

Regular Meeting 5/8/03

TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director 
Browning Spence, Director, Community Planning & Research *HBS*

Requested Action

The Board is requested to confirm the action of April 10, 2003 terminating the Girl's Incorporated program and approve the release of a Request for Proposals (RFP) for a comprehensive, gender-specific program for girls.

Options

1. Approve the request.
2. Deny the request.
3. Any other action the Board deems appropriate.

Recommended Action

1. Confirm action of April 10, 2003 terminating the Girl's Incorporated program.
2. Approve the release of an RFP for up to \$64,000 in FY 02-03 and up to \$256,000 in FY 03-04 for a comprehensive, gender-specific program for girls in which Girls Incorporated would not be an eligible applicant.

Source of JWB Funds

FY 02-03 Continuation Funding

Fiscal Impact

The remaining program allocation for FY 02-03 is \$64,000 out of a \$256,533 allocation.

Narrative

At the April 2003 JWB Board meeting, the Board approved the elimination of 14 agencies and 19 programs. Girl's Incorporated of Pinellas was approved for elimination; however, an additional period of time was provided to Girl's Incorporated to explore the feasibility of merger with the YWCA of Tampa Bay. This recommendation for elimination resulted from long standing programmatic and fiscal issues. (See Attachment A.) Girls Incorporated did not pass ASSET in April 2002, and as of a February 2003 site visit, had made minimal progress in addressing issues identified in the Corrective Action Plan. To date, evidence indicating sufficient progress toward a merger has not been submitted; hence the request to the Board to authorize the release of a Request for Proposals for a comprehensive, gender-specific program for girls.

In keeping with the JWB Strategic Plan, the Request for Proposals for a gender-specific program for females will require the integration of the issues of substance abuse prevention, promotion of responsible sexual behaviors, and the avoidance of violent behavior.

Upon Board approval, the proposed release date is May 12, 2003. The Request for Proposals is attached for the Board's review. (Attachment B)

Staff recommends that the Board participate in the selection process for the RFP. Three Board members would be requested to serve on a panel that would review the final applicants.

The program methodology for the RFP for the gender specific program would meet the following guidelines:

1. The funded program will have services in at least two (2) sites in north, mid, and/or south parts of the County.
2. Annualized contracted service level of 175 primary youth.
3. Expected outcomes include increase in decision-making abilities as it relates to avoidance of sex, drugs, and violence, and an increase in attitudinal change related to gender stereotyping and cultural awareness.
4. Services to be developmentally appropriate for girls 6-17, with emphasis on 10-14 and available after school and during summer.
5. Program to be designed to address early risk-taking behaviors of 10-14 year old girls.
6. Program staff should have the ability to respond to early risk-taking behaviors.
7. Curriculum that has specific components of preventing risk-taking behaviors for sex, drugs, and violence. and must reflect best practice.
8. Services offered include a family involvement component (e.g. parent training/education on risk-taking behaviors and steps parents can take to address).
9. Linkages with other community programs must be described (referral agreements, resource sharing, etc)

The following processes are also recommended:

1. The RFP and application will be available on the JWB website.
2. An interdepartmental team of JWB staff would rank programs initially.
3. Agencies would receive notification of the preliminary rating through the JWB website. Rating sheets would be available at the JWB for agency review.
4. A break point would be established based on scores. Those agencies ranked above that break point would be notified and interviews scheduled
5. Agencies not recommended for funding would be given the opportunity to submit a one-page rebuttal, which would be circulated to Board Panel members. The Board Panel will decide if the agency would be interviewed.
6. Applications of the finalists would be distributed to the Board panel for review. The panel members would submit questions for individual programs, which would be forwarded to the agencies for response preparation.
7. An interview would be scheduled to provide an opportunity for agencies to answer the Panel's questions.
8. Board members on the panel would rank finalists using the rating sheet provided

in the RFP.

9. Staff would bring final recommendations to the Board at the July 10 Board meeting.

REQUEST FOR PROPOSAL SCHEDULE

- | | |
|---|------------------------|
| o RFP available at JWB | Monday, May 12, 2003 |
| o Bidders' conference (North) | Thursday, May 15, 2003 |
| o Bidders' conference (South) | Friday, May 16, 2003 |
| o Deadline for questions/technical assistance | Friday, May 23, 2003 |
| o Responses to questions distributed to Potential Bidders | Thursday, May 29, 2003 |
| o Technical Review Opportunity | Tuesday, June 3, 2003 |
| o Application due by 4:00 p.m. – JWB clock | Friday, June 06, 2003 |
| o Review of RFPs | June 09-13, 2003 |
| o Board review panel meeting | June 18 or 20, 2003 |
| o Board Action | July 10, 2003 |

Girls Incorporated is still providing services while the agency is in transition. The services are expected to continue until June 30th. In the past with the closure of a program site, Girl's Incorporated made a concerted effort to provide continued services to their participants with alternate service providers. JWB will work with Girls Incorporated to secure an orderly transition.

