



**Children's Services Council of Leon County  
Summer Enrichment 2024 Funding Opportunity  
Program Application Overview**

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

## **I. OVERVIEW**

CSC Leon seeks to issue program funding to expand the capacity of youth development programs to better meet specific needs of children, youth, and families in Leon County during the summer of 2024. This funding opportunity is for existing programs only; funds are expected to be issued by no later than May 1, 2024, and be expended by August 30, 2024. Funded entities will be required to secure minimum levels of insurance, certify background clearance for all staff and personnel working directly with children and youth, collect and enter data on program participants using prescribed tools, and submit detailed financial reports. Funded entities will be required to use the CSC Leon Services and Activities Management Information System (SAMIS) on a weekly basis. Any CSC Leon funds not expended by August 30, 2024, must be returned along with a detailed Final Report.

## **II. SUMMER ENRICHMENT FUNDING INTENT**

CSC Leon is seeking proposals to expand access to quality school-age summer enrichment programs. Its goal is to promote positive youth development and reduce juvenile crime by providing safe, enriching environments paired with high-quality instruction for children and youth throughout the summer months. It is CSC Leon's intent to "raise the bar" on quality standard implementation during Summer 2024. As such, only programs that meet the minimum standard expectations will be considered. These standards include but are not limited to minimum duration and dosage, staff-youth ratios, pre-service training requirements, and enrichment components. Attachment 1 provides more details on the minimum standards.

Further, CSC Leon is not funding a separate feeding program, but rather mandating that all summer enrichment program applicants build the cost of feeding into their proposals. This condition could be met in a variety of ways; however, the most common is the daily provision of breakfast and lunch.

Finally, these funds are designed to **expand** services using quality standards, and **not** pilot nor test new programs due to the required start-up time needed to successfully implement a new program. Organizations wishing to launch a new summer enrichment program should seek funding through different channels.

### III. ELIGIBILITY

Any entity legally authorized to conduct business in the State of Florida is eligible to apply for this funding. In the case of a tie between applicants, preference will be given to not-for-profit entities with a current IRS determination status [501(c)(3)]. Agencies currently receiving financial support from other community funding partners are eligible to apply for funds, but CSC Leon funds may only be used to expand services and not supplant or duplicate funding for existing services. *For example, if an entity receives funding from another agency to support 10 slots for childcare and the program has need for an additional 10 slots, then that application could be accepted for consideration.* Finally, if an agency received CSC Leon funding in the past, it must submit the “Letter of Eligibility” received from CSC Leon to confirm contract compliance.

An agency is permitted to submit only one (1) application. If the agency hosts multiple summer enrichment programs (e.g., a middle school program in June and an elementary program in July), the narrative and budget sections of the application should be very explicit in describing the differences between the programs and how the funding will be used. In addition, any application proposing services that do not meet the minimum standards outlined below and in Attachment 1 will not be reviewed and be deemed non-responsive.

### IV. APPLICATION REQUIREMENTS

All agencies are required to submit a written application using the CSC Leon online application system. *CSC Leon will host an informational session and portal tour after publishing this RFA. A public recording of that session will be posted to the CSC Leon website.* The application includes multiple sections that must be completed in their entirety for the application to move forward. The sections are: Organizational Profile, Program Proposal, Staffing Plan, Evaluation Protocol and Assessment Tool, and Budget. Applicants also are encouraged to secure up to three (3) letters of support from community partners.

If the application is accepted, the written application will move forward to the evaluation panel and the agency will be invited to give a brief, in-person presentation on the days indicated on the timeline of events. Specifics for each written section and the presentation are provided below.

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

1. Primary applicant name and contact details;
2. Brief overview of agency including vision, mission, history of service, and funding sources;

3. Brief overview of youth development program for which the agency is applying, including the number of years' experience the agency has in providing summer programming and any outcomes previously achieved;
4. Current state Division of Corporations Business Registration (Sunbiz);
5. Current IRS Nonprofit Status [501(c)(3)] Determination Letter, if applicable;
6. Current Certificate of Insurance/Proof of Liability Coverage;
7. Most recent annual operating budget (12-month fiscal year), profit/loss statement, or 990 filing;
8. Letter of Eligibility from CSC Leon, if applicable; and
9. At least one (1) letter of reference from a previous service recipient.

