Youth Development Capacity Building Plan

Bidder's Conference
November 10, 2021

Meeting Technical Details

- This information session is being recorded; the recording and PowerPoint will be available afterward.

Have a question?

Ask in the chat or unmute yourself

Meeting Agenda

1. Welcome and The Children's Trust of Alachua County Overview
2. Background
3. Funding Overview
   a. ITN Purpose and Goals
   b. Minimum requirements to bid
   c. Terms of Service
   d. Solicitation Timeline
4. Scope of Services
   a. Budget
   b. Project Timeline
5. Evaluation Criteria
6. Review Process
7. Question and Answer Process
8. How to Apply

Welcome and The Children's Trust of Alachua County Overview

https://www.childrenstrustofalachuacounty.us/
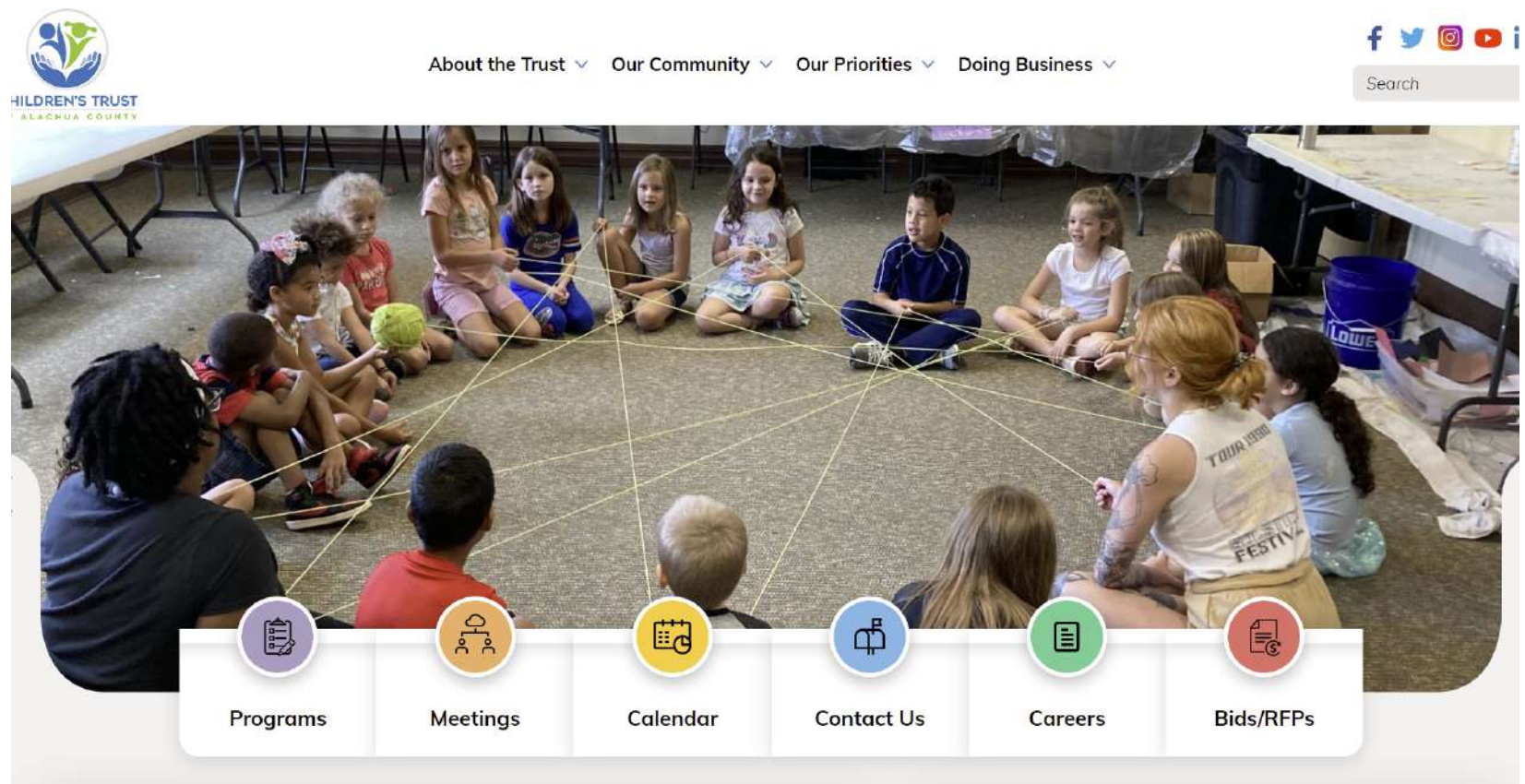
Background of Youth Development Collaborative

In September 2021, The Children's Trust of Alachua County (CTAC) announced the start of the Youth Development Capacity Building Collaborative and opened applications to any eligible out-of-school time (OST) providers serving children in K to 12th in Alachua County to participate in the collaborative.

