



**Orange County
Citizens' Commission for Children
Mini-Grant Fund Distribution
Process
Youth Violence Prevention**



**Orange County Citizens' Commission for Children
Mini-Grant Fund Distribution Process
Spring 2024**

Process Timeline	
Fund Distribution Process Information is Available to the public on www.ocfl.net/ccc	April 22, 2024
Agency Training: Virtual Session <i>(Pre-recorded Session)</i>	April 22, 2024
Mini-Grant Fund Distribution Question and Answer Session <i>Register to participate at the link below:</i> https://bit.ly/3J9NnP0	May 1, 2024
Deadline to Submit Notice of Intent to Apply <i>(Online application)</i>	May 13, 2024
Mini-Grant Application (Proposals) Portal Opens	May 17, 2024
Mini-Grant Fund Distribution Question and Answer Session <i>Register to participate at the link below:</i> https://bit.ly/3J9NnP0	May 20, 2024
Process Question Deadline	May 31, 2024
Mini-Grant Proposals Due <i>(Online application)</i>	June 7, 2024
Notice of Preliminary Funding Recommendation mailed to agencies via USPS Certified Mail and Email	TBA
Contract Execution	October 1, 2024

Youth Violence Prevention

In response to an increase in violent crime involving youth, Orange County Mayor Jerry L. Demings convened a 37-member citizen-led Citizens' Safety Task Force to assess the impetus of the increase and provide recommendations designed to combat the problem. To meet the goal, the task force reviewed data, listened to presenters and subject matter experts, engaged the community, and developed strategies and solutions around four pillars - prevention, intervention, enforcement, and prosecution.

Of the Task Force recommendations, the Orange County Government was charged with investing in the types of programs that connect youth to prosocial caring adults on an ongoing basis, engaging youth in life skills and leadership training; arts, technology, educational enrichment activities; community service projects; youth events; employment; and academic success. Known as "Positive Youth Development", these programs offer youth mentorship, conflict resolution skill-building, life skills training, jobs, and job skills training, and support for academic success.

To further fulfill the primary task force recommendations and embrace the aforementioned strategies, Orange County Citizens' Commission for Children (CCC) is soliciting 501(c)3 nonprofit organizations to provide health and human service activities/programs designed to reduce youth violence in Orange County.

For this process, youth violence is defined as the intentional use of physical force or power to threaten or harm others by young people ages 10-24. It can include fighting, bullying, threats with weapons, and gang-related violence. A young person can be involved with youth violence as a victim, offender, or witness. By funding local nonprofits, Orange County Government aims to reduce incidents of victimization or perpetration through direct efforts to remove or reduce underlying causes of violence.

The Orange County CCC seeks to fund projects, events, or activities to prevent the likelihood of violent crime. All applicants must be culturally responsive and well-positioned to work with children, youth, and young adults with increased vulnerability to behaviors that lead to violent crime or have existing involvement in delinquent behaviors. Successful grant proposals will demonstrate a direct link between the activity/program for which funding is requested by utilizing one or more of the following seven strategies that keep youth safe and healthy:

- Promote family environments that support healthy development.
- Promote quality education.
- Strengthen youth coping skills.
- Connect youth to caring adults and activities.
- Create protective community environments.
- Implement an intervention designed to lessen harm and prevent future risks.
- Reduce recidivism.

Eligible proposals are restricted to nonprofit organizations not currently receiving Citizens' Commission for Children funding that have also been in operation for at least one year.

Funding awards range between \$5,000 and \$10,000. Projects should begin upon execution of an Orange County contract and be complete by **September 30, 2025**.

To apply, applicants are required to submit a Notice of Intent to apply by **May 13, 2024**. Only after receiving authorization to apply will the Neighborly portal open for training and application completion.

Questions

Respondents are solely responsible for reading and completely understanding the requirements of this process. Any Respondent with questions regarding this process must submit such questions to the following contact prior to the Question Deadline. Process-related questions submitted after the Question Deadline may not be answered.