Attachment A: Girl's, Incorporated Background

Attachment B: Request for Proposal and Application

Staff Resource Person: Jerry Parker, Contract Manager
Trenia L. Cox, Manager, Community Planning

ATTACHMENT A: GIRLS INCORPORATED OF PINELLAS

The following is a summary of information provided the Board for its April 10th meeting:

- Girls Incorporated was contracted to provide youth development, before and after school care, individual services, and summer programs for girls ages 6 -17.
- In June of 1998, Girls Incorporated was awarded a contract commencing in October of 1998 for \$60,665 to provide a teen pregnancy prevention program. In June of 1999, the Juvenile Welfare Board terminated funding because the contracted program was not implemented.
- In December of 2001, the United Way and the Juvenile Welfare Board put Girls Incorporated on a joint corrective action plan.
- At the February 14, 2002, Board Meeting, the Board reduced the JWB allocation to Girls Incorporated by \$50,298 (\$63,527 annualized) due to closing the Southside Center in the Midtown St. Petersburg area.
- In April 2002, the agency did not achieve ASSET certification. Eight (8) of twenty (20) Administrative and Service standards received unsatisfactory assessment ratings. As of a February 2003 site visit, minimal progress had been made on addressing issues in the Corrective Action Plan.
- The agency is also under enforcement procedures with the Pinellas County License Board (PCLB). The PCLB has stated that Girls Incorporated was in noncompliance in the areas of "supervision (direct) and personnel records (screening of personnel)...and continue to be a concern as these areas are of high risk for children."
- Audit records show that the agency has seen its fundraising revenue drop 52% from \$80,263 in 1999 to \$38,683 in 2002. From 1998 to 2002, revenues have fallen 49.5% from \$1,263,181 in 1998 to \$637,706 as of September 30, 2002.
- The past three management letters (fiscal year 1999-2000 through 2001-2002) for Girls Incorporated have included thirty-seven findings. Findings related to cash disbursement approval procedures and recording property and equipment have been noted every year for the past three years.
- The agency has not met its contracted service levels for girls for the past three years. SAMIS data indicates that Girls Incorporated, contrary to their methodology, included males in their reporting of contracted service levels.

Staff Resource Persons: Trenia Cox, Planning Manager
Jerry Parker, Contract Manager

ATTACHMENT B

REQUEST FOR PROPOSAL AND APPLICATION

FOR

**The Juvenile Welfare Board of Pinellas County
Gender Specific Youth Development Program**

FUNDING PERIOD:

July 14, 2003 - September 30, 2003
October 1, 2003 - September 30, 2004

FUNDS AVAILABLE:

FY 02-03: \$64,000
FY 03-04: \$256,000

BIDDER'S CONFERENCES

May 15, 2003 _ Clearwater East Public Library
May 16, 2003 – City of St. Petersburg Public Library

FINAL DATE FOR SUBMISSION:

June 6, 2003
4:00 P.M

NUMBER OF COPIES REQUESTED:

7

**JUVENILE WELFARE BOARD
6698 68th AVENUE NORTH, SUITE A
PINELLAS PARK, FL 33781-5060
(727) 547-5600**

INTRODUCTION

The JWB is seeking proposals from non-profit and governmental agencies for a gender specific youth development program. The program will provide a gender-specific comprehensive after school/weekend youth development program for girls 6-17 years of age, with emphasis on girls 10-14.

Examples of services in a comprehensive program include: drama groups, sports/recreation, leadership development, entrepreneurial programs, art, music, peer education, computer labs, and tutoring which incorporate positive youth development practices and programs that connect this identified group to their geographic and environmental community. Programs must include components that encourage healthy life styles and offer protective factors for risk-taking behaviors that include substance abuse, violence or irresponsible sexual activity.

This program and/or services should focus the community's attention and resources on the intentional, holistic development of asset/protective factors. Traditionally, efforts to improve the quality of life for children and youth have focused on addressing needs, deficiencies, and problems. JWB's focus is to progress beyond narrowly defined problems and individual concerns to a broader view of community and its interrelated parts to provide an array of supports in the areas of early childhood and adolescent development that promote resiliency and skill development and prevent problem behaviors.

Research supports the asset/development/risk reduction framework that JWB has adopted through the strategic planning process. There is still a need for increased and improved coordinated community-wide services to address the three priority areas of risk identified by the community: sexual behavior, substance abuse, and violence.

We recognize that all children in Pinellas County are exposed to various assets and risks. However, research shows that concentration of multiple risk factors experienced by children and families can inhibit positive development. Programs that include youth with multiple risk factors are encouraged. Programs must include components that prevent and respond to beginning risk-taking behaviors.

The four components which are essential in this application will be: 1) the degree that programs include important factors that contribute to resiliency, 2) the ability of the program to meet the JWB criteria for youth development, and 3) a demonstrated capacity to organize and deliver gender specific programming to girls in the targeted age group, and 4) the ability of the program to meet the JWB rating criteria. While the emphasis will be on 10-14 year old girls, the program must have a developmentally appropriate continuum to serve girls 6-17.

The contact person regarding the contents of this RFP is Pamela Needham, Contract Manager, Juvenile Welfare Board, 547-5650.

FUNDS AVAILABLE

The total amount for program and start-up funding available for FY 02-03 is \$64,000. Up to \$20,000 of this amount per funded proposal may be used for start-up costs. Start-up funds are dollars used for planning, equipment, background screening, etc. The FY 03-04 budgeted amount will be up to \$256,000.

The intent of the project is to provide funding for a gender-specific youth development program in at least two sites in north, mid, and/or south parts of the County to assure wide service accessibility. JWB expectations are that up to forty (40) primary girl participants will receive services during FY 02-03. The program must serve a minimum of 175 girls during FY 03-04. JWB encourages agencies serving less than 175 youth to collaborate with other youth development programs to achieve that level and propose a lead agency that will assume fiscal and administrative duties. Agencies submitting a collaborative proposal must provide letters from each partner that clearly define each agency's role, responsibilities and contributions.

BIDDERS CONFERENCE

Two Bidder's Conferences will be held to ask questions and obtain information on the RFP. Agencies are encouraged to attend.