The goal of the collaborative is to enhance OST provider's organizational capacity and strengthen the OST system across Alachua County by:
1) Providing access to free training in key areas to improve organizational capacity
2) Supporting providers with capacity building funding and implementation support
3) Covening OST providers around best practices and coordination of services

Background of Youth Development Collaborative

Overall, **47 organizations** signed up for the collaborative.

In order to participate in the collaborative, organizations had to meet the following requirements:

A. Applicant must be currently qualified to conduct business in the State of Florida.

B. Applicant must not be an Alachua County Public school or charter school approved by any public school system in the State of Florida.

C. Applicant must have experience working with youth in out-of school time and focus on promoting positive youth development in a safe and enriching environment.

D. Applicant must plan to offer in person OST services for after school 2021-2022 and/or Summer 2022 for children in grades K to 12th living in Alachua County

Background of Youth Development Collaborative

In October of 2021, CTAC hosted free training for collaborative members. The training intent was to equip providers with the foundational knowledge needed to develop and implement a capacity building plan. These trainings include:

- October 13th - Youth Development Collaborative Overview and Doing Business with the Trust (Not Required, Recommended)
- October 18th - Florida Afterschool Network Training (Required for all)
- October 20th - Early Learning Coalition School Readiness (only required for providers serving elementary-age children)
- October 27th - DCF Licensing (only required for providers serving elementary-age children in afterschool and do not currently have DCF license or exemption)
- November 4th - Florida Afterschool Network Training Part 2

Attendance at trainings was mandatory to be eligible for the capacity building funding included in this ITN.

Funding Overview

Funding Opportunity

By approval of Resolution 2022-1 on November 8th, 2021, The Children's Trust of Alachua County seeks qualified out-of-school time (OST) providers who are interested in improving their organizational capacity by funding the development and implementation of a capacity building plan. Eligible applicants will be awarded grants to implement approved capacity-building plans in 2022. The total funding available is $300,000 for approved direct and indirect costs incurred while implementing the capacity building plan between January 1, 2022 and August 31, 2022.

What is an Invitation to Negotiate (ITN)?

An Invitation to Negotiate (ITN) is a written solicitation for competitive, sealed replies to select one or more applicants with which to commence negotiations. ITNs are used when CTAC determines negotiations may be necessary to receive the best value. Cost may or may not be a consideration when negotiating.

ITN Purpose & Goals

The purpose of this ITN is to support OST providers in the development and implementation of a capacity building plan that focuses on increasing:
1) program access
2) program quality, and/or
3) organizational readiness for future CTAC funding.

Utilizing the standards for quality OST programs provided by the Florida Afterschool Network, providers will complete a capacity building plan. The Florida Standards for Quality Afterschool Programs define the core principles and best practices that lead to the delivery of quality programming for children and youth in OST settings. The standards provide a framework for the development of a caring, dynamic, stimulating, and safe OST environment for children and youth.

ITN Purpose & Goals

Goal: By supporting OST providers' efforts to improve program quality, CTAC seeks to expand access to safe and enriching OST programming for children from low-income families living in Alachua County by funding organizations that have a positive impact on children, youth and families to support a continuum of quality programming.

The intent of the capacity building plan is to support organizations ability to meet or exceed the following CTAC existing requirements for OST programming.

After School program minimum requirements:

- Implement programming that serves children with creative and enriching programming
- Programming is offered 4 days week, with at least 1.5 hours of programming per day throughout school year
- Programs employ highly qualified staff members capable of developing strong, positive relationships with youth participants.
- Sites are safe and enriching environments and have an active and/or exempt DCF license
- Each program has at least one staff member available onsite trained in first aid and infant and child cardiopulmonary resuscitation (CPR) procedures
- Minimum staff ratios are 1:20 and all staff have Level 2 background screenings.
- Programs have an assigned program director responsible to managing and implementing programs and coordinating with CTAC staff
- Serve low-income children that reside in Alachua County

ITN Purpose & Goals

Goal: By supporting OST providers' efforts to improve program quality, CTAC seeks to expand access to safe and enriching OST programming for children from low-income families living in Alachua County by funding organizations that have a positive impact on children, youth and families to support a continuum of quality programming.

The intent of the capacity building plan is to support organizations ability to meet or exceed the following CTAC existing requirements for OST programming.

