

**Children's Board of Hillsborough County
PRO 2026 -09 Request for Applications (RFA)
Small Nonprofit Grant
Appendix (#1) – Relative Governing Board Policies / Standard Conditions for Procurement**

1. RELATIVE GOVERNING BOARD POLICIES

1.1 FUNDING ELIGIBILITY

Proposers eligible for funding include not-for-profit corporations and governmental organizations legally operating in the state of Florida.

By statute Section 125.901, Florida Statutes, as it existed prior to October 1, 1990, the CBHC Board will not provide funding to programs or agencies that are under the exclusive jurisdiction of the School District of Hillsborough County. However, the Board may fund services through other organizations which are coordinated with and complement the services provided by the School District of Hillsborough County, and such services may be provided on sites owned or administered by the School District of Hillsborough County.

Funding may be provided for programs through faith-based or religious organizations if the program serves a secular purpose and if the principal or primary effect of the program is one that neither advances nor inhibits religion. Additionally, the program must not require worship or religious instruction activities as a condition of participation. All agencies funded by the Children's Board will be required to meet the same high level of professional standards and quality assurance measures.

1.2 SPECIAL FUNDING PARAMETERS

CBHC 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 support, except in the following instances:

- The Board will consider funding of health services (and other services of a preventive nature) provided that a determination is made by the CBHC Executive Director that these services cannot be funded through other agencies established to provide them. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.
- The Board will not fund academic and recreational activities unless a determination is made that these services cannot be funded through other agencies. In those cases where the Board may fund such services, a plan to obtain funding from other appropriate sources at the earliest possible time will be formulated by the provider agency and approved by the Board.
- The Board will not provide programmatic funding for real property acquisition or building construction.
- Agencies applying for funding or currently funded by the Children's Board may not reduce or redirect funding from another source either in anticipation of, or as a consequence of, receiving funding from the Children's Board without the prior

approval of the Board. However, the Children's Board encourages funded programs to develop other sources of funding from both public and private entities, including corporate support and individual contributions.

1.3 STAFF AFFILIATION WITH OTHER AGENCIES

No member of the Children's Board staff will serve as a Board member of any agency funded by the Children's Board. Staff may serve as non-voting consultants to such agencies for the purpose of providing technical assistance with the approval of the Executive Director of the Children's Board. CBHC staff already serving on governing bodies of agencies which make a proposal for funding to the Children's Board will take a leave of absence until a decision is made regarding the proposal. If funding is approved, the CBHC staff member concerned must resign membership on the governing authority. No CBHC staff member will accept any compensation from an organization funded by the Children's Board.

1.4 UNIVERSAL ACCESS TO CHILDREN'S BOARD FUNDED SERVICES AND RESOURCES

Services and resources funded by the Children's Board are available to all eligible families, as determined by the funded agency's admission criteria.

2. STANDARD CONDITIONS FOR PROCUREMENT

2.1 EQUAL OPPORTUNITY AND NONDISCRIMINATION

The CBHC 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, national origin, age, gender, sexual orientation, disability, or marital status.

The Grantee shall not discriminate in providing services on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, or marital status.

2.2 NO ORAL INTERPRETATIONS

Responses, interpretations, explanations, corrections, and changes in this Request for Applications will only be made by written answers to Proposers' questions submitted prior to the deadline for such questions and/or by addendum. Interpretations, explanations, corrections, and changes of the Request for Applications made in any other manner, or communicated orally by Children's Board staff will not be binding on the Children's Board and Proposers shall not rely upon them.

2.3 QUESTIONS FROM PROPOSERS AND CHILDREN'S BOARD'S RESPONSE

All responses to Proposers' questions about the Request for Applications will be in writing. Questions and answers will be posted on the CBHC Website. Should any questions or

responses require revisions to the Request for Applications, such revisions will be by addendum only, and posted on CBHC Website.

2.4 ADDENDUM AND INCOMPLETE PROPOSALS

Proposers are responsible for complying with any addendum issued. Failure to respond to any item, including any requested information, or failure to follow this procurement document may result in the submission of an incomplete proposal and may result in disqualification of the proposal from further consideration.

2.5 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

The Children's Board may seek clarifying information regarding any Proposal. Such clarifying information shall be provided by the Proposer in writing.

2.6 REJECTION OF PROPOSALS OR PROPOSERS

The Children's Board reserves the right to reject any Proposals with or without cause, to waive technicalities or informalities, and/or to accept a Proposal which best serves the interests of the Children's Board as described in this procurement document.

Any Proposal determined to be non-responsive to any specification or requirement of the RFA document, including instructions governing submissions of Proposals, may be disqualified without evaluation.

Proposers who violate the provisions of this procurement document may be rejected from the selection process.

2.7 COST REIMBURSEMENT PAYMENTS

Grantees will be paid on a cost reimbursement basis. This will require applying organizations to have the financial resources with evidence of two (2) months of available reserves to pay operating expenses of the program prior to receiving payment from CBHC.

2.8 CHILDREN'S BOARD'S CONTRACT

By submitting a Proposal, the Proposer agrees if an award is offered, the agency will perform the Services to contract specifications. The Proposer will, upon such selection, execute a standard CBHC contract for program Services. Execution of the contract will be contingent on availability of funds and Board approval.

2.9 AWARD OF CONTRACT

The contract for Services will be awarded to the organization submitting a Proposal that is determined to be best aligned with the desired outcomes of the Children's Board. No contract shall exist between the Children's Board and the selected organization until the written contract is signed by the Children's Board and the selected organization. The Children's Board reserves the right to negotiate the revision of the Scope of Services with the successful Proposer(s) as deemed necessary to meet the desired outcomes. The Children's Board reserves

the right to award different elements or components to different Proposers as determined to meet the intent of the RFA. Awards are not based solely on scores from the Community Review Team. The Children's Board also considers its priority populations, available funds, and/or local data driven community needs for families and their young children.

2.10 PROHIBITIONS ON PROPOSERS WHO ARE FORMER CBHC EMPLOYEES AND BOARD MEMBERS

For a period of two (2) years from the date a Children's Board employee or Board member ceases his/her employment or Board member duties with CBHC, the CBHC will not award a consulting or services contract to that individual.

**Children's Board of Hillsborough County
PRO 2026 – 09 Request for Applications (RFA)
Small Nonprofit Grant
Appendix (#2)-SurveyMonkey Apply Applicant Guide**

SURVEYMONKEY APPLY APPLICANT GUIDE

I. Google Chrome is the recommended internet browser.

A. Google Chrome may be downloaded at <https://www.google.com/chrome/>.

II. The link to SurveyMonkey Apply is <https://cbhcgrants.smapply.org>

III. How to Register

A. Register on behalf of an organization

1. Click **Register**;

 Log In **Register** 

2. Complete the required information for who will be the Organization's Main Administrator;

3. Click **Create Account**; and

4. You will be asked to enter additional details about the Organization such as the Organization's Name, Address, and Contact Information.

B. Add members individually

1. Log in as an organization administrator;

2. Click on **Manage Organization** in the top right corner;

3. Click on **Members**;

4. Click on **Add Member**;

5. Enter the **First Name, Last Name, and Email Address** of the member;

6. Select if they will have Administrative or Non-Administrative Access;

- Primary Administrator: This is the organization member that initially creates the Organization and has full administrative control over the organization's members and applications. They will be able to transfer ownership of the organization, as well as edit and remove members of the organization at any time.

- Administrator: These members have similar control over the organization's members and applications as the Primary Administrator. However, they will only be able to edit and remove non-administrative members, or inactive Administrators.

- Non-Administrative Members: These members will be able to edit applications on behalf of the organization but will not have access to manage the organization's profile and members. They will also not be able to create or submit applications for an organization.

