rights of action or remedies as a third-party beneficiary to or under this Contract or otherwise.

26. This Contract and any amendment made in accordance with the terms hereof may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

27. Every one of the rights, remedies, and benefits provided by this Contract shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

28. Failure by either Party to enforce any of the provisions hereof for any length of time shall not be deemed a waiver of its rights set forth in this Contract. Such a waiver may be made only by an instrument in writing signed by the Party sought to be charged with the waiver.

29. This Contract (including exhibits) contains all the agreements of the Parties with respect to the subject matter herein. There have been no representations made by either Party or understandings made between the Parties express or implied with respect to the subject matter hereof other than those set forth in this Contract. This Contract may not be modified except by a written instrument duly executed by the Parties. The Parties have had an opportunity negotiate this Contract and to consult with counsel; accordingly, the rule of interpretation known as "construction against the drafter" will not apply to this Contract.

IN WITNESS WHEREOF, each Party has caused this Contract to be executed by its duly authorized representatives.

CHILDREN’S SERVICES COUNCIL OF LEON COUNTY

Cecka Rose Green

By:

Its:

Date: January 25, 2023

UNITED PARTNERS FOR HUMAN SERVICES

Amber R. Tynan

By:

Its:

Date: January 25, 2023

INSTITUTE FOR NONPROFIT INNOVATION AND EXCELLENCE

Kim Grippa

By:

Its:

Date: January 25, 2023

EXHIBIT 1 – STATEMENT OF WORK

A. Purpose

As CSC Leon establishes guidelines and requirements for each of its community funding opportunities, the Contractor will work alongside CSC Leon to ensure all investments lead to high-quality services available to children, youth and families. To this end, the Contractor will provide ongoing assessment, training and technical assistance to children’s services providers to increase their ability to more competitively respond to CSC Leon funding applications.

Specifically, the Contractor will:

1. Provide technical assistance to community providers seeking to apply for CSC Leon funding.
 - a. Develop and implement a technical assistance plan customized to each unique community funding opportunity released by CSC Leon.
 - b. Technical assistance will be inclusive of all required elements in the RFA process (e.g., organizational chart, theory of change, data collection methods, budgeting).
2. Develop a Community of Practice (CoP) with organizations not funded in each cycle to provide support in preparation for the next funding cycle application.

B. Definitions

1. **at hope:** referring to neighborhoods or community population that have historically been underserved or under resourced
2. **“readiness” of applications:** referring to the preparedness of a grant seeker to have the knowledge, skill set and support to successfully write a high-quality service proposal with all required elements
3. **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.
4. **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.

C. Service Descriptions

1. Service Line 1: Technical Assistance for Grant Seekers

The Contractor will ensure any organization seeking to apply for CSC Leon funding has adequate support.

These activities will include, but are not limited to:

- Conducting an assessment of potential applicants to identify strengths and challenges in the application process.

- Developing and implementing a TA plan customized to each unique community funding opportunity released by CSC Leon, that will include at least three trainings per RFA.
 - TA will be inclusive of all required elements in the RFA process (e.g., organizational chart, theory of change, data collection methods, budgeting, etc.).
- Maintaining documentation of technical assistance requests, services provided, and progress made.

The Contractor will ensure that all potential providers of services to children, youth, and families are prepared to competitively respond to and meet the expectations of each community funding opportunity released by CSC Leon. The primary objective is to level the playing field so that an equitable, inclusive, and collaborative process ensues.

The Contractor will customize plans to each unique community funding opportunity to include Summer 2023, Priority Funding Cycle 1, Other Funding Cycle 2, Priority Funding Cycle 2, and Summer 2024.

The Contractor is in Tallahassee; therefore, offices and staff are easily accessible and readily known to most, if not all, potential service providers. This familiarity will encourage potential service providers to attend the scheduled in-person and virtual training sessions and make it easy to drop by the offices whenever additional one-on-one assistance is needed.

The process will be divided into four (4) phases as follows:



a. Timing and Sequencing

Phase 1: The Pre-Application Phase will begin immediately after each funding announcement. There are two goals of this phase:

1. Ensure all potential service providers (“applicants”) understand the eligibility requirements, what is required for a complete and timely application, the accountability and data required for the provision and reporting of deliverables, and the roles of the Contractor in the process. ***The training will be virtual.***
2. Establish a baseline of the strengths and challenges of the applicants and identify the neighborhoods in which services are being proposed.

- a. An Assessment Report will be prepared that will inform the substance of the technical training provided in subsequent phases and identify whether additional outreach is needed to applicants proposing services in “at hope” neighborhoods.

Phase 2: The Supplemental Phase will begin approximately three weeks after the Pre-Application Phase. The goals of this phase are to (1) specifically address challenges identified in the Assessment Report and (2) catch-up new training attendees, if any, after direct outreach to applicants proposing services in “at hope” neighborhoods. ***The training will be in-person.***

Phase 3: The Application Phase will start approximately a month prior to the application deadline. The goals of this phase are to (1) continue to assist with all topics addressed in the Pre-Application and Supplemental Phases and (2) ensure all applicants understand and can meet the technical requirements of application submission. ***The training will be virtual.***

Phase 4: The Post Application Phase will start immediately after funds are awarded. The goals of this phase are to (1) reinforce the importance of accountability in the provision and reporting of deliverables and (2) provide refreshers on post award reporting requirements. In addition, applicants not funded will be referred to the Communities of Practice for Unselected Applicants (outlined in more detail in Tab D, Service Line 2 response). ***The training will be virtual.***

The four phases will translate into four trainings per funding cycle. All trainings will be open to all applicants. All online trainings will be recorded and available throughout the application process on the UPHS and INIE websites. An “FAQ” document will be continually updated throughout the application process and available on both websites as well. UPHS and INIE will maintain documentation of technical assistance requests, services provided, and progress made.