Summer program minimum requirements:

- Implement programming that serves children with creative and enriching programming
- Programming is offered to meet the needs of children and parents during summer months
- Programs employ highly qualified staff members capable of developing strong, positive relationships with youth participants.
- Sites are safe and enriching environments
- Each program has at least one staff member available onsite trained in first aid and infant and child cardiopulmonary resuscitation (CPR) procedures
- Minimum staff ratios are 1:20 and all staff have Level 2 background screenings
- Serve low-income children that reside in Alachua County

Minimum Requirements to Bid

Eligible organizations can apply for funding based on the following requirements:

1. Provider must be currently qualified to conduct business in the State of Florida
2. Provider must not be an Alachua County Public school or charter school approved by any public school system in the State of Florida
3. Provider must have applied and been accepted in the Youth Development Capacity Building Collaborative in October 2021
4. Provider must have completed baseline survey included in welcome email
5. Provider must have completed training requirements
   - October 13th - Youth Development Collaborative Overview and Doing Business with the Trust (Not required but recommended)
   - October 18th - Florida Afterschool Network Training (Required for all)
   - October 20th - Early Learning Coalition School Readiness (only required for providers serving elementary-age children)
   - October 27th - DCF Licensing (only required for providers serving elementary-age children in afterschool and do not currently have DCF license or exemption)
   - November 4th - Florida Afterschool Network Training Part 2 (Not required but recommended)

Minimum Requirements to Bid

6. Provider must have offered a summer program in 2019, 2020, or 2021 and/or Provider must have offered an afterschool program in 2019-20, 2020-21 or current afterschool program in 2021-22.

6. Provider must meet the following definition for OST programs:

A)   Implement creative, innovative, programming that meet the needs and interests of children enrolled in their programming, including academic programs (e.g. reading or math focused programs), specialty programs (e.g. sports teams, STEM, arts enrichment) and multipurpose programs that provide an array of activities.

B)   Operate in a physical environment that adequately and safely accommodates all program activities

C)   Offer OST ongoing **in person** services and programming for afterschool and/or summer

D)   Employ highly qualified staff members capable of developing strong, positive relationships with youth participants and are committed to professional development

E)   Serve children between the grades of kindergarten through 12th grade

F)   Serve the same children on an ongoing basis (typically multiple days per week)

G)   Provider is responsible for supervision of children while providing services

H)   Not primarily serve children on a one-on-one basis

I)   Not be an enhancement provider that primarily provides push-in/add-in services to another program

Terms of Service

- Successful applicants will be awarded grants to implement approved capacity-building plans in 2022.
- The total funding available is $300,000 for approved direct and indirect costs incurred while implementing the capacity building plan between January 1, 2022 and August 31, 2022.
- Submission of a capacity building plan does not guarantee funding.
- Successful applicants will be fee for service contracts based on deliverables established in their capacity building plans.

Solicitation Timeline

EVENT	DATE/DUE DATE
Release of the competitive solicitation and the beginning of the Cone of Silence	Tuesday, November 9, 2021
Optional Bidders Conference Attendance is highly recommended	Wednesday, November 10, 2021, 10AM EST
Last day to submit written questions	Tuesday, November 16, 2021 @ 2:00 PM EST
Final response to all written questions posted	Thursday, November 18, 2021
Submission Deadline	**Friday, November 19th, 2021 @ 6:00PM**
Application Review Period	November 20th – November 30th 2021
Applicant interviews (upon discretion of the CTAC)	December 1st -3rd 2021
Public Evaluation of Applications Zoom registration link: (TBD)	Friday, December 3rd, 2021, 4PM
Funding recommendations released; end of the cone of silence	**Monday, December 6th, 2021**
The Children's Trust of Alachua County Board Meeting - Review of Award Recommendation	Monday, December 13th, 2021
Appeal review starts (if needed)	Tuesday, December 14th, 2021
Contract Negotiations begin	Wednesday, December 15th, 2021

Capacity Building Plan

Scope of Services

Organizations are expected to build their organizational capacity to meet or exceed the existing CTAC afterschool and/or summer minimum programming requirements. The capacity building plan includes the following categories:

1. Administration and Organization
2. Program Management and Staff
3. Communication and Interaction
4. Program Structure and Activities

5. Health, Safety and Nutrition
6. Program Environment
7. Family and Community Involvement
8. System Building

Providers will complete a self-assessment of their current organizational capacity and identify and prioritize between 5 to 10 standards to focus their capacity building goals and deliverables. Each selected element will include a program goal that will follow a SMART goal format:

Specific (simple, sensible, significant)

Measurable (meaningful, motivating)

Achievable (agreed, attainable)

Relevant (reasonable, realistic and resourced, results-based)

Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)

Budget

Providers will be awarded capacity building funding to support the successful completion of their plans. Program budget will include the following categories

1. **Indirect Planning:** Programs will be awarded 20% of their verified OST program revenues in the previous year to support capacity building program planning. If the program OST budget is over $150,000, indirect planning funding will be capped at $30,000. If the program OST budget is under $25,000, indirect planning funding will be $5,000. Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

1. **Direct Costs:** Programs will be awarded direct costs to support the implementation of specific activities associated with obtaining DCF Licensing and/or Background Screenings. CTAC will pay for all reasonable costs, but they must be estimated at time of contracting and approved in advance by contract manager. Providers will be compensated for direct costs on a cost-reimbursement basis with appropriate documentation. Providers can receive an initial advance of 25% of direct costs but reimbursements must be trued up before additional payments are made. Payments in excess of the trued up value will need to be returned to the CTAC at the conclusion of the contract.