Contact:
407-836-7610
Info-ncf@ocfl.net

Evaluation Criteria- Youth Violence Prevention

Proposals will be evaluated based on the criteria below. Proposals are considered on a first-come, first-served basis and no appeals will be considered.

Evaluation Criteria		
Proposal Section	Yes	No
Are all application components present?		
Does the proposal demonstrate a plan for reducing youth violence?		
Is there a direct link between the proposal and Orange County's youth?		
Does the budget narrative support the expenses?		
Is the budget between \$5,000 and \$10,000?		
The agency does not currently receive Citizens' Commission for Children funding?		

General Eligibility Requirements

To be eligible for an award from the County, Respondents must meet all of the following eligibility requirements:

1. Have a physical location within Orange County, Florida;
2. Be a 501(c)(3) human services nonprofit organization;
3. Has been legally able to conduct business in the State of Florida for a minimum of one year prior to application;

4. Timely submit a Proposal with all of the requisite documentation, certifications, affirmations, and acknowledgments that comply with the terms and conditions of this process; and,
5. The agency cannot have a voting board member that is financially compensated by the agency.

Self-Performance

Self-Performance Requirement

Respondents must self-perform and directly deliver 100% of the services contemplated in the Proposal. No outsourcing of the provision of County-funded services to third parties will be permitted.

Required Documentation Submittals

Any Respondent seeking County funding must submit all of the following documentation with its Proposal.

Note: Failure to submit any documentation requested in this section may result in the Respondent being deemed ineligible to receive an award.

1. Letter of support from Board Chairperson and organizational chart.
2. The Respondent's Articles of Incorporation show that the Respondent has been legally able to conduct business in the State of Florida for a minimum of one year prior to the date of application.
3. The Respondent's IRS tax exemption documentation, shows that the Respondent is recognized as tax-exempt under 26 USC 501(c)(3) and is one whose contributions are tax deductible pursuant to 26 USC 170.
4. Evidence that the Respondent has a physical location within Orange County, Florida.
5. A copy of the Respondent's most recently filed IRS Form 990. If the agency is required to submit an IRS Form 990-N (Electronic Notice also known as the e-Postcard), the agency may submit proof of filing to meet the requirement. Agencies may submit a Financial Statement prepared by a Certified Public Accountant (i.e., financial compilation, financial review, or an audit) in lieu of an IRS Form 990.
6. Current minimum certificates of insurance and applicable endorsements. **Only applicable for services provided on Orange County Property** (please see: Insurance Requirement Checklist).
7. The following financial documentation:
 - Audited Financial Statements – Respondents with budgets of greater than \$300,000 must undergo an annual audit by an independent Certified Public Accountant in the immediately preceding year. Respondents are required to

submit their current audited financial statements, management letter, and if applicable, the agency's response to the management letter. If an audit is not available, the agency must provide an audit at the time of contract execution, if awarded funding. Respondents are advised that adverse audit results may compromise the Respondent's ability to receive funding, even if the Board of County Commissioners has already approved an award to the Respondent.

- Respondents with an annual revenue of \$300,000 or less may submit the agency's last three months of bank statements if an audit is not available.
8. If any of the services contemplated in the Proposal require licensure from any regulatory body, the Respondent must submit current copies of such licensure.

Required Certifications and Acknowledgements

By submitting a Proposal, each Respondent hereby certifies, affirms, acknowledges, and agrees to all the following statements.

Note: Failure to abide by any of the certifications, affirmations, acknowledgments, and agreements made pursuant to this Section may result in the Respondent being deemed ineligible to receive an award.

