

**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES**



REQUEST FOR APPLICATION

**DCF RFA 2627 023
FOSTER AND FAMILY SUPPORT GRANT PROGRAM**

SECTION A. INTRODUCTION

1. INTRODUCTION

1.1 The Florida Department of Children and Families (Department) is issuing this Request for Applications (RFA) to establish the Foster and Family Support Grant Program created by § 409.1475, Florida Statutes (F.S). The Department seeks to expand community-based recruitment and sustained support for foster, adoptive, and kinship caregivers, including recruitment and support efforts conducted through Faith-Based Organizations, with priority given to underserved and rural communities.

2. PURPOSE

2.1 The purpose of this Request for Applications (RFA) is to establish grant-funded services that expand community capacity to recruit, support, and retain foster, adoptive families and , and kinship caregivers and strengthen supports for families caring for vulnerable children. Funded services must provide sustained support beyond initial licensure or training and promote placement stability, permanency, family well-being, and improved outcomes for children, consistent with § 409.1475, F.S.

2.2 Target Population

2.2.1 Services funded through this RFA shall benefit prospective foster and adoptive families; foster, adoptive, and relative and nonrelative kinship caregivers; families caring for vulnerable children; families actively fostering, adopting, or pursuing licensure; and organizations, volunteers, caregivers, families, and individuals supporting children in out-of-home care or at risk of entering care. Applicants shall prioritize underserved and rural communities within the proposed service area.

2.3 Grant Objectives

2.3.1 The Department seeks to: (a) increase outreach, inquiry, referral, and recruitment; (b) expand education, training, technical assistance, mentoring, peer support, volunteer-based wraparound support, and other authorized services; (c) strengthen trauma-informed and community-based caregiver support; (d) improve caregiver engagement, caregiver retention, placement stability, permanency, family well-being, and child outcomes; and (e) ensure coordinated services that supplement existing resources and avoid duplicated services or payment.

2.4 Coordination and Limitations on Grant-Funded Activities

2.4.1 The Grant Recipient shall coordinate its recruitment and support activities with the Community-Based Care Lead Agency and any licensed child-placing agencies serving the proposed service area, including agencies responsible for direct-file recruitment or licensure activities for specific placement types or populations not otherwise covered by the Lead Agency. Such coordination must ensure that grant-funded activities address identified local needs, complement existing services, and avoid duplication.

2.4.2 Grant funds may not be used by the Grant Recipient to conduct foster home licensing, home studies, placement decisions, or other functions requiring licensure or authorization under Florida law. The Grant Recipient may conduct outreach, education, referrals, and caregiver support but must refer licensing-related activities to the Department, the applicable Lead Agency, or an appropriately licensed child-placing agency.

2.4.3 Any adoption-related recruitment or advertising must comply with Chapter 63, F.S., including § 63.212(1)(g), F.S. A Grant Recipient that is not an adoption entity or otherwise authorized under Chapter 63 may not advertise that a child is available or sought for adoption or represent that it can place, locate, or receive a child for adoption. General outreach activities must direct prospective adoptive families to an authorized adoption entity.

3. ELIGIBILITY

3.1 Applicants must be a not-for-profit organization authorized to conduct business in Florida. Each Applicant must propose services authorized by § 409.1475, F.S.; identify a Florida service area; comply with the certifications in **Appendix II**; and meet the documentation requirements in **Section B-4.3.6**. An Applicant's administrative, financial, and programmatic capacity to successfully perform the proposed services will be considered in accordance with the Evaluation Topics and award process set forth in **Section B-5**. An Applicant may use approved subcontractors but remains fully responsible for Contract performance. An Applicant may itself be a Faith-Based Organization. Regardless of whether the Applicant is faith-based, its proposed program model must address the statutory faith-based program elements, including recruitment through and support of Faith-Based Organizations, as applicable.

4. CONTACT PERSON

4.1 All communication regarding this RFA must be submitted in writing and directed exclusively to the following point of contact:

Marc Magee, Procurement Officer

Marc.Magee@myflfamilies.com and CC: hqw.procurement.team.activities@myflfamilies.com

5. LIMITATIONS ON CONTACTING THE DEPARTMENT

Applicants shall limit contact regarding this RFA to the contact person listed in this section. With reference to this RFA, no representations, other than those distributed by the contact person, in writing, are binding and Applicants are cautioned that oral Applications do not bind the Department.

