Request for Applications:

Healthy Families Florida Home Visiting Service Provider

Brevard County

RFA # 2425-01

Letter of Intent Deadline: April 5, 2024 (Strongly Encouraged)
Application Deadline: April 19, 2024; 5:00 pm

Ounce of Prevention Fund of Florida
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BACKGROUND

The Ounce of Prevention Fund of Florida is seeking an eligible Lead Implementing Agency to administer the Healthy Families Florida (HFF) program within the selected geographic service delivery area of Brevard County, Florida.

HFF is a nationally accredited, evidence-based voluntary home visiting program affiliated by Healthy Families America (HFA). The program contributes to the economic prosperity of Florida by preventing child abuse and neglect, promoting healthy child development, and improving family self-sufficiency.

Parents voluntarily participate in services provided in their homes. Trained support specialists help them improve their parenting skills and achieve goals that increase family stability and self-sufficiency. Participants enroll in HFF during pregnancy or shortly after the birth of the baby, so they gain the knowledge and skills they need right from the start, before abuse or neglect ever occur.

Eligible parents and caregivers are those with challenging life circumstances present in the family, which are shown by research to put children at higher risk of maltreatment. This can include limited income, history of abuse as a child, exposure to family violence, mental health concerns, substance use concerns, as well as unrealistic expectations about parenting and child development. Families that are eligible indicate these risk factors on the Florida Prenatal Risk Screen or similar tool or are referred by the Department of Children and Families or other approved family-serving agency, are pregnant or have a child under three months of age and live in the service area.

Healthy Families equips parents to overcome challenges and provide their children with safe, nurturing experiences that promote healthy growth and development. Families receive services tailored to meet their unique needs and risk factors. At the start of services, families participate in an assessment process to identify needs and prioritize services. Families are offered visits weekly at enrollment and then at a decreased frequency as the family becomes more stable.

During visits, Family Support Specialists:

- Coach participants to recognize and respond to their babies' needs at every developmental stage.
- Educate parents on the importance of immunizations and well-child checks.
- Connect parents and children to medical providers.
- Model, observe, and assess positive parent-child interaction that promotes bonding and healthy brain development.
- Screen for parental depression and child developmental delays.
- Assess parenting self-confidence and competencies.
- Teach parents positive discipline techniques, how to cope with the day-to-day stress of parenting in healthy ways and how to problem solve when crises arise.
- Empower parents to set goals that lead to family well-being and self-sufficiency.
- Help parents recognize and address potential safety hazards in and around their homes.

- Provide information on prevention topics including safe sleep practices, water safety, and ways to cope with crying to prevent common preventable causes of child injury and death.
- Connect parents to community resources that address their unique needs and strengthen their family.
- Assist parents in building resiliency and protective factors including social connections, knowledge of child development, healthy intimate partner relationships, and concrete supports.

Strong community partnerships are necessary to connect families with additional needed services such as childcare, mental health counseling, substance abuse treatment, and domestic violence intervention services.

HFF is administered by the Ounce of Prevention Fund of Florida (OPFF) and implemented locally by selected lead agencies. Currently, there are 35 Lead Implementing Agencies serving all 67 Florida counties. Lead agencies are required to implement the HFF model with fidelity by adhering to all standards and guidelines of the HFA national model, all policies and procedures of the HFF program, and all contract requirements.

The Ounce of Prevention Fund's HFF Central Administration Office is based in Tallahassee, Florida, and subcontracts with the aforementioned lead implementing agencies across Florida to provide Healthy Families services to eligible participants. The HFF Central Administration provides training, technical assistance, program coordination, quality assurance, evaluation, data management, and continuous quality improvement services to subcontracted agencies.

CRITICAL PROGRAM ELEMENTS AND MODEL FIDELITY

The applying Lead Implementing Agency will agree to implement the HFF model according to the following critical program elements as established by HFA and the HFF Central Administration:

❖ **Initiation of Services**

- Initiate services early, ideally during pregnancy.
- Use the HFF assessment tool to determine family strengths and risks.
- Offer services voluntarily and use personalized, family-centered outreach efforts to build trust with families.

❖ **Service Content**

- Offer services intensely and over the long term, with well-defined progress criteria and a process for increasing or decreasing intensity of service. Services are offered for three to five years based on the unique needs of the family.
- Services focus on supporting the parent(s) as well as the child by cultivating the growth of nurturing, responsive parent-child relationships and promoting healthy childhood growth and development within a caring community.

- Link families to a medical provider to ensure optimal health and development. Depending on the family's needs, they may also be linked to additional services related to: finances, food, housing assistance, school readiness, child care, job training, family support, substance abuse treatment, mental health treatment, and domestic violence resources.

❖ **Staff Selection and Training**

- Services are provided by staff in accordance with principles of ethical practice and with limited caseloads to ensure Family Support Specialists have an adequate amount of time to spend with each family to meet their unique and varying needs and to plan for future activities.

- Service providers are selected because of their personal characteristics, their lived expertise and knowledge of the community they serve, their ability to work with culturally diverse individuals, and their knowledge and skills to do the job.

- Service providers receive intensive training specific to their role to understand the key components of family assessment, home visiting, and supervision.
- Service providers participate in the statewide training system established by Healthy Families Florida and ensure staff receive in-service training specific to their role as prescribed in the HFF Policies and Procedures.

- Service providers receive ongoing, reflective supervision so they are able to develop realistic and effective plans to support families.

PURPOSE AREAS

The major purpose areas for this funding, which are based on the goals of the Healthy Families Florida Program, are to:

- Prevent the incidence of child abuse and neglect.
- Enhance parents' ability to create stable and nurturing home environments.
- Promote child health and development.
- Promote self-sufficiency.
- Increase parents' ability to develop positive parent-child relationships.
- Ensure that families' social and medical needs are met.
- Ensure families are satisfied with program services.