Budget

Eligible Funding Uses

- Funding can be used for eligible expenses, as defined below. Expenses must be incurred between Jan 1, 2022 - August 31, 2022.
- Direct costs for tasks and activities related to DCF Licensing, and Background Screenings.
- To purchase supplies and materials needed to improve safety and wellness or program activities.
- To account for staff time spent planning, developing and completing strategies.
- Software and technology items that do not individually cost over $1,000 (see funding restrictions)

Funding Restrictions

- Grant funding cannot be used for the following purposes:
- The purchase of capital equipment. Capital equipment represents individual items purchased at a cost of $1,000 or more with a life expectancy of more than a year.
- Revenue replacement or revenue losses experienced during the contract period
- Duplicative expenses already covered in the known grants or contracts
- Real property

Program Timeline

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE
Date of Award – January 1st, 2022	1. Approved Capacity Building Plan and self-assessments	☐ Approved Capacity Building Plan	January 10th, 2022
January 2022 – August 2022	2. Attend monthly provider meetings	☐ Training attendance	TBD
February 2022 - August 2022	3. Monthly Progress Reports and invoices	☐ Monthly Progress Reports	Due of the 1st Monday of every month
August 31st, 2022	4. End-of-Program Narrative and Post self-assessments	☐ End-of-Program Narrative ☐ Self-assessments	August 31st, 2022

Evaluation Criteria

Each application will be evaluated against the following criteria:

Evaluation Criteria	Review Guidelines	Points Awarded
Organizational Eligibility	The applicant clearly meets all minimum Requirements to bid.	1
Capacity Building Plan	The applicant submitted all forms and completed a satisfactory capacity building plan and budget.	1
	Total	2 points

Applicants that meet the criteria will be recommended for funding

Application Score	Funding Recommendations
2	Green – Recommended for Funding
1 or less	Red – Not Recommended for Funding

Review Process

1. Invitation to Negotiates (ITN) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this ITN, as well as CTAC's responses to the questions will be posted on CTAC's website. The deadline for the receipt of written questions is **Thursday, November 18, 2021**
3. All proposals must be received by CTAC no later than **Friday, November 19th, 2021 @ 6:00PM**. Late proposals will not be accepted and will not be reviewed.
4. Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor's capacity to effectively deliver what is proposed.
5. At the CTAC's discretion, publicly noticed interviews and/or site visits may be conducted at either the vendor's site or the CTAC's offices. Members of the public may attend interviews and/or site visits as observers. The interview/site visit review team may include Trust staff, experts in the field and trained volunteers. **The purpose of the interview/site visit is to confirm the applicant meets all minimum requirements to bid and to negotiate terms of the proposed capacity building plan, including funding amounts.**
6. Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation which are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings.
7. Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision.

Review Process

The CTAC reserves the right to:

- Reject any or all submittals
- Request clarification of any submitted information
- Waive any informalities or irregularities in any response
- Not enter into any contract
- Not select any firm
- Cancel this process at any time
- Amend this process at any time
- Interview firms prior to award
- Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
- Award more than one contract if it is in the best interests of the CTAC
- Issue similar solicitations in the future
- Request additional information from prospective contractors

Negotiation Process

- CTAC staff members will meet with organizations to negotiate their capacity building plans. This could mean:
  - ○ Revising goals and deliverables
  - ○ Selecting more challenging standards to accomplish
  - ○ Negotiating estimated costs and funding amounts
- CTAC staff may conduct interview/site visit is to confirm the applicant meets all minimum requirements to bid and to negotiate terms of the proposed capacity building plan, including funding amounts.

Question and Answer Process

All questions must be submitted online via this link:

https://www.childrenstrustofalachuacounty.us/programs/webform/itn-2022-01-question-submission-youth-development-capacity-building-itn

Answers will be posted on the website under the ITN opportunity

Application Process

How to Apply

The response to this ITN shall consist of:

1. A completed **FORM 1 - Prospective Contractor Certification** (included in this solicitation).
2. A completed **FORM 2 - Organizational Information** (included in this solicitation).
3. A completed **FORM 3 - Capacity Building Self-Assessment Tool** (included in this solicitation).
4. A completed **FORM 4 - Capacity Building Plan and Budget** (included in this solicitation).
5. Additional Documents Required for Submission
   a. Proof of Corporate Status and Legal Address (note: from SunBiz)
   b. Proof of OST program revenue from most recent fiscal year (such as tax documents IRS 990, audited financial statements, balance sheets, Philanthropy hub profiles etc.)
   c. Copy of IRS 501(c)(3) Determination Letter (if applicable)

All completed application shall be submitted via email Procurement@childrenstrustofalachuacounty.us by deadline. Emails should include the following details:

- Subject Line: [Organization Name] – Youth Development Capacity Building Collaborative
- PDF attachments above forms must be included in a single email to be considered completed. Please clearly label all application materials with form name and organization.