***B. Program Proposal***

1. Total amount requested;
2. Total number of children to be served (with the investment), grouped by age;
3. Description of the location to be used for the purposes of summer enrichment, including any information regarding licensing, if applicable;
4. Timeline for summer program, including a full calendar of program days; and
5. Detailed description of each component described in Attachment 1, Section B, for summer enrichment.

***C. Staffing Plan***

1. Brief overview of agency's leadership (executive director, chief executive, or operating officer, etc.) background and resume of program administrator and primary program manager, if different from administrator;
2. Total number of positions (include full-time and part-time) created by this funding;
3. Organizational Chart that clearly details the funding for each staff position, including those listed in Item 2 above;
4. Identification of staff-student ratio that aligns with the quality standards for ages/grades/abilities served;
5. Description of minimum qualifications by staff position;
6. Description of pre-service training; and
7. Commitment to participate in Summer Camp Expo on Saturday, March 23, 2024, if selected.

***D. Evaluation Protocol and Assessment Tool***

1. Description of evaluation protocol, including policies and procedures for data collection, storage and reporting;
2. Description of enrichment component (as described in Attachment 1, Section D);
3. Copy of proposed assessment tool used to measure learning gains; and
4. Copy of logic model, if applicable.

***E. Budget***

1. Detailed budget with clear narratives for each line item that are in compliance with the allowable expenses outlined in the "Community Investment Partners (CIP) Fiscal Guidelines" available on the CSC Leon website: <https://cscleon.org/announcements>.

Note: programs should not exceed an average of \$300 per week per child (unless serving a special needs population).

### **E. Letters of Support**

CSC Leon rewards programs that work together to consolidate resources and maximize efficiencies. Applicants are encouraged to work with other programs rather than compete for the limited funds available. Use this section to submit up to three (3) letters of support from community partners. Generic letters or outdated letters will not be considered.

### **F. Presentation**

The exact date, time, location, and format for the presentation will be provided upon successful submission of an application (i.e., submitting on time, meeting eligibility requirements, and including all required elements). At minimum, agencies are expected to prepare a 10-minute presentation that: highlights key features of the proposed program, provides a budget overview for the request, and shares pictures of the location and space for the proposed summer enrichment program. The remaining time will be dedicated to questions and answers with the evaluators.

## **V. EVALUATION PROCESS**

**This funding opportunity is a Request for Applications (RFA).** This means agencies submit an “application” for funding. Then, a community impact panel scores all *eligible* applications using a prescribed scoring rubric. The CSC Leon Governing Council will review those scores and any notes provided to determine the minimum threshold for funding. The number of applications and the amount requested will impact the total number of applications approved for funding.

### **A. COMMUNITY IMPACT PANEL**

A local community impact panel will review all eligible applications. The panel is comprised of volunteer community members appointed by CSC Leon. All volunteers are residents of Leon County who have a vested interest in the success of children, youth, and families, and in the fiscal responsibility of the Council.

Volunteers score written applications independently after receiving detailed instructions and training. Volunteers determine the score for each section based on review of all the required responses for that section; they are instructed to compile a list of questions to ask during the provider presentations. The presentation itself is scored separately from the written application; however, please note that the responses given during the question and answer period may influence scores in other sections.

The Community Impact Panel will discuss the preliminary scores at a public meeting prior to finalizing scores and presenting final scores to CSC Leon to make its final funding determination for summer 2024.

### **B. SCORING CATEGORIES**

The scoring categories and corresponding point values are listed below. The rubric is published in the evaluation manual and follows the application requirements.