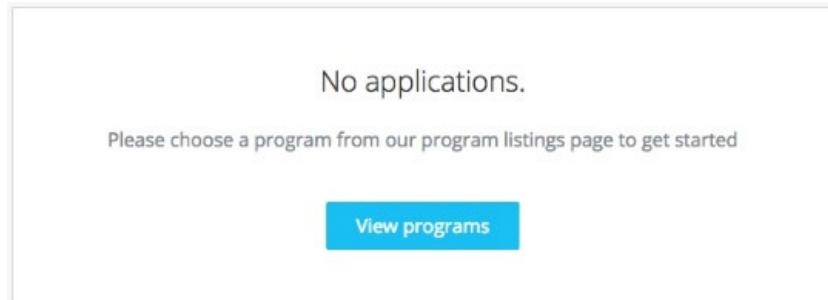
7. *Optional:* If you have teams created, click to add them to a team;

8. *Optional:* Notify the user that you are adding them to the organization; and

9. Click **Add**.

IV. Completing the Application

- A. Locate the Application
1. Click **View Programs**;



No applications.

Please choose a program from our program listings page to get started

View programs

2. Click **MORE >** for the Application you wish to apply for; and
3. Click **Apply**.

B. Verify the email associated with the account first by clicking **Send Verification Link** and follow the instructions sent in the email;

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

Send verification link

- C. Respond to all Application Tasks
 1. Cover Sheet and Signature Page (*template provided; SurveyMonkey Apply Form and Attachment 1 template SurveyMonkey Apply upload*);
 - The Signature Page may be found at
<https://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/>
 2. Overview and Program Design (*SurveyMonkey Apply Form*);
 - Please avoid using ALL CAPS.
 3. Budget (*Attachment 2 template provided; SurveyMonkey Apply upload*);
 - The Budget form may be found at
<https://www.childrensboard.org/budgeting/revenues-and-expenditures/funding-opportunities/>
 4. Annual Financial Statements (*Attachment 3 no template provided; SurveyMonkey Apply upload*).

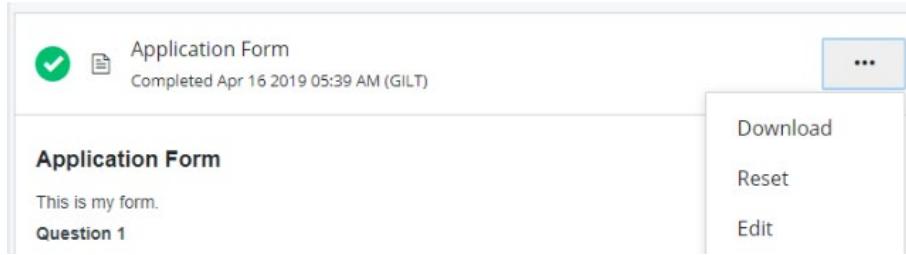
D. Mark each Task as Complete

MARK AS COMPLETE

E. Editing a Completed Task

1. Enter your application;
2. Click on the task you wish to edit;

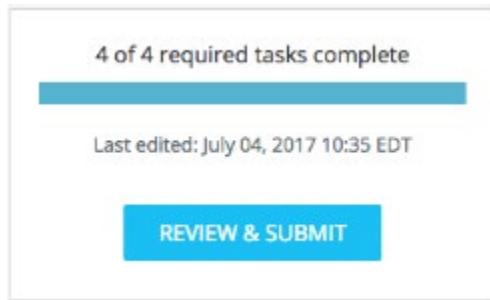
3. Click on the **More Options** icon in the top right corner of the task;



4. Click **Edit**;
5. Click **Previous/ Next** to navigate between the pages and make your changes
6. When done, navigate to the bottom of the page and press **Mark as Complete**.

F. Submit the Application

1. Within the application to submit, select **Review & Submit**;



2. **Review** application materials;
3. Once you've reviewed all your completed tasks, you can click to **Submit Your Application**.
 - An email confirmation will be sent after submission.

EFFECTIVE UPON AWARD
CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
FY 2025-2026
GENERAL TERMS AND CONDITIONS
STANDARD CONTRACT - COST REIMBURSEMENT

1. Incorporation of Agreement Documents: The Agreement between the CHILDREN'S BOARD and the PROVIDER consists of the following documents which are incorporated herein by reference:

- a) "Standard Agreement Cover Sheet"
- b) "Standard Agreement Definitions"
- c) Attachment (1) "Standard Agreement Scope of Service, Service and Performance Objectives"
- d) Attachment (2) "Budget"
- e) Attachment (3) these "CBHC General Terms and Conditions"
- f) Attachment (4) "Sub-contractors"
- g) Attachment (4a) "Roles and Responsibilities of Lead Agencies and Sub-Contracted Agencies" (if applicable)
- h) Attachment (5) "Addresses (Contact List)"
- i) Attachment (6) "List of Required Demographic Data"
- j) Attachment (7) "E-Verify Declaration"
- k) Attachment (8) "No Coercion for Labor or Services Declaration"
- l) Attachment (9) "Foreign Country of Concern Declaration"
- m) Attachment (10) "Matrix/Work Plan"

2. Services: The PROVIDER will provide the services described in Attachment (1), "Standard Agreement Scope of Service" (hereafter "Services") for the residents of those working or residing in Hillsborough County.

3. Matrix: A Work Plan (hereafter "Matrix") has been approved by the CHILDREN'S BOARD for this Agreement which is contained in Attachment 10 – "Matrix/Work Plan". The Matrix describes the program and evaluation design including activities, responsible parties, outcomes, indicators, and data sources, and time of measurement and data collection necessary. PROVIDER agrees to strictly comply with the terms and conditions contained in the Matrix.

4. Service Area: PROVIDER will maintain service sites that are accessible and convenient to the participants in the area indicated on the contract cover sheet and standard scope of service. The PROVIDER must submit a prior written request before changing any service area or site(s).

Outside-Area Emergency Services - PROVIDER shall provide all services in Hillsborough County based on Cover Sheet and Scope unless PROVIDER submits and the CHILDREN'S BOARD accepts an Amendment or Matrix Modification.

5. Sub-Contractors: PROVIDER may not delegate its obligations under this Agreement to another party or sub-contract any of the work unless the PROVIDER obtains the prior written approval of the CHILDREN'S BOARD and completes Attachment (4) "Sub-contractors" and Attachment (4a) "Roles and Responsibilities of Lead Agencies and Sub-Contracted Agencies".

All sub-contracts will incorporate and be subject to the terms and conditions of this Agreement. PROVIDER

shall submit a signed copy of all sub-contractor agreement(s) within thirty (30) days of execution of the Agreement with the CHILDREN'S BOARD and all sub-contract agreements must be in place and signed by PROVIDER and sub-contractor prior to services being rendered by sub-contractor.

All such sub-contract agreements must include a budget as Attachment 2 “Budget” and a description of contract deliverables from the Matrix Attachment 10. Sub-Contractors shall submit reimbursement requests in compliance with the Fiscal Reporting Requirements Handbook.

6. Term: PROVIDER will perform Services during the period designated in the “Standard Agreement Cover Sheet,” paragraph (6), Term. This Agreement will terminate at midnight on the last day of the term, unless extended by the CHILDREN'S BOARD.

7. Cost Reimbursement: General: During the term of this Agreement, funds described in Attachment (2) “Budget” will be used by PROVIDER solely for providing the Services described in Attachment (1) “Standard Contract Scope of Service, Service and Performance Objectives”. Misspent funds are funds received by the PROVIDER from the CHILDREN'S BOARD that are not spent in accordance with Attachment (2) “Budget” or the terms of this Agreement. Misspent funds are subject to Recovery or set off to the CHILDREN'S BOARD.

- a) Expenditures not in accordance with the Attachment (2) “Budget” will constitute a breach of this Agreement.
- b) The PROVIDER will promptly return to the CHILDREN'S BOARD any unearned funds. Unearned funds are funds paid to the PROVIDER that are not due to the PROVIDER under the attached budget or the terms of this Agreement.
- c) In addition to any other remedy, the CHILDREN'S BOARD may set off any unearned or misspent funds against any other funds due PROVIDER.

8. Payment: To receive payment, PROVIDER must perform the Services pursuant to this Agreement and provide proof of service delivery.