6. TIMELINE

Any changes to these activities, dates, times, or locations, will be accomplished by addenda. All times refer to Eastern Time.

EVENT	DATE	TIME	LOCATION
RFA Advertised and Released	08/28/2026	N/A	Vendor Information Portal (VIP) Electronic Posting site: https://vendor.myfloridamarketplace.com
Submission of Applicant Questions	09/15/2026	2:00 p.m., Eastern Time	See Section A-7
Anticipated Posting of Department Applications to Inquiries	09/21/2026	N/A	See Section A-10
Applications Due	10/5/2026	2:00 p.m., Eastern Time	See Section A-4
<u>Anticipated</u> Posting of Grant Award(s)	10/19/2026	N/A	Vendor Information Portal (VIP) Electronic Posting site: https://vendor.myfloridamarketplace.com

7. WRITTEN QUESTIONS

7.1 All questions must be received by the Procurement Officer, no later than the date and time specified in **Section A-6**.

7.2 Applicants are strongly encouraged to review the RFA in its entirety prior to asking questions.

7.3 The Department will not accept questions by telephone, postal mail, hand delivery or fax.

7.4 All questions should be submitted at once, rather than in multiple communications.

7.5 The Department reserves the right to respond to questions received after the written question submission deadline. It is the sole discretion of the Department to consider questions received after the written questions submission deadline.

8. AVAILABLE FUNDS AND MATCHING

8.1 A matching contribution is not required for this funding opportunity.

8.2 The anticipated total funding amount is up to \$5,000,000 for State Fiscal Year 2026-2027. The Department anticipates making multiple grant awards; however, the number of awards has not been predetermined and will depend on the applications received and available funding. Funding is provided by State appropriation under the General Appropriations Act for the Foster and Family Support Grant Program and is subject to annual legislative appropriation, the availability of funds, and the Department's current and anticipated budget authority each year.

9. ALLOWABLE COST

9.1 All costs must benefit the program or program component in order to be payable. All costs must be considered by the Department to be allowable, reasonable, and necessary for the provision of covered services and in accordance with the Florida Department of Financial Services, Reference Guide for State Expenditures. In addition, all costs must be allocable to the Contract or Contracts resulting from this RFA.

10. OFFICIAL NOTICES

10.1 All notices, decisions, intended decisions, addenda (including Notices of Intent to Award), and other matters relating to this RFA will be posted on My Florida Market Place (MFMP) Vendor Information Portal (VIP) located at: <https://vendor.myfloridamarketplace.com/>

10.2 It is the responsibility of Applicants to check VIP for addenda, notices of decisions and other information or clarifications to this RFA.

11. TERM

11.1 The anticipated initial term of the resulting Contract is January 1, 2027, through December 31, 2030. The initial Contract term must match the period covered by the unit price schedule in the **Standard Contract Part 2, F.2.2**. Renewal, if any, shall comply with § 287.057(14), F.S., and is contingent upon satisfactory performance and the availability of funds.

12. APPLICATION

The Application and any additional submittals, if incorporated into or attached to the Contract.

13. ORDER OF PRECEDENCE

In the event of conflict within any two or more of the Contract documents, the earlier listed document shall control. The order of precedence is: (1) the Standard Contract Part 1; (2) the Standard Contract Part 2, including Exhibits A through F; (3) this RFA and any addenda; and (4) the Application and any additional submittals incorporated into or attached to the Contract.

14. THE DEPARTMENT RESERVES THE RIGHT TO:

14.1 Modify the Application and budget with the Applicant.

14.2 Items that may be modified include, but are not limited to goals, costs, and performance and reporting requirements, provided any such modification is consistent with applicable law, available funding, and the terms of the resulting Contract.

14.3 Allow or disallow budget items.

14.4 Implement any change or required mandate by state or federal regulation(s).

15. SUPPORTING DOCUMENTATION

This table lists the supporting documentation, and the associated link to download the supporting documentation.

SUBJECT	DESCRIPTION	LINK
Section 409.1475, Florida Statutes	Creates the Program and authorizes the allowable uses of grant funds.	http://www.leg.state.fl.us/statutes/
Reference Guide for State Expenditures	Governs allowable expenditures of State funds.	https://myfloridacfo.com/division/aa/state-agencies/reference-guide-for-state-expenditures

SECTION B. REQUEST FOR APPLICATION SPECIFICATIONS

1. HOW TO APPLY

1.1 Format for Submitting an Application

1.1.1 Applications not meeting the specifications herein may be deemed nonresponsive, and therefore not eligible for evaluation or Contract award. Applications must be typed and presented with the same topic headings and in the same order as set forth in **Section B-4** below.

