



REQUEST FOR PROPOSALS (RFP)

LEVEL (3) LEADING GRANT

SUMMER SERVICES ENHANCEMENTS

RFP Designation Number: PRO 2025 – 10

Release Date: 01/02/2025

Amount Per Proposal: - Up to \$30,000 for more than 40 children/youth served
- Up to \$20,000 for 25 - 40 children/youth served

Total Grant Allocation: \$200,000

Contract Start Date if Awarded: 05/12/2025

Information Video available 1/13/2025 on CBHC website.

Rebecca Bacon, Executive Director
Robin Wright DeLaVergne, Board Chair

Written Proposer questions may be submitted to:
CBHCFundingRelease@ChildrensBoard.org
Use RFP Designation number in subject line.

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ABOUT HILLSBOROUGH COUNTY

According to the most current American Community Survey, the total population in Hillsborough County, Florida is 1,513,301, of which almost 5.6% are children under five (5) years of age, and 21.5% are children under eighteen (18). In addition, 45% of the population is white alone (not Hispanic or Latino), 30.5% is Hispanic, and 15.8% is Black or African American alone.

ABOUT THE CHILDREN'S BOARD

BACKGROUND

In 1988, Hillsborough County residents agreed that improving supports and services to our county's children and families was a major priority for our community's future. Thus, the Children's Board was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per \$1,000 of the assessed property tax.

Strategic investments in the community include developing local prevention and early intervention services; convening community partners to work on outcomes that improve the lives of children and their families; and providing venues for community engagement and advocacy.

The Children's Board is committed to funding opportunities through strategic grant development principles, leveraging strategies and catalyzing the research with community perspective to promote wellness, learning, professional development, and enhance service delivery systems.

VISION

Hillsborough County will be recognized as one of the top places in the nation to raise children.

MISSION

The Children's Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

CORE VALUES: Integrity - Excellence - Team Work - Respect

FUNDING PLATFORMS: The Children's Board of Hillsborough County has established four main levels of funding platforms to support its strategic focus areas:

- Level (1) - Investment Grants;
- Level (2) - Uniting Grants;
- Level (3) - Leading Grants; and
- Level (4) - Technical Assistance Grants.

LEVEL (3) - LEADING GRANT

A contract awarded to an organization that primarily serves a specific geographic area or region with a collaborative approach to service delivery that supports at least one strategic focus area; proposes to meet an emerging need; or targets an underserved population.

FOCUS AREAS

Children are Healthy and Safe: Early preventative health and education prepares a family to develop nurturing and healthy habits which are enhanced by coordination with community partners including healthcare systems and primary care providers.

Children are Developmentally on Track: Early Identification of developmental needs for children birth to age five is essential for optimizing a child's potential and serves as an opportunity for caregivers to learn more about their child's current developmental functioning.

Children are Ready to Learn and Succeed: School readiness services for young children ages birth to five should be designed in a way that fosters a nurturing, safe and healthy environment for children and respects a family's cultural values. In addition, quality early learning must also promote early caregiver involvement and professional development for early care educators. Later school success works best in collaboration with teachers, administrators, and parents to provide support consistent with developmental and grade level benchmarks.

Family Support: Support for the whole family is essential for strengthening stability and overall well-being. Family Support plays an important role in a young child's brain development because early experiences developed through positive relationships establish the foundation for secure attachments and future physical, cognitive, and social-emotional health.

Additional information may be accessed on the website at www.childrensboard.org

2024 COMMUNITY IMPACT

The Children's Board works in partnership with Hillsborough County Board of County Commissioners (BOCC) and funded programs to evaluate the impact of summer services provided to children and families. We assess overall performance within a Results-Based Accountability framework by measuring:

- *How much did we do;*
- *How well did we do it; and*
- *Is anyone better off?*

The following are select results from 2024 summer performance efforts which served 227 children:

1. STEM – Programs provided a total of 114 hours of STEM related activities.
2. Safety – 98% of youth increased their knowledge of safety practices.
3. Character Development – 91% of youth demonstrated increase knowledge of positive social skills by the end of the summer.
4. Fitness – 191 youth participated in physical fitness activities including, team sports, competitions, and nutrition classes.
5. Literacy – 335 books were read and 4,992 hours were spent reading.
6. Art – 100% of youth increased their knowledge of the arts through visual arts, craft projects, fashion design, clay pottery, and dance lessons.