FORM 1 – Prospective Contractor Certification

By submitting this proposal, the prospective contractor certifies the following:

1. The contractor representative who signs below certifies that they have carefully read and understand the provisions of the solicitation and associated documents attached thereto, and hereby submits the attached proposal to perform the work specified therein, all in accordance with the true intent and meaning thereof.
2. The contractor representative further understands and agrees that by signing this certification all of the following information in the certification is true and accurate to the best of their knowledge. If this certification cannot be made unequivocally, a written description of all instances wherein the prospective contractor cannot unequivocally make this certification is provided with this proposal.
3. Prospective Contractor is:
   - ☐ Sole Proprietor
   - ☐ Partnership
   - ☐ Corporation (for profit/nonprofit)* if yes, what state? _____
   - ☐ Joint Venture
   - ☐ Other (Specify)
4. Other entities or individuals shall not be allowed to perform work or take data outside the United States without express advance written authorization from the CTAC's Project Manager. All personnel provided for work under this contract, who are not United States citizens, will have executed a valid I-9 form, Employment Eligibility Form, and presented valid employment authorization documents.
5. This proposal is signed by a representative who is authorized to commit the prospective contractor.
6. The company identified below is the prime contractor.
7. The prospective contractor's insurance carrier(s) can provide insurance certificates as required within ten calendar days following notice of award.
8. The proposed prices have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor.
9. Unless otherwise required by law, the prices proposed have not been knowingly disclosed by the prospective contractor on a prior basis directly or indirectly to any other organization or to any competitor.

FORM 2 – Organizational Information

Application for ITN # 2022-01

FORM 2 – Organizational Information

Organization Name (Legal Name)	
Primary Contact Name	
Primary Contact Phone	
Primary Contact Email	

All organizations must meet the minimum requirements to bid. For each requirement below, indicate whether your organizations meets it or not, and provide a brief narrative to support your response. The Trust reserves the right verify any information and to request additional documentation.

1. Provider must be currently qualified to conduct business in the State of Florida	☐ Yes ☐ No
SUPPORTING NARRATIVE:	
2. Provider must not be an Alachua County Public school or charter school approved by any public school system in the State of Florida	☐ Yes ☐ No
SUPPORTING NARRATIVE:	
3. Provider must have applied and been accepted in the Youth Development Capacity Building Collaborative in October 2021	☐ Yes ☐ No
SUPPORTING NARRATIVE:	

FORM 3 – Organizational Capacity Self-Assessment

Application for ITN # 2022-01
Form 3: Organizational Capacity Building Self- Assessment

Instructions: Capacity Building self-assessment tool. Rate your current organizational capacity against the following scale:
LEVEL 1: Our program has not addressed this area or I am not familiar enough with this aspect of the program to rate its performance.
LEVEL 2: Our program is just beginning to work in this area.
LEVEL 3: Our program has done some work on this standard.
LEVEL 4: Our program frequently demonstrates this standard, but needs consistency.
LEVEL 5: Our program is clearly proficient with this standard and can demonstrate proficiency in observable ways.
Program must rate every element to be considered complete. Scores of 3 or lower will display in red.
After completing the self-assessment, identify 5-10 quality standards to prioritize for your capacity building plan. Funding type refers to the type of funding available from CTAC to support this standard

Name of Organization:			

Quality Standard 1: Administration and Organization

Quality Standard	Funding Type	Element	Self-Assessment (Drop downs)	Evidence to support rating
1.1. The program has a written mission statement based on its philosophy and goals	IP	a) The mission statement, philosophy and goals are shared with and made available to staff, children and youth, and families.		
	IP	b) The mission statement is posted prominently in high-traffic locations throughout the facility.		
1.2. The program involves children and youth, families and staff in planning and implementing suitable activities that are consistent with the program's mission statement.	IP	a) Program administration documents the input of staff, children and youth, and families and uses it plan activities and offerings as appropriate.		
1.3. The program has established written goals that are measurable and aligned with the mission statement and help the program achieve sustainability.	IP	a) Program administration documents the input of staff, children and youth, and families and uses it plan activities and offerings as appropriate.		
1.4. The program has a written code of conduct, with policies and procedures for children, families, staff and volunteers.	IP	a) The program has documentation that family policies and procedures have been distributed.		
	IP	b) The program has documentation that staff policies and procedures have been distributed.		
	IP	c) The program has documentation that volunteer policies and procedures have been distributed.		

Completing the Capacity Building Self- Assessment

In this form, you will rate your current organizational capacity against the following scale:

LEVEL 1: Our program has not addressed this area or I am not familiar enough with this aspect of the program to rate its performance.

LEVEL 2: Our program is just beginning to work in this area.

LEVEL 3: Our program has done some work on this standard.

LEVEL 4: Our program frequently demonstrates this standard, but needs consistency.