The Ounce of Prevention Fund of Florida is seeking applications from organizations that have the capacity to address each of these purpose areas, implement the model to fidelity, and produce expected outcomes for families in the service area. Applicants should provide examples of the organization's prior experience, work, and capacity in these areas.

FUNDING STRUCTURE

The Ounce of Prevention Fund of Florida, the fiscal agent of Healthy Families Florida, will provide $948,500 in base funding. The Ounce of Prevention Fund of Florida will also provide $69,000 in additional funding to support the Behavioral Health Navigator enhancement. The total amount of funding will be $1,017,500.

Funding Agency	Funding Amount
The Ounce of Prevention Fund of Florida Base Funding	$948,500.00
Behavioral Health Navigator Enhancement Funding from the Ounce of Prevention Fund of Florida	$69,000.00

The funding amount listed above is subject to change based on availability of funds.

The Ounce of Prevention Fund of Florida will require monthly cost-reimbursement invoicing based on approved budget and performance reports.

FAMILIES TO BE SERVED

The number of families served for the term of the agreement will be a minimum of 150 per month for Fiscal Year 2024-2025.

DEFINITION OF TERMS

Due to the large number of definitions pertinent to the Healthy Families Program, only some of the most used terms are included below. Additional definitions are included in the OPFF Contract Template and can be found at: http://www.healthyfamiliesfla.org/RFAs.html

- **Eligible** – The term used in reference to families who are eligible for HFF services to address risk factors that put their child or children at risk of abuse or neglect or other adverse childhood outcomes.

- **Focus Child** – A child whose birth resulted in the family being eligible for HFF services.

- **HFA Best Practice Standards** – The Best Practice Standards describe expectations of fidelity to the Healthy Families America model and the research based critical elements of the model. These critical elements serve as the overarching concepts defining the Healthy Families America model. The Standards also include a section on Governance and Administration which articulates expectations for effective site management.

- **HFF Central Administration** – The Healthy Families Florida Central Administration Office is based in Tallahassee, Florida with administrative oversight from The Ounce of Prevention Fund of Florida. The HFF Central Administration Office subcontracts with lead implementing agencies across Florida to provide Healthy Families services to eligible

participants. The HFF Central Administration provides training, technical assistance, program coordination, quality assurance, evaluation, and continuous quality improvement services to subcontracted agencies.

- **HFF Policies and Procedures** – In addition to the HFA Best Practice Standards, the HFF subcontract for services, and other relevant guiding documents, the HFF Policies and Procedures include direction for the administrative and programmatic functions of the HFF local programs.

- **Lead Implementing Agency** – An eligible agency or organization responsible for the provision of Healthy Families services. The lead implementing agency shall have the fiscal and administrative capacity to implement the program. The lead implementing agency shall also have experience in administering home visiting or other prevention programs, preferably working with the birth to five population.

- **Program Participant** – An individual who voluntarily participates after having been assessed as needing Healthy Families services using Healthy Families Florida Assessment Tool, risk screen, or referral from eligible partner agency and meets the eligibility criteria.

- **Service Delivery Area** – A county, high-risk zip codes within a county, or multiple contiguous counties that have a high incidence of child abuse or neglect and other risk factors such as substance abuse, domestic violence, teen pregnancy, juvenile crime, single-parent families, low education level, infant mortality, and poverty.

- **Service Population** – Families who participate must indicate specific risk factors on the Florida Prenatal Risk Screen or similar tool or be referred by the Department of Children and Families or other approved partner agency, be pregnant or have a child under three months of age and live in the service area.

ELIGIBLE LEAD IMPLEMENTING AGENCIES

The Lead Implementing Agency must be a:

- Private, nonprofit community-based organization that is incorporated and has 501(c)(3) status, or
- Public community-based organization, including units of local government, or
- Public University, College, or Educational Institution that provides direct services to clients in similar programs, or
- Children's Services Council.

Eligible applicants are currently providing services to families in Brevard County, Florida. Child Protection Services and Community-Based Care Lead Agencies are not eligible to apply for this funding opportunity.

SERVICE AREA/LOCATIONS/TIMES

Services will be provided to eligible families who live within the selected geographic service delivery area of Brevard County, Florida. Services must be made available to eligible families in all zip codes within Brevard County.

Services will be offered to eligible participants for a minimum of three years and up to five years, using the leveling criteria developed by HFF. Flexible hours (including weekends) must be established to the extent necessary to accommodate the schedules of working and in-school families.

PROGRAM REQUIREMENTS

The HFF Central Administration will provide support and monitoring, which will include ongoing training, technical assistance (TA), quality assurance (QA), evaluation, and overall program guidance. This may include, but not be limited to onsite training and TA, virtual training and TA, data collection via the HFF Performance Management System, frequent communication via email, phone and webinar, continuous quality improvement activities, fiscal support, and annual QA visits. Funded Lead Implementing Agencies and their designated staff must participate in all sponsored grant program activities. Successful applicants should expect to engage in intensive, proactive technical assistance for the duration of the grant period and to participate in the HFA accreditation process if it occurs during the grant period.

❖ The Lead Implementing Agency also agrees to:

- Develop and implement a quality assurance plan to monitor service provision, performance, and compliance with HFA standards, HFF policies and procedures, and HFF subcontract requirements.

- Collect and enter all required data into the Healthy Families Florida Tracking System in the format and at the frequency specified by HFF Data Collection Forms and Guidelines.

- Meet background screening requirements for all staff according to the requirements of the HFF subcontract. Staff must clear a Level 2 background screening prior to hire. The Lead Implementing Agency will maintain these results in employee personnel files and submit a signed Florida Department of Children and Families Letter of Affidavit on Level 2 Background Screening each State fiscal year (no two such affidavits shall be signed more than 13 months apart).