SECTION ONE – BACKGROUND INFORMATION

1 STATEMENT OF PURPOSE

The Children’s Board of Hillsborough County (CBHC) approved the release of this competitive Level (3) Leading Grant Request for Proposals (RFP) as new funding in the FY 2024-2025 budget.

The purpose of this RFP is for CBHC funding to support one-time enhanced services at existing summer programs operating in Hillsborough County to provide additional resources. The focus are underserved children and youth who did not participate in 2024 summer programs.

Existing summer programs may be enhanced by opportunities for children/youth enrolled to receive services by highly qualified content experts in six service areas:

1. *Safety (to include swim lessons or water safety education);*
2. *Literacy (reading, language arts and writing only);*
3. *Science, Technology, Engineering and Math (STEM);*
4. *Character Development (may include financial literacy);*
5. *Fitness/Nutrition; and*
6. *Arts (visual or performing).*

Failure to include all six service areas to serve all children/youth proposed in the submission will result in disqualification.

CBHC Priority Populations:

- Families with children/youth within any age range between six to fourteen years of age and inclusive of children with varying abilities.

Varying abilities refers to the range of abilities in the areas of physical, cognitive/intellectual, expressive, sensory, and social emotional well-being in which special accommodations or adaptations are required to meet a child’s developmental or medical needs.

Geographic Focus:

- The summer program is offered in one or more specific region(s) or neighborhood(s) in Hillsborough County.

Contract Term: If awarded, CBHC funding will start May 12, 2025 and go through the last day of the scheduled program (not to exceed August 8, 2025). The contract is NOT subject to renewal.

The Children's Board releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval. Currently, the CBHC is not seeking to fund the following services, organizations, locations or target populations:

- Charter Schools
- Private Schools;
- **Full-time** other vendor services;
- **Full-time** salaries;
- Camp administrators or grant writers;
- Staff or vendors that are not content experts in the six primary service areas;
- School-based programs that collect School Readiness funds for children enrolled;
- Occupancy costs;
- Stipends for volunteers;
- Prepaid gift cards;
- Computer hardware or other technology updates;
- Scholarships or payments per slots;
- Transportation outside of Hillsborough County or to and from home to program sites;
- Costs to be paid by other sources (including registration fees);
- Program sites that have a Class One Violation from Child Care Licensing;
- Breakfast and Lunch; or
- Virtual programming.

SPECIAL NOTES:

- Funding will not be re-released; this will be the only opportunity to apply.
- Proposers may submit more than one proposal if summer programs will be provided in distinct geographic locations.

1.1 GENERAL REQUIREMENTS

- Read Relevant Governing Board Policies in **Appendix (#2)**.
- CBHC funding or resources shall not be used to supplant funding for activities which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to support.
- CBHC accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of such Proposal. Such expenses shall be borne exclusively by the Proposer.
- Services and resources funded by the CBHC are available to all families and children who are eligible for services and resources, as determined by the funded agency's program eligibility and admission criteria.
- Any CBHC Grantee deemed out of compliance with contractual obligations may be ineligible for CBHC funding.
- If awarded, grantees will ensure they are informed and comply with federal, state, and local requirements for:
 - Background screening and childcare - Refer to <http://www.myflfamilies.com>. PROVIDER must be able to submit a payment invoice as proof of the most recent level two background screening for all personnel who have contributed their time to a CBHC funded program, including volunteers, vendors or those indicated in the "Other Vendor Services" line of the budget providing direct service to clients and any employee whose pay has been funded, wholly or in part, by CBHC.
- A Grantee will be responsible to register with and use an E-Verify system, to ensure compliance with E-Verify requirements, and verify the work authorization status of all employees compensated with Children's Board of Hillsborough County dollars as referenced in Florida Statute s. 448.095.
- A Grantee will be responsible for completing a Human Trafficking – No Coercion for Labor affidavit to certify that it does not and will not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
- A Grantee will be responsible for completing a Foreign Countries of Concern Prohibited affidavit attesting that it is not owned by the government of a foreign country of concern as identified in s. 287.138(1)(c), Florida Statutes; does not have a controlling interest in the Grantee and is not organized under the laws of, or has its principal place of business in a foreign country of concern.
- There is an expectation that all Proposers are informed and comply with:
 - American Disabilities Act. Refer to <https://adata.org/factsheet/ADA-overview>