1. The Respondent is governed by an active and responsible governing body whose members have no material conflict of interest and all of which serve without compensation.
2. The Respondent accounts for its funds in accordance with generally accepted accounting principles (GAAP).
3. Expenses of the Respondent connected with lobbying and all attempts to influence voting or legislation at local, state, and federal levels would classify as tax-exempt under 26 USC 501(h).
4. If selected for the award, the Respondent must enter into a Contract, using a form Contract provided by the County, for the provision of the requisite services for the specified period.
5. The Respondent is required to comply with the Contract's payment terms, as established by the County.
6. The Respondent conducts publicity and promotional activity based upon its actual program and operations; these activities are truthful and non-deceptive, include all material facts, and make no exaggerated or misleading claims.
7. If selected for the award, Respondents with religious affiliation will be prohibited from refusing service to any client, patient, or other beneficiaries of the County-funded services based on religion, or require attendance at religious services, as a condition of County-funded assistance, nor will such groups engage in any religious proselytizing in any program receiving County-funds.

8. The Respondent, whether selected or not, is required to comply with all applicable federal, state, and local laws, regulations, and codes.
9. If selected for an award, the Respondent will be required to maintain program and accounting records for five (5) years after the expiration of the Contract.
10. If selected for the award, the Respondent will be required to comply with undergoing Level II Background Screening to be in compliance with Orange County requirements and applicable federal and state law.
11. The Respondent will begin providing direct program services within three (3) months of Contract execution.

Performance Measures

Selected Respondents will be contractually required to report on the impact that funded services have on children, youth, and families in the community.

The agency will provide a final report to include, but not be limited to the following:

- Outcomes
- List of accomplishments
- Number of clients served
- Demonstrated reduction in violence as a result of this intervention.

APPLICATION INSTRUCTIONS

All agencies applying for funding through the CCC Mini-Grant are required to utilize the Neighborly Software Portal to complete the application process. Agencies are required to complete the Notice of Intent to Apply section of the online application by the established deadline to be eligible to submit a formal proposal to the CCC for funding.

Refer to the following instructions to access the online portal and complete the proposal application.

Accessing the Sub-recipient Portal

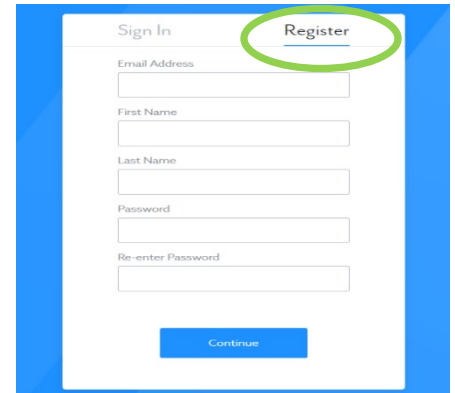
The Sub-recipient (Applicant Agency) Portal is hosted by Neighborly Software and is available via any internet-connected device. The recommended browser is Google Chrome but will work with any modern web browser (i.e., Internet Explorer v10+, FireFox, Safari).

To access the portal [CLICK HERE](https://bit.ly/2XGHY2k) or visit <https://bit.ly/2XGHY2k>

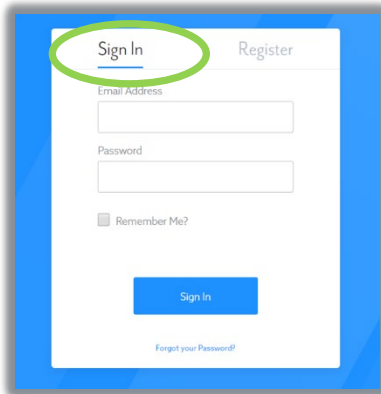
Registering your Account

When accessing the Portal for the first time, agency representatives will need to register an account by clicking on the Register link. During the registration process, you will create a username (email address) and password. The email address used for registration will also be used for system emails/notifications. Passwords must be at least eight (8) characters.

Note: Password will be used for future logins. For security purposes, the system will validate the registered email address by sending an email with a validation link. If the email is not received from the system within 2 minutes, check the spam, junk, or bulk mail folder.

A screenshot of a registration form. At the top, there are two links: "Sign In" and "Register". The "Register" link is circled in green. Below the links are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". At the bottom of the form is a blue "Continue" button.