So long as PROVIDER is in full compliance with the Agreement, the CHILDREN'S BOARD will reimburse the PROVIDER for services provided and expenditures incurred and paid. Items purchased and Services provided must be received or performed during the Term. Reimbursement will be made according to the line-item budget described in Attachment (2), “Budget”. The final reimbursement form must be submitted to the CHILDREN'S BOARD no later than forty-five (45) days of the termination of this Agreement.

To receive payment, PROVIDER must complete, certify, and submit to the CHILDREN'S BOARD:

- The CHILDREN'S BOARD Reimbursement Request Forms; and
- Participant data collection and other reports or information required by Attachment (1), “Standard Scope of Services”.

9. Critical Incidents Requiring Immediate Notification: No later than one business day of PROVIDER knowing of a Critical Incident (defined below), related to services funded in whole or part by the CHILDREN'S BOARD, PROVIDER shall notify the CHILDREN'S BOARD by telephone and in writing and provide the CHILDREN'S BOARD with a description of the incident and such other information as the

CHILDREN'S BOARD may request. All e-mail communications made or received by the CHILDREN'S BOARD are subject to the Florida Public Records Law, Chapter (119), Florida Statutes.

PROVIDER shall directly report required matters to state, federal, or non-CHILDREN'S BOARD local agencies or law enforcement agencies when such reporting is required by law, including reporting to the Florida Abuse Hotline.

The following critical incidents must be reported to the CHILDREN'S BOARD if it involves any of the following identified persons (collectively referred to in this section as "individual(s)") related to services funded in whole or part by the CHILDREN'S BOARD.

- i. A Participant means any person receiving any Service funded in whole or part by this Agreement.
- ii. An Employee means an individual employed by or volunteering for the PROVIDER or sub-contractor.
- iii. Board member means a person actively serving on the Board of Directors of a PROVIDER or sub-contractor.

A CRITICAL INCIDENT is any:

- a. Abduction—An incident in which an individual who does not have care and custody of another and is wrongfully taken.
- b. Abuse or Neglect – Reasonable cause to suspect that a Participant has been harmed or is believed to be threatened with harm.
- c. Arrest – an individual is arrested or accused of a potentially disqualifying offense under level (2) background screening requirements as defined in Chapter (435), Florida Statutes.
- d. Death – The death of any individual.
- e. Illness— A serious illness of a Participant that is life-threatening, contagious or the result of apparent abuse or neglect.
- f. Physical or Sexual Battery – Any credible allegation involving physical or sexual battery of a Participant.
- g. Suicide or suicide attempt.
- h. Law Enforcement involvement.
- i. An adverse media event in which the CHILDREN'S BOARD may be reasonably expected to provide a response.
- j. Class One Violations issued by the Department of Children and Families for Child Care Licensing.
- k. Other Serious Incidents – Any action, incident, misconduct, or malfeasance involving individual(s) providing or receiving Services under this Agreement.

10. Other Events Requiring Notification: The PROVIDER will notify the CHILDREN'S BOARD in writing as soon as reasonably possible if any of the following occurs:

- (1) Services are not initiated on the date of commencement described in the "Agreement", or the PROVIDER knows that the Services will not continue throughout the Term of the Agreement;
- (2) the scope of a CHILDREN'S BOARD funded position, vendor or sub-contractor ceases or materially changes;
- (3) funds from third party sources that were budgeted to provide the Services are not available in the amounts or at the times planned;
- (4) the PROVIDER obtains third party funds to provide the Services, in addition to those which were budgeted,

or the PROVIDER becomes aware of additional third party funds that are available to provide the Services;

(5) the PROVIDER fails to provide the scope or level of Services in this Agreement;

(6) individuals providing the Services are terminated, reassigned, or resign;

(7) the Services are or may be adversely affected by any other situation or event including any media coverage, public inquiry, or regulatory inquiry, citation, or action against PROVIDER that may impact PROVIDER or services;

(8) a written complaint by any person receiving Services funded in whole or in part by this Agreement, written notification to the CHILDREN'S BOARD must be given within five (5) days after PROVIDER'S receipt of the complaint;

(10) A change in control evidenced by a majority of the PROVIDER'S Governing Board turning over or a change in the PROVIDER'S Executive Director (or other similar senior management position);

(11) any change to information listed on Attachment (5) "Addresses" (Contact List); and;

(12) any PROVIDER or subcontractor is a victim of a cyber-attack, data or security breach, or a disruption to data backup procedures/systems.

After notice, the CHILDREN'S BOARD may conduct an investigation and PROVIDER shall cooperate in the investigation, make its employees and subcontractors available for interview and turn over documents to assist the CHILDREN'S BOARD in completing its investigation.

11. Modifications: This Agreement may only be amended or modified in writing. The PROVIDER may not rely on any verbal directive of any employee of the CHILDREN'S BOARD to amend or modify any part of this Agreement. No course of conduct by employees of the CHILDREN'S BOARD will act as a waiver of any part of this Agreement.

12. Required Audits: For any PROVIDER fiscal year ending during the term of this Agreement and for any fiscal year during which revenues or expenditures are recognized by the PROVIDER for the program covered by this Agreement, the PROVIDER will submit to the CHILDREN'S BOARD (within one hundred eighty (180) days after the close of its fiscal year) year-end Financial Statements of the PROVIDER audited by a Certified Public Accountant (CPA) and any related management letters, communications or reports on internal control and any reports on compliance with laws, rules or regulations. In the event that the PROVIDER is unable to comply with the 180-day requirement, a request for an extension of time must be submitted to the CHILDREN'S BOARD prior to the end of the 180-day period. Failure to furnish an audit shall be a basis for denial and/or refund to the CHILDREN'S BOARD of project funds by the PROVIDER. Failure to submit an audit disqualifies the PROVIDER from seeking future funding until the issue is resolved in the discretion of the CHILDREN'S BOARD. The audit shall separately identify for the program funded by this Agreement, the revenues by funding source, expenditures, and any refunds or transfers; and present this information either in the body of the Financial Statements, in the footnotes to the Financial Statements, or in a supplementary schedule. The auditor's report must include an opinion on all of the PROVIDER's financial statements. The audit shall be conducted in accordance with auditing standards generally accepted in the United States of America as promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). All contracts with a term of less than six (6) months do not require the submission of an Audit.

- a. **Payment for Required Audits:** The cost of required audits may be paid for with funds from the CHILDREN'S BOARD as an administrative cost as included in the overhead/indirect cost expenditure in the attached Budget.

- b. Compliance Audit Performed by a CPA Firm Retained by the CHILDREN'S BOARD: In addition to the required financial audit, the CHILDREN'S BOARD, at its discretion, may select and retain a CPA firm to conduct a compliance audit or other accounting review of the program funded under this Agreement. PROVIDER shall cooperate with the auditor and make its personnel and records available to the Auditor for inspection and copying.
- c. Payment for Compliance Audit Performed by a CPA Firm Retained by the CHILDREN'S BOARD: The CHILDREN'S BOARD will pay for the audit performed by a CPA firm retained by the CHILDREN'S BOARD, but the PROVIDER will reimburse the CHILDREN'S BOARD for the cost of the audit if more than twenty (20%) percent of disallowed costs are disclosed by the audit. The PROVIDER will reimburse the CHILDREN'S BOARD within sixty (60) days of the written notice from the CHILDREN'S BOARD. The CHILDREN'S BOARD may set off funds due under this Agreement as a means to recover the cost of the audit and any misspent funds.
- d. Survival of Paragraph: This paragraph will survive the termination of this Agreement. PROVIDER shall keep and maintain all business records for a period of five (5) years after receipt of final payment from the CHILDREN'S BOARD.
- e. Audits or Reviews of Newly Funded or Small PROVIDERS: If a PROVIDER is newly funded by the CHILDREN'S BOARD or is a PROVIDER with a current fiscal year budget of less than \$300,000, audit requirements, will be determined by the CHILDREN'S BOARD.