1.2 RESTRICTED COMMUNICATIONS

Communication with Children's Board personnel, Community Review Team members, and/or CBHC Governing Board members regarding this Request for Proposals, from date of release through Board review or approval may result in disqualification of the proposal.

1.3 PROCESS TIMELINE – DATES ARE SUBJECT TO CHANGE

DEADLINE / DUE DATE	ACTIVITY
01/13/2025	Information Video – Available on the website: www.childrensboard.org See Funding Opportunities.
1/22/2025	Written Proposer Questions
1/28/2025	Final Answers to Questions posted on CBHC website
2/13/2025 by 4:00 p.m.	Proposal Submission via SurveyMonkey Apply https://cbhcgrants.smapply.org
Week of 3/4/2025	Community Review Team Session(s)
To Be Determined	Questions for Recommended Proposer(s)
3/27/2025	Board Review for Approval of Funding Recommendation(s)
5/12/2025	If awarded: Contract Start Date

1.4 DATA COLLECTION AND MEASUREABLE OUTCOMES

If awarded, Grantees will be required to collect and submit demographic data located in **Appendix (#4)** for all participants served. In addition, Grantees will work together with Children's Board staff in the evaluative effort to prepare a Matrix/Work Plan that will be included in the contract and guides program performance for the following outcomes:

1. Demographic composition of children/youth enrolled in the summer program.
2. 80% of children/youth will remain engaged in summer programming.
3. 80% of children/youth served will increase their knowledge of safety practices.
4. 80% of children/youth will increase their skills or knowledge in science, technology, engineering, or math.
5. 80% of children/youth will demonstrate increased knowledge or behavior in positive social skills.
6. 80% of children/youth will actively participate in physical activity.

7. 80% of a minimum of children/youth will engage in reading and writing activities.
8. 80% of children/youth will demonstrate increased knowledge in the arts.
9. 80% of parents/caregivers will express high levels of satisfaction with summer programming.

1.5 BUDGET

Expenses should only be included in the budget that directly relate to producing outcomes. Please refer to the Budget Instructions for Summer Funding (**Appendix #5**) to develop the budget summary, salary detail, and budget narrative.

SPECIAL NOTES:

The following Summer Services recipients from 2024 will be renewed and do not need to apply:

- FAMILY ENRICHMENT CENTER, INC.- Summer STEAM-sational
- HOUSING AUTHORITY OF THE CITY OF TAMPA-Summer at the Oaks
- REDEFINERS WORLD LANGUAGES-Summer Spanish Language and Technology
- TAMPA METROPOLITAN AREA YOUNG MEN’S CHRISTIAN ASSOCIATION, INC. (YMCA)- Teen Summer Experience
- TAMPA HEIGHTS JUNIOR CIVIC ASSOCIATION, INC.-Summer on Lamar

END OF SECTION ONE

SECTION TWO – PROPOSAL CONTENT AND SUBMISSION

2. COVER SHEET AND SIGNATURE PAGE ATTACHMENT (#1) (SURVEYMONKEY APPLY FORM AND UPLOAD) (6 POINTS)

The Cover Sheet and Signature Page has two components and is required for submission. The Cover Sheet is a series of questions about the Proposer Organization and Program to be completed within SurveyMonkey Apply.

1. Download the Signature Page (Attachment #1) from www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/ and print.
2. There must be two distinct, original signatures for the Agency Official and the Board Chair on the Signature Page.
3. Scan and upload the document to SurveyMonkey Apply.

2.1 NARRATIVE GUIDELINES (SURVEYMONKEY APPLY FORM)

The Narrative must include the following information and cannot exceed **3,000 words** (excluding the Cover Sheet and required and/or other applicable attachments).