**May 15, 2003 _ Clearwater East Public Library
2251 Drew Street
Clearwater, Florida**

**May 16, 2003 – City of St. Petersburg Public Library
3945-9th Avenue North
St. Petersburg, Florida**

RESPONSE DEADLINE

- Sealed proposals are due to the Juvenile Welfare Board on June 6, 2003 at 4:00 PM (JWB clock).
- Applications may not be faxed or e-mailed.
- Rating points will be subtracted for proposals delivered after 4:00 PM. (5 points reduction from 4–4:30, 10 point reduction from 4:30–5:00 P.M.)
- Applications received after 5:00 PM will not be accepted.
- An official authorized to bind the organization to the proposed activity must sign the application.
- All applications will be publicly opened and recorded immediately following the submission deadline.

Technical Review

JWB staff will be available at the Juvenile Welfare Board office from 8:30 to 12:00pm and 1:00pm to 4:30 pm on Tuesday, June 3, 2003 to review any applications prior to submission. Staff will review applications for completeness to determine that all required documents have been submitted. Staff will not review the content of any proposals or comment on potential ratings. This will be provided on a first come first served basis.

The following will be in place:

1. The RFP and application will be available on the JWB website.
2. An interdepartmental team of JWB staff would rank programs initially.
3. Agencies would receive notification of the preliminary rating through the JWB website. Rating sheets would be available at the JWB for agency review.
4. A break point would be established based on scores. Those agencies ranked above that

- break point would be notified and interviews scheduled
5. Agencies not recommended for funding would be given the opportunity to submit a one-page rebuttal, which would be circulated to Board Panel members. The Board Panel will decide if the agency would be interviewed.
 6. Applications of the finalists would be distributed to the Board panel for review. The panel members would submit questions for individual programs, which would be forwarded to the agencies for response preparation.
 7. An interview would be scheduled to provide an opportunity for agencies to answer the Panel's questions.
 8. Board members on the panel would rank finalists using the rating sheet provided in the RFP.
 9. Staff would bring final recommendations to the Board at the July 10 Board meeting.

FUNDING SCHEDULE

ACTIVITY	DATE
RFP available at JWB at Noon	May 12, 2003
Bidder's Conference 1 Clearwater East Public Library: 3:30 P.M.	May 15, 2003
Bidder's Conference II: St. Petersburg Public Library: 3:30 P.M.	May 16, 2003
Technical Review	June 3, 2003
Applications due to JWB by 4:00 p.m. (JWB clock)	June 6, 2003
Review Panel Interviews	June 18 or 20, 2003
JWB Board Action	July 10, 2003
Funding Effective Date	July 14, 2003

CRITERIA FOR SELECTION

Required Attachments

Mandatory

Proposals missing any of the mandatory items will not be considered for funding. Agency Certification Form must be complete and signed. If a collaborative proposal is submitted, letters from all participating agencies must be included which define each agency's role, responsibilities, and contributions. The proposal must include a project summary, methodology, timetable, complete budget, capability statement and must meet the program and administrative criteria on pages 6 and 7 of this RFP.

Project Summary

maximum 20 points

The proposal must clearly address the programmatic criteria as outlined in this RFP. The proposal should explain how it is compatible with the JWB Strategic Plan. The review committee will look for

proposals that include activities that build on asset development strategies and offer a sound rationale for proposed activities.

Methodology

maximum 50 points

The proposal must clearly state the program activities and explain how the activities meet the developmental needs of girls ages 6-17. The proposal should also include the number of youth who will participate in the youth development program as well as a recruitment and retention plan to identify youth 6-17 as potential participants. The proposal must identify program location and hours of operation. The proposal should address program accessibility via public or program transportation.

Programs serving participants who are eligible for free or reduced lunch or reside in subsidized or public housing programs will be given priority. Proposals that are funded based on these criteria are required to provide appropriate documentation of participant eligibility on site for review if funded.

The Proposal must include the expected impact (outcomes). Impact (outcomes) must be well defined and measurable. Data collection capability must be described and the relationship to the goals of the JWB Strategic Plan must be clear.

The program methodology for the RFP for the gender specific program would meet the following guidelines:

1. The funded program will have services in at least two (2) sites in different parts of the County (north, mid, /or south).
2. Contracted service level of 175 annualized
3. Expected outcomes include increase in decision-making abilities as it relates to avoidance of sex, drugs, and violence, and an increase in attitudinal change related to gender stereotyping and cultural awareness and attitudinal change.
4. Services to be developmentally appropriate for girls 6 -17, with emphasis on the 10-14 and available after school and during summer.
5. Program to be designed to address and prevent early risk-taking behaviors of 10-14 years old girls.
6. Curriculum that has specific components of preventing risk-taking behaviors for sex, drugs, and violence.
7. Services offered include a family involvement component (e.g. parent training/education on risk-taking behaviors and steps parents can take to address).
8. Linkages with other community programs must be described (referral agreements, resource sharing, etc.)
9. Curriculum used must reflect best practice.

Timetable

maximum 10 points

The Proposal should provide a realistic timetable that addresses all tasks to be completed for the project. A start-up period not to exceed forty-five (45) days from the receipt of contract award should be used to plan, recruit staff and complete appropriate background screenings, purchase equipment and prepare the program to begin serving youth on August 20, 2003.

Budget

maximum 20 points

The budget should be mathematically accurate. The budget should be reasonable and sufficient but not excessive in relation to the activities to be undertaken. The budget should reflect fees or other revenue sources. Requests for start-up funds must be clearly identified in the budget narrative. The

budget narrative should be sufficiently detailed to indicate the purpose and derivation of the proposed expenditure.

Funded agencies will be required to enter data into JWB Services and Activities Management System (SAMIS). A computer needs to be designated for this function. Specifications for the utilization of SAMIS include: internet connection (recommended DSL, cable or T-1), Internet explorer 6.0 sp1, Windows 98, Windows NT 4.x, Windows 2000 or Windows xp, and at least 128 MB RAM.XX. If the agency cannot meet these specifications, these specifications are approved budgetary expenditures.