1.1.2 A complete Application consists of the narrative Application described in **Section B-4**, the required documents and forms identified in **Section B-4.2**, and a completed **Attachment 2 – Program Proposal**. An Application submitted without a completed **Attachment 2** may be deemed nonresponsive.

1.1.3 Applications must be formatted single-spaced, for 8 1/2" x 11" paper, presented in an electronic file, and labeled in accordance with **Section B-1.1.5**. Applications should be typed and single-spaced. All pages should be sequentially numbered. It is recognized that existing financial reports, documents, or brochures, may not comply with the prescribed format. They will be accepted in current form and not reformatted. Figures, charts, and tables should be numbered and referenced by number in the text.

1.1.4 Pages must be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text.

1.1.5 Electronic file(s) of the Application must be submitted and clearly marked with the title of the Application, the RFA number, the Applicant's organization name, and identification of enclosed documents.

1.1.6 Documents such as financial audits, reports, and resumes, will not count against the page number limit if one is stated.

1.2 Deadline

Applications must be submitted in accordance with **Section A-6**. Applications not received at the specified place or by the specified date and time may be rejected.

1.3 Electronic File and Process to Submit an Application

1.3.1 Applicants shall submit one complete electronic version of the Application containing the signature of an official authorized to bind the organization to the Application. The complete Application must be readable using Adobe portable document format ("pdf"). Electronic files must be emailed to

email addresses stated in Section A-4, using software which is free of malware. Any infection resulting to the Department's systems shall be addressed to the Department's satisfaction at the Applicant's expense. The Department's maximum capacity for email attachments is 100MB. In the event an Application exceeds the Department's maximum capacity, the Applicant must separate into multiple numbered email submissions.

2. TRADE SECRETS AND APPLICANT CLAIMS

2.1 How to Claim Trade Secret Protection

2.2 Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and § 119.011, F.S., provides a broad definition of "public record." As such, the entirety of the Application is public record and is subject to disclosure unless exempt from disclosure by law. The Department defines "confidential information" as information that is trade secret as defined in § 688.002, F.S., or otherwise confidential or exempt from disclosure under Florida or federal law.

2.3 If the Vendor considers any portion of the Application to be confidential information, the Vendor shall then submit two copies of the Application. In both copies, any portion of the Application considered confidential information shall be clearly labeled within the text of the Application as "CONFIDENTIAL". For each portion of the Application that is labeled "CONFIDENTIAL", the Vendor shall provide a written statement of the basis for exemption applicable to each provision identified by the Vendor as "confidential", including citation to a protection created by statute, and state with particularity the reasons the provision is confidential.

2.4 The original copy shall be unredacted and labeled on the cover of the Application as "Confidential Copy". The redacted copy shall redact all the confidential information and be labeled on the cover of the Application as "Redacted Copy".

3. DEPARTMENT NOT OBLIGATED TO DEFEND VENDOR CLAIMS

By submitting a Application, the Vendor agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Vendor's determination that the redacted portions of its Application are confidential information. If a Vendor fails to submit a Redacted Copy in accordance with this Solicitation, the Department is authorized to produce the entire material submitted to the Department in Application to a demand for discovery or disclosure of these records or a public records request.

4. APPLICATION COMPONENTS

This section prescribes the format in which Applications must be submitted. Additional information deemed appropriate by the Applicant may be included but should be placed within the relevant section.

In its Application to this RFA, the Applicant must demonstrate a clear understanding and knowledge of the Foster and Family Support Grant Program established by § 409.1475, F.S.; the allowable uses of grant funds authorized by § 409.1475(3), F.S.; the needs of foster, adoptive, and kinship families in the proposed service area, with particular attention to underserved and rural communities; and the requirements of the Standard Contract Part 1 and Part 2 (Appendix IV and Appendix V). Additional information deemed appropriate by the Applicant may be included but should be placed within the relevant section.