2.1.1 ORGANIZATIONAL OVERVIEW (10 POINTS)

- a) Include the organization's Mission Statement,
- b) Brief description of experience and number of years operating a **summer program**;
- c) Brief description of qualifications for management and finance staff, include if they are paid employees, volunteers, or contracted personnel;
- d) Provide an example of how the organization ensures equal opportunity to employ staff, recruit volunteers, and recruit Board members based on demographic populations served.
- e) Describe software or tools utilized to collect, track, and report both demographic information and measurable performance outcomes;
- f) Describe organization's internal quality assurance procedures for managing grant funding by describing resources available in the following areas:
 - a. Contract compliance;
 - b. Meeting reporting deadlines; and
 - c. Fiscal accountability.
- g) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the organization or its predecessor organization(s).

2.1.2 FINANCIAL CAPABILITY (10 POINTS)

- a) Briefly describe the financial procedures utilized and the accounting control system implemented to assure compliance with generally accepted accounting principles, laws, rules, and regulations applicable to your organization;
- b) Indicate if the organization has written financial policies and procedures and provide an example of how one is used in daily operations for managing grants; and
- c) Disclose what if any fees are charged to families per week.

2.1.3 STATEMENT OF NEED AND POPULATION TO BE SERVED (15 POINTS)

- a) Clear description of the population and ages proposed to be served;
- b) Indicate how will funding enhance the existing program; and
- c) Detail evidence from families, local data or community partners that supports the **need in Hillsborough County**.

SPECIAL NOTES:

- Background data and statistics should not be requested from the School District of Hillsborough County and under no circumstances should individual schools be contacted for data.
- Should the Proposer require any background data or statistics in support of a proposal, this information should be obtained from publicly available data sources, such as the following website from the Florida Department of Education (FDOE): <https://edudata.fldoe.org/>.

2.1.4 SUMMER PROGRAM MODEL (20 POINTS)

- a) Include a camp schedule **overview** for a typical camp week;
- b) Describe how the program will accommodate children with varying abilities;
- c) Describe how linguistic and culturally competent services will be provided;
- d) Include strategies to both engage and retain children/youth/families in services; and
- e) Describe the meal plans that will be available without CBHC funding.

END OF PROPOSER NARRATIVE

2.2 ADDITIONAL PROPOSAL ATTACHMENTS (SURVEYMONKEY UPLOADS)

2.2.1 ACTIVITY AND VENDOR SUMMARY – ATTACHMENT (#2) (SURVEYMONKEY APPLY UPLOAD) (10 POINTS)

Download the Activity and Vendor Summary from www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/, complete and upload to SurveyMonkey Apply.

The Activity and Vendor Summary should not exceed three pages. For each service area, indicate content expert(s) as vendor or proposer staff. If applicable, only list anticipated educational field trips and type of transport for which you are requesting CBHC to pay for.

SPECIAL NOTES:

- All six services should not be performed by any sole Proposer or Vendor.
- More than one vendor per service area may be included to serve different age groups.
- Communicate with potential vendors before including them in Proposals.
- Vendors must be legally operating in the state of Florida, comply with background screening and have liability insurance.

**2.2.2 BUDGET – ATTACHMENT (#3) (SURVEYMONKEY APPLY UPLOAD)
(20 POINTS)**

Download the Budget from www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/, complete and upload to SurveyMonkey Apply.

Proposals for time-limited grants will be considered based on number of children enrolled:

- Up to \$30,000 for more than 40 children/youth served; or
- Up to \$20,000 for 25 - 40 children/youth served.

The budget should only include what is needed to meet the measurable outcomes. Appropriate expenditures may include, but are not limited to, grade-specific activity books, educational materials, activity supplies, educational field trip costs, snacks for participants only or food for parent engagement events, t-shirts (only if branded with the Children’s Board and Board of County Commissioners name or logo), and/or use of specialized staff, instructors, or vendors to address the six primary service areas. For additional instructions please refer to **Appendix (#5)**.

Complete and submit the required budget for the period of **May 12, 2025 to the last day of scheduled program**, using the Excel file posted with the release which includes three (3) tabs:

- Tab (1) – New Program Funding Budget Summary,
- Tab (2) – Salary Detail
- Tab (3) – First Year Budget Narrative.