13. Budget Adjustments: Budget Adjustments Allowed Without Prior Approval (Notification): Subject to paragraph (2) Matrix/Work Plan Modifications below, PROVIDER is authorized to adjust the budget as follows without the prior approval of the CHILDREN'S BOARD. Subtotal line items may be increased or decreased up to \$1,000 or 15%, whichever is greater, so long as the total budget amount is not increased.

Budget Adjustments Requiring Prior Approval (Modification)- General Conditions: The PROVIDER may, at least ninety (90) days prior to the end of the agreement, request to make budget adjustments in excess of the limits described above in accordance with this Agreement and the CHILDREN'S BOARD'S Fiscal Handbook.

14. Matrix Modifications: If a Matrix has been approved for this Agreement, the Matrix may be modified only as follows:

- (1) The representatives of the CHILDREN'S BOARD and PROVIDER who are authorized to modify the Matrix are called the Matrix Representatives. Each party will designate its Matrix Representative by written notice to the other party upon execution of this Agreement. Either party may change its Matrix Representative upon written notice to the other party.
- (2) By written agreement of the Matrix Representatives, Columns 1-3 and 5-7 may be modified based upon a more current analysis of the appropriate methods to perform the Services, or to resolve problems in the administration of the Matrix without a contract amendment.
- (3) The Matrix cannot conflict, in whole or in part, with these General Terms and Conditions or the Budget, but in the event of a conflict, the provisions of these General Terms and Conditions and the Budget shall take precedence, as applicable.

15. Program Monitoring: The PROVIDER will submit progress reports and other information in such formats and at such times as may be requested by the CHILDREN'S BOARD, to the extent it is not prohibited by law and does not involve disclosure to the CHILDREN'S BOARD of information which is confidential pursuant to laws rules and regulations, including, but not limited to, Chapters (39) and (415), Florida Statutes.

The PROVIDER agrees to cooperate in all activities related to site visits and other on-site monitoring (including, but not limited to: access to sites, participants, staff, fiscal and participants records and logs, and the provision of related information), submit reports on any monitoring of the program funded in whole or in part by the CHILDREN'S BOARD conducted by federal, state, or local governmental agencies or other funders.

16. Program Monitoring Reports: All reports or data narratives will contain information required by the CHILDREN'S BOARD. PROVIDER and CHILDREN'S BOARD shall communicate openly, follow an established schedule for reporting, and share information in the format as may be requested by the CHILDREN'S BOARD.

Program Monitoring Reports are part of planning level decisions of the CHILDREN'S BOARD as to how and where to allocate resources. Program Monitoring Reports are not used for operational level decisions of the CHILDREN'S BOARD as those categories relate to sovereign immunity.

17. Performance: In the event of default, noncompliance, violation of this Agreement or unsatisfactory performance by the PROVIDER, its sub-contractors, agents, consultants or suppliers, as determined by the CHILDREN'S BOARD, in its sole discretion, the CHILDREN'S BOARD may place PROVIDER on a Provider Improvement Plan, suspend payment or impose any other lawful remedy up to and including termination of this Agreement.

18. Termination: This Agreement may be terminated by the CHILDREN'S BOARD by giving seven (7) days' prior written notice and specifying the effective date thereof.

In addition, this Agreement may be terminated by the CHILDREN'S BOARD for any breach by PROVIDER upon twenty-four (24) hours written notice.

Any termination notice will be delivered by certified mail, return receipt requested; or in person to the offices of the PROVIDER. In the event of termination, the PROVIDER will be reimbursed according to the budgeted rates and terms of this Agreement for those Services satisfactorily performed prior to the effective date of termination. The term "budgeted rates" in this paragraph means those allocations and amounts contained in the Attachment (2) "Budget", or the most recent amended Budget approved in writing by the CHILDREN'S BOARD. All rights and remedies of the CHILDREN'S BOARD to enforce this Agreement will survive termination of this Agreement.

19. Records: The PROVIDER will maintain financial and accounting records (including electronic storage media), all original invoices and other documentation supporting the Reimbursement Request Forms submitted to the CHILDREN'S BOARD, and records to substantiate the eligibility of participants. The PROVIDER shall conduct transactions in accordance with generally accepted accounting principles and Florida Statutes. The PROVIDER will maintain such records and accounts, including programmatic, property, personnel, and financial records, as are deemed necessary by the CHILDREN'S BOARD to assure a proper accounting for all CHILDREN'S BOARD'S funds. The PROVIDER will maintain a separate record of revenues and expenses applicable to this Agreement for the purposes of review thereof. The PROVIDER will make, or cause to be made, available to the CHILDREN'S BOARD and its duly authorized representatives, for copying and examination, all such records with respect to any matters covered by this Agreement, and the PROVIDER will permit same to be copied and examined; excerpts or transcriptions to be made from such records; and reviews to be made of all agreements, invoices, materials, records of personnel and employment, and other data related to all matters covered by this Agreement. The Auditor General, Comptroller General and other agencies, whether local, state or federal will have the right to inspect and review the records of the PROVIDER. This

paragraph will survive termination of this Agreement, and the PROVIDER will retain for examination, copying, and review all of its records and supporting documentation applicable to this Agreement for five (5) years after receipt of final payment from the CHILDREN'S BOARD. If a review has been initiated and findings have not been resolved at the end of five (5) years, the records will be retained, and this paragraph will survive until resolution of the review findings.

20. Insurance - Public Liability, Bodily Injury, and Property Damage: The PROVIDER will procure, pay for, and maintain, throughout the period of this Agreement, on behalf of PROVIDER and the CHILDREN'S BOARD, the following insurance coverages with responsible and reputable insurance companies eligible to do business in the State of Florida, acceptable to the CHILDREN'S BOARD:

- a. Commercial General Liability for the premises and operations of the PROVIDER, including Bodily Injury, Personal Injury Liability and Property Damage under this Agreement which shall be considered primary insurance, with the CHILDREN'S BOARD included as an additional insured for the operations of the PROVIDER, with limits for Bodily Injury, Property Damage and Personal Injury of not less than:

○ Each Occurrence	\$1,000,000
○ Personal Injury	\$1,000,000
○ Aggregate	\$2,000,000
○ Products & Completed Operations	\$1,000,000
○ Damage to Rented Premises	\$50,000

- b. (1) Automobile Liability Insurance for PROVIDERS that own vehicles that may be used in carrying out this Agreement: Automobile Liability Insurance for the PROVIDER's operation, maintenance, and use of owned, non-owned, hired, and leased automobiles, with the CHILDREN'S BOARD included as an additional insured, with a limit of not less than:

Bodily Injury & Property
Damage Liability

\$500,000 Each Accident for entities with less than \$1,000,000 in assets
\$1,000,000 Each Accident for entities with \$1,000,000 or greater in assets

(2) Automobile Liability Insurance for PROVIDERS that do not own vehicles used in carrying out this Agreement: Hired and Non-Owned Automobile Liability coverage with the CHILDREN'S BOARD included as an additional insured, with a limit of not less than:

Bodily Injury & Property
Damage Liability

\$500,000 Each Accident for entities with less than \$1,000,000 in assets
\$1,000,000 Each Accident for entities with \$1,000,000 or greater in assets

- c. Workers' Compensation Insurance in statutory amounts.
 - d. Subrogation. PROVIDER shall obtain a waiver from its insurance carrier as to its rights of subrogation.

The PROVIDER will submit to the CHILDREN'S BOARD a certificate of insurance upon execution of this Agreement which describes the insurance maintained by the PROVIDER.

- PROVIDER agrees to obtain certificate of insurance upon the effective date of this agreement from PROVIDER'S subcontractors who transport Participants.

- The PROVIDER will provide written notice to the CHILDREN'S BOARD within fifteen (15) days of any cancellation or revision to the PROVIDER'S insurance.
 - If PROVIDER certifies that any portion of the insurance requirements cannot be obtained or cannot be obtained at a commercially reasonable cost to the funded program and provides such other information as requested by the CHILDREN'S BOARD in writing, the CHILDREN'S BOARD may replace any portion of the insurance requirements with such other requirements and program restrictions as determined by the CHILDREN'S BOARD, in its sole discretion.