Capacity/Capability

maximum points 40

The program site should meet American Disability Act Requirements. A current organizational chart and job description for all key project staff relevant to the proposal should be included. The proposal should include a plan for training staff specific to working with girls ages 6-17. The ratio of youth to staff should be appropriate for the developmental needs of youth (i.e. there are a sufficient number of qualified staff and other needed resources to adequately serve participants). Program has experience implementing strength based; gender-specific positive youth development activities for girls and can demonstrate reliability and positive accomplishments in this area.

PROGRAM AND ADMINISTRATIVE CRITERIA

- The Program must target girls ages 6-17. Programming should be developmentally appropriate to the age group. Developmentally appropriate grouping of the target population is expected for sound and effective programming.
- Program must be offered when youth are not in school at a minimum of 5 school days per week, 4 hours per day, and 6 hours a day Monday thru Friday during the summer.
- All staff must be appropriately background screened.
- All programs must submit a plan for training staff working at funded sites. Training must include specific content related to working with girls between the ages of 6 and 17. BEST training is strongly encouraged.
- Programs serving participants who are eligible for free or reduced lunch or serve residents of public housing programs will be given priority. (Agencies funded based on these criteria will be required to provide appropriate documentation of participant eligibility on site for review by JWB to assure target girls are participating.
- Only Pinellas County residents are eligible for program services with JWB funds.
- No religious instructional camps are eligible.
- Funds awarded will not exceed \$1600 per youth for the entire year.
- If program intends to charge a participant fee, the revenue must be included in the budget submission and the agency must develop a sliding fee scale to be included with the application.
- Gender specific funding cannot be used to supplant JWB funding or funding from other sources that would be otherwise available. Programs receiving gender specific funding cannot charge more than their standard program rate for the funded service. The Juvenile Welfare

Board will not fund a) property acquisition, b) building construction, c) depreciation, or d) fundraising cost. Furthermore, in accordance with Board Policies and state statutes, the JWB does not fund programs that are under the exclusive jurisdiction of the public school system.

- Daily attendance records are required for audit purposes. They must be held for 5 years for all agencies/programs that receive funds.
- All programs are required to establish, and submit with their proposal, an attendance/absence reimbursement policy.
- Programs must submit a statement regarding cultural diversity and competence in regards to the population(s) served to insure they include experiences that are reflective of cultural groups in Pinellas County.
- Agencies wishing continuation funding must be either be ASSET certified or they will be required to successfully complete the A.S.S.E.T. (Agency Self-Study Efficacy Tool) comprehensive program review process within three years and once every three years thereafter.
- The applicant agrees that participant and attendance data as well as budget and reimbursement data will be transmitted in an accurate and timely manner to JWB via SAMIS (Services and Activities Management Information System). Funded agency is required to meet computer criteria for SAMIS entry. This capability is a budgetary item.
- The applicant agrees that service and participant data will be compliant with the Health Insurance Portability and Accountability Act of 1996 where applicable.

The JWB reserves the right to reject any or all applications, to waive any non-substantive deficiency or irregularity, and to award a contract in what it believes to be in the best interest of JWB and Pinellas County.

APPLICATION FOR JWB FUNDS FY 2002 - 2003
CERTIFICATION PAGE

(Cover Page)

Program

Title: _____

Sponsor

Agency: _____

Address: _____

Date

Agency

Incorporated: _____ Phone: _____

Program

Director: _____

Total Program Cost \$	_____	FY 02-03 Total JWB Request \$	_____	FY 02-03
Total Program Cost \$	_____	FY 03-04 Total JWB Request \$	_____	FY 03-04

AGENCY CERTIFICATION

A. The geographical service area for this agreement is as follows: (Check one)

_____ Service will be offered to girls throughout Pinellas County

_____ Service will be offered less than countywide.

Service will be offered in the following zip codes
(list all zip codes of the target area):

B. To comply with Application Requirements of the Juvenile Welfare Board, the

_____ certifies:
(agency name)

- 1) That the agency is a governmental agency or a not-for-profit corporation registered with the Office of the Secretary of the State of Florida, and maintains articles of incorporation, agency by-laws, all legally required licenses, and financial statements and that these are available for inspection by JWB monitoring staff;
- 2) That the agency will negotiate, if deemed necessary by JWB, the reasonable refinement of service levels, objectives, methodology, procedures, and budget;
- 3) That all agency decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment will be made without regard to consideration of race, creed, religion, gender, country of national origin, age, physical or mental handicap, marital status, or other factors which cannot be lawfully used as the basis for an employment decision;

- 4) That the agency will abide by the General Conditions for all Juvenile Welfare Board funded agencies;
- 5) That the agency board of directors has approved this proposal at a meeting held on _____;
- 6) That the budget included in this application is a reasonable estimate of the anticipated revenues and expenditures for the activities proposed;
- 7) The applicant certifies that the following documents are available. Upon request they will be produced **within three (3) working days:**

ITEMS

- | | |
|--|---|
| 1. Articles of Incorporation | 7. Biographical Data On Agency Chief Executive and Program Director |
| 2. Agency By-Laws | 8. Affirmative Action Plan |
| 3. Past 12 months: Financial Statements and Receipts | 9. Inventory System (Equipment Records) |
| 4. Membership List of Governing Board | 10. IRS Status Certification |
| 5. All Legally Required Licenses | 11. Current Job Descriptions for All Staff Positions in the Program |
| 6. Latest Agency Financial Audit and Management Letter | |

The applicant acknowledges that failure to comply with the above requirements may result in program funds, if allocated, being withdrawn, reallocated, or delayed.

