



REQUEST FOR APPLICATIONS

ADMINISTRATIVE SERVICES ORGANIZATION

Flexible Funds for Non-CBHC Funded Programs

RFP Designation Number: PRO 2026-02

Release Date: September 2, 2025

Total Grant Allocation: \$500,000

Rebecca Bacon, Executive Director
Robin DeLaVergne, Board Chair

For further information, use RFA designation number in subject line and e-mail:

Kelly Hickman, Director of the ASO
HickmanK@childrensboard.org

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OVERVIEW

The Children's Board is releasing this Request for Applications (RFA) to provide an opportunity for case management programs that are serving children and families in Hillsborough County and do not have a current Children's Board contract, to apply for Administrative Services Organization (ASO) flexible funds. ASO flexible funds can be accessed to pay for services identified during the family support planning process.

ABOUT HILLSBOROUGH COUNTY

Our funded programs support children and families in Hillsborough County, Florida. According to the most current American Community Survey, the total population in Hillsborough County, Florida is 1,581,426, of which almost 5.6% are children under five years of age, and 21.5% are children under eighteen. In addition, 45.8% of the population is white alone (not Hispanic or Latino), 30.4% is Hispanic, and 18.6% is Black or African American alone.

ABOUT THE CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

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

The Children's Board is responsive to community needs and regularly seeks feedback from citizens of Hillsborough County as well as obtaining information from local stakeholders and demographic databases. Data is also collected and analyzed from current and past grantees that demonstrate what social services are successful in our community. The Children's Board releases funding opportunities each year based on revenue projections, contract terms ending, and Board approval.

Our **VISION** is for Hillsborough County to be recognized as one of the top places in the nation to raise children.

We work toward this vision by *investing in partnerships and quality programs to support the success of all children and families in Hillsborough County* – that’s our **MISSION**.

As we partner with community providers, we live by our **CORE VALUES** of Integrity, Excellence, Teamwork, and Respect.

2024 COMMUNITY IMPACT

The Children’s Board has invested more than \$49 million in 152 programs to address the needs of our community. Contracted programs served 163,068 children and their families with an additional 4,008 professionals who received support services. The Children’s Board works in partnership with funded programs to evaluate the impact of services provided to children and families. We assess the overall effectiveness of the investments within a Results-Based Accountability framework by measuring:

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

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

INTRODUCTION TO THE ASO

The Administrative Services Organization (ASO) is a program operated by the Children’s Board to manage flexible funds for families. The ASO supports a wraparound approach in which families identify their strengths, goals, needs, and service providers through a family support plan. As payment of last resort, flexible funds managed by the ASO can be used to pay for supports and services with qualified community providers.

The Children’s Board maintains a reserve of flexible funds to support our funded agencies participating in the ASO. A portion of the reserve funds (\$500,000) is also made available to support case management programs that are not funded by the Children’s Board but are aligned with our mission and strategic focus areas. Background information regarding the ASO is included below, along with guidance for agencies interested in applying for access to ASO funds.

ASO BACKGROUND

In 2003, the Children's Board created the ASO to manage flexible funds in support of family directed care. The ASO was initially piloted with federal grant dollars, which sunset in 2004. Currently the ASO is primarily funded by the Children's Board and administers flexible dollars from various funding sources. Flexible funds managed by the Children's Board ASO currently assist a variety of target populations including pregnant women, children at risk for developmental delays, children experiencing academic or behavioral challenges, families affected by domestic violence, and families experiencing economic instability and housing insecurity.

Trained and authorized case managers work with families to develop individualized family support plans and to select a wide range of services and supports for the children and their families. Families can prioritize the services they need and select a provider of their choosing. Currently, 85 different service types are available from a fully credentialed provider network that includes hundreds of agencies, vendors, individuals, local businesses, and faith-based organizations.

The Children's Board ASO manages over \$4 million in flexible funds and offers accounts payable services, detailed financial reporting, provider network management, credentialing, and quality assurance. All processes, including participant enrollment and funding authorization, are managed through a custom web application.

INTENT FOR ASO FUNDS

ASO funds are available on a limited basis for programs that do not have a contract with the Children's Board, are currently providing service coordination or case management to children and families in Hillsborough County, and do not have adequate flexible funding to support client needs. The program may service a larger population but if awarded access to ASO funds, they can only be utilized for **pregnant women or families with children birth through 18 years old**. The program must also contribute to result areas that are consistent with the Children's Board mission, vision, and strategic focus areas on the next page.

Children's Board Focus Areas



CHILDREN ARE HEALTHY AND SAFE

Early preventative health and education help families build nurturing and healthy habits.

These habits are strengthened through coordination with community partners, including healthcare systems and primary care providers.



CHILDREN ARE DEVELOPMENTALLY ON TRACK

Early identification of developmental needs from birth to age five is essential for supporting a child's potential.

It gives caregivers a chance to better understand their child's developmental functioning and progress.



CHILDREN ARE READY TO LEARN AND SUCCEED

Culturally competent school readiness services for young children ages birth to five, to foster a nurturing, safe, and healthy environment.

Quality early learning promotes caregiver involvement and professional development for educators, supporting successful collaborations between teachers, administrators, and families.



FAMILY SUPPORT

Support for the whole family is essential to strengthening stability and overall well-being and plays a key role in a young child's brain development.

Positive early experiences and nurturing relationships help build secure attachments and lay the foundation for healthy physical, cognitive, and social-emotional development.