21. Indemnification: The PROVIDER shall indemnify and hold harmless the CHILDREN'S BOARD, its agents, officers, directors, attorneys and insurers employees from and against any and all liabilities, claims, judgments, or actions, including court costs and attorney's fees that may hereafter at any time be made or brought by anyone on account of any personal injury, property damage, loss of monies, civil rights violation, or discrimination allegedly caused or occurring in whole or in part arising out of or related to this Agreement, including the acts or omissions of PROVIDER'S subcontractors, if any. This section shall survive termination of this Agreement.

In no event will the PROVIDER be liable for or have any obligation to defend the CHILDREN'S BOARD against such liability, claims, judgments, or actions, including costs and attorney's fees, arising out of the sole negligent acts of the CHILDREN'S BOARD.

22. Insurance, Indemnification, Auditing, and Related Provisions for Governmental Entities: THE FOLLOWING TERMS APPLY ONLY TO A PROVIDER WHO IS A GOVERNMENTAL AGENCY, POLITICAL SUBDIVISION, CITY, SPECIAL DISTRICT OR OTHER GOVERNMENTAL BODY: (1) the PROVIDER may comply with the insurance requirements in this Agreement by submitting to the CHILDREN'S BOARD, upon request, written verification of liability protection in accordance with Section 768.28, Florida Statutes, or a written description of the manner by which property is protected against loss or destruction; (2) the CHILDREN'S BOARD will not be entitled to recover fixed assets (if any) if PROVIDER is prohibited by law from allowing the contractual recovery of fixed assets; (3) the PROVIDER'S indemnification will only be required to the extent such indemnification is within the legal authority of the PROVIDER, and nothing in this Agreement shall require the PROVIDER to indemnify or insure the CHILDREN'S BOARD for the CHILDREN'S BOARD'S negligence or to assume any liability for the CHILDREN'S BOARD'S negligence; (4) the CHILDREN'S BOARD may not require an audit except for the program activities funded by the CHILDREN'S BOARD; (5) the PROVIDER will be notified in writing by the CHILDREN'S BOARD of any default, noncompliance or violation of this Agreement, and the PROVIDER will have fifteen (15) days to correct the default, noncompliance or violation; (6) the PROVIDER may assert in an action or proceeding to enforce this Agreement that it lacks the legal authority to agree to payment of attorney's fees and costs of litigation, but PROVIDER remains subject to payment of attorney's fees and costs if it is determined in such action or proceeding (including any appeal) that PROVIDER does have the legal authority to contractually agree to pay attorney's fees and costs; (7) the requirements of the provisions related to Conflict of Interest, apply only to the program funded under this Agreement; and (8) The provisions related to Patents, Trademarks, Copyrights, and Other Materials does not apply to a PROVIDER who is part of the state university system or an agency thereof (a UNIVERSITY PROVIDER). The copyright, patent, or trademark on or for Intellectual Property in which a UNIVERSITY PROVIDER develops, will be owned by the UNIVERSITY PROVIDER. Such Intellectual Property will be first subject to any policy, contract, or rule of the UNIVERSITY PROVIDER which is generally applicable to its employees and which governs ownership and income from Intellectual Property (the Intellectual Property Policy). Subject to the share for an employee of the UNIVERSITY PROVIDER described in an agreement made pursuant to the Intellectual

Property Policy by the UNIVERSITY PROVIDER with an employee of the UNIVERSITY PROVIDER regarding the division of income from the Intellectual Property, the CHILDREN'S BOARD will receive fifty percent (50%) of the UNIVERSITY PROVIDER'S share of the income from the Intellectual Property. The amount payable to the CHILDREN'S BOARD will not exceed the total amount paid by the CHILDREN'S BOARD to the UNIVERSITY PROVIDER under this Agreement. Payment will be made within forty-five (45) days after receipt by the UNIVERSITY PROVIDER. Nothing in this Agreement is intended to be or will be, deemed to be a waiver of either party's sovereign immunity. This paragraph will take precedence over any conflicting terms of this Agreement.

23. Employment of Staff: The PROVIDER, at its expense, will employ staff to perform the Services. Such individuals will not be considered employees of the CHILDREN'S BOARD and are subject to the supervision, personnel practices, and policies of the PROVIDER. Unless otherwise approved in writing by the CHILDREN'S BOARD, all staff must meet the qualifications stated in the application and any approved modifications. In compliance with s. 787.06(14), Florida Statutes, the PROVIDER will execute Attachment (8) "No Coercion for Labor or Services Declaration" as defined in s. 787.06(2)(a), Florida Statutes.

In compliance with Florida Statute s. 435, PROVIDER will maintain, update and enforce a policy, and related procedure, regarding mandatory Level 2 background screenings for employees, volunteers, sub-contractors and vendors related to services funded in whole or part by the CHILDREN'S BOARD. Background screening requirements must be completed and on file with provider agency prior to services being rendered. To ensure compliance with background screenings requirements, refer to <https://www.myflfamilies.com>.

In compliance with Florida Statute s. 448.095 E-VERIFY REQUIREMENT PROVIDER will execute Attachment (7) "E-Verify Declaration" as defined in s. 448.095- Florida Statutes: attesting that PROVIDER will verify the work authorization status of newly hired employees and will require subcontractors to submit an declaration to PROVIDER that they are in compliance with the E-Verify requirement.

24. Conflict of Interest: The PROVIDER represents that it presently has no conflicting interest, financial or otherwise, in the performance of this Agreement and will acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of the Services. The PROVIDER will not retain any subcontractor, individual or company with whom the PROVIDER or any individual member thereof has an apparent or actual conflict of interest.

25. Non-Discrimination: The PROVIDER represents to the CHILDREN'S BOARD that the PROVIDER is in compliance with all applicable federal, state, and local civil rights laws and laws that protect persons with disabilities. PROVIDER will not, on the basis of race, color, national origin, religion, sex, age, disability, sexual identity, gender identity, or marital status, or any other basis prohibited by law, discriminate in any form or manner against PROVIDER'S participants, applicants for Services, or employees or applicants for employment. Within ten (10) business days of PROVIDER receiving notice that a discrimination complaint has been filed against PROVIDER or any of its employees or sub-contractors, PROVIDER will notify the CHILDREN'S BOARD that a discrimination complaint or notice has been filed. The PROVIDER asserts that it has a procedure for handling discrimination complaints and has designated a staff person to receive such complaints.

26. Drug-Free Workplace: PROVIDER will comply with the Drug-free Workplace Act, Section 440.101, Florida Statutes.

27. Other Financial Support: The CHILDREN'S BOARD'S funds may not be used for expenditures for which funding is available from other sources, and the Children's Board reserves the right to set off or reduce

funding to Provider if funding is available from another source. The PROVIDER may not use funds received from the CHILDREN'S BOARD to supplant funds previously or subsequently received from another source. The CHILDREN'S BOARD encourages the use of its funds as a financial match for securing funds from other sources. All PROVIDERS should strive to maintain financial sustainability through funding diversification from sources other than the CHILDREN'S BOARD.

28. Provider Representations: The PROVIDER represents that it is and will be during the term of this Agreement a corporation, a not-for-profit corporation, or a governmental agency operating in the state of Florida and serving the residents of Hillsborough County. In compliance with s. 287.138(4)(a), the PROVIDER will execute Attachment (9) "Foreign Country of Concern 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 PROVIDER and is not organized under the laws of, or has its principal place of business in a foreign country of concern.

29. Confidential Information: Unless required by the Florida Records Law, the PROVIDER will not disclose any information in writing to the CHILDREN'S BOARD which specifically identifies a participant for any purpose not required by federal, state, or local laws and related regulations, except by written consent of the participant, or his/her responsible parent or guardian where authorized by law. In addition, the Provider will have established policy and written procedures to protect hard copy and electronic program and fiscal records against loss or disclosure to unauthorized individuals or agencies.