4.1 Application Section 1: Title Page, Table of Contents, And Applicant Information

4.1.1 The Application must contain a Title Page, to include at a minimum, the following information:

4.1.1.1 Number and Title of the RFA

4.1.1.2 Applicant's legal name and Unique Entity ID (UEI);

4.1.1.3 Name, title, telephone number, email, and address and mailing address of an authorized representative who may respond to inquiries regarding the Application; and

4.1.1.4 Name of program coordinator, if known.

4.1.1.5 Proof of legal entity and authorization to do business with the State; and

4.1.2 Description of Applicant(s) organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location; and

4.1.3 Names and addresses of all affiliated or related companies, partnerships, or associations (including subrecipients, if any) and a brief description of its relationship to the Applicant.

4.1.4 The Application must include a Table of Contents.

4.2 Application Section 2: Required Documents

4.2.1 Signature Authority. Include a signed certificate (**Appendix I**), completing either Section A (or providing a corporate resolution or other duly executed certification issued in Applicant's normal course of business) or Section B, demonstrating the person signing the Application, and its statements and certifications, is authorized to make such representations and to bind the Applicant.

4.2.2 Applicant Certifications. Include the Applicant Certifications Form (**Appendix II**) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the Applicant and with "true" checked next to each of the Certifications (a) through (f).

4.2.3 Program Proposal. Complete and submit **Attachment 2 – Program Proposal. Attachment 2** supplies the service components, monthly unit prices, deliverables, minimum performance measures, and reporting data elements that will be incorporated into the resulting Contract. The Applicant shall not repeat in **Attachment 2** information already provided in the Application.

4.3 Application Section 3: Organization Background and Qualifications

Describes the organization and its qualifications for funding.

4.3.1 Mission and goal of the Applicant

4.3.2 A brief overview of the history of the organization

4.3.3 Brief overview of the organization's experience with providing similar service, such as the organization's past achievements, accomplishments, and evidence of impact.

4.3.4 Brief overview of organization's experience of working with the Department or other funding agencies including:

4.3.4.1 The length of the organization receiving federal or state funding.

4.3.4.2 The services that the organization provided.

4.3.4.3 Successes and some challenges.

4.3.4.4 The Applicant is required to describe and provide evidence of capabilities to perform the scope and types of tasks required by the Department. The Department may allow the Applicant to subcontract one or more required services provided that the subrecipients displays experience and the capability to successfully meet the requirements.

4.3.4.5 The Applicant shall provide a brief executive overview demonstrating an understanding of the RFA requirements.

4.3.5 Board of Directors and Key Staff

4.3.5.1 Brief bio of all board members and key staff.

4.3.5.2 The Applicant shall describe the qualifications and credentials of the organization's leadership with an explanation of why the leadership team is qualified to meet the needs of this RFA. In addition, the Applicant must include résumés for leadership and key staff describing each individual's work experience, education, and training as it relates to the requirements of this RFA and the Department's **Standard Contract Part 1 and Part 2 (Appendix IV and Appendix V)**.

4.3.5.3 The Application shall include the Applicant's operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in the Department's **Standard Contract Part 1 and Part 2 (Appendix IV and Appendix V)**. The Application should address all applicable personnel grievance and conflict resolution practices. The Applicant should explain how its organization, subrecipients, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.

4.3.6 Eligibility

The Applicant must provide proof of meeting the Eligibility requirements outlined in **A-3**.

4.3.6.1 Proof of non-profit status

4.3.6.2 Documentation of the Applicant's authorization to conduct business in Florida.

4.4 Application Section 4: Approach and Capability

The Applicant must provide a complete and detailed description of the project/program being proposed. Include details of the below:

4.4.1 Needs Assessment/Target Population

4.4.1.1 Provide a concise description of the need. Include data such as trends in the number of licensed foster and adoptive homes, placement stability, caregiver retention, kinship placements, and children entering or at risk of entering out-of-home care within the proposed service area, with particular attention to underserved and rural communities. Include the source and date of the data.

4.4.1.2 The Applicant must propose target area(s) and population(s). Those presented in the Application must be supported by a needs assessment that includes data that supports the Applicant's proposed target locations and populations. The Application must clearly identify the target population(s) and county(ies) proposed to be served by the Foster and Family Support Grant Program, how they were determined, how they will be reached, and the anticipated number of individuals that will be reached through the proposed activities and clearly identify the number anticipated to be directly aided in the Application process.