CSC Leon Summer 2023 Funding Cycle

Funding Cycle	Pre-Application Phase	Supplemental Phase	Application Phase	Post Application Phase
February – May 2023	Early February 2023	Late February 2023	Early March 2023	May 2023

TA Plan Delivered: February 10, 2023

Wrap-up Report Delivered: June 1, 2023

CSC Leon Priority Funding Cycle 1 (Family Supports)

Funding Cycle	Pre-Application Phase	Supplemental Phase	Application Phase	Post Application Phase
March – August 2023	Late March 2023	April 2023	Late April 2023	August 2023

TA Plan Delivered: March 1, 2023

Wrap-up Report Delivered: August 15, 2023

CSC Leon Summer 2024 Funding Cycle

Funding Cycle	Pre-Application Phase	Supplemental Phase	Application Phase	Post Application Phase
December 2023 – May 2024	December 2024	Early January 2024	Late January 2024	April 2024

TA Plan Delivered: November 1, 2023

Wrap-up Report Delivered: May 1, 2024

CSC Leon Priority Funding Cycle 2 (Prenatal/Postnatal)

Funding Cycle	Pre-Application Phase	Supplemental Phase	Application Phase	Post Application Phase
January–October 2024	January 2024	Early February 2024	Late February 2024	June 2024

TA Plan Delivered: December 1, 2023

Wrap-up Report Delivered: June 30, 2024

b. Ensuring Equitable and Inclusive Community Engagement

As previously stated, the Contractor will ensure that all potential providers of services to children, youth, and families are prepared to competitively respond to and meet the expectations of each community funding opportunity released by CSC Leon. The objective is an equitable, inclusive, and collaborative process. To ensure full participation of all potential applicants, our organizations will work with CSC Leon to ensure that messaging is included in each notice of funding cycle and provide direct communications as well.

The Assessment Report will detail whether additional outreach is needed to applicants proposing services in “at hope” neighborhoods. If yes, then direct outreach to potential applicants will be conducted through phone calls and emails by the Contractor.

The Contractor has a thorough understanding of the nonprofit sector based on its membership in terms of types of services offered and geographic areas of service, especially among those providing services in the three domains of CSC Leon: Success in School and Life, Healthy Children, Youth, and Families, and Stable and Nurturing Families and Community.

UPHS and INIE Membership Demographic Breakdown by CSC Leon Domain Focus (as of November 2022)

Membership Type	UPHS	INIE	Children and Family Serving Organizations	
			UPHS	INIE
Under \$100,000 annual operating budget (inclusive of grassroots, volunteer-led organizations)	61%	43%		
\$100,000 - \$500,000 annual operating budget	12%	26%	67%	40%

\$500,000 - \$1M annual operating budget	11%	10%		
Over \$1M annual operating budget	16%	21%		

Due to most of its members being smaller in size, the Contractor has responded by successfully crafting its programs and services to meet the needs of resource-limited nonprofits looking to build capacity and struggling to compete with larger, well-established organizations.

c. Sample Training Topics and Descriptions

- **CSC Leon Eligibility Requirements Overview**
 - New Agencies
 - Previously Funded Agencies
- **Review of RFA Required Elements**
 - Includes organizational chart, theory of change, data collection methods, budgeting, etc.
 - Identifying one’s capacity to deliver services.
- **Overview of Reporting Requirements**
- **Contract Management Workshop**

d. Methods of data collection and analysis to show increase in readiness

The Contractor will employ a Pre-Application/Post-Application survey data collection method to assess outcomes and impact.

The Contractor will require that a Pre-Application Self-Assessment Form be completed.

Applicants will answer the following questions:

1. Have you ever applied for CSC funding?
2. If yes, did you receive funding?
3. If you did not receive funding, what would have helped you navigate the application process?
4. In what geographical area of Leon County by zip code(s) are you proposing to provide services?

The Pre-Application Self-Assessment Form will also evaluate applicants’ understanding of their strengths and weaknesses across the requirements of the CSC Leon funding opportunity. Likert-type scales and open-response questions will be used to quantify responses. The data will be aggregated in the Assessment Report.

Applicants will later in the process assess their comfort with their completed/submitted applications by filling out the Post-Application Self-Assessment Form. This assessment will evaluate whether applicants made any changes to address the challenges they identified in their pre-application self-assessment. It will also assess the effectiveness of the role the Contractor played in helping applicants get to their level of readiness or comfort.

Aggregated self-assessment data (both pre and post application) will be compared to aggregated CSC Leon scoring rubric results to determine if the self-assessments align with CSC Leon scoring assessments.

e. Sample Technical Assistance Plan

Data Collected at Registration for Each Training Session: Name, Organization, Title, Email Address, and Phone Number.

➤ **Pre-Application**

Part One

To register for the Zoom training, applicants will be required to complete the Pre-Application Self-Assessment Form.