LEVEL 5: Our program is clearly proficient with this standard and can demonstrate proficiency in observable ways.

★ Program must rate every element and provide a justification for their rating to be considered complete.
★ Scores of 3 or lower will display in red.

Completing the Capacity Building Self- Assessment

Quality Standard 1: Administration and Organization

Quality Standard	Funding Type	Element	Self-Assessment (Drop downs)	Evidence to support rating
1.1. The program has a written mission statement based on its philosophy and goals	IP	a) The mission statement, philosophy and goals are shared with and made available to staff, children and youth, and families.	LEVEL 4: Our program frequently demonstrates this standard, but needs consistency.	All staff, family and children are aware of our mission and goals and is it shared with them in the faculty and student policie and procedures.
	IP	b) The mission statement is posted prominently in high-traffic locations throughout the facility.	LEVEL 4: Our program frequently demonstrates this standard, but needs consistency.	Our mission statement and goals areon our website and on our Bulletin Board when you walk into the program.
1.2. The program involves children and youth, families and staff in planning and implementing suitable activities that are consistent with the program's mission statement.	IP	a) Program administration documents the input of staff, children and youth, and families and uses it plan activities and offerings as appropriate.	LEVEL 3: Our program has done some work on this standard.	We periodically ask parents and children for input prior to planning any activities. We need to be better about asking our staff for their input.
1.3. The program has established written goals that are measurable and aligned with the mission statement and help the program achieve sustainability.	IP	a) Program administration documents the input of staff, children and youth, and families and uses it plan activities and offerings as appropriate.	LEVEL 3: Our program has done some work on this standard.	We document parent and child feedback through satisfaction surveys (email and paper).
1.4. The program has a written code of conduct, with policies and procedures for children, families, staff and volunteers.	IP	a) The program has documentation that family policies and procedures have been distributed.	LEVEL 5: Our program is clearly proficient with this standard and can demonstrate proficiency in observable ways.	Every parnt receives our policies and procedures upon registration.
	IP	b) The program has documentation that staff policies and procedures have been distributed.	LEVEL 5: Our program is clearly proficient with this standard and can demonstrate proficiency in observable ways.	Every staff member receives our policies and procedures upon hiring.
	IP	c) The program has documentation that volunteer policies and procedures have been distributed.	LEVEL 5: Our program is clearly proficient with this standard and can demonstrate proficiency in observable ways.	Every volunteer receives our policies and procedures upon hiring.
1.5. The program has established sound fiscal and business practices to ensure continued and sustained program operations.	IP	a) The program has a written financial and business management plan that supports the program's mission, philosophy, goals and sustainability.	LEVEL 2: Our program is just beginning to work in this area.	Our program recently hired a financial consultant to help us improve our fiscal management processes.
	IP	b) There are written operational policies and procedures covering programs and activities (including emergency, confidentiality, personnel, budget and fiscal policies) that are reflective of the mission.	LEVEL 4: Our program frequently demonstrates this standard, but needs consistency.	Our program has developed and regularly maintained written operational policies and procedures which are revisited annualy.
	IP	c) Fiscal operating procedures are reviewed annually and updated as appropriate.	LEVEL 2: Our program is just beginning to work in this area.	Our program recently hired a financial consultant to help us improve our fiscal management processes.
	IP	d) Business operating procedures are reviewed annually and updated as appropriate.	LEVEL 2: Our program is just beginning to work in this area.	Our program recently hired a financial consultant to help us improve our fiscal management processes.

CHILDREN'S TRUST
OF ALACHUA COUNTY

Identifying and Prioritizing Areas of Improvement

After completing the self-assessment, identify 5-10 quality standards that you scored a Level 3 or lower to prioritize for your capacity building plan.

Remember:

- CTAC staff will directly support you in achieving the full scope of your action plan
- CTAC recommends you focus on areas of your organization where you scored a 3 or lower AND supports your program's ability to meet or exceed the minimum requirements for afterschool and/or summer programming.
- You will receive funding to support the implementation of your action plan. Choose quality standards that justify the funding amount allocated.

Identifying and Prioritizing Areas of Improvement

SMART Goals

Each selected element will include a program goal that will follow a SMART goal format:
Specific (simple, sensible, significant)

- Consider who, what, when, where, which and why

Measurable (meaningful, motivating)

- What metrics will you use to determine if you met the goal?

Achievable (agreed, attainable)

- What do you need to do to make the goal attainable (skill development, change in attitudes)

Relevant (reasonable, realistic and resourced, results-based)

- Does the goal align with your mission and vision?

Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)

- What is the target date you will accomplish your goal by

SMART Goal

Goal Statement: By March 2022, ABC Organization will identify what improvements are needed in order to obtain DCF licensing for all three of our sites that serve elementary school children. ABC Organization will work to implement these changes before June 2022, in preparation for Summer programming. By August 2022, all changes will be incorporated and DCF licensing will be obtained to provide quality programming to children in our program.