4.4.1.3 Placement Capacity and Needs Analysis

The Applicant must provide an analysis of existing placement capacity and documented placement needs within the proposed service area. The analysis must identify, as applicable, placement needs by geographic area, placement type, level of care, age group, sibling-group status, and other relevant characteristics of children requiring placement. The Applicant must explain how its proposed recruitment activities will address identified gaps or shortages and demonstrate that recruitment will be driven by actual placement needs rather than solely by increasing the total number of available beds.

4.4.2 Proposed Activities

For each proposed population, the Application must indicate the proposed activities that will be used to address that population. Each proposed activity must be an allowable use of grant funds under § 409.1475(3), F.S., and must correspond to one or more of the service components in the **Standard**

Contract Part 2, Exhibit C. The Application must include how each proposed activity will be offered, the frequency and expected volume of the activity, which staff or volunteers will conduct it, and the documentation that will demonstrate delivery. The Applicant must describe the anticipated results of each proposed activity and how performance will be measured, including the data or documentation that will be used to assess whether the activity is achieving the intended results. Proposed activities must align with the service components, deliverables, and performance measures proposed in Attachment 2 – Program Proposal. The Applicant must describe how its proposed activities provide sustained, community-based support beyond initial licensure or training, consistent with § 409.1475(2), F.S, and how the proposed activities improve caregiver retention, placement stability, permanency, and family well-being.

4.4.3 Partnerships

The Application must identify the organizations currently serving or supporting the proposed target populations and describe how the Applicant will partner or coordinate with those organizations in carrying out the proposed services. Additionally, the Application must describe how the Applicant will coordinate with the Community-Based Care Lead Agency (Lead Agency) serving the proposed service area, including referral and follow-up procedures, and how the Applicant will ensure its services supplement rather than supplant, and are not duplicative of, services funded through the Lead Agency or another funding source.

Consistent with § 409.1475, F.S., the Applicant must describe how it will engage, partner with, provide support to, or otherwise work through Faith-Based Organizations to accomplish the purposes of the Foster and Family Support Grant Program, including recruitment of foster and adoptive families and strengthening community-based support for foster, adoptive, and kinship families. An Applicant is not required to be a faith-based organization itself but must demonstrate an approach capable of accomplishing these statutory program objectives. This may include the Applicant's own faith-based activities, when applicable, but the Applicant must also describe how it will engage, support, coordinate with, or otherwise work through other Faith-Based Organizations within the proposed service area, as appropriate to the proposed program model.

4.5 Application Section 5: Financial

4.5.1 Budget

4.5.1.1 The Application must include a detailed budget and budget narrative for each year of the Contract term, including any renewal years. All proposed expenses must be tied to the proposed activities. The budget must show line-item costs broken down by the proposed grant funding, plus the total amounts. Because the resulting Contract is a fixed price (unit cost) Contract, the Applicant must also propose a monthly unit price for each service component it proposes to deliver, and the budget narrative must show how each unit price was derived.

4.5.1.2 See **Appendix III**, Budget Instructions for full instructions on completing this section.

4.5.1.3 All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, available at: https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2

4.5.1.4 The budget shall include:

4.5.1.4.1 Budget Detail

4.5.1.4.2 Budget Narrative/Justification

4.5.1.4.3 Line-item Budget

4.5.2 Additional Financial Information

4.5.2.1 Financial Management

The Applicant shall describe its current financial management and accounting systems, and its capability to manage a fixed price (unit cost) Contract of the size proposed. The Applicant should display the ability to comply with the fiscal recordkeeping and reporting requirements of § 215.971, F.S., the Department of Financial Services Reference Guide for State Expenditures, and the Standard Contract.

Applicants display the administrative capacity and financial stability to administer the funds if awarded as evidenced by their most recent financial statement/audit.

4.5.2.2 Proposed Service Efficiencies and Re-investment

The Applicant shall provide information on how it plans to develop efficiencies in the services being provided. From this plan, the Applicant shall show how the cost reduction or value-added services that are realized from these efficiencies will be re-invested into the required services.

4.5.2.3 Ongoing Approach to Reduce Administrative Costs and Expand Services

The Applicant shall provide its ongoing approach to reduce administrative cost, without affecting the quality of the services.

4.5.2.4 Local Match

4.5.2.4.1 A matching contribution is not required for this funding opportunity. An Applicant may describe any voluntary cash or in-kind contribution it intends to provide, but no such contribution is required and none will be enforced through the resulting Contract.