SIGNATURE OF AGENCY DIRECTOR

DATE

FISCAL YEAR 2003 APPLICATION FOR GENDER SPECIFIC (GIRLS) YOUTH DEVELOPMENT PROGRAM FUNDS AVAILABLE THROUGH A COMPETITIVE REQUEST FOR PROPOSAL PROCESS

PLEASE RESPOND TO THE FOLLOWING QUESTIONS IN NO MORE THAN FIVE TYPEWRITTEN PAGES FOR THE ENTIRE PROPOSAL (12 point font):

1. Please provide a description of no more than 100 words summarizing your proposal. This description will be used to describe your program to the Board. Be sure to include program activities, location, and target population in your summary. Also explain how the proposal will meet the programmatic criteria of the grant and how the proposal is compatible with JWB's Strategic Plan. (Separate Page)
2. Specify if the requested JWB funds will support a new program or expand existing services. Be specific about the number and ages of participants the program intends to serve. If you are seeking program expansion, indicate the number of youth currently served and explain how many more youth will be served as a result of JWB funding.
3. Provide a detailed description of your program by answering the following questions: What are the program activities? Are the activities part of a best practice structured program or curriculum? How many youth will participate? What is the number of youth that you are requesting funding for? What is the number of staff, both professional and support? What is the anticipated staff-participant ratio? What are their qualifications to operate the proposed program? Where is the program located and what are the hours of operation (days and times)? Is the program accessible by public transportation? Will the program provide transportation/ Do you have a plan for recruitment and retention of program participants? How will the curriculum address the prevention of risk taking behavior? How will families be involved?
4. Explain the program's overall goals for the participants and explain how these goals are compatible with the JWB resiliency Assets/Protective factors and JWB Strategic Plan priorities.
5. How will one know if the program is effective? How will its impact be documented if the proposal is funded? Clearly explain the strategies and measures the program will use to show its impact/effectiveness.
6. If the program is a community partnership or collaboration, explain how it will work. List the partners/collaborators and explain the involvement of each, including documentation of their commitment (i.e. Signed letters specifically stating each participant's contributions, roles, and responsibilities, not letters of general support). Clearly explain how this collaboration will benefit the participants.
7. If program staff has completed youth or child development training, list the staff name(s), classes attended and dates of attendance. If program staff is scheduled to complete youth or child development training, list staff name(s), classes to be attended and target completion dates.

8. Please indicate in your application if your agency is licensed or certified to provide childcare services by any organization. Include the address of the licensing or certifying organization. Include documentation and/or a copy of any licensure. If not, please state your qualifications to provide the services you are requesting JWB to fund.
9. An audit is required if the applicant is not JWB funded agency.
10. More points are allotted to applicants that have other sources of revenue.

SPECIAL INSTRUCTIONS FOR PRE-BUDGET WORKSHEET

Budget submissions cover two fiscal years: FY 02-03 and FY 03-04.

PERSONNEL

SALARY - Complete Form 2A detailing all program staff – (page 13). Show the aggregate dollar amount requested from JWB for the funded period on page 12.

FRINGE BENEFITS – Complete Form 2A detailing all program staff – (page 13). Show the aggregate dollar amount requested from JWB for the funded period on page 13.

OPERATING EXPENSES

Show a consolidated figure of all expenditures in this category for which you are requesting funding by JWB (02-03 and 03-04).

ADMINISTRATIVE COST

This is a fixed percent of program budget determined by a direct/indirect cost rate calculation. This should not be duplicative of other program items. While depreciation may be shown as a part of Administrative Cost, JWB cannot reimburse depreciation, capital or in-kind as a part of its allocation. If the program chooses to budget this line item, it must provide a computation for the **Agency's** administrative cost rate.

SOURCES OF REVENUE

List all sources of program funding- known and reasonably projected. Each funding Source and amount must be identified specifically.

REMINDER- FOR A BALANCED BUDGET GROUP A MUST EQUAL GROUP B

PRE-BUDGET WORKSHEET

Program Name: _____

Agency: _____

Date Submitted: _____

Revised page only, date submitted: _____

GENDER SPECIFIC (GIRLS) PROGRAM BUDGET

If this program is selected for funding, a full line item budget must be submitted to JWB for approval. Contracts will not be issued until a program methodology; measurable objectives and a budget are approved by JWB. Do not include capital, in-kind or depreciation in this budget.

(ROUND NUMBERS UP TO THE NEAREST DOLLAR)

ACCT # TITLE	PROGRAM FY 02-03	JWB REQUEST FY 02-03	PROGRAM FY 03-04	JWB REQUEST FY 03-04
<u>PERSONNEL</u>				
Salaries				
Fringe Benefits				
SUB-TOTAL				
OPERATING EXPENSES				
ADMINISTRATIVE COST				
TOTAL GROUP A				
REVENUE SOURCES (List all)				
		XXXXXXXXXXXXX		XXXXXXXXXXXXX
		XXXXXXXXXXXXX		XXXXXXXXXXXXX
		XXXXXXXXXXXXX		XXXXXXXXXXXXX
		XXXXXXXXXXXXX		XXXXXXXXXXXXX
		XXXXXXXXXXXXX		XXXXXXXXXXXXX
		XXXXXXXXXXXXX		XXXXXXXXXXXXX
JWB REQUEST		XXXXXXXXXXXXX		XXXXXXXXXXXXX
TOTAL GROUP B		XXXXXXXXXXXXX		XXXXXXXXXXXXX
FOR A BALANCED BUDGET GROUP A MUST EQUAL GROUP B				

IF THERE IS SUBSTANTIVE IN-KIND RESOURCES, PLEASE DESCRIBE AND VALUE IN A SEPARATE PARAGRAPH.