- Verify employment eligibility through E-Verify within three business days of hire for each employee.

- Participate in quality assurance, technical assistance, training, and HFA accreditation as directed by the HFF Central Administration.

- Use the Growing Great Kids® curriculum (GGK) as the main home visiting curriculum and all other tools and resources as required by the HFF Central Administration. GGK manuals are provided by the HFF Central Administration for use with families.

- Participate in the Coordinated Intake and Referral process administered by the local Healthy Start Coalition. This includes participation in local home visiting coordination activities, diligent review of local referral data, trouble-shooting referral issues, and advocating for referral parity for the HFF program.

- Actively promote the program in the community to raise awareness, recruit participants, and engage community organizations in support of the mission to prevent child maltreatment.

- Coordinate with other home visiting and family support programs to meet the needs of families and ensure an integrated service delivery system for families. Lead Implementing Agencies must have signed memorandums of agreement (MOA) with local family serving agencies including, but not limited to, the local Department of Children and Families, other home visiting programs, behavioral health programs, housing and other self-sufficiency service agencies, Healthy Start providers, Healthy Start Coalition(s), child welfare agencies such as the local Community Based Care Agency, and Early Learning Coalitions. MOAs with community providers are required within six months of contract execution. Preference will be given to applicants with existing community agreements that link families to the aforementioned resources/programs and other family serving agencies.

- Ensure that program staff have a broad knowledge of local community resources and programs and know how to refer families to community agencies to meet their local needs.

- Develop and maintain a community advisory committee that serves in an advisory capacity in planning, implementation, and continuous improvement of the program. The Healthy Families Advisory Committee can be a part of an existing group committed to similar goals or can be developed as a separate committee after contract execution.

- Implement administrative and program policies and procedures in alignment with HFA Best Practice Standards and HFF Policies and Procedures.

See the HFF Subcontract Template on The Ounce of Prevention Fund of Florida website for more detailed information on contract provisions and requirements http://www.healthyfamiliesfla.org/RFAs.html

CORE PARTICIPANT OUTCOMES AND PROCESS MEASURES

The Lead Implementing Agency agrees to utilize the HFF Data System to track program participant data and work to meet or exceed the goals for the following core participant outcomes and process measures:

- Ninety-five **(95)** percent of children in families participating in the HFF program for more than six months shall have no findings of "verified" child maltreatment during services.
- Ninety-five **(95)** percent of children in families who complete the program will have no findings of "verified" child maltreatment during the 12 months following completion.
- Eighty **(80)** percent of all families will enroll in the program prenatally or within the first three months after the birth of the focus child.
- Eighty **(80)** percent of mothers enrolled in the site will not have a subsequent pregnancy within two years of the focus child's birth.
- Eighty **(80)** percent of focus children will be fully immunized by 24 months of age.
- Eighty-five **(85)** percent of focus children will be up to date with well-child checks at 24 months of age.
- Eighty-five **(85)** percent of focus children over 24 months old will have the most recent well-child checks according to schedule.
- Eighty **(80)** percent of primary participants that close on level three, level four, or completed the program will have improved or maintained self-sufficiency while enrolled in the program.
- Ninety **(90)** percent of focus children enrolled in the site six months or longer will be linked to a medical provider.
- Ninety **(90)** percent of primary participants enrolled in the site six months or longer will be linked to a medical provider.
- Ninety-five **(95)** percent of families receiving home visiting services will report overall satisfaction with the services they received.
- Ninety **(90)** percent of all families are assessed within 30 days of enrollment.
- Ninety **(90)** percent of families participating in the site will develop a Family Goal Plan with their home visitor within the first 90 days of enrollment.
- Ninety **(90)** percent of focus children will receive age-appropriate developmental screenings according to the schedule using the Ages and Stages Questionnaire 3, Third Edition (ASQ 3).
- Ninety **(90)** percent of focus children will receive age appropriate social-emotional screenings according to the schedule using the Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ:SE-2).

- Ninety **(90)** percent of participants will be administered the CHEERS Check-In (CCI) Tool according to the schedule.
- Seventy-five **(75)** percent of participants will have received at least seventy-five **(75)** percent of home visits according to the participant level.
- Sixty-five **(65)** percent of families that enrolled 12 to 24 months earlier will be retained for at least 12 months.
- Eighty-five **(85)** percent of participants will have the baseline Healthy Families Parenting Inventory (HFPI) administered to them within the designated time period.
- Eighty-five **(85)** percent of participants will have the subsequent interval of the HFPI administered to them according to the designated intervals for the tool.
- Eighty-five **(85)** percent of participants who were low on one more HFPI subscales will improve on at least one of the low subscales from baseline to six months.
- Eighty **(80)** percent of participants that enroll prenatally will have the Edinburgh Postnatal Depression Scale (EPDS) administered to them at least once prenatally.
- Eighty **(80)** percent of participants will have the EPDS administered to them within the designated time period after the birth of the focus child.
- Eighty **(80)** percent of participants will have the EPDS administered to them within the designated time period for any subsequent pregnancies.

UNALLOWABLE AND OUT OF SCOPE ACTIVITIES

The following activities are either unallowable through this grant funding or have been determined to be out of scope by HFF Central Administration. Applications that propose these activities will receive a deduction of points during the review process. The following are unallowable and/or out of scope activities:

- Research projects (This does not include program assessments conducted for internal improvement or grant reporting purposes)
- Lobbying
- Fundraising
- Construction
- Purchase of real property or vehicles

Applications that compromise child or family safety in any way will be eliminated from the review process and for consideration for this grant funding opportunity.

ACCOMODATIONS AND LANGUAGE ACCESS

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, Deaf or Hard of Hearing individuals, and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos, and other materials must ensure that they are accessible to persons living with disabilities.