5. AWARD

5.1 Application Review and Award Process

5.1.1 The Department will review each responsive Application to determine the extent to which the proposed program is consistent with the purpose and requirements of this RFA, § 409.1475, F.S., available funding, and the needs of the populations and communities proposed to be served.

5.1.2 Applications will not be assigned numerical scores or ranked solely on the basis of a point total. The Department will conduct a qualitative review of each Application using the Evaluation Topics identified in **Section B-5.2**. The review is intended to provide the Department with sufficient information to determine which Applicants, proposed service components, service areas, and funding levels best advance the purposes of the Foster and Family Support Grant Program.

5.2 EVALUATION TOPICS

5.3 The Department will consider the following topics in reviewing each responsive Application. The topics are not assigned numerical scores or weights and are not necessarily listed in order of importance. The Department may consider the Application as a whole and the relationship among the topics when determining which proposed programs best advance the statutory purposes and objectives of this RFA.

5.4 Organization, Experience, and Capacity

The Department will consider the Applicant's organizational and administrative capacity; relevant experience and demonstrated impact; qualifications of leadership and key personnel; staffing and volunteer capacity; experience administering public or grant funding; and demonstrated ability to successfully implement, document, monitor, and sustain the proposed services.

5.5 Demonstrated Need, Target Population, and Geographic Impact

The Department will consider the extent to which the Application demonstrates a documented need for the proposed services and identifies appropriate target populations and service areas, including underserved and rural communities. Consideration may include existing placement capacity, identified placement gaps or shortages, caregiver recruitment and retention needs, characteristics of children requiring placement, anticipated number of individuals or families served, and the extent to which the proposal addresses unmet or insufficiently addressed needs.

5.6 Proposed Services, Approach, and Anticipated Outcomes

The Department will consider the extent to which the proposed activities are authorized by § 409.1475, F.S.; align with the service components in the **Standard Contract Part 2** and **Attachment 2**; are practical and sufficiently detailed; provide sustained community-based support beyond initial licensure or training; and are reasonably designed to improve caregiver recruitment, engagement, retention, placement stability, permanency, family well-being, or other applicable outcomes. The Department will also consider the reasonableness and usefulness of the proposed deliverables, performance measures, data sources, and methods for demonstrating results.

5.7 Community Coordination and Faith-Based Engagement

The Department will consider the Applicant's demonstrated relationships and proposed coordination with the applicable Community-Based Care Lead Agency, licensed child-placing agencies, community organizations, Faith-Based Organizations, volunteers, and other relevant partners. Consideration will include whether the proposed model complements existing services, addresses identified local needs, supports effective referral and follow-up, avoids duplication or supplanting of existing resources, and meaningfully advances the statutory faith-based and community-capacity objectives of the Program.

5.8 Budget, Cost Reasonableness, and Financial Capacity

The Department will consider whether the proposed budget and monthly unit prices are reasonable, necessary, allowable, adequately supported, and proportionate to the services, anticipated service volume, geographic reach, and expected outcomes proposed. The Department will also consider the Applicant's financial management capacity, internal controls, administrative costs, proposed efficiencies, and ability to responsibly administer the amount of funding requested.

5.9 Overall Programmatic Benefit and Funding Considerations

The Department will consider the overall benefit of the proposed program in relation to the purposes of § 409.1475, F.S., including the extent to which an award would address demonstrated needs, expand community capacity, improve the availability or effectiveness of caregiver supports, promote meaningful geographic coverage, and make effective use of available grant funds.

5.10 AWARD AND FUNDING DETERMINATION

5.10.1 Following completion of the Application reviews, the Department will determine the Applicants, proposed service components, service areas, and funding amounts, if any, that will receive an award. The Department may make multiple awards and is not required to award the same amount to each selected Applicant.

5.10.2 Award decisions will be based on the Department's consideration of the Evaluation Topics and the extent to which the combination of selected Applications and funding allocations

best advances the purposes of the Foster and Family Support Grant Program within available funding. In determining awards and funding levels, the Department may consider, as applicable:

5.10.2.1 demonstrated need and placement-capacity gaps within the proposed service area;

5.10.2.2 the populations, communities, and geographic areas proposed to be served, including underserved and rural communities;

5.10.2.3 the nature, scope, volume, and expected outcomes of proposed services;

5.10.2.4 existing services and funding within the proposed area and the potential for duplication or supplanting;

5.10.2.5 coordination with Lead Agencies, child-placing agencies, Faith-Based Organizations, and other community partners;

5.10.2.6 the reasonableness of proposed unit prices and total funding requested;

5.10.2.7 the Applicant's capacity to successfully administer the proposed award;

5.10.2.8 opportunities to achieve appropriate statewide or regional coverage, address otherwise unmet needs, or support complementary service models; and

5.10.2.9 the amount of funding available to the Department.