1. Organizational Profile – up to 10 points
2. Program Proposal – up to 30 points
3. Staffing Plan – up to 15 points

4. Evaluation Protocol and Assessment Tool – up to 15 points
5. Budget – up to 20 points
6. Community Partners – up to 5 points
7. Presentation – up to 5 points

**Total possible points is 100.**

**VI. TECHNICAL ASSISTANCE**

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

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

**VII. TIMELINE**

<b>Activity</b>	<b>Date</b>
Release Funding Announcement	Tuesday, October 24, 2023
Informational Session (Application Process via Webinar)	Thursday, November 2
Capacity Building Trainings Begin (In-person)	November – December, 2023
Q&A Submission Deadline	Tuesday, November 21
Q&A Response Posting	Tuesday, November 28
Proposal Deadline	Friday, January 19
Provider Presentations	Monday-Wednesday, February 5-7
Public Meeting to Discuss Scores	Thursday, February 8
Public Meeting to Select Final Proposals	Thursday, March 7
Summer Camp Expo	Saturday, March 23
Contract Start Date	Wednesday, May 1, 2024

**IX. NOTIFICATION OF AWARD**

The CSC Leon Governing Council will make the final determination of funding for any and all applicants based on the scoring provided by the local community impact panel. Applicants selected for funding will be notified on Friday, March 8, 2024, to discuss the contracting and billing process. Additional documentation may be required.

Since CSC Leon expects to receive a high volume of funding applications, agencies are advised that CSC Leon may not be able to cover all funding requests, nor be able to fund the full amount of each request.

However, CSC Leon is committed to making the best use of available resources to address the highest priority needs. Should a proposal be recommended for funding at a lower amount than requested, the entity may decline the award or be offered a one-time limited revision of proposed funding deliverables to be negotiated directly with a CSC Leon team member.

#### **X. LOBBYING PROHIBITION**

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

## ATTACHMENT 1: STATEMENT OF WORK

### A. Background/Rationale

National research shows summer learning programs have the potential to enhance positive youth development when they include a combined focus on academic, physical, and enrichment activities. Benefits include the reduction of risky behavior, promotion of 21<sup>st</sup> century skills, and mitigation of summer learning loss. This is especially true of children from low-income families who might not otherwise have access to educational resources and enrichment activities throughout the summer.

The CSC Leon Needs Assessment (2022) identified affordable and accessible summer programming as a viable opportunity to positively impact the following baseline community indicators.

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

However, for summer learning programs to be effective at improving desired outcomes, like those listed above, the following characteristics of summer learning programs yield the most positive results.

1. **Smaller Child Ratios** – at most 15 children per staff member, 10 preferred
2. **Differentiated Instruction** – individualized instruction and support for children yield positive outcomes
3. **High-Quality Instruction** – integrate certified teachers into program or provide professional development and coaching for existing staff to improve instruction in summer learning programs
4. **Blend Academic Learning with Engaging Activities** – provide children with engaging and enriching opportunities for hands-on activities and project-based learning, opportunities for student autonomy and choice, positive social relationships, and skill-building.
5. **Encourage and Support High Attendance Rates** – maximize attendance by addressing key factors impacting attendance such as transportation, full day of programming (8:00 a.m. – 6:00 p.m.), five days a week, engaging activities blended with academic content, etc.
6. **Appropriate Duration of Program** – the longer children engage during the summer [six (6) consecutive weeks, with eight (8) consecutive weeks recommended], the more likely they are to have positive achievement outcomes the next year.
7. **Parental Involvement** – increased buy-in from parents leads to increased attendance and greater incorporation of learning strategies into the home
8. **Effective Evaluations** – ensures programs continuously and successfully integrate key elements of effective summer programs

**Based on the identified need and the research available, CSC Leon seeks to fund summer enrichment programs that meet the minimum standards outlined in the sections below.**

### B. Program Design

Applications for Summer Enrichment are required to do the following:

1. Demonstrate there is an expansion of services, and not a pilot or test of a new program.  
*Applications may include enhancements to existing programs but cannot be limited to enhancements only.*
2. Identify the number of unduplicated children, by age group, you intend to serve over the course of the summer program using CSC Leon funds.