30. Title to Patents, Trademarks, Copyrights, and Other Materials: If activities supported by this Agreement produce original writings, sound recordings, pictorials, reproductions, drawings or other graphic representations, and works of any similar nature (together called Intellectual Property), the CHILDREN'S BOARD may use, duplicate, and disclose such Intellectual Property, in whole or in part, in any manner, for any purpose whatsoever, and have others acting on behalf of the CHILDREN'S BOARD do so and PROVIDER grants CHILDREN'S BOARD a non-exclusive royalty free license to use such Intellectual Property. However, that to the extent that such Intellectual Property is confidential pursuant to law, rule or regulation, including, but not limited to, Chapters (39) and (415), Florida Statutes, said Intellectual Property will not be disclosed, or improperly used in any manner whatsoever by the CHILDREN'S BOARD. If the Intellectual Property is solely created by PROVIDER, title to Intellectual Property will vest in PROVIDER, but no copyright, trademark, or patent on or for Intellectual Property will be obtained in the name of the PROVIDER without the prior written approval of the CHILDREN'S BOARD. If the PROVIDER does not obtain title to the Intellectual Property, PROVIDER shall assign such Intellectual Property to CHILDREN'S BOARD for no additional consideration and the CHILDREN'S BOARD may obtain in its name and may own all copyrights, trademarks, or patents on or for Intellectual Property. If the CHILDREN'S BOARD owns the Intellectual Property, no person, firm, or corporation, including PROVIDER, may use copyrighted or patented Intellectual Property or trademark without the prior written consent of the CHILDREN'S BOARD. Intellectual Property will not be used for personal gain of the PROVIDER or its employees, sub-contractors, agents, or others, other than to perform the services described in this Agreement.

31. Publicizing of CHILDREN'S BOARD Support: The PROVIDER agrees to acknowledge the CHILDREN'S BOARD support on all program materials, either electronic or print, by publishing the CHILDREN'S BOARD logo with a statement such as "funding for services generously provided by the CHILDREN'S BOARD OF HILLSBOROUGH COUNTY".

PROVIDER agrees to utilize every reasonable opportunity to publicize the support received from the CHILDREN'S BOARD, including publishing the CHILDREN'S BOARD logo on the PROVIDER website home page, establishing a link to the CHILDREN'S BOARD website on the PROVIDER website, and

displaying the CHILDREN'S BOARD logo in PROVIDER service locations and administrative offices.

PROVIDER agrees to request that media acknowledge the financial support received from the CHILDREN'S BOARD (e.g., radio, television, online publications or programs, or newspapers.) PROVIDER agrees to provide information about the CHILDREN'S BOARD each year to its employees and governing Board of Directors at regularly scheduled meetings. PROVIDER agrees to notify the CHILDREN'S BOARD of all outreach activities related to the services provided in this agreement in advance of the event.

32. Participation in 2-1-1 Human Services Data Base: The PROVIDER agrees to participate in the 2-1-1 human services database by listing and updating its agency and program information and profile with www.211atyourfingertips.org during the term of this Agreement.

33. Continuity of Operations and Emergency Management Services: The PROVIDER must have an Emergency Services Work Plan. The PROVIDER will submit to the CHILDREN'S BOARD a Disaster Verification Form within thirty (30) days of receiving an executed contract which attests that an Emergency Services Work Plan is in place and up to date to ensure that PROVIDER's property and services are able to respond and recover from any natural and/or man-made disaster/event.

- a. In the event of a local, state, or federal government declaration of a state of emergency pursuant to Chapter (252), Florida Statutes, or similar authorization, for all or part of Hillsborough County, the PROVIDER and the CHILDREN'S BOARD may agree, in an Emergency Services Work Plan that all or part of the unperformed Services under this Agreement shall be suspended and/or that all or part of the unperformed Services shall be revised, modified, reorganized, or changed into services to carry out Emergency Management as defined in Chapter (252), Florida Statutes, or similar law, (called "Emergency Management Services" in this Agreement). Such Emergency Management Services shall be performed at locations designated by the CHILDREN'S BOARD. The Emergency Services Work Plan may provide that all or part of the unpaid payments by the CHILDREN'S BOARD under this Agreement shall be used to pay PROVIDER for such Emergency Management Services. The Emergency Management Services may be performed separately, or in coordination with, or under the direction of other government agencies as designated by the CHILDREN'S BOARD. The PROVIDER shall assist in Emergency Management Services to the best of its ability.
- b. The CHILDREN'S BOARD may continue to pay the PROVIDER for up to six (6) months after a declaration of emergency to assist the PROVIDER in recovering its financial and institutional capacity that may have been diminished in performing Emergency Management Services.
- c. The Emergency Services Work Plan and any amendment may be in writing or may be temporarily implemented by oral agreement recorded in any form of audio recording with the consent of all parties.
- d. PROVIDER shall incorporate this Continuity of Operations and Emergency Management Services clause in all sub-contracts so that PROVIDER's sub-contractors have the same obligations toward PROVIDER as PROVIDER assumes toward the CHILDREN'S BOARD.

34. Costs of Litigation: The prevailing party in any litigation, administrative, or other proceeding arising out of the enforcement or interpretation of this Agreement will be entitled to recover from the other party the following fees, costs, and expenses: (1) Attorney's fees in or prior to suit, mediation, trial court, appellate court, bankruptcy court or before any administrative body (including arbitration); (2) all court, mediation, and

bankruptcy costs; (3) travel costs charged by the attorney, any consultant, or expert witness while working on the dispute or claim including travel costs for investigation, review, or analysis; or in preparing reports; or in preparing opinions, reviewing documents, contracts, or accounting records; or in preparing for or attending depositions, conferences, meetings, court, or mediation; (4) court reporter fees and litigation costs; (5) attorney, consultant or expert witness fees for all time spent in investigation, review, or analysis; or in preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in research; or in preparing for or attending depositions, conferences, meetings, court, or mediation; (6) certified public accountant fees for all time spent working on the matter, including, but not limited to, time spent in investigation, review, or analysis; or on preparing audits; or in preparing opinions, reviewing documents, contracts, or accounting records; or in preparing for or attending depositions, conferences, meetings, court, or mediation; and (7) all costs charged by the attorney, any consultant, or expert witness for services or copying, postage, long distance telephone calls, or preparing exhibits and all costs and expenses incurred by the prevailing party in conducting or defending the suit, action, or proceeding, including any costs that are taxable pursuant to any applicable statute, rule, or guideline (including, but not limited to, the Statewide Uniform Guidelines for Taxation of Costs in Civil Actions), as well as costs not taxable thereunder and including all attorney's fees and expenses, and court costs even if not recoverable by law including, without limitation, all fees, taxes, costs, and expenses incident to appellate, bankruptcy, reasonableness of the amount of attorney's fees and costs and post-judgment proceedings. The prevailing party shall be that party which shall have prevailed on a majority, but not necessarily all, of the material issues which were adjudicated in such proceedings. Nothing in this paragraph will be construed as requiring arbitration. This provision shall survive termination of this Agreement.

35. Public Entity Crimes: Per Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute s. 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

36. No Third-Party Beneficiaries: No third party will have any right to enforce this Agreement. This Agreement is intended for the sole benefit of the CHILDREN'S BOARD and the PROVIDER.

37. Governing Laws: This Agreement will be governed by the applicable laws, rules, and regulations of the State of Florida, Hillsborough County (without application of its conflict of laws provision) or the applicable laws, rules, and regulations of the United States when providing Services funded by the United States government.

38. Integration: This Agreement and the attachments referenced above contain the entire agreement between the parties. There are no other oral agreements which are inconsistent with the terms and conditions of this Agreement.