Logging In


A screenshot of a login form. At the top, there are two links: "Sign In" and "Register". The "Sign In" link is circled in green. Below the links are two input fields: "Email Address" and "Password". There is a checkbox labeled "Remember Me?". At the bottom of the form is a blue "Sign In" button. Below the button is a link that says "Forgot your Password?".

Once an account has been registered, the agency representative may log in (using the same link above) by entering the email address and password used during registration. By checking the "Remember Me?" box, the web browser will remember the email address for future logins (depending on browser and security settings).

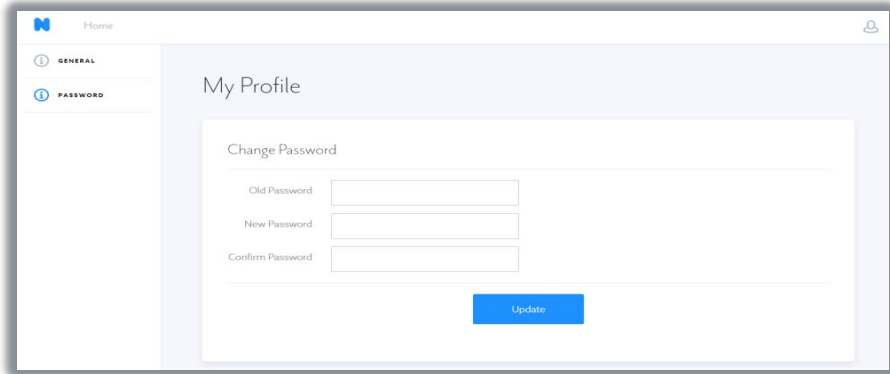
Forgot your Password

To recover a forgotten password, click on the "Forgot your Password?" link and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset the password.

Changing your Password


To change the password, log into the Application Portal. Click on the  icon on the top right corner of the screen and select "My Profile". Then select the Password option on the left side of the screen. For security purposes, you will be required to

enter your Old Password before selecting a New Password.



The screenshot shows a web interface for 'My Profile'. On the left is a navigation menu with 'GENERAL' and 'PASSWORD' options. The main content area is titled 'My Profile' and contains a 'Change Password' section. This section has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below these fields is a blue 'Update' button.

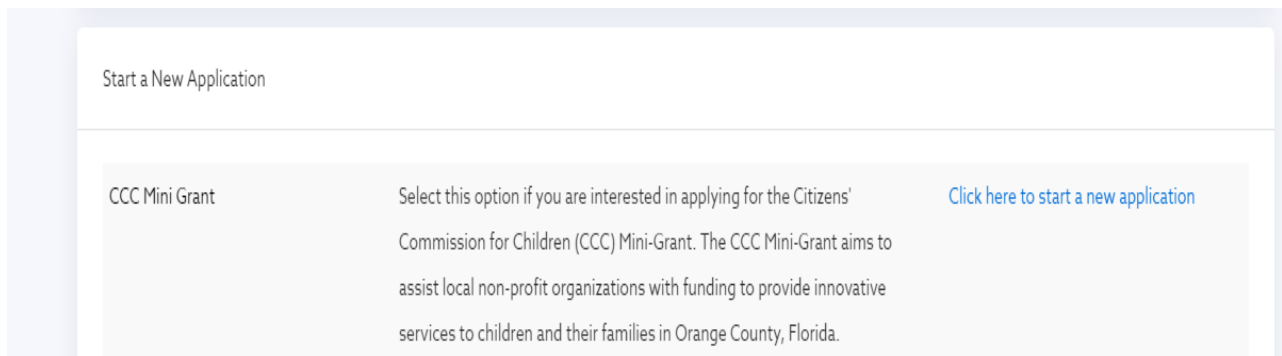
Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select "Sign Out".

Starting an Application

Once the user has registered and logged in to the Neighborly Software Participant portal, follow the steps outlined below to complete the application.

1. To start a new CCC Mini-Grant Application, click on [Click here to start a new application](#). The Agency Notice of Intent (NOI) to Apply is considered the first section (Section A) of the application. An Agency's Notice of Intent to Apply must be approved before the Agency can proceed to the remainder of the application. Once the Notice of Intent portion of the application is approved, the agency will receive an email to the contacts indicated. Each agency can submit only **one** application for funding consideration.