5.11 The Department may award an Applicant less than the amount requested, fund only certain proposed service components or geographic areas, or modifications to the proposed program, **Attachment 2**, performance requirements, or budget before Contract execution.

APPENDIX I: CERTIFICATE OF SIGNATURE AUTHORITY

Check below and complete Section A or Section B	
☐	Applicant is not a sole proprietorship (Complete Section A)
☐	Applicant is a sole proprietorship (Complete Section B)
Section A	
I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of Applicant) and have authority to make official representations by said Applicant regarding its official records and hereby state that my examination of the Applicant's records show that _____ (name) currently holds the office or position of _____ (title) with the Applicant and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named Applicant in Application to Solicitation # _____, and, in so doing, to bind the named Applicant to the statements made therein.	
Dated:	
Signature:	
Printed Name:	
Title:	
NOTE: In lieu of the above, the Applicant may submit a corporate resolution or other duly executed certification issued in the Applicant's normal course of business to prove signature authority of the named Authorized Representative.	
Section B	
I, _____ (name) am a sole proprietor, personally doing business in the name of _____ (name of Applicant), and will be personally bound by the Application submitted in Application to Solicitation # _____.	
Dated:	
Signature:	
Printed Name:	

APPENDIX II: APPLICANT'S CERTIFICATIONS

CERTIFICATIONS		
MASTER CERTIFICATION		
As the person named in the Certificate of Signature Authority as the Authorized Representative of the Applicant, _____ (legal name of Applicant), I confirm that I have fully informed myself of all terms and conditions of Solicitation # _____ (the Solicitation), the facts regarding the Application submitted by the Applicant in Application to the Solicitation and the truth of each statement contained in Certifications (a) through (f) and certify, by checking the applicable "true" or "false" box below and affixing my signature hereto, that each statement in each checked certification is "true" or "false" as indicated.		
Check the applicable box next to the title to each certification:		
True	False	
		a. Certification of Binding Application and Acceptance of Terms of the Solicitation and Contract Document
		b. Statement of No Prohibited Involvement
		c. Statement Non-Collusion
		d. Certification Regarding Subcontractors
		e. Certification Regarding Prior Contractual Obligations
		f. Certification of Representations per Sections 287.133, and 287.134, F.S.
The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true" above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."		
Signature of Authorized Representative: 		Date:
a. Certification of Binding Application and Acceptance of Terms of the Solicitation and Contract Document		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that the Applicant's Application submitted in Application to the Department of Children and Families Request for Applications (the Solicitation) is binding on the Applicant in accordance with the terms of the Solicitation. If awarded any Contract as a result of the Solicitation, the Applicant will comply with the specifications, terms, and conditions stated in the Solicitation and the Contract document.		
b. Statement of No Prohibited Involvement		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a Contract as described in § 287.057(19)(c), Florida Statutes, to perform a feasibility study of the potential implementation of a subsequent Contract to support this project, participated in drafting of a solicitation for this specific project, or developed a program for future implementation of this project.		

c. Statement of Non-Collusion
By checking the "True" box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the Solicitation as principals are named therein, that the Applicant's Application is made without collusion with any other Applicant.
d. Certification Regarding Subcontractors
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Applicant's agreement that by submitting a Application to this Solicitation, the Applicant waives any exclusivity provision in its subcontractor agreements.
e. Certification Regarding Prior Contractual Obligations
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Applicant <u>has not</u> : (1) Failed to correct any unsatisfactory performance in a previous Contract to the satisfaction of any Agency or eligible user; (2) Had a Contract terminated by any Agency or eligible user for cause; or (3) Failed to sign a Contract awarded by any Agency.
f. Certification of Representations Per Sections §287.135, 287.133 and 287.134, Florida Statutes
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Applicant is not listed on the Suspended Vendors List maintained pursuant to Rule 60A-1.006, F.A.C., Convicted Vendors List created and maintained pursuant to § 287.133, F.S., or on the Discriminatory Vendors List created and maintained pursuant to § 287.134, F.S, and, if federal funds are used, the Applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, as listed in the System for Award Management (SAM), in accordance with 2 CFR Part 180 and Part 200.