Part Two

Zoom Webinar 1:00 p.m. – 3:00 p.m.

Applicants will be provided:

- (1) An overview of the CSC Leon Eligibility Requirements; (2) a review of the RFA Required Elements (e.g., organizational chart, theory of change, data collection methods, budgeting, etc.); (3) methods to identify one’s capacity to deliver services; and (4) an explanation of the role of the Contractor in the process.

Part Three

An open question and answer period.

*Answers provided on the Pre-Application Self-Assessment Form will be analyzed to (1) form the baseline of applicants’ strengths and challenges for the Assessment Report; (2) identify areas that will need additional focus in the subsequent trainings; and (3) identify whether additional outreach is needed to applicants proposing services in “at hope” neighborhoods.

➤ **Supplemental Phase**

Part One

To register for the in-person training, applicants will be required to answer the following questions:

- (1) Did you attend the first training on x date? If no, applicants will be required to complete the Pre-Application Self-Assessment Form. The additional data, if any, will be added to the Assessment Report.

Part Two

In-Person Training at the Contractor Offices, 1:00 p.m. – 3:00 p.m.

Applicants will be provided:

- (1) An overview of the CSC Leon Eligibility Requirements; (2) a review of the RFA Required Elements (e.g., organizational chart, theory of change, data collection

methods, budgeting, etc.); (3) methods to identify one’s capacity to deliver services.; and (4) an explanation of the role of the Contractor in the process.

Part Three

Topics identified as challenges in the aggregated Assessment Report will be addressed. Hands-on assistance will be provided.

Part Four

An open question and answer period.

➤ **Application Phase**

Part One

Zoom Webinar 1:00 p.m. – 3:00 p.m.

Applicants will be provided:

- (1) An “Overview of Reporting Requirements”
- (2) A review of all the essential components of the application and the technical requirements for submitting the application.

Part Two

An open question and answer period.

➤ **Post-Application Phase**

Part One

To register for the Zoom training, applicants will be required to complete the Post-Application Self-Assessment Form.

Part Two

Zoom Webinar 1:00 p.m. – 3:00 p.m.

Applicants will be provided:

- (1) A “Contract Management” Workshop to ensure program delivery and outcomes align with feasibility based on funding and ensure reporting is adequate and aligned with deliverables identified in the funding contract.

Part Three

An open question and answer period.

f. Sample Outline for After-Action Report

Step One

Unfunded applicants will be directly and immediately referred to the CoP.

Step Two

To analyze the success of the technical assistance plan and identify areas needing revision in future funding cycles, the following data will be analyzed and reported in the Wrap-up Reports:

- (1) Self-assessment data (both pre and post application) for unfunded applicants will be compared to CSC Leon scoring assessments to determine alignment.
- (2) Challenges identified by the Contractor in the Assessment Report will be compared to CSC Leon scoring assessments of unfunded applicants to determine alignment.
- (3) Attendance records per training session for each applicant will be gathered to determine if funded applicants had a higher attendance rate than unfunded applicants.
- (4) Attendance records will be analyzed further to assess the number of sessions attended by applicants proposing services in “at hope” neighborhoods. This data will be compared to direct outreach efforts to determine their efficacy.

Step Three

Data revealed in each Quarterly Report will be assessed and factored into the technical assistance plan for the next funding cycle.

g. Recruitment and Defining Success

- 100% of potential applicants will be notified via email, if possible, of the technical assistance plan details after each funding announcement.
- 60% of directly contacted applicants will attend 75% of the training sessions.

2. Service Line 2: Communities of Practice for Unselected Applicants

The Contractor will ensure any organization that is not funded has adequate and customized support for any future CSC Funding Opportunities.

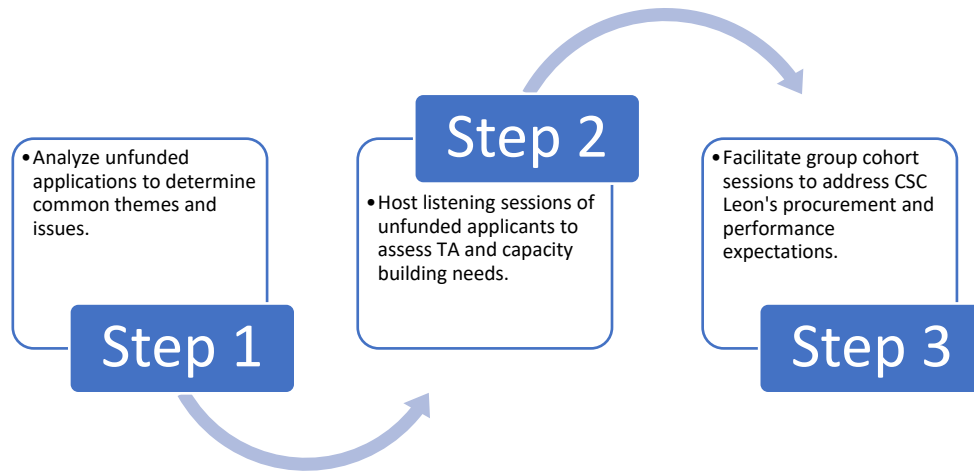
These activities will include, but are not limited to:

- Analysis of applications not selected for funding after each award cycle to determine common themes or issues.
- One-on-one and group cohort listening sessions of those not selected to determine necessary training and technical assistance supports.
- Group cohort training sessions addressing CSC Leon’s procurement and performance expectations.
- One-on-one coaching sessions to help develop, implement, or enhance business best practices to meet CSC Leon’s procurement and performance expectations.
- Provide quarterly reports to CSC Leon demonstrating knowledge acquisition and service satisfaction by CoP participants.