3. Identify the percent of CSC Leon-funded slots that will be prioritized for children and youth who live in the targeted zip codes of 32301, 32303, 32304, 32305, and 32310. *CSC Leon requires that at least 60% of children and youth served live in the targeted zip codes.*
4. Identify the percent of CSC Leon-funded slots are intended to serve children with diverse needs (e.g., children with disabilities, autism, etc.).
5. Identify the physical location where services will be provided. *Programs that deliver services in a physical location in the targeted zip codes will receive higher points.*
  - a. If multiple locations are proposed, applicants may upload a separate document identifying each street address.
6. Describe any unique features of the location(s) proposed (e.g., licensed for afterschool and/or childcare by the state Department of Children and Families; an approved summer break spot location, etc.)
7. Provide a calendar for service provision available to families. This represents the “duration and dosage” of the contract term. CSC Leon **requires** the following:
  - a. Operate at least six (6) or more consecutive weeks. If offered in increments, please explain why (i.e., program does not operate the week of July 4).
  - b. Operate at least four (4) days a week with higher points awarded for five-day-a-week programs.
  - c. Offer full-day supervision of at least six hours per day with higher points awarded for “full-day” programs.
8. Provide a sample weekly schedule of activities demonstrating at least 60% of time is spent in structured activities, with a preference for blended learning. *An enrichment component is also required (see evaluation protocol section below).*
9. Provide a sample weekly menu demonstrating the provision of balanced nutrition to all program participants on all program days. *CSC Leon requires that a minimum of two meals and a snack be provided each day. Bonus point awarded for additional feeding opportunities (i.e., dinner, weekend boxes, etc.)*
  - a. The budget must identify the source and costs of the food provided (e.g., Summer Break Spot, Elder Care Services, private caterer, etc.)
10. Describe how the program will ensure inclusivity of children with diverse needs.
11. Describe how the program will engage parents and caregivers during the course of service provision.
12. Identify the cost to families to participate in the summer enrichment program. CSC Leon requires that services must be offered to families for free or very low cost. If fees are charged, a detailed explanation of *what the fees cover must be included in the proposal. In addition, if fees are charged, this should be reflected in the proposed budget.*

### **C. Staffing Plan**

Applications for Summer Enrichment are required to provide a detailed staffing plan that includes:

1. Identification of the primary program manager, including skills, knowledge and abilities highlighting their ability to successfully manage the proposed program.
2. Total number of positions (include full-time and part-time) needed by the program to successfully deliver the services described above.
  - a. *CSC Leon requires applicants to identify which positions will have direct contact with youth for 25% or more of their time.*
  - b. *CSC Leon requires applicants to identify which position(s) will be tasked with ensuring data collection and reporting occurs at the prescribed levels.*
3. Organizational Chart that clearly depicts funding for each staff position.



4. Identification of staff-student ratio that aligns with the quality standards for ages/grades/abilities served.
  - a. *CSC Leon requires a maximum staff-student ratio of 1:15 (1:10 preferred); however, lower ratios are expected for students in grades K-2 and for students with exceptional education needs (e.g., disability, autism, etc.).*
5. Description of qualifications by staff position to include, but not be limited to, the minimum age, background screening protocol, and certifications, if applicable.
  - a. *CSC Leon requires that 80% or more of the counseling/program staff be at least 18 years old; minimum age for all staff is 16 years old. Additionally, for programs with 75% or more special needs students, 100% of the counseling/program staff must be at least 18 years old.*
6. Description of pre-service training including identification of source and costs.
  - a. *CSC Leon requires that pre-service training for staff must include safety regulations, emergency procedures and communication, behavior management techniques, child abuse prevention, appropriate staff and camper behavior, and specific procedures for supervision.*
  - b. *The timing and costs of these trainings should be reflected in the program budget.*
7. Commitment to participate in Summer Camp Expo on Saturday, March 23, 2024, if selected.

#### **D. Evaluation Protocol and Assessment Tool**

Programs are required to collect the following from all program participants using CSC Leon approved forms. All data must be input into the CSC Leon Services and Activities Management Information System (SAMIS). CSC Leon will provide tools and training to support this function.