- Specific: Includes what, when and where

- Measurable: Includes milestones to measure progress

- Achievable: By breaking up the goal into milestones, we make it more attainable

- Relevant: Includes connection to broader mission

- Time-Bound: Clear target dates for accomplishing goal

FORM 4 – Capacity Building Plan and Budget

Capacity Building Plan and Proposed Budget

Instructions: After completing the Capacity Building Self-Assessment Tool, identify 5-10 quality standards your program would like to focus on. CTAC recommends you focus on areas of your organization where you scored a 3 or lower AND supports your program's ability to met or exceed existing CTAC minimumn requirements for afterschool and/or summer programming.
 Quality Standards are seperated into two categories 1) quality standards with a known direct cost (DC) and 2) quality standards with indirect planning costs (IP). For each quality standard with a known direct cost selected you will need to create a goal, tasks, deliverables, identify a lead, assign due dates and include a estimated cost and cost justification. For each quality standard with indirect planning costs selected you will need to create a goal, tasks, deliverables, identify a lead and assign due dates. No costs or justification are needed as these will be paid at a flat rate per planning standard upon completion of deliverables

			PROPOSED FUNDING AMOUNT	
Name of Organization:				
Program Revenue			# of Standards Selected W/ Known Direct Cost	0
Program Expenses:	$ 5,000.00		Direct Costs	0
Indirect Planning Costs Award Amount*:	$ 5,000.00		# of Standards Selected W/ Indirect Planng Costs**	1

Indirect Planning Costs	$	5,000.00
Estimated Cost per Indirect Planning Standard ***	$	5,000.00
Total Proposed Capacity Building Request:	$	5,000.00

*Programs will be awarded 20% of their verified OST program revenues in the previous year to support capacity building program planning. If the program OST budget is over $150,000, indirect planning funding will be capped at $30,000. If the program OST budget is under $25,000, indirect planning funding will be $5,000.
**Providers will be compensated upon completion of deliverables identified on their capacity building plans.
*** Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.

1) Quality Standards with a Known Direct Cost (DC)	Instructions: For each quality standard with a known direct cost elected you will need to create a goal, tasks, deliverables, identify a lead and assign due dates and include a estimate costs and cost justification. Direct Costs: Programs will be awarded direct costs to support the implementation of specific activities associated with obtaining DCF Licensing and/or ELC School Readiness contracts. CTAC will pay for all reasonable costs, but they must be estimated at time of contracting and approved in advance by contract manager. Examples of direct costs include staff training costs to obtain DCF licensing, application fees, inspection fees, safety and environment improvements, improvement to correct any compliance issues with DCF etc. Providers will be compensated for direct costs on a cost-reimbursement basis with appropriate documentation. Providers can receive an initial advance of 25% of direct costs but reimbursements must be trued up before additional payments are made. Additionally, any advance paid for direct costs that are not completed during the contract terms must be paid back to CTAC for lack of progress and/or documentation	

Selected Quality Standard (Select From Drop Down)	Program Goal (Needs to be SMART Goal)	Proposed Deliverables	Task Lead	Due Date	Estimated Cost	Cost Justification
			g			

Program Budget

1. Enter your program revenue and expenses.
   a. Programs will be awarded 20% of their verified OST program revenues in the previous year to support capacity building program planning. If the program OST budget is over $150,000, indirect planning funding will be capped at $30,000. If the program OST budget is under $25,000, indirect planning funding will be $5,000.
   b. Providers will be compensated upon completion of deliverables identified on their capacity building plans.

Name of Organization:	Sample Organization
Program Revenue	$ 150,000.00
Program Expenses:	$ 112,500.00
Indirect Planning Costs Award Amount*:	$ 30,000.00

Quality Standards with a Known Direct Cost

Programs will be awarded direct costs to support the implementation of specific activities associated with obtaining DCF Licensing and/or ELC School Readiness contracts. CTAC will pay for all reasonable costs, but they must be estimated at time of contracting and approved in advance by contract manager.

- Providers will be compensated for direct costs on a cost-reimbursement basis with appropriate documentation.
- Providers can receive an initial advance of 25% of direct costs but reimbursements must be trued up before additional payments are made. Payments in excess of the trued-up value will need to be returned to the CTAC at the conclusion of the contract.