END OF GENERAL TERMS AND CONDITIONS

**CHILDREN'S BOARD OF HILLSBOROUGH COUNTY
 2025-2026 List of Required Demographic Data**

(Subject to change)

For Children and Families as participants served	Specification
First Name	
Last Name	
Children's Board ID (PERMID)	Automatically generated by data system
Participant Type	Adult; Minor Child; Teen Parent; Professional
Date of Birth	
Gender	Female; Male; Refused; Not Available
Ethnicity	Hispanic or Latino; Not Hispanic or Latino; Refused; Not Available
Race	White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Two or More Races; Refused; Not Available
Address	
City	
State	
Zip Code	
Child Grade	Not yet in school; Pre-Kindergarten; Kindergarten; 1st Grade; 2nd Grade; 3rd Grade; 4th Grade; 5th Grade; 6th Grade; 7th Grade; 8th Grade; 9th Grade; 10th Grade; 11th Grade; 12th Grade; Does Not Apply; Not Available
Child Free Lunch Eligible	Yes; No; Does Not Apply; Not Available
Number of Adults in Home	
Number of Children in Home	
Household Structure	Male (Single) Head of Household; Female (Single) Head of Household; Other-Relative/ Kinship Care (Single) Head of Household; Dual 2 Parent Household; Dual 2 Other- Relatives/ Kinship Care Household; Other; Refused; Not Available
Highest Education Level in Household	Some or no high school; High school graduate or GED; Technical Certificate; Some college; Associates Degree; Bachelor's Degree; Advanced Degree; Refused; Not Available
ASO FamilyID (if applicable)	
Program Start Date	
Program End Date	
Closure Reason	Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death
If Re-Enrolled, Program Start Date	
If Re-Enrolled, Program End Date	
If Re-Enrolled, Closure Reason	Completed service; No longer eligible; Voluntary withdrawal; Moved; Child removed from home; Incarceration; Death
Agency name	Automatically generated by data system
Program name	Automatically generated by data system

**Children's Board of Hillsborough County
PRO 2026 – 09 Request for Applications (RFA)
Small Nonprofit Grant
Appendix (#5)-Small Nonprofit Budget Instructions**

SMALL NONPROFIT BUDGET INSTRUCTIONS

The Budget is a Microsoft Excel document and has **three** columns:

- Column 1 (left side): includes the Total Program Budget for the proposed Program;
- Column 2 (middle): details the funds requested in this Application from the Children's Board for this Program;
- Column 3 (right side): The Budget Narrative is the description of how the total Program budget amounts were determined for each line item. Describe how the figures were calculated and what items or services will be purchased with the dollars budgeted.

REVENUES

Include **all** funding for the Program being proposed in Column 1 titled, "Total Program Budget". These funds could be from individuals, corporations or businesses, foundations and trusts, special fund-raising events, etc. List the CBHC funds requested in this application in Column (2).

Sub-total and Total Revenues lines are automatically calculated.

In the budget narrative, start by explaining these sources of revenue and indicate whether funds are committed or anticipated (i.e., fundraising), and the timeframe the funds are available.

EXPENDITURES

- Column (1) should include all expenditures for the total Program proposed in the Application.
- Column (2) includes all the expenditures for the CBHC funds requested.

- 1) **Salaries:** Include the title of each position working in the program, as well as a brief description of the duties for each position.
- 2) **Fringe Benefits:** Include fringe benefits paid to or on behalf of employees, including Federal Insurance Contributions Act Taxes (FICA), unemployment compensation, workers' compensation, health and life insurance, retirement, and long-term and short-term disability. List the amount budgeted for each benefit in its respective line item, including rates or percentage of salary expense.
- 3) **Other Vendor Services:** List costs of services rendered to the Program by consultants and other independent contractors during the contract period. Vendor services are primarily used for one-time or time-limited activities. Define the vendor service in the

narrative section, including a description of the service or deliverable and proposed fee.

- 4) **Building Lease/Rent:** Include the cost per square foot of the rented space, total square feet and the amount of the space being allocated. If other services are being provided in the same space during the facility's available hours, the % of total rent allocated should be adjusted. Include in-kind rent (if any) on a separate line in the rent line item. Include a narrative that clearly describes the methodology for how the costs were calculated. Shared touch down space may be budgeted.
- 5) **Occupancy Allocation:** *This line item is only used when the building is owned by the agency:* An occupancy allocation can be budgeted that includes expenditures directly related to the general maintenance of the assigned square footage if those items are not being charged in the other lines in the occupancy category. Clearly explain what expenses are included and how the allocation was calculated in the narrative. The allocation should be based on square footage used and should be described in the narrative.
- 6) **Janitorial Expense:** Include the cost of regular cleaning services of the space utilized by participants and its frequency. Allocate the share of the expense based on the square footage used by the program participants. Do not allocate cost for staff offices unless the space is used by program participants.
- 7) **Security:** Include the cost of monthly monitoring of a security system. Allocate the share of the expense based on the square footage used by the program participants. Do not include the cost to purchase, install a system or the cost of security personnel.
- 8) **Telephone:** *Land lines:* Include the cost for office phone system services utilized by program staff. *Cell phones:* The monthly cost for voice service for cell phones may be included for direct service staff at a maximum of \$35 per month. List the position(s) being provided with the allowance.
- 9) **Internet:** Describe the total cost for the office internet and how the percentage was allocated for the direct use for the program. Do not allocate a portion of an existing internet or wireless system. Include cost for air cards or data plans for laptops or tablets used in the field for positions providing community based services that document services while out in the field at a maximum cost of \$45 per month. List the positions being provided data plans or air cards.
- 10) **Utilities:** Describe the specific types of utility costs and the total cost for the agency or building and how the cost for the program was allocated. Allocate the share of the expense based on the square footage used by the program participants.
- 11) **Local Travel (Mileage):** This is the cost for travel in Hillsborough County for employees to provide services to clients, attend program related meetings, or attend local training events. Reimbursements will not be made for travel from or to the person's residence or the destination that is a regularly assigned work location. Therefore, if the person's headquarters or primary work location is their residence and their work locations

change daily, the initial mileage to their first work location and the mileage from their last work location to their residence each day are not reimbursable. If a provider agency office is not in Hillsborough County, the cost of driving from the office to the first destination in Hillsborough County is unallowable.

- 12) Training/Conference Expense & Travel:** CBHC will reimburse for conferences directly related to the tools/outcomes in the contract and program model. Include the name of the conference, the cost (known or estimated) of the conference registration, travel (air or out of town mileage), hotel, and meals as applicable in this line item. Include number of attendees and their positions. If the conference is out of town, transportation to and from the airport and hotel may be included in the budget. Meal expense should be budgeted by using the federal rate (see www.gsa.gov for Meal Expenses Breakdown). Actual meal expense is not reimbursed. If a meal is provided at the conference, CBHC does not reimburse for that per diem meal. Do not include the cost of a rental car unless pre-approved by CBHC.
- 13) Rent & Lease/Equipment:** Include the rental cost for equipment. Briefly describe the cost and how it will be used in the program.
- 14) Insurance:** Include the cost for liability, vehicle, and property insurance in this line. Describe the total insurance cost for the agency and how the cost for the program was allocated. If property insurance is allocated, the square footage method must be used.
- 15) Postage:** Explain how the amount was calculated.
- 16) Printing & Copying:** Include outside printing cost and briefly describe specific items to be printed.
- 17) Advertising:** Include advertising for vacant positions or legal ads only.
- 18) Outreach:** Include advertising for Project activities or events, purchases of give- away items for outreach events, and vendor fees. Include a description of where the ads will be purchased and/or what types of items will be purchased and for what purpose.
- 19) Membership/Subscriptions/License:** Include items that support and directly relate to the Program. Be specific with titles and if purchased for the organization or a staff member. Only include the cost of memberships, subscriptions, and licenses for up to one year.
- 20) Background Screening (Volunteers):** Include costs for level II background screenings for volunteers only (including interns). Costs for fingerprinting employees are considered to be an administrative/indirect cost (see the administrative/indirect section).
- 21) Information Technology Expense:** Include IT expense for data systems, servers or other organizational IT infrastructure. Provide detail of what is being purchased and how the amount was calculated.
- 22) Office Supplies:** Provide detail of what will be purchased if known and how the amount was calculated. A maximum of \$25 per month per FTE may be allocated to the program budget if the amount was calculated as an allocation per FTE.
- 23) Computer Supplies:** Include computers, software, printer ink and other computer supplies. Provide detail of what will be purchased, how the amount was determined, and if for staff or community use. CBHC will pay a maximum of \$1,600 per computer (includes accessories).