APPLICATION AND SUBMISSION INFORMATION

Schedule of Events

Activities	Dates
Request for Applications Available	March 22, 2024
Pre-application Questions	March 29, 2024
Pre-application Questions Response Posted	April 3, 2024
Letter of Intent (Strongly Encouraged)	April 5, 2024
Deadline for Submission	April 19, 2024; 5:00 pm EST
Notification of Awards	May 10, 2024; 5:00 pm EST
Project Initiation	July 1, 2024

Pre-Application Questions

Applicants must email HFFdeliverables@ounce.org with questions related to clarifying the Request for Proposals. Questions will be accepted through Friday, March 29, 2024 at 5:00 pm. Responses will be provided no later than Wednesday, April 3, 2024 at 5:00 pm. Responses will be posted on the Healthy Families Florida website at http://www.healthyfamiliesfla.org/RFAs.html. When submitting questions, in the subject line of the email, please include: "Intent to Apply for Healthy Families Funding RFA Question".

Intent to Apply

Applicants are strongly encouraged to submit a Letter of Intent email to HFFdeliverables@ounce.org by no later than Friday, April 5, 2024, at 5:00 pm. In the subject line of the email, please include "Intent to Apply for Healthy Families Florida Local Program Funding".

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will result in the application not being considered for funding. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. HFF Central Administration will not contact applicants for missing items. For each section listed below, please see the

corresponding maximum point value that may be assigned during the external peer review scoring process.

Application Deadline

An application submission is complete if the application has been submitted via email to HFFdeliverables@ounce.org by the deadline and contains each required element. The deadline for applying for funding under this announcement is Friday, April 19, 2024, by 5:00 pm EST. Applicants are strongly recommended to select "return receipt requested" in the email settings prior to submitting the application. Hardcopies are not required. However, it is the applicant's responsibility to ensure they receive email verification that the application has been received by the HFF Central Administration Office. Applicants should plan to submit applications early to verify receipt by the HFF Central Administration Office. It is anticipated that applicants will be notified of the outcome of their application by Friday, May 10, 2024, at 5:00 pm EST.

Formatting and Technical Requirements

Applicants must follow the requirements below and must follow the order described in this RFA for review and scoring purposes.

- One-inch margins
- Type no smaller than 12-point, Times New Roman font
- Proposal Abstract (no more than one **single spaced** page)
- Project Narrative (no more than 25 **single spaced** pages)
- Organizational Chart (does not count in the Project Narrative page limit)
- Completed Attachment 1: Assurance/Certification Page included as the Cover Page to the application submission
- Completed Attachment 2: Provider Self Evaluation
- Completed Program Budget http://www.healthyfamiliesfla.org/RFAs.html
- Completed Financial Viability Test http://www.healthyfamiliesfla.org/RFAs.html
- Page Numbers

Proposal Abstract (5 Points)

The Proposal Abstract must be single spaced and limited to one page. When read separately from the rest of the application, the Proposal Abstract is meant to serve as a succinct and accurate description of why the applicant is the best fit to implement Healthy Families services in Brevard County. Describe how the Lead Implementing Agency will carry out the Healthy Families Program Purpose Areas listed in this Request for Applications (RFA).

Project Narrative (70 Points)

The Project Narrative must be single-spaced and limited to 25 pages. This section will be rated on the extent to which the applicant successfully addresses the following criteria:

A. Service Area Information (10 of 70 Points)

- Describe the agency's current involvement in the service area in which the program will be implemented.

- Describe the priority population(s) to be served, including current or prior populations served that are similar to the Healthy Families eligible population.

- Include gaps and barriers in the service area as it relates to the Purpose Areas listed in this RFA and the priority population(s).

B. Organizational Profile and Capacity (20 of 70 Points)

- The Agency's mission, vision, and guiding principles.

- A brief history of services provided for families and children. This shall include experience in administering home visiting or prevention services.

- A description of how the goals and philosophy of the Agency are consistent with the HFF program and justification for why the Agency is the appropriate provider to implement the HFF program.

- A description of how the goals and philosophy of the Agency are consistent with the goals of HFF.

- A description of the Agency's current and historical collaborative partners and the role(s) of the Agency in these collaborative effort(s). This should include a description of the Lead Implementing Agency's local partnerships that will support implementation of the HFF program. Narrative must include demonstrated relationships with existing boards, coalitions, planning groups, businesses, neighborhood associations, public and private providers, and consumers. The Agency must demonstrate collaborative partnerships with the local Healthy Start Coalition, Community-Based Care Lead Agency, Children's Services Councils (if applicable), County Health Department, Head Start, Early Learning Coalition, and substance abuse, domestic violence, and mental health service providers.

C. Organizational Structure (15 of 70 Points)

A detailed description of the process for integrating HFF staff and services into the existing agency infrastructure shall include:

- A description of the current overall agency organizational structure. Attach an Organizational Chart (Chart does not count in the Project Narrative page limit).

- A description of the proposed Healthy Families program organizational structure, including agency organizational chart, plan for supervision of the HFF Program Manager, fiscal oversight, and administrative services.

- Proposed Healthy Families Advisory Committee membership (an existing body or newly formed committee) to provide programmatic oversight and guidance to the HFF program.

- The qualifications (relevant education and training) and experience of staff necessary to oversee the implementation of the Healthy Families program, including the program manager, the individual who will supervise the program manager, and any other key staff positions identified. This should include currently employed staff as well as new hires or transferred staff who will work on the project.

D. Implementation Plan (25 of 70 Points)

- A Transition Plan for how the agency will begin implementing the Healthy Families program in the service area. This plan should include, but not be limited to: hiring staff, transitioning existing program participants to new home visitors, and who will oversee the transition within the organization.