Quality Standards with a Known Direct Cost (DC)	Instructions: For each quality standard with a known direct cost elected you will need to create a goal, tasks, deliverables, identify a lead and assign due dates and include a estimate costs and cost justification. Direct Costs: Programs will be awarded direct costs to support the implementation of specific activities associated with obtaining DCF Licensing and/or ELC School Readiness contracts. CTAC will pay for all reasonable costs, but they must be estimated at time of contracting and approved in advance by contract manager. Examples of direct costs include staff training costs to obtain DCF licensing, application fees, inspection fees, safety and environment improvements, improvement to correct any compliance issues with DCF etc. Providers will be compensated for direct costs on a cost-reimbursement basis with appropriate documentation. Providers can receive an initial advance of 25% of direct costs but reimbursements must be trued up before additional payments are made. Additionally, any advance paid for direct costs that are not completed during the contract terms must be paid back to CTAC for lack of progress and/or documentation					
Selected Quality Standard (Select From Drop Down)	Program Goal (Needs to be SMART Goal)	Proposed Deliverables	Task Lead	Due Date	Estimated Cost	Cost Justification
1. Obtaining DCF Licensing	By March 2022, ABC Organization will identify what improvements are needed in order to obtain DCF licensing for all three of our sites that serve elementary school children. ABC Organization will work to implement these changes before June 2022, in preparation for Summer programming. By August 2022, all changes will be incorporated and DCF licensing will be obtained	1. List of identified improvements needed, with associated costs 2. DCF license	Stacy P	8/31/2022	$ 4,600.00	We anticipate the following costs associated with DCF licensing 1) application fees ($100), inspections ($500), additional staff training ($3,000), safety improvements to site including securing cabinets ($1000)

Quality Standards with Indirect Planning Costs

- The estimated amount of indirect planning costs will calculate based on the number of elements selected. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.
- It is important to keep this amount in mind as you are prioritizing elements and developing goals, tasks and timelines for your action plan.
- Funding allocated to planning costs will be **evenly split among the elements selected.**
  - For example, if you have $10,000 in planning costs and select 5 elements, you will have $2,000 allocated for each element.
- Providers will be compensated upon completion of deliverables identified on their capacity building plans.

Name of Organization:	Sample Organization
Program Revenue	$ 150,000.00
Program Expenses:	$ 112,500.00
Indirect Planning Costs Award Amount*:	$ 30,000.00

Completing the Capacity Building Plan

As you identify all of the standards for your capacity building plan and add in all required information for each standard, the proposed funding amount table will reflect your changes.

PROPOSED FUNDING AMOUNT	
# of Standards Selected W/ Known Direct Cost	2
Direct Costs	3500
# of Standards Selected W/ Indirect Planng Costs**	6
Indirect Planning Costs	$ 30,000.00
Estimated Cost per Indirect Planning Standard ***	$ 5,000.00
Total Proposed Capacity Building Request:	**$ 33,500.00**

Apply to Today

Bids and RFPs

Bid/RFP Status

Open - accepting bids and pro ▾   [Reset]

RFPs Table

Title	Bid/RFP Closing Date	Bid/RFP Status	Files	View
RFP 2021-07 Help Me Grow Alachua	11/15/2021 - 5:00pm	Open - accepting bids and proposals	RFP 2021-07 Help Me Grow Alachua RFP 2021-07 Help Me Grow Alachua Addendum No. 1 RFP 2021-07 Help Me Grow Alachua Addendum No. 2 Form 2 - Budget and Narrative FY21-22 Help Me Grow Florida Public Awareness Guidelines Findings Report for Development Screening Referral Early Intervention Systems FY19-20 HMGF Impact Report	View Details
ITN 2022-01 - Youth Development Capacity Building	11/19/2021 - 6:00pm	Open - accepting bids and proposals	ITN 2022-1 Youth Development Capacity Building Collaborative with Form Form 1 Prospective Contractor Certification Form 2 - Organizational Foundation Form 3 - Organizational Capacity Self-Assessment Form 4 - Capacity Building Plan and Budget Final Capacity Building Plans YDCBC PowerPoint	View Details

https://www.childrenstrustofalachuacounty.us/programs/page/itn-2022-01-youth-development-capacity-building

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A. Submission Checklist

The response to this ITN shall consist of:

- ☐ A completed **FORM 1 - Prospective Contractor Certification** (included in this solicitation).
- ☐ A completed **FORM 2 - Organizational Information** (included in this solicitation).
- ☐ A completed **FORM 3 - Capacity Building Self-Assessment Tool** (included in this solicitation).
- ☐ A completed **FORM 4 - Capacity Building Plan and Budget** (included in this solicitation).
- ☐ Additional Documents Required for Submission
    - ○ Proof of Corporate Status and Legal Address (note: from SunBiz)
    - ○ Proof of OST program revenue from most recent fiscal year (such as tax documents IRS 990, audited financial statements, balance sheets, Philanthropy hub profiles etc.)
    - ○ Copy of IRS 501(c)(3) Determination Letter (if applicable)

All completed application shall be submitted via email Procurement@childrenstrustofalachuacounty.us by deadline. Emails should include the following details:

- Subject Line: [Organization Name] – Youth Development Capacity Building Collaborative
- PDF attachments above forms must be included in a single email to be considered completed. Please clearly label all application materials with form name and organization.

https://www.childrenstrustofalachuacounty.us/programs/page/itn-2022-01-youth-development-capacity-building

Questions?