The screenshot shows a 'Start a New Application' page. It features a table with one row for 'CCC Mini Grant'. The text in the row describes the grant and includes a link to start a new application.

Start a New Application		
CCC Mini Grant	Select this option if you are interested in applying for the Citizens' Commission for Children (CCC) Mini-Grant. The CCC Mini-Grant aims to assist local non-profit organizations with funding to provide innovative services to children and their families in Orange County, Florida.	Click here to start a new application

2. Provide the **official, legal name** of the Agency as the name for the application, then click “Start Application.”

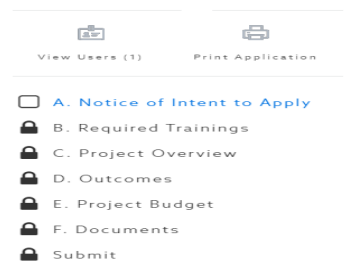
CCC Mini Grant
Application
Id: 12382

3. Upon entering the application, note the menu on the left side of the application. This menu allows the user to navigate through the application.

Section A is the agency’s Notice of Intent to Apply (NOI) and is the first step of the proposal process.

The following steps are included in the Notice of Intent to Apply Section of the application.

Notice of Intent (NOI) Section







A. Notice of Intent to Apply

1. Agency information and documentation to support agency eligibility will be provided in this section. Persons entered as the Agency’s Authorized Agent and Proposal Contact will be the individuals contacted regarding the funding proposal.
2. The following documents are required for submission of the NOI:
 - Letter of Support from the Agency’s Board President. Note: The letter should be on Agency Letterhead and should indicate the proposed project has the support of the Agency’s Board.
 - 501(c)(3) Determination Letter from the Internal Revenue Service (IRS)

- IRS Form 990 or Financial Statement prepared by Certified Professional Accountant (CPA) – Agencies must submit a copy of their most recent IRS Form 990. If the agency is required to submit an IRS form 990-N (Electronic Notice also known as the e- Postcard), the agency may submit proof of filing to meet the requirement.
- Articles of Incorporation from Florida Department of State Division of Corporations.

Required Attachments (Notice of Intent form will not be accepted without these attachments.)

<input type="radio"/>	Letter of Support from the Agency's Board President *Required	Upload File 
<input type="radio"/>	501(c)(3) Determination Letter from the Internal Revenue Service (IRS) *Required	Upload File 
<input type="radio"/>	Most recent IRS Form 990 or Form 990-N (E-Postcard) *Required	Upload File 
<input type="radio"/>	Articles of Incorporation from Florida Department of State Division of Corporations *Required	Upload File 

3. Submission of the NOI:

- Once the requested information is provided, and the required documentation has been submitted, click “Complete and Continue” to submit the NOI.
- CCC staff will review agency information and submitted documents to ensure that minimum eligibility requirements are met.
- Once CCC staff has reviewed agency eligibility, the designated agency contact(s) will receive an email regarding the approval status of the NOI.
- No agency will be able to proceed with the application process without the approval of the NOI. Once the agency’s NOI is approved, the agency may proceed with the remainder of the application.

Application Users

There are two options for users to log in to the agency application:

- Option 1 – An agency may choose to utilize a single login for multiple users in the same organization.
- Option 2 – An agency may choose to have multiple users with each having their own registered login. For all users to view and access all stages of the application process, the agency must designate additional users by completing the following steps:

- Click the tab that says “View Users”
- Then Select “Add a User” and enter the e-mail address for the user being added.
- Note: The user will need to register and follow the instructions for accessing the portal as detailed on the previous pages of these instructions.



To navigate through the remainder of the Application, use the menu on the left side of the Agency Application screen. The following provides guidance on specific sections of the application:

B. Required Training

- Carefully review all training materials provided in this section, through the link provided.
- Provide electronic certification that the appropriate agency representative has reviewed the material provided in this section.