REQUIREMENTS FOR PARTICIPATION AS AN ASO CASE MANAGEMENT PROGRAM

1. The applicant must offer case management or family support coordination as a service strategy, either as a primary strategy or in conjunction with other service strategies. **ASO funds do not pay for case managers or case management services, so this service must already exist for the program that is applying.**
2. Individualized family support plans must be a component of the service strategy. All services and supports purchased with ASO funds must relate to a specific goal in the family's plan.
3. Supervisors and case managers must have training in case management using a system of care approach, prior to access of ASO funds. This training is offered through a partner agency as a one-day training at the rate of \$75 per participant and at the program's expense.
4. Supervisors and case managers must attend a four-hour ASO Overview and Web Application Training which is provided by the Children's Board at no cost to the participant.
5. Program supervisors are required to attend bi-monthly ASO Supervisors Meetings.
6. ASO funds requested from the Children's Board must be used in accordance with established values, policies, and procedures which are provided in ASO training and posted on the ASO web application.
7. The program must participate in annual monitoring by the Children's Board, including a records review of families who benefitted from ASO funding.
8. The program must use an outcome tool for measuring and reporting the impact of their services on participants. If the program does not currently have a measurement tool in place, the Children's Board may assist in identifying one.
9. The applicant must provide a certificate of liability insurance to the Children's Board.
10. 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 paid for with Children's Board of Hillsborough County funding as referenced in Florida Statute s. 448.095.
11. A Grantee will be responsible for completing a Human Trafficking – No Coercion for Labor declaration 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.
12. A Grantee will be responsible for completing a Foreign Countries of Concern Prohibited declaration 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.

APPLICATION AND REVIEW PROCESS

The application process for ASO Funds will remain open through April 1, 2026 or until the funds have been depleted, whichever occurs first. Eligibility for Children's Board funding includes not-for-profit corporations and governmental organizations that are legally authorized to operate in the State of Florida. Children's Board funding or resources shall not be used to replace funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to pay. **ASO access is for residents of Hillsborough County, Florida.**

The Children's Board encourages the participation of minority, faith-based, and grassroots organizations in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Children's Board procurement on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, national origin, or on any other protected status basis that would be in violation of applicable federal or state anti-discrimination laws. The applicant shall not discriminate in providing services on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, national origin, or on any other protected status basis that would be in violation of applicable federal or state anti-discrimination laws.

Agencies requesting access to ASO Funds must complete the application found on the Children's Board website and **submit an electronic, signed copy to:**

Kelly Hickman, Director of the ASO
Children's Board of Hillsborough County
Email: HickmanK@childrensboard.org

Please use Email subject line: PRO 2026-02 ASO Funds Application

For new applicants:

- The Director of the ASO will bring the request to the Children's Board Program Support Meeting, which meets bi-weekly. The Program Support Team consisting of research, fiscal, and contract specialists will review the request and recommend an allocation of funds.
- The application is then reviewed by the Director of Programs and the Executive Director for final approval. The Director of the ASO will communicate the decision to the requesting agency, along with the justification for the decision. If approved, the ASO team will work with the agency to establish a Memorandum of Understanding (MOU) and implement access to the ASO in Fiscal Year 2025-2026.

For programs who received ASO/RFA funds between October 1, 2024 and September 30, 2025 and are re-applying:

- The Director of the ASO will review the application, along with Fiscal Year 2024-2025 monitoring and utilization reports for the program and recommend an allocation of funds for Fiscal Year 2025-2026.
- The application packet is then reviewed by the Director of Programs and the Executive Director for final approval.
- The Director of the ASO will communicate the decision to the requesting agency. If approved, a MOU will be established, and the new allocation of funds may be available as early as October 1st.

Allocated Funds

Allocated funds must be utilized for services by September 30, 2026, and the maximum initial allocation per agency will be \$40,000. The amount of the allocation will be based on the size and scope of the program, as well as their previous experience with the ASO, if any. Additional funds may be requested from the Children's Board reserve once the initial allocation has been utilized.

Prior to making your application, review the **Children's Board ASO Application Review Checklist (Appendix A)** that will provide you with additional information on criteria used to evaluate applications. Only applications that are complete and meet the minimum requirements will be considered for funding.

All questions regarding ASO funds must be submitted in writing to **Kelly Hickman, Director of the ASO**, via email to HickmanK@childrensboard.org with subject line: **PRO 2026-02 ASO Funds Application.**

Children's Board of Hillsborough County
PRO 2026-02 Request for Applications (RFA)
Administrative Services Organizations (ASO)
Appendix (A) – Review Checklist

Program Name	
Agency Name	
Review Date	
Review Team Members	

Background			
Brief description of the program:			
Minimum Requirements			
Program:	Yes	No	Comments
Serves pregnant women or families with children birth through 18 years old	<input type="checkbox"/>	<input type="checkbox"/>	
Addresses one or more CBHC strategic focus areas			
<i>Children are Healthy and Safe</i>			<input type="checkbox"/>
<i>Children are Developmentally on Track</i>			<input type="checkbox"/>
<i>Children are Ready to Learn and Succeed</i>			<input type="checkbox"/>
<i>Family Support</i>			<input type="checkbox"/>
Employs case management/ coordination as a service strategy	<input type="checkbox"/>	<input type="checkbox"/>	
Develops individualized Family Support Plans	<input type="checkbox"/>	<input type="checkbox"/>	
Has process for collecting outcome data for families	<input type="checkbox"/>	<input type="checkbox"/>	
Had a successful ASO monitoring in previous year (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
FY 24-25 Utilization Summary (if applicable)			

Additional Considerations/Discussion		
<input type="checkbox"/> New Program		
<input type="checkbox"/> Re-Applying Program		
Recommendation		
<input type="checkbox"/> Approve Request	Allocation Amount	
<input type="checkbox"/> Deny Request	Reason for Denial	

Children's Board Approvals	Signature	Date
Kelly Hickman, Director of the ASO		
Maria Negron, Director of Programs		
Rebecca Bacon, Executive Director		