24) Operating Supplies: Include consumable supplies that are not educational, office or computer supplies. Provide detail of what will be purchased if known and how the amount was determined in the budget narrative.

25) Educational/Curriculum Supplies: Include all supplies that staff or clients use during program activities. This includes books, curriculum, educational toys, educational materials, snacks, backpacks, basic need items, etc. Provide detail of what will be purchased and how the amount was calculated.

26) Evaluation Supplies: Include tools and/or questionnaires purchased in order to evaluate the program and/or participants in this line. Provide detail of what will be purchased and how the amount was calculated.

27) Training Supplies: Include the cost of supplies when the organization is providing the training for the community, program participants or staff members. Provide detail of what will be purchased and how the amount was calculated.

28) Client/Participant Supplies: Items given to the client (to keep or consume) that support program outcomes. Examples are educational toys, written educational materials, snacks, school supplies, safety products, and basic needs items.

29) Community Activities & Events: Include items purchased for group or community activities including events with volunteers that support program activities in this line. Describe the activity, frequency, and estimated cost per each item/activity. Examples include: food, volunteer stipends, items for events, community service projects, or the cost for field trips (for educational activities included in the matrix to support service delivery model).

30) Transportation for Clients: Include the cost for vehicle rental, bus passes, cab vouchers, and/or any other expense to transport clients to services or events. If an agency-owned vehicle is used, allowable expenses include the costs for a driver and fuel for the vehicle. Costs may be included for services provided by Uber Health (subject to CBHC approval).

31) Family Advisory Council: Include expenses for Family Advisory Council(s) comprised of program participants in this line. This includes items directly associated with the budget managed by the Family Advisory Council.

32) In-Kind Expense: Include the monetary value of all services and items donated to the program except in-kind rent (included in occupancy) on this line. List each type separately, for example, volunteers, donated goods, food, etc.

33) Administrative/Indirect Cost: This is an allowance (allocation) meant to account for the administrative costs associated with operating the program (if applicable), which are not directly attributable to direct program services. Provide a brief narrative that identifies some of the agency administrative costs that the allowance will help offset. Examples of expenditures considered to be administrative are executive staff, fund development, fundraising, information technology staff and expenditures, administrative and data entry staff, human resources (including fingerprinting and background screens for employees), the cost for an agency audit, and finance staff. *The administrative/indirect allocation requested from CBHC cannot exceed 12% (agency budget greater than \$750,000) or 20% (agency budget less than \$750,000) of the total direct expenditures.*

34) **Total Expenditures:** Sum of all expenditures. This line is automatically calculated.

35) **Excess (Deficit):** Difference between total revenue and total expenditures. (All Children's Board Budget Request columns must be in balance – no excess or deficit is allowed.)

Unallowable Costs

The following items are unallowable as direct expenses (not an exhaustive list):

Salaries and Benefits

- Sick time payout when an employee leaves the position or upon contract termination or program closure
- Severance pay upon employee resignation, contract termination, or program closure
- Payroll processing fees
- Tuition reimbursement
- Incentives
- Bonuses

Occupancy

- Rent for storage space
- Mortgage payments (interest and principal)
- Interest
- Depreciation
- Taxes
- Major maintenance or capital improvements
- Lawn maintenance
- Maintenance staff
- Security staff
- Pest control
- Garbage pick-up
- Costs associated with buildings/space not used by the funded program

Other Operating Costs

- Cost to attend Nonprofit Leadership Center trainings (CBHC has separate contract with NLC)
- Rental cars
- Vehicle lease or purchase
- Vehicle maintenance
- Allocation of existing costs of an agency that do not directly relate to producing outcomes in the contract
- Postage machine rental or purchase
- Religious materials
- Prepaid gift cards (unallowable in most circumstances)
- Florida sales tax

**Children's Board of Hillsborough County
PRO 2026 – 09 Request for Applications (RFA)
Small Nonprofit Grants
Appendix (#6)-Community Review Team Scoring Criteria/Checklist**

Community Review Team Scoring Criteria	Points Range
<p>2. COVER SHEET AND SIGNATURE PAGE (Attachment #1) (maximum 5 points)</p> <p>Required Cover Sheet and Signature Page has two components: Complete Cover Sheet form within SurveyMonkey Apply.</p> <p>An Authorized Agency Official (CEO, President, Executive Director, or Board Chair) must sign Signature Page</p>	<p>Score: _____</p> <p>(4-5)- All fields answered and completed correctly; Submitted with signature.</p> <p>(2-3)- Some fields left blank or not completed correctly; Lacked detail requested. Submitted with incorrect signature.</p> <p>(0-1)- Most or no fields completed correctly. Signature page not submitted or no signature.</p>
<p>2.1.1 AGENCY OVERVIEW AND CAPABILITY (maximum 15 points)</p> <p>a) List of management staff to include names and titles (indicate if paid or volunteer);</p> <p>b) How will funds strengthen the ability of the Agency to operate effectively;</p> <p>c) How does the Agency ensures equal opportunity to employ staff, and recruit Board members or volunteers based on community and agency needs;</p> <p>d) Disclose any history of contract cancellation, filing of bankruptcy, lawsuits against the Agency or its predecessor Agency;</p> <p>e) Indicate which accounting system is used by the Agency;</p> <p>f) Provide an example of how an Agency's written financial policy and procedure is used in daily operations for managing grants; and</p> <p>g) Describe quality assurance procedures for managing grant funding for:</p> <ul style="list-style-type: none"> • Contract compliance; • Meeting reporting deadlines; and • Fiscal accountability. 	<p>Score: _____</p> <p>(11-15)- All bullet points addressed; agency infrastructure and financial capability evident.</p> <p>(6-10)- Some bullet points not addressed; agency overview and financial capability not clear.</p> <p>(0-5)- Not well constructed; lacked too many details to ascertain agency capability of grant management.</p>

<p>2.1.2 PROGRAM SUMMARY (maximum points 15)</p> <p>a) Describe the local need and the area proposed to be served in Hillsborough County;</p> <p>b) Specify proposed program eligibility for participants to be enrolled;</p> <p>c) What main services will be provided to address the need? o Also, specify location, duration, and frequency of main services;</p> <p>d) List at least three outcomes from the following link that the proposed services will achieve; <u>2025 - 2026 OUTCOMES AND RECOMMENDED MEASURES</u></p> <p>e) What staff and/or volunteer training is required to sustain quality service delivery;</p> <p>f) Describe strategies to enroll participants;</p> <p>g) Describe strategies to retain participants; and</p> <p>h) How will staff and practices be respectful and responsive to the needs of people served?</p>	<p>Score: _____</p> <p>(11-15)- All bullet points addressed; local need clear, program design connects with priority population; clear activities and method of service delivery; sound strategy to engage and retain participants; and responsive to population being served.</p> <p>(6-10)- Some bullet points not addressed; or lacked some details.</p> <p>(0-5)- Not well constructed; lacked too many details to understand program components.</p>
<p>2.2 BUDGET (Attachment #2) (maximum 15 points)</p> <p>The Budget summarizes the revenues and expenditures for the Program proposed in the Application. Refer to Small Nonprofit Budget Instructions in Appendix (#5).</p> <ul style="list-style-type: none"> • Year One maximum award is up to \$50,000 • Year Two annualized amount may be up to \$100,000 	<p>Score: _____</p> <p>(11-15)- All requirements met; expenditures connect to program; narratives explain calculations.</p> <p>(6-10)- Some requirements not met; areas completed incorrectly or included unallowable expenses; connected to program with some exceptions; some narratives incomplete.</p> <p>(0-5)- Not well constructed; no connection to program and some or all narratives left blank.</p>
<p>Total Points</p>	<p>____ / 50</p>