- How the lead implementing agency will provide oversight and quality assurance to ensure successful operation of the Healthy Families Program.

- How the Healthy Families Local Program will coordinate with the local Healthy Start Coalition(s), including how the screening process for Healthy Families will be coordinated with the local Healthy Start screening/intake process and how Healthy Families will obtain the Prenatal Risk Screens and/or referrals.

- How the Healthy Families Local Program will work with any other existing home visiting programs to avoid duplication of effort and coordinate with family support services that families need such as substance abuse counseling and/or treatment, domestic violence centers, mental health providers, childcare, transportation, etc.

- How the Healthy Families Local Program will coordinate a transition phase to transfer the local HFF program from a prior Lead Implementing Agency if applicable.

- A monthly timetable for implementing Healthy Families, including key steps, activities, decisions, and events to meet the stated goals and objectives of program within the first 12 months of implementation. This shall include the date when the selected lead implementing agency begins operating the Healthy Families program (anticipated July 2024) as well as the transition phase of the program. The potential lead agency may include timetables, diagrams, and charts to aid the reviewer's understanding.

PROGRAM BUDGET (25 Points)

This section will be rated on the extent to which the budget is reasonable and within the established limits, and the extent to which budget costs correspond with proposed project activities. A proposed 12-month line-item budget and narrative form shall be completed using the OPFF budget template http://www.healthyfamiliesfla.org/RFAs.html. The following guidance shall be followed in the development of the proposed budget:

- Salaries and Benefits shall reflect market-rate salary estimates for the core positions for the HFF program.

- Administrative costs may not exceed 10 percent of the total HFF grant amount. Administrative costs are defined as overhead costs related to administering the Healthy Families project. Applicants may reference the HFF Fiscal Manual, which can be found at: http://www.healthyfamiliesfla.org/RFAs.html.
- Completed Provider Self Evaluation (Attachment 2)
- Completion of Financial Viability Test http://www.healthyfamiliesfla.org/RFAs.html.

Cash and In-Kind Contributions

The Provider must provide and maintain contribution towards the OPFF/ HFF grant funds for the HFF program amounting to a minimum of twenty-five percent (25%) of the base funding provided by the Ounce of Prevention Fund of Florida.

Staffing Requirements

The staff composition funded by HFF dollars and contributions is identified in the following proposed Staff Composition Table and based on a 40-hour work week. Please see the Contract Template and Core Staff Position Titles document on the OPFF website http://www.healthyfamiliesfla.org/RFAs.html.

HFF Core Positions	Total # of FTEs	# of FTEs Funded by HFF Dollars	# of FTEs Funded by Cash Contributions	# of FTEs Funded by Other Funding
Program Manager	1	0	0	0
Supervisor	2	0	0	0
FSES	10	0	0	0
Data Entry	1	0	0	0
Behavioral Health Navigator (Nav)	1	0	0	0
SUBTOTAL FTE	**15**	**0**	**0**	**0**
TOTAL FTE	**15**	**0**	**0**	**0**

Insurance

The lead implementing agency must, at a minimum provide the following coverage:

Type of Insurance	Minimum Amount Per Claim	Minimum Amount Aggregate
Commercial General Liability	$1,000,000	$3,000,000
Professional Liability	$1,000,000	$3,000,000
Sexual Abuse and Molestation Coverage	$1,000,000	$1,000,000
Automobile Minimum bodily injury (If Applicable)	$100,000 per person	$300,000 per accident
Worker's Compensation	$100,000 per person, $100,000 per accident	$500,000

APPLICATION REVIEW INFORMATION

Review and Selection Process

The grant application process will be competitive, and applications will be reviewed by a panel of review committee members. Applications will be scored based on the degree to which the application responds to each section and addresses each element in the section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to child/family safety will not be considered for funding.

Applicants must meet the criteria listed below for the proposal to pass initial internal review and be reviewed in full by the panel:

- Proposal was submitted via email by the deadline
- Proposal contains all specified elements
- Proposal meets page limit and page layout/format requirements
- Proposal is consistent with the stated purpose areas

Each panel member will review the information provided in the application against the selection criteria for the program. The total possible points for an application are 100 (5 points for Proposal Abstract, 70 points for the Project Narrative, 25 points for the Budget and required documentation). The review panel will be responsible for rendering funding decisions related to the grant proposal. Applications with the highest composite scores will be considered for funding. Award recipients will be subject to monitoring and contract compliance by the HFF Central Administration.

Past Performance Review

In addition to the review process described above, applicants with current or recent (closed within the last calendar year) Ounce of Prevention Fund of Florida awards will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed one of the following, points may be deducted from the application.

- Progress reports submitted by the applicant, in conjunction with quality assurance visits conducted by HFF Central Administration, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals, participant outcomes, process measures, and objectives.
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports.
- Completion of close-out of prior awards in a timely manner including, but not limited to, timely submission of final reports.
- Appropriate utilization and active participation in HFF Central Administration sponsored training and technical assistance as required by the current award.
- Timely resolution of issues identified in any audit or on-site financial or programmatic quality assurance/monitoring visit.
- Timely and appropriate expenditure of grant funds.

Attachment 1:

HEALTHY FAMILIES FLORIDA

ASSURANCE/CERTIFICATION - SIGNATURE PAGE

(Must be included in the grant application)

As the authorized official representing the potential lead entity, I have read the Healthy Families application package, understand the intent and requirements of Healthy Families Florida and assure compliance with all agreements included in the application. I hereby certify that all program information submitted in the application is true and correct and accurately reflects the proposed Healthy Families program. If awarded funds, I will comply with the programmatic and financial contractual requirements placed upon this agency.