C. Project Overview

- Provide the name of your Project/Event (not the agency name).
- Select the project category that best fits your project. If the project does not fit a listed category, select “other” and provide a description of the project type.
- Enter the funding request between \$5,000 - \$10,000. Note, the agency will not be awarded funding that exceeds the amount requested, or the maximum available.
- Provide detailed information requested in the application regarding the design of the project being proposed. DO NOT LEAVE ANY QUESTIONS BLANK.

D. Outcomes

- Provide a minimum of two (2) proposed outcomes that will be used to evaluate program impact. Include a description of the outcome, proposed measurement tool(s), and frequency of data collection (e.g., quarterly assessments).

E. Project Budget

- Utilizing the expenditure categories provided, provide a breakdown of project expenditures. Note: the total project cost should equal the amount of funding requested in the Project Overview (Section C).
- The budget summary **must** include the costs for all materials and any other related costs needed for your project. Orange County Government will not pay for any unanticipated costs after the grant is awarded.
- Capital expenditures and research & development are not eligible expenditures. The County reserves the right to withhold reimbursement for materials or activities determined to be political, religious, offensive, or otherwise controversial.
- The budget narrative should explain the costs in each budget category clearly and concisely.

F. Documents

- Agencies should upload requested documents as listed.
- Provide an explanation for any requested documents not uploaded.
- The following documents should be provided on agency letterhead:
 - Level II Background Screening Attestation
 - Current Organizational Chart
 - Letter of Support from the Agency's Board President
 - List of Agency Officers and Board of Directors
 - Agency's Response to Management Letter (Re: Audit), if applicable
- Agencies conducting a project on Orange County property will be required to provide proof of adequate insurance coverage. Note: Insurance carriers furnishing coverage must be authorized to do business in the State of Florida, and must possess a minimum, current rating of A- Class VIII in the most recent edition of "Best Key Rating Guide". Insurance Certificates must have all applicable endorsements. Submit all of the agency's current proof of insurance coverage. **An Insurance Requirement Checklist can be found in the Documents section of the online application. The checklist is only for informational purposes. The County will notify awarded agencies of the**

necessary insurance certificates and endorsements prior to the execution of the contract.

Submission of the Application

- To submit the funding proposal, the agency will first need to download the Authorization Page. The Authorization needs to be signed by the agency's Chief Professional Officer. Once the Authorization Page is uploaded, the Agency Application can be submitted.



Orange County Citizens' Commission for Children (CCC)
Mini-Grant Funding Proposal

AUTHORIZATIONPAGE

My signature certifies that, to the best of my knowledge, the information contained in this proposal is complete, accurate, and consistent with my organization's mission, and that I have legal authority to sign below.

Printing the Application

- At any point in the application process, users may print the entire application by clicking on the **Print Application button** in the navigation menu on the left side of the screen



Additionally, in each section of the funding proposal application, there is a **Print Step Button** at the top right corner of the screen. Clicking on this button will create a PDF or Word version of the application of the corresponding section.



For questions about the funding application, please contact:

Citizens' Commission for Children

Phone: (407) 836-7610

Email: Info-NCF@ocfl.net

Appendix #1: Insurance Requirement Checklist

The inclusion of this attachment regarding the Insurance Requirement Checklist is for informational purposes so that Respondents can have a general idea regarding what types and levels of coverage they will need to provide County-funded services.

- **Programs not hosted on Orange County property are exempt from the following insurance requirements.**

The insurance requirements of each award may vary based on the nature of the services involved.