FORM NO. 2A

Program Name: _____

Agency: _____

Date Submitted: _____

Revised page only, date submitted: _____

**PROGRAM
SALARY & FRINGE PREPARATION
FISCAL YEARS 2002-2003**

(ROUND NUMBERS UP TO NEAREST DOLLAR)

(1) Position and Employee Last Name	% Time In Prog	Gross Salary 02-03	Salary In Prog. 02-03	Fringe In Prog. 02-03	JWB (\$) Request For Salary 02-03	JWB (\$) Request For Fringe 02-03
TOTALS						

IF THERE IS SUBSTANTIVE IN-KIND RESOURCES, PLEASE DESCRIBE AND VALUE IN A SEPARATE PARAGRAPH.

FORM NO. 2A

Program Name: _____

Agency: _____

Date Submitted: _____

Revised page only, date submitted: _____

**PROGRAM
SALARY & FRINGE PREPARATION
FISCAL YEARS 2003-2004**

(ROUND NUMBERS UP TO NEAREST DOLLAR)

(1) Position and Employee Last Name	% Time In Prog	Gross Salary 03-04	Salary In Prog. 03-04	Fringe In Prog. 03-04	JWB (\$) Request For Salary 03-04	JWB (\$) Request For Fringe 03-04
TOTALS						

Required Attachments

Please attach the following items:

1. An organizational chart of the total agency showing the organizational location of the proposed program.
2. A separate organizational chart of this program.
3. All key job descriptions related to this program.
4. If your program depends on another agency (i.e.; the school board, etc.) to provide a part of your program's services, include a copy of the agreement between your agency and the supporting agency.
5. If not a currently funded JWB program, submit the most recent agency audit.

**Gender Specific (GIRLS) Youth Development
Proposal Rating Sheet**

Applicant: _____

Reviewer: _____

I. Mandatory Submission Required
Proposals missing any of the following items will not be considered for funding.

❖ Is the Agency Certification Form complete?	___ No ___ Yes
❖ Does the Agency have a demonstrated capacity to organize and deliver gender-specific programming?	___ No ___ Yes
If a collaborative proposal is submitted, or if other organizations are providing specific services, letters from all participating agencies are included which define each agency's roles, responsibilities, and contributions.	___ No ___ Yes ___ NA
❖ Proposal contains:	
▪ Project Summary	___ No ___ Yes
▪ Methodology	___ No ___ Yes
▪ Timetable	___ No ___ Yes
▪ Budget	___ No ___ Yes
▪ Documentation of Licensure or Certification	___ No ___ Yes
▪ Capability Statement	___ No ___ Yes
▪ Meets the Youth Development Program Criteria	No Yes

II. Project Summary/ Introduction (maximum: 20 points)

1. The proposal clearly addresses the programmatic criteria outlined in the RFP. (0-5 points)	0 1 2 3 4 5 No partially Yes
2. The proposal clearly explains how it is compatible with JWB's Strategic Plan. (0-5 points)	0 1 2 3 4 5 No partially Yes
3. The introduction identifies asset development strategies and incorporates these into the summer program activities. (0-5 points)	0 1 2 3 4 5 No partially Yes
4. The proposal includes a sound rationale for the program strategies proposed. (0-5 points)	0 1 2 3 4 5 No partially Yes
Sub-total – summary/introduction (add scores items 1-4)	

III Methodology (Maximum: 50 points)

1. The proposal clearly states program activities. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
2. The activities are part of a structured program and these program activities are structured to build resiliency and reflect best practice. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
3. The agency/organization demonstrates and is able to articulate the developmental needs of the identified population. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
4. The proposal clearly identifies the number of youth to be served, and meets or exceeds minimum requirements. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
5. The curriculum addresses subject matter to prevent or reduce risk-taking behavior focusing on sex, drugs, and violence and is developmentally appropriate for age groups? (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
6. Program includes a family involvement component (e.g. parent training/education on risk-taking behaviors and steps parents can take to address) (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
7. The program provides recruitment and retention strategies for the participants to be served (0-5 points).	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
8. The proposal clearly identifies hours of operation that meet RFP requirements. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
9. The proposal clearly identifies program locations. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
10. The proposal clearly describes measures for assessing program effectiveness and they are appropriate. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
Sub-total - methodology (add scores –section III, items 1-8)	

IV Timetable (Maximum: 10 points)

The applicant provided a realistic timetable that addresses all tasks to be completed for the project. (0-10 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u> No partially Yes
--	---

V. Budget (Maximum: 20 points)

1. The budget is mathematically accurate. (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
2. The budget is reasonable in that it is sufficient but not excessive in relation to the activities to be undertaken. (0-10 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u> No partially Yes
3. The budget reflects other revenue sources (or real dollars or substantive in kind). (0-5 points)	<u>0</u> <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> No partially Yes
Sub-total – budget (add items section V. 1-3)	

VI.Capacity/Capability (Maximum points: 40)