_____

Signature of Official Authorized to Sign Contract for Entity Date

_____

Name (typed or printed)

_____

Title

_____

Name of Entity

_____

Address

_____

Telephone Fax number

_____

E mail address

THE OUNCE OF PREVENTION FUND OF FLORIDA

PROVIDER SELF EVALUATION

This certification is to assure the Ounce of Prevention Fund of Florida, that the contracted agency has adequate administrative procedures in place to ensure that funds disbursed by the Ounce of Prevention Fund will be safeguarded as outlined in chapter 287, F.S. The Ounce of Prevention Fund reserves the right to conduct on-site monitoring of contracted service providers as it deems necessary.

Please answer all questions by checking the applicable box.

Please provide a brief explanation for any negative response.

I. SEGREGATION OF DUTIES

1.	Someone other than the timekeeper and persons who deliver paychecks to employees prepares the payroll.	ϒYes	ϒNo	ϒN/A
2.	The duties of record keeper are separated from any cash related functions.	ϒYes	ϒNo	ϒN/A
3.	Check signing is limited to those authorized to make disbursements and whose duties exclude posting and recording of cash received.	ϒYes	ϒNo	ϒN/A
4.	Personnel performing the disbursement function are excluded from purchasing, receiving, inventory, and general ledger functions.	ϒYes	ϒNo	ϒN/A
5.	Mail receipts are opened and listed by someone not involved in posting, deposit preparation and deposit making.	ϒYes	ϒNo	ϒN/A
6.	The person making the deposit is different from the person who prepares the deposit.	ϒYes	ϒNo	ϒN/A
7.	An official who is not responsible for its preparation and is outside the payroll department approves the payroll.	ϒYes	ϒNo	ϒN/A

II. POLICIES AND PROCEDURES

1. Written policies and procedures address:

a.	Record retention	ϒYes	ϒNo	ϒN/A
b.	Travel and entertainment	ϒYes	ϒNo	ϒN/A
c.	Purchasing	ϒYes	ϒNo	ϒN/A
d.	Asset acquisitions, inventory, and disposal	ϒYes	ϒNo	ϒN/A
e.	Cash management (payables, receivables, deposits, petty cash, reconciliation, etc.)	ϒYes	ϒNo	ϒN/A
f.	Credit cards	ϒYes	ϒNo	ϒN/A
g.	Subcontractors	ϒYes	ϒNo	ϒN/A
h.	Bad debt write-offs	ϒYes	ϒNo	ϒN/A
i.	Disaster recovery	ϒYes	ϒNo	ϒN/A
j.	Personnel	ϒYes	ϒNo	ϒN/A
k.	Employee loans	ϒYes	ϒNo	ϒN/A
l.	Client trust funds	ϒYes	ϒNo	ϒN/A
m.	Computer back-up	ϒYes	ϒNo	ϒN/A

2. Policies and procedures are reviewed periodically and adjusted to reflect current operations. ϒYes ϒNo ϒN/A

III. INSURANCE

1. The agency has comprehensive liability insurance. ϒYes ϒNo ϒN/A
2. Coverage is in effect. ϒYes ϒNo ϒN/A

III. CASH

1. Cash Handling Procedures

a. All revenue is deposited into one operating account daily. ϒYes ϒNo ϒN/A
b. The agency maintains a cash receipts journal ϒYes ϒNo ϒN/A
c. Revenue received that is not deposited on the same day is stored in a locked and secure location. ϒYes ϒNo ϒN/A
d. The person receiving the monthly bank statement in the mail is the same person responsible for performing the monthly account reconciliation. ϒYes ϒNo ϒN/A
e. Payments received in the mail are opened and logged by someone not involved with posting or cash functions. ϒYes ϒNo ϒN/A
f. Checks received in the mail are restrictively endorsed immediately upon opening the mail. ϒYes ϒNo ϒN/A
g. Cash received from fund raising events are properly controlled, accounted, and reported. ϒYes ϒNo ϒN/A
h. Bank reconciliation is performed monthly, reviewed,
i. and signed by the next level of management. ϒYes ϒNo ϒN/A

2. Petty Cash

a. A specific employee is designated, in writing as custodian. ϒYes ϒNo ϒN/A
b. Petty cash is not commingled with other funds and is used for small, emergency expenses. ϒYes ϒNo ϒN/A
c. Cash fund is kept in a locked, secure location. ϒYes ϒNo ϒN/A
d. Payments are made through vouchers that are completely and accurately filled out. ϒYes ϒNo ϒN/A
e. Payments are supported by invoices or receipts. ϒYes ϒNo ϒN/A
f. Payments made are under $50 (for small incidental purchases). ϒYes ϒNo ϒN/A
g. Travel payments are not made from petty cash. ϒYes ϒNo ϒN/A
h. Documents are effectively canceled (marked paid) when expense is paid. ϒYes ϒNo ϒN/A
i. Surprise audits are periodically performed and documented in writing. ϒYes ϒNo ϒN/A
j. The size of the petty cash fund is adequate to meet emergency expenses. ϒYes ϒNo ϒN/A

V. ACCOUNTS RECEIVABLE

1. A detailed accounts receivable aging schedule is maintained ϒYes ϒNo ϒN/A
2. The accounts receivable aging schedule is reconciled to the general ledger monthly. ϒYes ϒNo ϒN/A
3. The agency has established accounts receivable write off procedures that:
   a. are properly documented in writing ϒYes ϒNo ϒN/A
   b. are approved by the Exec. Director and the Board of Directors ϒYes ϒNo ϒN/A