The Contractor will use a two-prong approach with unfunded applicants comprised of four (4) different cohorts with the focus to:

- Garner better understanding of the common themes and issues of unfunded applicants,
- Implement targeted and tailored capacity building plans for unfunded applicants to achieve greater success with future CSC Leon Funding Opportunities.

Group-Focused CoP Approach (Cohorts 1-4)



The Group-Focused CoP Approach will be centered around connection, sharing of ideas, and leveraging the experiences of all participants to achieve success in future CSC Leon funding opportunities. The group approach will allow participants to learn from one another based on the identification of common themes and challenges with the previous CSC Leon funding opportunity in which participants were not funded. Together, participants will discuss and problem-solve ways to enhance their capacities to compete for future funding, while garnering resources and support from other participants of the cohort.

Agency-Focused CoP Approach (Cohorts 1-4)



The Agency-Focused CoP Approach will be centered around implementation, evaluation, and analysis of each individual agency’s needs to enhance its capacity to achieve success in future CSC Leon funding opportunities. The Agency-Focused CoP Approach will allow participants to work one-on-one with a dedicated staff person to fully analyze its current capacity (i.e. completion of UPHS Capacity Building Benchmarking Assessment), as well as areas for greater emphasis and focus through a customized training plan. To ensure ownership of enhancing one’s capacity and commitment to the process, each agency engaged in the Agency-Focused CoP Approach will be required to sign a commitment form designating their intent to actively work toward the training plan established. This CoP Approach and model only works when participants show up and are actively engaged in the process. Together, each agency and Contractor staff will work to bridge knowledge gaps and improve skills, while also implementing infrastructure supports and best practices to see enhancement in each agency’s capacity (i.e. UPHS Capacity Building Assessment Progress Review and Competency Report completion) with the goal of successfully applying for future CSC Leon funding.

For a balanced workload and meaningful experience for participants, each cohort will be limited to a maximum of twenty (20) participants each cycle.

a. Timing and Sequencing

As outlined below and immediately following each funding cycle reward process, the Contractor will work collaboratively to begin our two-prong approach for each cohort (4 total) in establishing a CoP for unfunded applicants.

CSC Leon Summer 2023 Funding Cycle (Cohort #1)

Funding Cycle	Funding Cycle Decision	Group-Focused CoP Approach	Agency-Focused CoP Approach	Reports Delivered
February – May 2023	May 2023	May 2023	June, July, and August 2023	September 15, 2023

CSC Leon Priority Funding Cycle 1 (Cohort #2)

Funding Cycle	Funding Cycle Decision	Group-Focused CoP Approach	Agency-Focused CoP Approach	Reports Delivered
March – August 2023	July 2023	August 2023	September, November 2023	December 30, 2023

CSC Leon Summer 2024 Funding Cycle (Cohort #3)

Funding Cycle Prep	Funding Cycle Decisions	Group-Focused CoP Approach	Agency-Focused CoP Approach	Reports Delivered
December 2023 – May 2024	March 2024	April 2024	May, June and July 2024	August 15, 2024

CSC Leon Priority Funding Cycle 2 (Cohort #4)

Funding Cycle	Funding Cycle Decision	Group-Focused CoP Approach	Agency-Focused CoP Approach	Reports Delivered
January – October 2024	May 2024	June 2024	June, July, and August 2024	September 30, 2024

b. Ensuring Equitable and Inclusive Community Engagement

To ensure full participation of unfunded applicants for each funding cycle, the Contractor will work with CSC Leon to ensure the messaging is included in each organization’s notice of non-funding, as well as direct communication from the organizations once funding announcements are made. As part of CSC Leon’s commitment to ensuring every agency has adequate support and resources to successfully compete for future CSC Leon Funding, the Contractor will offer the following:

- Access to UPHS & INIE’s CoP Network which includes:
 - One-on-one and group cohort listening sessions of those not selected to determine necessary training and technical assistance supports.
 - Group cohort training sessions addressing CSC Leon’s procurement and performance expectations.
 - Capacity Building Benchmarking Assessment with Training Plan
 - One-on-one coaching sessions to help develop, implement, or enhance business best practices to meet CSC Leon’s procurement and performance expectations.
 - Agency Competency Report completed prior to next CSC Leon Funding Opportunity.
- Annual membership to both UPHS and INIE (***both funded and unfunded applicants***) are available for an additional cost.
 - Inclusive of access to certificate programs offered by INIE are available for an additional cost.

c. Sample Coaching Schedule and Topics

The Contractor will use the results of the UPHS Capacity Building Benchmarking Assessment to tailor its coaching schedules and plans. The Assessment analyzes twelve (12) nonprofit management areas for better understanding one’s organizational capacity. These areas include:

- Governance and Board Leadership
- Board Meeting Effectiveness
- Board Management of the Executive Director
- Organizational Planning and Evaluation
- Personnel Management
- Volunteer Management
- Financial Management

- Financial Condition
- Resource Development
- PR and Communications
- Program Management, Planning, and Evaluation
- Organizational Capacity

Based on the results of the assessment, a comprehensive training plan will be put into place to be implemented and worked on through the Agency-Focused CoP Approach. Additionally, cohort members would have access to UPHS and INIE workshops, trainings, and certificate programs to enhance their capacity in related identified areas of focus.