1. The applicant demonstrates cultural competence with regard to the issues and population described in the RFP. (0-5 points)	<table border="0"> <tr> <td><u>0</u></td> <td><u>1</u></td> <td><u>2</u></td> <td><u>3</u></td> <td><u>4</u></td> <td><u>5</u></td> </tr> <tr> <td>No</td> <td colspan="3">partially</td> <td colspan="2">Yes</td> </tr> </table>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	No	partially			Yes											
<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>																		
No	partially			Yes																			
2. There are job descriptions for <u>key</u> project staff that are relevant to the proposal. (0-4 points)	<table border="0"> <tr> <td><u>0</u></td> <td><u>1</u></td> <td><u>2</u></td> <td><u>3</u></td> <td><u>4</u></td> <td><u>5</u></td> </tr> <tr> <td>No</td> <td colspan="3">partially</td> <td colspan="2">Yes</td> </tr> </table>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	No	partially			Yes											
<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>																		
No	partially			Yes																			
3. The applicant's prior service experience is relevant to the proposal. (0-10 points).	<table border="0"> <tr> <td><u>0</u></td> <td><u>1</u></td> <td><u>2</u></td> <td><u>3</u></td> <td><u>4</u></td> <td><u>5</u></td> <td><u>6</u></td> <td><u>7</u></td> <td><u>8</u></td> <td><u>9</u></td> <td><u>10</u></td> </tr> <tr> <td>No</td> <td colspan="8">partially</td> <td colspan="2">Yes</td> </tr> </table>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	No	partially								Yes	
<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>													
No	partially								Yes														
4. There are a sufficient number of qualified staff and other needed resources to complete this project. (0-5 points)	<table border="0"> <tr> <td><u>0</u></td> <td><u>1</u></td> <td><u>2</u></td> <td><u>3</u></td> <td><u>4</u></td> <td><u>5</u></td> </tr> <tr> <td>No</td> <td colspan="3">partially</td> <td colspan="2">Yes</td> </tr> </table>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	No	partially			Yes											
<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>																		
No	partially			Yes																			
5. The proposal includes a specific plan for training staff to work with gender-specific middle school aged youth. (0-5 points)	<table border="0"> <tr> <td><u>0</u></td> <td><u>1</u></td> <td><u>2</u></td> <td><u>3</u></td> <td><u>4</u></td> <td><u>5</u></td> </tr> <tr> <td>No</td> <td colspan="3">partially</td> <td colspan="2">Yes</td> </tr> </table>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	No	partially			Yes											
<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>																		
No	partially			Yes																			
6. The proposal includes evidence that program staff has completed or have been scheduled to complete nationally recognized youth development training (i.e. BEST Initiative or comparable training). (0-5 points)	<table border="0"> <tr> <td><u>0</u></td> <td><u>1</u></td> <td><u>2</u></td> <td><u>3</u></td> <td><u>4</u></td> <td><u>5</u></td> </tr> <tr> <td>No</td> <td colspan="3">partially</td> <td colspan="2">Yes</td> </tr> </table>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	No	partially			Yes											
<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>																		
No	partially			Yes																			
7. Organizational charts are current and clearly identify agency and program. (1 point)	<table border="0"> <tr> <td><u> </u> No</td> <td><u> </u> Yes</td> </tr> <tr> <td>(0)</td> <td>(1)</td> </tr> </table>	<u> </u> No	<u> </u> Yes	(0)	(1)																		
<u> </u> No	<u> </u> Yes																						
(0)	(1)																						
8. The applicant demonstrates a track record of fiscally sound administration. (0-5)	<table border="0"> <tr> <td><u>0</u></td> <td><u>1</u></td> <td><u>2</u></td> <td><u>3</u></td> <td><u>4</u></td> <td><u>5</u></td> </tr> <tr> <td>No</td> <td colspan="3">partially</td> <td colspan="2">Yes</td> </tr> </table>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	No	partially			Yes											
<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>																		
No	partially			Yes																			
Sub-total – capacity/capability (add items VI 1-7)																							

Total Score (maximum: 140 points)
--

**Frequently Asked Questions
(FAQ)
FOR GENDER SPECIFIC YOUTH DEVELOPMENT PROGRAMS**

1. What is a Bidder's Conference?

The Bidders' Conference is an opportunity to "walk through" the application process and to allow potential applicants to ask questions concerning issues they don't understand or wish to clarify. Frequently, an applicant will ask a question that inadvertently assists other applicants.

This is a good opportunity for applicants to make sure they understand everything that needs to be included in the application and the reasons for it.

2. I am currently a JWB funded agency, is it necessary for me to complete the entire application?

YES! When responding to the questions in the application, assume that the reviewer is not familiar with your program. - When explaining your request, please be thorough and write the response in a manner such that someone who is not familiar with your program will fully understand how the request will enhance your program.

3. How important is the budget?

Very! Please complete the budget correctly and make sure it is mathematically correct. Please review this document to ensure that your budget shows line items in approved JWB categories. If your budget does not add up, JWB reviewers cannot "assume" what is correct. Accuracy of the information submitted is evaluated in the rating process.

3. What should I include in sources of revenue?

Revenue is money received from other sources to run the program. If you have a commitment for match money, identify the match source and provide a telephone number for the entity. If the match is a part of the program's current operating budget, clearly explain! If no other sources of revenue have been identified, please clearly indicate that and then identify specific plans for requesting other sources of revenue. More points are allotted to those agencies that have other sources of revenue.

4. Is it important to submit the application on time?

Though applications will be accepted before , it is important to understand that 4 PM is the deadline for submission of all proposals. Even though we will continue to accept applications until 5:00 PM, points will be deducted from any applications date stamped after 4:00 PM. Absolutely no applications received after 5:00 PM on will be considered.

Please be sure to check your proposal to ensure that all information is complete, concise and comprehensive and that all questions have been answered.

Juvenile Welfare Board Mission Statement

The Juvenile Welfare Board supports the healthy development of all children and their families in Pinellas County through advocacy, research, planning, training, communications, and coordinating of resources and funding.

Vision

The Juvenile Welfare Board has a two-fold vision:

That all children of Pinellas County will receive the support and guidance from their families, extended families, neighborhoods, and communities they need to develop the resilience to cope successfully with a changing environment.

That the JWB will be a public agency which leads the nation in creating a model of public service which supports children's positive development by:

1. working to strengthen and encourage individuals, families, neighborhoods, and communities through a variety of sound strategies; and
2. supporting an accessible social service system based on established family support principles.