VI. ASSETS AND PROPERTY

1. An annual asset inventory is taken and recorded in writing. ϒYes ϒNo ϒN/A
2. Property records are reconciled to the general ledger at least annually. ϒYes ϒNo ϒN/A
3. Property/capital assets are recorded on an asset ledger with the following information:
   a. Description ϒYes ϒNo ϒN/A
   b. Purchase date and amount ϒYes ϒNo ϒN/A
   c. Date disposed ϒYes ϒNo ϒN/A
   d. Funding source ϒYes ϒNo ϒN/A
   e. Condition ϒYes ϒNo ϒN/A
   f. Location ϒYes ϒNo ϒN/A
   g. Asset tag number (capital assets of $1000 or more) ϒYes ϒNo ϒN/A
4. Acquisitions and disposals are documented in writing. ϒYes ϒNo ϒN/A
5. Assets paid for by the Ounce of Prevention Fund were paid in full and are free from liens. ϒYes ϒNo ϒN/A
6. Assets paid for by the Ounce of Prevention Fund were purchased prior to the contract end date. ϒYes ϒNo ϒN/A
7. Leases for property and equipment are current and properly executed. ϒYes ϒNo ϒN/A

VII. ACCOUNTS PAYABLE

1. Disbursements

   a. The agency maintains an accounts payable ledger (checkbook) for its operating account. ϒYes ϒNo ϒN/A
   b. During the payment process, the following are verified by management:
      1. Checks are issued in sequence ϒYes ϒNo ϒN/A
      2. Voids are clearly documented and accounted for ϒYes ϒNo ϒN/A
      3. Multiple payments made to one payee during the month are researched ϒYes ϒNo ϒN/A
      4. Payments are based on original invoices ϒYes ϒNo ϒN/A
      5. Payments are approved by appropriate management ϒYes ϒNo ϒN/A
      6. Back-up is effectively canceled upon payment (help prevent duplicate payments) ϒYes ϒNo ϒN/A
      7. The check amount and invoice amount agree ϒYes ϒNo ϒN/A
      8. Bills are timely paid ϒYes ϒNo ϒN/A
      9. Payments to the Executive Director are countersigned by a Board Member ϒYes ϒNo ϒN/A
      10. Goods and services with a cost of $1500 or more are supported with a cost analysis price quotation or competitive bid ϒYes ϒNo ϒN/A

For tax exempt providers:

11. Sales tax is not being paid on purchases of goods or services ϒYes ϒNo ϒN/A

2. Employee Expense Transactions

a. Expense reports/vouchers are utilized. ϒYes ϒNo ϒN/A
b. All expenses are supported with original receipts. ϒYes ϒNo ϒN/A
c. The business purpose of the expenses are clearly stated. ϒYes ϒNo ϒN/A
d. All conference expenses are supported with an agenda. ϒYes ϒNo ϒN/A
e. A mileage sheet is used to calculate/reimburse mileage. ϒYes ϒNo ϒN/A
f. The mileage sheet contains information to include beginning and ending odometer readings, purpose, and destination. ϒYes ϒNo ϒN/A

3. Credit Card Transactions

a. The agency maintains a listing of who has credit cards and the corresponding credit card numbers. ϒYes ϒNo ϒN/A
b. The agency performs monthly reconciliation of credit card statements. ϒYes ϒNo ϒN/A
c. The agency has review procedures to track and pay balances. ϒYes ϒNo ϒN/A
d. The cardholder or designee is not making personal purchases. ϒYes ϒNo ϒN/A
e. Corporate credit cards that are loaned to employees are controlled through a log indicating the date, person's name, purchase amount, and description. ϒYes ϒNo ϒN/A

4. Tax Payments

a. 941's and UCT's are completed and submitted timely ϒYes ϒNo ϒN/A

5. Advance Payment of Contract Funds/Return of Funds
a. If the agency received an advance under the contract (typically made in July/August/September), the following holds true:
1. Advanced funds were deposited into an interest bearing account as per ss.216.181(14)(a) and (b), F.S. ϒYes ϒNo ϒN/A
2. Interest on unused portions of the advance were identified and returned to the Ounce of Prevention Fund ϒYes ϒNo ϒN/A
b. If the agency charged unallowable expenses to the contract or was otherwise overpaid, arrangements have been made to reimburse the Ounce of Prevention Fund ϒYes ϒNo ϒN/A

VIII. PERSONNEL MANAGEMENT/PAYROLL

1. All personnel forms contain the following:
a. I-9 forms ϒYes ϒNo ϒN/A
b. W-4 forms ϒYes ϒNo ϒN/A
c. Annual evaluations ϒYes ϒNo ϒN/A
d. Pay rates and changes are clearly documented and agree with the latest payroll register. ϒYes ϒNo ϒN/A

2. All employees document their work hours through a time sheet or punch clock; the employee and supervisor sign time records. ϒYes ϒNo ϒN/A
3. Non-exempt employees receive time and a half for all hours in excess of 40 per week. ϒYes ϒNo ϒN/A
4. Are any employees paid as independent contractors? If yes, please explain in separate attachment. ϒYes ϒNo ϒN/A

IX. SUBCONTRACTS/PROFESSIONAL AGREEMENTS

1. All subcontracted services are supported through written agreements: ϒYes ϒNo ϒN/A
   a. The agreement is signed by both parties. ϒYes ϒNo ϒN/A
   b. The subcontract agreement indicates the scope of work to be performed. ϒYes ϒNo ϒN/A
   c. If any part of the Ounce of Prevention Fund's contract with the agency is subcontracted, written documentation exists that indicates that the Ounce of Prevention Fund's legal or program office reviewed and approved of the subcontract. ϒYes ϒNo ϒN/A