The County will notify awarded agencies of the necessary certificates and endorsements prior to the execution of the Contract. They may include but are not limited to the following:

Requirements of the Contract	Description
<p>1. Commercial General Liability (see 1.a. and 1.b. below)</p>	<p>The AGENCY shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$500,000 per occurrence. AGENCY further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. Sexual abuse and molestation coverage with limits of not less than \$100,000 per occurrence shall also be included for those programs that provide services directly to minors. The General Aggregate shall either apply separately to this Contract or shall be at least twice the required occurrence limit.</p>
<p>a. Additional Insured Endorsement</p>	<p>The AGENCY agrees to endorse the COUNTY as an Additional Insured with a CG 20 26 Additional Insured – Designated Person or Organization endorsement, or its equivalent to all commercial general liability policies. The additional insured endorsement must be submitted and shall be listed in the name of the Orange County Board of County Commissioners.</p>
<p>b. Waiver of Transfer of Rights of Recovery Against Others to Us</p>	<p>The AGENCY agrees to provide the Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in the name of Orange County Board of County Commissioners, Procurement Division, PO Box 1393, Orlando, FL 32802-1393. Note: Blanket additional insured or waiver of subrogation policy language may be submitted for consideration as long as the entire policy form is submitted for review.</p>

Requirements of the Contract	Description
<p>2. Business Automobile Liability</p>	<p>The AGENCY shall maintain coverage for all owned; non-owned, and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 per accident. In the event the AGENCY does not own automobiles, the AGENCY shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.</p>
<p>3. Workers' Compensation (see 3.a. and 3.b. below)</p>	<p>The AGENCY shall maintain coverage for its employees with statutory workers' compensation limits, as set forth in the Florida Statutes, and no less than \$100,000 for each incident of bodily injury or disease for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the COUNTY if services are being provided at COUNTY facilities. Elective exemptions, as defined in Florida Statute 440, will be considered on a case-by-case basis.</p>
<p>a. Waiver of subrogation (Waiver of our Right to Recover from Others' Endorsement)</p>	<p>The AGENCY agrees to provide a Waiver of Subrogation (Waiver of our Right to Recover from Others' Endorsement) in favor of the Orange County Board of County Commissioners when program services are conducted on Orange County property. (If applicable when program services are conducted on Orange County property.)</p> <p><i>Note: Blanket additional insured or waiver of subrogation policy language may be submitted for consideration as long as the entire policy form is submitted for review.</i></p>
<p>b. Leased Employee Affidavit</p>	<p>Any AGENCY using an employee leasing arrangement shall complete and submit the Leased Employee Affidavit, if applicable.</p>
<p>4. Professional Liability</p>	<p>The AGENCY shall maintain professional liability (errors and omissions or medical malpractice) coverage with limits of not less than \$1,000,000 per occurrence.</p>
<p>5. Commercial Crime or Third-Party Fidelity Bond</p>	<p>The commercial crime policy or fidelity bond shall include coverage for employee dishonesty on a blanket basis with limits of not less than the full amount of this agreement, or as amended from time to time. The bond shall be endorsed to cover third-party liability and shall include a third-party beneficiary clause in favor of the COUNTY. The bond shall include a minimum twelve (12) month discovery period when written on a claims-made basis.</p>

Additional Insurance Requirements:

- **Cancellation Notice:** No material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY.
- **Certificate Holder:** The certificate holder must be listed as:

Orange County, Florida
Attn: Risk Management Division
400 East South Street
Orlando, FL 32801

- **Best Key Rating:** The Risk Management Division requires that all insurance carriers possess, at a minimum, a rating of A- Class VIII or better in the most recent edition of "Best Key Rating." The Best Key Rating can be noted on the certificate of insurance or can be provided as an attachment.
- **Carrier Name & NAIC Number(s):** The Carrier Name and NAIC Numbers for all applicable policies must be specifically referenced on the Certificate of insurance in the top right-hand section of the certificate of insurance.
- **Self-Insured:** If the AGENCY is an agency or political subdivision of the State of Florida then without waiving its right to sovereign immunity, as provided in Section 768.28, Florida Statutes, the AGENCY may self-insure its liability with coverage limits of \$200,000 per person and \$300,000 per occurrence or such other limited sovereign immunity as set forth by the Florida Legislature. (Agency must submit a statement of self-insurance to the COUNTY).

Exceptions: Any request for an exception to these insurance requirements, must be submitted in writing to the COUNTY for approval.