Juvenile Welfare Board Strategic Plan

The Juvenile Welfare Board's Strategic Planning process identified a priority for JWB to support and promote the healthy development of individuals, families, and communities through asset-building approaches and the reduction of risk-taking behavior. This effort to increase assets while reducing risks is the resiliency approach. It recognizes the capacity of individuals to overcome challenges and to succeed in spite of hardships. This resiliency focus, which is central to the community education and professional development activities of JWB's Training Center, features the development of skills, competencies, and assets for individuals, families, organizations, and communities.

Resiliency: Dual Approach to Prevention

Asset Development

The term "resiliency" refers to the capacity of individuals to overcome challenges and to succeed in spite of hardships. In recent years, researchers and practitioners in diverse fields such as education, sociology, criminology, health, and psychology have sought to identify the positive influences that help to promote resiliency in children and youth. It is well known that many children who have experienced multiple risk factors are more likely to engage in more risk-taking behaviors than teenagers who have not experienced such disadvantages. They are also more likely to experience negative outcomes, such as teen pregnancy, substance addiction, or involvement in the criminal justice system. The fact remains that some children who experience very difficult conditions successfully negotiate their way through the teen years. What makes a difference for these children?

Assets/Protective Factors

Current research indicates that assets and protective factors experienced throughout development help children grow into healthy, responsible, self-sufficient young adults. Communities that provide a variety of supports and opportunities for all youth may help to protect vulnerable youth from the harmful effects of individual risk factors. Although different authors may use different words to describe this process, there is considerable agreement about what the important factors are and how they contribute to resiliency.

Attachment – Meaningful relationships with pro-social adults and peers (includes concepts of caring and support, bonding to family, school and community, communication, and connectedness).

Boundaries – Experiencing clear boundaries and high expectations (includes parental supervision and consistent discipline, school and community standards, and recognition for achievement and reinforcement of pro-social behavior).

Individual characteristics – (includes temperament, positive attitudes, pro-social beliefs and values, and future goals).

Skills – (includes mastery of a variety of developmental tasks as well as social skills, problem-solving, and decision making skills).

Opportunities for meaningful participation – In home, school, and community (also described as empowerment, engagement, and contribution).

Academic achievement and motivation – (includes positive attitude towards school, participation in school activities, reading for pleasure, good school behavior, good grades, and aspirations for higher education).

Risk Factors

The term risk factors refers to any internal or external conditions that predict a higher-than-average probability that a child will develop one or more problem behaviors. The term risk indicators refers to data used to measure the presence of risk factors, or to measure reduced effect of risk exposure following an intervention.

Several problem behaviors share common risk factors. Some risk factors are highly predictive of specific problem behaviors, especially in the absence of protective factors or appropriate intervention. However, the presence of risk factors does not lead inevitably to a particular outcome. Serious problem behaviors seem to have multiple causes, and as noted in previous discussion of resiliency, some individuals experience multiple risks and still grow into responsible and productive adults. As with asset building, positive experiences and influences may help to protect against both internal and external risk factors. Assets and protective factors often serve as buffers.

Risk factors associated with a variety of poor youth outcomes include:

- Economic deprivation/extreme poverty
- Low neighborhood attachment and community disorganization
- Family management problems/family conflict
- Child maltreatment
- Community norms and parental attitudes that accept or favor problem behaviors such as crime, substance use, and teen pregnancy
- Early and persistent anti-social behavior
- Academic failure in elementary school
- Association with anti-social peers

Because of the multiple influences on development of problem behaviors, many prevention researchers and practitioners recommend a dual approach. This dual approach includes promoting assets and protective factors in the general population while targeting prevention efforts to reduce exposure or compensate for effects of exposure in identified high-risk populations and neighborhoods. Often asset development and risk reduction may be accomplished through the same activity or strategy. Pittman and Cahill argue that the most effective youth development strategies include skill-building and risk-reduction activities for high-risk youth within the context of safe and caring community places that are developmentally appropriate and empowering for all youth. Pittman and her colleagues also propose that such strategies are more efficient in use of resources than serving high-risk youth in separate programs and activities.

Another important aspect of both asset development and risk reduction is the involvement and strengthening of families throughout development. Several effective prevention strategies related to reducing early sexual activity, substance abuse, and violence include an essential family component. Other effective strategies involve opportunities for positive peer activity. Although JWB's strategic plan primarily emphasizes asset development, it also puts an emphasis on three priority areas when dealing with risk factors:

- Responsible sexuality
- Non-violent youth
- Substance free youth

Some of the assets/protective factors associated with the three areas are:

Positive self-identity

- Communication skills
- Decision-making skills
- Opportunities for skill building, community contribution, and recognition
- Goals and plans for the future, including academic commitment
- Social competencies
- Appropriate supervision
- Positive alternatives
- Safety
- Attachment to pro-social adults and peers
- Healthy beliefs and clear standards

Promising Prevention Strategies

The emphasis of the JWB Strategic Plan is asset development and risk reduction toward the aim of healthy youth development. Although there is no one single solution to promote healthy youth development and prevent problem behavior, there are some strategies with demonstrated effectiveness related to adolescent sexuality, substance abuse, and violence. These strategies relevant to all three concerns are:

- Community mobilization and coalition building, including broad community representation and linking citizens and consumers to policy makers and funding.
- Family support and education to help parents provide developmentally appropriate parenting at all ages and communicate through the teen years.
- Parental involvement in planning and implementation of youth programs.
- Life skills training that emphasize goals, decision-making, self-worth, and values.
- Programs and activities that enhance academic achievement and school success.
- Programs and activities that promote positive peer involvement.
- Interactive teaching strategies that promotes open discussion of children and teens' concerns, issues, and values.
- Training for adults who work with youth in principles of youth leadership, and best practices of youth development.
- Use local data to identify priority issues, target appropriate interventions, and monitor progress to address local priorities.