X. FINANCIAL REPORTING

1. Monthly financial statements are prepared and include at least:
   a. An income statement by cost center and grant ϒYes ϒNo ϒN/A
   b. Balance sheet ϒYes ϒNo ϒN/A
   c. Budget variance report ϒYes ϒNo ϒN/A
2. Support documentation for all journal entries made are retained. ϒYes ϒNo ϒN/A
3. The agency performs a monthly closing and prepares/prints a complete set of accounting books (general ledger, accounts payable journal, accounts receivable journal, etc.) ϒYes ϒNo ϒN/A
4. The agency maintains a current chart of accounts which:
   a. Allows for cost center and grant accounting ϒYes ϒNo ϒN/A
   b. Tracks administration as a cost center and grant ϒYes ϒNo ϒN/A
   c. Has a methodology to allocate indirect cost including admin ϒYes ϒNo ϒN/A
5. An independent audit has been performed and the report submitted to the Ounce of Prevention Fund within 180 days from the agency's fiscal year end. ϒYes ϒNo ϒN/A
6. The agency has an adequate record keeping system where records are kept in a central location and appear to be neat and organized. ϒYes ϒNo ϒN/A
7. Agency management submits monthly financial statements to the Board of Directors ϒYes ϒNo ϒN/A
8. The agency has an operating budget approved by the Board of Directors ϒYes ϒNo ϒN/A
9. In-kind transactions are reported in the general ledger for the grant. ϒYes ϒNo ϒN/A

XI. EMPLOYEE LOANS

1. For loans made to employees, formal, signed agreements are secured and contain: ϒYes ϒNo ϒN/A
   a. Date loan made, amount, and maturity ϒYes ϒNo ϒN/A
   b. Terms and conditions regarding repayment ϒYes ϒNo ϒN/A
   c. Approval by the Executive Director ϒYes ϒNo ϒN/A

d. Disclosure to the Board of Directors through an aging schedule or other report ϒYes ϒNo ϒN/A

2. Are loans being granted to officers and/or directors of the agency? If so, please explain or separate attachment. ϒYes ϒNo ϒN/A

XII. ATTACHEMENT I CONDITIONS – METHOD OF PAYMENT (INVOICING)

Documentation supporting the number of units and dollars claimed on corresponding invoices are kept by the agency and are available for review and inspection. ϒYes ϒNo ϒN/A

XIII. CLIENT TRUST FUND ADMINISTRATION (DVELOPMENTAL SERVICES PROVIDERS ONLY)

1. Client funds are held in an interest bearing bank account. ϒYes ϒNo ϒN/A
2. Where one bank account is maintained for all client trust money, adequate procedures are in place to track and reconcile individual balances. ϒYes ϒNo ϒN/A
3. Client accounts are reconciled monthly. ϒYes ϒNo ϒN/A
4. Client deposits are made timely (within one to two days). ϒYes ϒNo ϒN/A
5. Receipts for expenditures are maintained and approved by an appropriate level of management with documentation of such purchases. ϒYes ϒNo ϒN/A
6. All transactions of $15 or more are supported with receipts that are kept in the client's file. ϒYes ϒNo ϒN/A
7. If any client's bank account/trust fund in excess of $2,000, please explain in a separate attachment. ϒYes ϒNo ϒN/A

XIV. ALCOHOL, SUBSTANCE ABUSE AND MENTAL HEALTH BLOCK GRANT FUNDS

1. The agency has a Block Grant policy and procedure that describes the need for separate tracking and reporting. ϒYes ϒNo ϒN/A
2. The agency is in full compliance with all block grant requirements. ϒYes ϒNo ϒN/A
3. The agency maintains a schedule indicating the amount of block grant funds received and expensed during the current contract period. ϒYes ϒNo ϒN/A

XV. LOBBYING

The agency has complied with s.216.347, F.S., which prohibits the use of state contract funds for the purpose of lobbying the Legislature or a state agency. ϒYes ϒNo ϒN/A

DECLARATIONS – TO BE COMPLETED BY ALL PROVIDERS

1. Please list any and all family relationships that exist between your board of directors, your principal officers, and your agency's employees.

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2. Please provide a complete accounting of any and all transactions of business completed during the past twelve months between your agency and other entities or businesses owned or controlled by members of the Board of Directors. Please provide copies of representative invoices for these transactions and describe what steps were taken to ensure that the amounts paid were reasonable and competitive.

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3. Does any business or entity that has conducted any financial transactions with your agency during the past twelve months employ any Board Members? If so, please provide an accounting and copies of representative invoices for these transactions and also explain what steps were taken to assure that the amounts paid were reasonable.

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4. Please list any and all civil litigation pending against your agency. Include a statement as to the amount of each claim and whether such potential for loss is covered by insurance.

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5. Are any amounts or reports due to the Internal Revenue Service that have not been paid or filed? Specify amounts, reports, and due dates.

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6. Please list all persons and their titles currently authorized to sign contract(s) with the Ounce of Prevention Fund on behalf of your agency.

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7. Please list your C.P.A. and his or her office address and telephone number.

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8. Has there been any change in structure/operations of your programs? If yes, please describe in detail.

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9. Has staff turnover occurred in key positions? If yes, what are the affected positions and reasons for the turnover?

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10. Have any client grievances/complaints been filed against you? If yes, what was the nature of the grievances, dates, and other pertinent information.

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10. Do you operate satellite sites? If so, how many locations? And is management of the satellite offices decentralized or centralized?

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12. Position title and experience of Accounting Staff responsible for invoicing.

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CERTIFICATION:

I hereby certify that the answers provided in this self-monitoring document are true and accurate to the best of my knowledge. I understand that falsification or misrepresentation on any question may be considered a breach of contract that may lead to the termination of all contracts with the Ounce of Prevention Fund.

_____ _____
Signature – Executive Director Date

_____
Name – Executive Director

_____ _____
Signature – President of the Board Date

_____
Name – President of the Board

_____ _____
Signature – Comptroller/Fiscal Director Date

_____
Name – Comptroller/Fiscal Director

Agency name and address:

_____
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