1. Basic demographic and household details for all children served using specified fields found on the child/youth enrollment form. This includes but is not limited to age, grade, race, gender, zip code, and school.
2. Daily attendance and meal service (uploaded at least weekly)
3. Parent/Caregiver consent to share their child(ren) participation in a CSC Leon-funded summer enrichment program with Leon County Schools (using CSC Leon-provided form) in order to determine if the program has any effect on academic retention
4. Parent/Caregiver satisfaction (using CSC Leon provided questionnaire) to identify program strengths and areas for improvement; results will be accessible by the program to help improve quality and better meet the needs of families in the future.
5. Student gains on two separate assessments:
  - a. CSC Leon-provided questionnaire measuring student strengths and resiliency (pre/post format)
  - b. Program specific evaluation tool

**To comply with the above requirements, applications for Summer Enrichment are required to do the following:**

1. Describe the program's policies and procedures for data collection, storage, and reporting in accordance with the mandated data collection described above and reporting requirements described in Section F.

2. Identify the enrichment component the program centers around. Applicants may select more than one; however, for each area selected, the program is required to identify a tool for measuring impact (i.e., learning gains).
  - a. Literacy
  - b. Science/Math/Technology
  - c. Arts/Creative/Performance
  - d. Fitness/Physical Development
  - e. Workforce Development
  - f. Other: \_\_\_\_\_
3. Identify and provide a copy of at least one (1) tool for measuring change over the course of the summer program that aligns with the selected enrichment component. *Higher points will be awarded for selection of a validated tool.*
4. Upload a copy of the program's logic model, if available. *Bonus points will be assigned to programs with a graphical logic model that aligns with its program design and evaluation protocol.*

#### **E. Performance Indicators**

Programs are required to meet the following process measures and outcomes. These will be calculated by the data input into SAMIS.

1. 100% of program participants' parents/caregivers will complete the Parental Consent Form.
  - a. Families are not required to grant consent, but the form must be collected from all enrolled participants.
2. 95% of program participants will complete a Student Strength/Resiliency Pre-Assessment within the first week of program participation.
3. 80% of program participants who completed a Student Strength/Resiliency Pre-Assessment will complete the Post-Assessment at the conclusion of the program, or at least four weeks later.
4. 80% of program participants who complete both a pre- and a post-assessment will show gains in at least one subscale of the instrument.
5. 80% of program participants will show gains using the CSC Leon-approved program specific assessment tool.
6. 70% of program participants will attend at least 80% of the available days offered by the program.
  - a. This is determined by the calendar of available days determined by the program.
7. 80% of program participants who complete at least three program days will complete the satisfaction survey.
8. 90% of program participants' parents/caregivers will report satisfaction (satisfied or very satisfied) with the program.

#### **F. Reporting Requirements**

Programs are required to submit regular reports through standardized templates available in SAMIS.

1. "Weekly Attendance Reports" including demographic data of children and youth served will be required two business days after the conclusion of the last day of the previous week.
2. A "Mid-summer Report" is required by July 10. The report shall include, at minimum, a brief narrative, status report on data collection efforts including attendance, aggregate results from pre-assessment surveys as applicable, and overview of expenditures through June 30. Additional elements may be required.

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

## **G. ADDITIONAL REQUIREMENTS**

### **1. Insurance**

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

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

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

- a. All drivers must have a valid driver’s license with the appropriate class certification (if applicable). A copy of each driver’s license must be on file with the agency.
  - b. All vehicles must be insured with a minimum coverage of \$1,000,000.
  - c. A transportation permission form must be signed by the parent or guardian of each child being transported. A copy of each form must be on file with the program provider.
- ### **2. Financial Management**
- The program provider must comply with the accounting principles and procedures outlined in the Financial Accounting Standards Board, Statement of Financial Accounting Standards 116 and 117. This means the program provider must have and utilize adequate internal controls and maintain necessary source documentation for all costs incurred.
- ### **3. Site Visits and Mandatory Training**
- All program providers are subject to monitoring and quality site visits throughout the contract period. During a prearranged monitoring visit, a CSC Leon team member will request access to specific items that may include personnel files for all CSC Leon-funded staff (paid and volunteers) including completed background checks, organizational policies, program files, insurance certificates, back-up of expenditures, payroll, etc. A checklist of required items will be provided at least 24 hours in advance of a scheduled visit.

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

#### **4. Data Security**

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