Additionally, and in the event any cohort participants would require non-litigation legal assistance as part of their capacity building efforts that would assist them in qualifying for, applying for, and/or improving their ability to receive funding from the CSC Leon, the Contractor will sub- contract with Legal Services of North Florida for up to ten (10) agencies over the 20-month contract period.

d. Methods of Data Collection, Tracking and Analysis

The Contractor will use the following methods for data collection:

- The UPHS Capacity Building Benchmarking Assessment
- Capacity Building Training and Coaching Plan
 - Capacity Building and Technical Assistance Tracking Form (by Month and activity)
- Capacity Building Assessment Review
- Agency Competency Report for Success in Future CSC Leon Funding

e. Sample Outline for Quarterly Reports

The quarterly reports will include the following:

- Report of participants who participated in Cohort.
- Analysis of common themes or issues of unfunded applications.
- Report of one-on-one and group cohort listening sessions conducted in that reporting period, including attendance and engagement.
- Report of completed Capacity Building Benchmarking Assessments and accompanying training plans.
- Report of one-on-one coaching sessions to help develop, implement, or enhance business best practices to meet CSC Leon’s procurement and performance expectations, including attendance, commitment, and engagement.
- Report of completed Agency Competency Reports, and analysis of which Cohort participants are ready to apply for next CSC Leon funding opportunity.

f. Recruitment and Defining Success

- The Contractor will work with CSC Leon staff to identify all potential participants for the CoPs following each funding cycle. Priority will be given to those unfunded applicants that

score within 20% of the funding threshold (maximum 20 per cohort to ensure the efficacy of both the group and individual agency learning environments).

- Of those unfunded agencies that are invited and commit to participate, 100% will complete the UPHS Capacity Building Benchmarking Assessment, and receive a comprehensive Training and Coaching Plan.
- Of those who complete the Assessment and receive a Training and Coaching Plan, at least 75% will show improvement in areas identified for greater focus, and at least 25% will demonstrate readiness for re-applying for funding in the next immediate CSC Leon Funding Opportunity.

D. Budget & Personnel

While this project is a fee for services contract, the Contractor did provide a detailed budget on which the total contract amount is based. It is included as Attachment A to this Statement of Work.

To meet the expectations of the Contract, the Contractor will hire two (2) part-time staff employed by the Institute of Nonprofit Innovation and Excellence to oversee Service Line 1: Technical Assistance activities, and one (1) full-time Capacity Building Manager employed by United Partners for Human Services to oversee Service Line 2: Communities of Practice activities. Draft position descriptions are included as Attachment B to this Statement of Work.

The INIE Executive Director will have responsibilities in managing this contract for Service Line 1 specific to developing four technical assistance plans customized to meet the needs of four unique CSC Leon funding cycles. The plans will be tailored to the unique and specific needs of CSC Leon. The Executive Director will also oversee the implementation of the four plans by the two dedicated staff. The Executive Director is not currently compensated to perform this niche work for the Children's Services Council.

In addition, the UPHS Executive Director and Director of Strategic Initiatives will have nominal responsibilities in managing this contract for Service Line 2, and access to a sub-contracted nonprofit specialized attorney as follows:

- UPHS Executive Director – 100% of expenses are absorbed by UPHS, however the UPHS Executive Director will provide general contract administration, participation in Agency-Focused Communities of Practice meetings, and training plan development, as well as review of completed competency reports before submission. Additionally, the UPHS Executive Director will provide day-to-day supervision of the Capacity Building Manager.
- UPHS Director of Strategic Initiatives – 90% of expenses are absorbed by UPHS, however the UPHS Director of Strategic Initiatives will provide support to the Capacity Building Manager the first 6 months of their onboarding to ensure they're familiar with the UPHS Capacity Building Benchmarking Assessment, Training Plans and Content Materials, as well as assisting with recruitment of CoP participants.
- Legal Services Nonprofit Specialized Attorney – 100% of expenses to cover up to ten (10) CoP cohort participants that require non-litigation legal assistance as part of their capacity

building efforts that could assist them in qualifying for, applying for, and/or improving their ability to receive funding from the CSC Leon. UPHS would sub-contract with Legal Services of North Florida for up to ten (10) agencies over the 20-month contract period. Each agency would receive a non-litigation service packet valued at \$1,000.00 for a total of \$10,000.00.

E. Deliverables & Payment Schedule

CSC Leon is issuing this 20-month contract commencing in February 2023 and concluding in September 2024. This corresponds with four funding cycles: two rounds of summer funding and two rounds of priority funding. The table below lists the expected deliverables, due dates and corresponding contract payment amount.