SPECIAL NOTES:

- **Do not change or alter the Excel form.**
- Unallowable expenses included in the budget are subject to removal and the overall budget may be reduced if Proposer is recommended for funding.

2.2.3 BOARD OF DIRECTORS – ATTACHMENT (#4) (SURVEYMONKEY APPLY UPLOAD) (3 POINTS) REQUIRED

Download the Board of Directors from www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/, complete and upload to SurveyMonkey Apply.

Complete the template provided.

SPECIAL NOTE: This list will not be shared or used to solicit donations.

2.2.4 PARENT / CAREGIVER SURVEY – ATTACHMENT (#5) (SURVEYMONKEY APPLY UPLOAD) (6 POINTS) REQUIRED

The utilization of a parent/caregiver satisfaction survey is required for all children enrolled in summer programming. Attach a draft of the survey you are proposing to use with the submission. No template has been provided.

2.2.5 LETTER(S) OF SUPPORT – ATTACHMENT (#6) (SURVEYMONKEY APPLY UPLOAD) (NO SCORE)

Up to THREE letters per proposal may be applicable, no template provided, only if services proposed include:

- Operating any part of the program in locations that are not owned or leased by Proposer.

Letter(s) must be:

- On official letterhead indicating space provided for 2025 program; and
- Signed and dated by an Authorized Official.

If proposed programs are in Hillsborough County Public School (HCPS) sites, a School District of Hillsborough County letter of support is NOT required at time of Proposal submission. Grantees will:

- Be subject to negotiation upon receipt of funding notice pending the confirmation of approved school sites;
- Receive final approval from HCPS to operate the school-based summer program even if there is a recommendation of award by the Children’s Board;
- Follow all HCPS procedures and policies, such as, but not limited to, those related to business, privacy, security, and programmatic concerns;
- Follow the HCPS Summer Calendar and Grantees will not offer services at school sites when schools are closed;
- Receive final approval from HCPS and CBHC to redirect Proposers to other similar schools;
- Agree to age appropriate and developmentally appropriate services based on standards from the Florida Afterschool Network; and

SPECIAL NOTE:

HCPS and the Children’s Board reserve the right to deny a recommended or awarded program if there is a duplication of services (to include existing HCPS out of school time summer program); school closures, conflict with existing initiatives or operations; the school is no longer able to accommodate the program; or as a result of other federal, state, or local requirements.

2.3 SUBMISSION INSTRUCTIONS

The following are required and must be submitted via SurveyMonkey Apply, which may be accessed at www.cbhcgrants.smapply.org

- a) **Cover Sheet** (*SurveyMonkey Apply form*)
- b) **Signature Page** (*Attachment #1)(Upload to Survey Monkey Apply)*
- c) **Narrative** (*SurveyMonkey Apply form*)
- d) **Activity and Vendor Summary** – (*Attachment #2)(Upload to SurveyMonkey Apply)*
- e) **Budget** (*Attachment #3) (upload to Survey Monkey Apply)*
- f) **Board of Directors** (*Attachment #4) (upload to Survey Monkey Apply)*
- g) **Parent / Caregiver Survey** (*Attachment #5) (No Template provided, upload to Survey Monkey Apply)*
- h) **Letters of Support** (*Attachment #6) (No template provided; upload to SurveyMonkey Apply)*

Special Notes:

- All templates can be found on the CBHC website located at: www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/
- Proposals **will not** be accepted by e-mail, mail, courier, or hand delivery.
- Please see the SurveyMonkey Apply Applicant Guide, **Appendix (#1)** for directions on how to use the online grant application system, contact information for SurveyMonkey Apply support staff, and links to frequently asked Applicant questions.

Failure to comply with the submission instructions above may result in disqualification.

2.4 APPENDIX DOCUMENTS ARE FOR INFORMATION ONLY

1. SurveyMonkey Apply Applicant Guide
2. Relative Governing Board Policies
3. General Terms and Conditions
 - * Sections 14 b/d/g will be waived for FY2025 Summer Services Grantees
4. Required Demographic Data
5. FY2025 Summer Funding Budget Instructions
6. Community Review Team (CRT) Scoring Criteria