CSC Leon Summer 2023 Funding Cycle

Deliverable	Due Date	Report from	Contract \$
TA Plan	February 10, 2023	INIE	\$17,500.00
Application Wrap Up	June 1, 2023	INIE	\$17,500.00
CoP Development Plan	June 1, 2023	UPHS	\$18,556.57
CoP Final Report	September 15, 2023	UPHS	\$18,556.57

CSC Leon Priority Funding Cycle 1 (Family Supports)

Deliverable	Due Date	Report from	Contract \$
TA Plan	March 1, 2023	INIE	\$17,500.00
Application Wrap Up	August 15, 2023	INIE	\$17,500.00
CoP Development Plan	August 15, 2023	UPHS	\$18,556.57
CoP Final Report	December 30, 2023	UPHS	\$18,556.57

CSC Leon Summer 2024 Funding Cycle

Deliverable	Due Date	Report from	Contract \$
TA Plan	November 1, 2023	INIE	\$17,500.00
Application Wrap Up	May 1, 2024	INIE	\$17,500.00
CoP Development Plan	May 1, 2024	UPHS	\$18,556.57
CoP Final Report	August 15, 2024	UPHS	\$18,556.57

CSC Leon Priority Funding Cycle 2 (Prenatal/Postnatal)

Deliverable	Due Date	Report from	Contract \$
TA Plan	December 1, 2023	INIE	\$17,500.00
Application Wrap Up	June 30, 2024	INIE	\$17,500.00
CoP Development Plan	July 1, 2024	UPHS	\$18,556.57
CoP Final Report	September 30, 2024	UPHS	\$18,556.56

Budget (Service Line 1: Technical Assistance for Grant Seekers)

The Contract includes \$140,000.00 over 20-months (\$84,000.00 in Year 1 and \$56,000.00 in Year 2). However, the outline of the expenses exceed what is allocated for this service line as part of this work with CSC Leon, thereby demonstrating a 10% match by the Contractor.


Contract Budget Item	Budget Expense Annually	Budget Expense Narrative	Proposed Contract Reimbursement (20-months)	Proposed Contract Budget Narrative, based on 20-month contract
Salaries				
<i>INIE Executive Director</i>	\$7,500.00	<i>10% of INIE ED Time</i>	\$12,500.00	<i>10% of INIE ED Time – roles and responsibilities outlined in Exhibit I, Section D.</i>
<i>INIE Support Staff</i>	\$62,400.00	<i>2 Dedicated PT Staff to coordinate TA activities and facilitate training at \$30/hour for 20/hours/week</i>	\$104,000.00	<i>100% of Dedicated PT Staff to coordinate TA activities and facilitate training at \$30/hour for 20/hours/week</i>
Payroll Taxes	\$5,347.35	<i>Payroll Taxes at 0.0765% for 10% of ED and 100% of 2 Dedicated PT Support Staff</i>	\$8,912.25	<i>Payroll Taxes at 0.0765% for 10% of INIE Executive Director and 2 Dedicated PT Support Staff to coordinate TA activities</i>
Benefits/Fringe	\$1,748.06	<i>10% of INIE ED Healthcare, Retirement, and Life Insurance</i>	\$2,913.43	<i>10% share of INIE ED Healthcare, Retirement, and Life Insurance</i>
Occupancy and Utilities	\$7,200.00	<i>Facility space for INIE Staff at \$600/month</i>	\$6,000.00	<i>50% share of space for Dedicated PT Support Staff to coordinate TA activities. INIE rents office space for an average \$600/month. INIE will lose \$6,000 in potential revenue over the course of the contract from the one office space that will be shared by the two part time employees.</i>
Computer/Equipment/Phone	\$6,000.00	<i>100% share of Equipment, Computers, and Phone for 2 Dedicated PT Support Staff to coordinate TA activities</i>	\$3,174.32	<i>32% share of Equipment, Computers, and Phone for 2 Dedicated PT Support Staff to coordinate TA activities.</i>
Supplies and Materials	\$3,000.00	<i>100% shared of Office Supplies and Materials for 2 Dedicated PT Support Staff to coordinate TA activities</i>	\$2,500.00	<i>50% Office Supplies and Materials for 2 Dedicated PT Support Staff to coordinate TA activities</i>
TOTAL	\$93,195.41 Annually (true costs)		\$140,000.00/ 20-month CSC Leon contracted costs*	*Actual costs \$155,325.68 for the 20-month period.


Budget (Service Line 2: Communities of Practice for Unselected Applicants)

The Contract includes \$148,452.55 over 20-months (\$89,071.53 in Year 1 and \$59,381.02 in Year 2). However, the outline of expenses exceed what is allocated for this service line as part of this work with CSC Leon, thereby demonstrating a 31% match by the Contractor.

Contract Budget Item	Budget Expense Annually	Budget Expense Narrative	Proposed Contract Reimbursement (20-months)	Proposed Contract Budget Narrative, based on 20-month contract
Salaries				
UPHS Executive Director	\$9,800.00	10% of UPHS ED Salary	\$0.00	UPHS will absorb 100% share of UPHS ED expenses – roles and responsibilities outlined in Exhibit 1, Section D.
UPHS Director of Strategic Initiatives	\$14,600.00	20% of UPHS Director of Strategic Initiatives	\$7,300.00	10% share of Director of Strategic Initiatives expenses – roles and responsibilities outlined in Exhibit 1, Section D.
UPHS Capacity Building Manager	\$58,000.00	Dedicated FT Manager to coordinate CoP activities	\$96,666.67	100% share of Dedicated FT Manager to coordinate CoP activities
Legal Services Nonprofit Specialized Attorney	\$10,000.00	Dedicated LSNF Attorney for ten (10) agencies participating in CoP activities that may require non-litigation legal support	\$10,000.00	Support for ten (10) agencies participating in CoP activities that may require non-litigation legal support
Payroll Taxes	\$6,303.60	100% of Payroll Taxes at 0.0765% for UPHS ED, Director of Strategic Initiatives and FT Manager to coordinate CoP activities	\$7,395.00	100% share of Payroll Taxes at 0.0765% for Dedicated FT Manager to coordinate CoP activities (\$96,666.67 x 0.0765%)
Benefits/Fringe	\$10,600.00	100% of Healthcare, Retirement, Worker's Comp, Liability Insurance, etc. for Dedicated FT Manager to coordinate CoP activities	\$15,146.44	86% share of Healthcare, Retirement, Worker's Comp, Liability Insurance, etc. for Dedicated FT Manager to coordinate CoP activities
Occupancy and Utilities	\$16,000.00	100% of Facility space for UPHS Staff	\$4,444.44	17% share of space covering 100% share for Dedicated FT Manager to coordinate CoP activities
Computer/Equipment/Phone	\$3,000.00	100% of Equipment, Computers, and Phone for Dedicated FT Manager to coordinate CoP activities	\$5,000.00	100% share of Equipment, Computers, and Phone for Dedicated FT Manager to coordinate CoP activities
Supplies and Materials	\$1,500.00	Office Supplies and Materials for Dedicated FT Manager to coordinate CoP activities	\$2,500.00	100% share of Office Supplies and Materials for Dedicated FT Manager to coordinate CoP activities
TOTAL	\$129,803.60/ Annually (true costs) *		\$148,452.55/ 20-month CSC Leon contracted costs*	*Actual costs \$216,339.33 for the 20-month period.

Service Line 1: INIE Support Staff Position Descriptions (2 PTE)

	<p>Training Facilitator Position Description</p>
<p>Overview</p>	<p>The Institute for Nonprofit Innovation and Excellence (INIE) works to strengthen the capacity and impact of the nonprofit sector through advocacy, education, and collaboration.</p> <p>The Training Facilitator will lead a series of training sessions that support community-based organizations seeking to apply for funding from the Children’s Services Council of Leon County (CSC Leon). This position will work closely with INIE’s Executive Director and CSC Leon staff members.</p>
<p>Location</p>	<p>Institute for Nonprofit Innovation and Excellence 300 W. Pensacola Street, Tallahassee, FL 32301</p>
<p>Supervisor</p>	<p>Executive Director</p>
<p>Responsibilities</p>	<p>Main responsibilities include:</p> <ol style="list-style-type: none"> 1. Leading technical assistance training sessions in-person and virtually. 2. Providing guidance to organizations throughout the funding application process. 3. Receiving and responding to any application related inquiries made by organizations applying for funds. 4. Employing data collection best practices to assess organizational outcomes and report on findings.
<p>Qualifications</p>	<ol style="list-style-type: none"> 1. Knowledge of grant writing and reporting processes. 2. Proven experience in training groups and individuals. 3. Excellent oral and written communication skills. 4. Ability to manage multiple assignments. 5. Commitment to a fun, fast-paced and team-oriented working environment. 6. Willingness to comply with INIE’s policies and procedures. 7. Ability to give and receive feedback in a positive manner. 8. A great attitude and work ethic. 9. The ability to work independently. 10. An aptitude for details. 11. Ability to maintain a professional appearance.
<p>Hours and Days</p>	<p>The Training Facilitator will work 20 hours per week at \$30 per hour with a mix of virtual and in-office hours during normal office hours 9:00 AM - 5:00 PM, Monday-Friday</p>
<p>Computer Proficiencies</p>	<p>Office 365, Google Docs, Forms and SharePoint, Scheduling Software, Zoom</p>

	<h2>Technical Coordinator Position Description</h2>
Overview	<p>The Institute for Nonprofit Innovation and Excellence (INIE) works to strengthen the capacity and impact of the nonprofit sector through advocacy, education, and collaboration.</p> <p>The Technical Coordinator will implement a series of online and in-person training sessions that support community-based organizations seeking to apply for funding from the Children’s Services Council of Leon County (CSC Leon). This position will work closely with INIE’s Executive Director and CSC Leon staff members.</p>
Location	<p>Institute for Nonprofit Innovation and Excellence 300 W. Pensacola Street, Tallahassee, FL 32301</p>
Supervisor	<p>Executive Director</p>
Responsibilities	<p>Main responsibilities include:</p> <ol style="list-style-type: none"> 1. Implementing and marketing technical assistance training sessions. 2. Tracking and reporting data including registration demographics, training session attendance records, and technical assistance requests. 3. Employing data collection best practices to assess organizational outcomes and reporting on findings. 4. Related administrative support.
Qualifications	<ol style="list-style-type: none"> 1. Experience in scheduling online and in-person training sessions. 2. Familiarity with contract management reporting processes. 3. Excellent oral and written communication skills. 4. Ability to manage multiple assignments. 5. Commitment to a fun, fast-paced and team-oriented working environment. 6. Willingness to comply with INIE’s policies and procedures. 7. Ability to give and receive feedback in a positive manner. 8. A great attitude and work ethic. 9. Ability to work independently. 10. An aptitude for details. 11. Ability to maintain a professional appearance.
Hours and Days	<p>The Technical Coordinator will work 20 hours per week at \$30 per hour at the INIE office during normal office hours 9:00 AM - 5:00 PM, Monday-Friday.</p>
Computer Proficiencies	<p>Office 365, Google Docs, Forms and SharePoint, Scheduling Software, Zoom</p>

Service Line 2: UPHS Capacity Building Manager Position Description (FTE)



Capacity Building Manager Position Description

Summary

The Capacity Building Manager of United Partners for Human Services, Inc. (UPHS) reports to the UPHS Executive Director and is responsible for various projects which include planning, scheduling and facilitating the delivery of professional development, support, evaluation and resources to the human service's nonprofit community.

UPHS is a 501(c)(3) membership organization founded in 2004 and serves as a collective voice empowering human service organizations through advocacy, engagement, and education while positioning each member organization to perform and serve at its highest capacity.

This leadership position requires an experienced executive with extensive nonprofit management experience, experience in implementing effective program delivery strategies, a general understanding of the local human services ecosystem, and excellent communication abilities.

Primary Responsibilities

Under the direction of the UPHS Executive Director, the Capacity Building Manager will manage and implement a variety of projects that support community-based organizations seeking to apply for funding from the Children's Services Council of Leon County (CSC Leon). Specific duties include:

- Implement and oversee UPHS capacity building activities specific to the CSC Leon's Communities of Practice (CoPs) that provide training, skills development, technical assistance, networking opportunities and other supports for unfunded CSC Leon applicants. Activities include, but not limited to:
 - Completion of initial Capacity Building Benchmarking Assessment with unfunded applicants,
 - Creation of Capacity Building Assessment Training and Coaching Plans based on Capacity Building Benchmarking Assessment Results,
 - Ongoing support and progress monitoring meetings with unfunded applicants,
 - Completion of Agency Competency Report to assess viability of momentum, thus positioning unfunded applicant for success in future funding application cycles.
- Connect unfunded applicants with other member organizations for peer-to-peer mentoring for greater collaboration, and implementation of best practices.

- Respond to technical assistance inquiries from unfunded applicants by assessing their needs, providing training and development that addresses the identified needs, and providing information and resources to assist the organizations enhance their capacity.
- Work with UPHS staff to measure and report on the impact of capacity building services.
- Maintain and develop relationships with UPHS partner organizations and manage appropriate and meaningful correspondence through a variety of mediums.
- Acquire and maintain a database of resources, nonprofit consultants, and subject matter experts to support partner organizations as outlined in their Capacity Building Assessment Results and Training Plan.
- Assist the UPHS Executive Director with special projects associated with capacity building efforts at UPHS specific to the CSC Leon's CoPs.
- Performs special assignments and other work, on an as-needed basis.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual in this role must display the highest level of integrity and confidentiality. UPHS also values innovative thinking, and a successful candidate will be a self-starter who can work within the team to achieve goals and objectives. The individual should have effective communication skills, attention to detail and organization, flexibility, adaptability and the ability to multi-task and be open-minded in a fast-paced environment. The individual will also maintain knowledge of trends in his/her area of responsibility and reviews literature to understand key issues.

Education and Experience

4-year degree required with 5+ years of nonprofit management experience. Bachelor's degree in education, social work, business administration, public administration, or related area with a focus on nonprofit management and/or governance required. The ability to facilitate workshops, focus groups, task groups, etc., is required. Proven experience with professional development and training, with a focus on adult learning, is a plus. Must be competent in oral and written communications. The ability to effectively participate in group planning and project implementation is required. Knowledge and understanding of nonprofit organizations are required.

Skills and Competencies

Excellent project management and public relations skills required. Ability to define problems, collect data, establish facts, and draw valid conclusions. The ability to effectively manage a multifaceted project in multiple environments is required. Must have effective organizational and interpersonal skills, the ability to work independently, a talent for forming and maintaining external relationships, and an attitude toward achieving outcomes. Initiative, detail, and team orientation are essential. Experience in developing a base of community influence, competency in tactful and diligent relationship building, ability to maintain high visibility in the local community to advocate for UPHS's mission and its members. Ability to connect and

communicate effectively with diverse communities; Experience collaborating with, reporting to, and taking guidance from a Board of Directors; Valid Florida Driver's License.

Organizational Structure

The Capacity Building Manager reports directly to the UPHS Executive Director.

Compensation

Competitive salary and benefits package set by the UPHS Executive Director based on experience and agency's budget and financial condition. In addition, annual goals are set for the Capacity Building Manager and progressed is assessed annually by the Executive Director.

UPHS is an Equal Opportunity Employer

Signature: 

Email: amber@uphsfl.org

Signature: 
Kim Grippa (Jan 25, 2023 14:08 EST)

Email: executivedirector@myinie.org

Signature: 

Email: cgreen@cscleon.org












Capacity Building Contract Final


Final Audit Report

2023-01-25


Created:	2023-01-25
By:	Jacinta Clay (jclay@cscleon.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG5iBDhBxvFKa4r9mjD9QIVkpPVe6OiJ

"Capacity Building Contract Final" History

-  Document created by Jacinta Clay (jclay@cscleon.org)
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-  Document emailed to amber@uphsfl.org for signature
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-  Signer executivedirector@myinie.org entered name at signing as Kim Grippa
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-  Document e-signed by Kim Grippa (executivedirector@myinie.org)
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 Jacinta Clay (jclay@cscleon.org) added alternate signer Cecka Rose Green, CSC Leon (cgreen@cscleon.org). The original signer dsnyder@cscleon.org can still sign.

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 Agreement completed.

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