TIE BREAKING CERTIFICATIONS
<u>Statutory Preferences When Awarding Contracts</u> Various provisions of §287 and §295, F.S., provide qualifying Applicants the advantage of "tie breakers" whenever two or more bids, Applications, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a Applicant who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying Applicants; <u>however, a Applicant waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, Application or reply.</u>
MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS
As the Authorized Representative of the Applicant, _____(legal name of Applicant), I confirm that I have fully informed myself of all terms and conditions of the Solicitation _____(the Solicitation), the facts regarding the Application submitted by the Applicant in Application to the Solicitation and the truth of each statement contained in Certifications (g) through (k) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

Check the box next to the title to each certification that is true:	
☐	g. Certification of a Certified Minority Business Enterprise
☐	h. Certification of a Certified Veteran Business Enterprise
☐	i. Certification of a Florida Business
☐	j. Certification of a Foreign Manufacturer with a Factory in Florida
☐	k. Certification of a Drug Free Workplace
The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked “true,” above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed “false.”	
Signature of Authorized Representative:	Date:
g. Certification of a Certified Minority Business Enterprise By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with § 287.0943, Florida Statutes.	
h. Certification of a Florida Certified Veteran Business Enterprise By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Veteran Business Enterprise in accordance with § 295.187, Florida Statutes.	
i. Certification of a Florida Business By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization’s principal place of business is located within Florida in accordance with § 287.084, Florida Statutes.	
j. Certification of a Foreign Manufacturer with a Factory in Florida By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with § 287.092, Florida Statutes.	
k. Certification of a Drug Free Workplace By checking the “True” box in the Master Certification and signing the same, I hereby certify the Applicant currently maintains a drug-free workplace environment in accordance with § 287.087, Florida Statutes, and will continue to promote this policy through implementation of that section.	

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APPENDIX III: LINE-ITEM BUDGET & BUDGET NARRATIVE

The Application must include both a **Line-Item Budget** and a **Budget Narrative**. Implementation and Expansion grants must include a proposed budget for each project year.

Line-Item Budget

The line-item budget must show a summary of the total proposed project costs (**Table A**) and the proposed cost for each subcontracted service provider (**Table B**). Applicants may copy the tables into an Excel format. Each table should be provided on a separate tab. Applicants may attach additional workpapers providing additional details.

Budget Narrative

The budget narrative must provide details regarding each proposed cost, sufficient to determine the allowability, reasonableness and necessity of each proposed cost.

Personnel: Provide the title, salary, and level of effort (percent of FTE) for each position. Implementation grants may reflect a cost of living increase commensurate with County practices over the 3-year grant period.

Fringe Benefits: Provide the fringe benefit rate (fixed percentage of total personnel) which may include any combination of social security, health insurance, retirement, or worker's compensation. If the fringe benefit rate varies by position, list each position and the associated rate.

Equipment: Purchase of equipment is dependent upon program design and requires appropriate justification. Equipment must be of a durable nature with an expected service life of more than one year. Provide a list of each item of equipment to be purchased and the specific dollar amount for each item, including installation, insurance, freight, and accessories.

Staff Travel: Provide the proposed expenses for project staff for the purpose of supporting grant activities, as described in the Application. Specify the unit (mileage, etc.) and the total number of units anticipated for each project year. The maximum rate for mileage is \$.445/mile. Rates may not exceed the maximum rates established by the Department of Children and Families or those established in § 112.061, F.S.

Supplies: Provide a list of items and associated cost of all consumable or expendable items that are used routinely or that have an expected life of one year or less.

Building Occupancy: Provide the proposed costs associated with rent, utilities, etc. required to support grant activities. Specify the monthly cost and number of months. If expenses are to be shared, provide a brief explanation.

Consultant Services: Provide the hourly or daily rates and number of hours or days for each consultant and their role in supporting grant activities.

Consultant Travel: Provide all consultant travel expenses for the purpose of supporting grant activities, in accordance with the description above.

Consultant Supplies: Provide all consultant supplies cost for the purpose of supporting grant activities, in accordance with the description above.

Subcontracted Services: Provide the total cost of all subcontracted services. Provide a list of each subcontracted service provider, the associated cost, and their role in supporting grant activities. The proposed cost for each subcontracted service provider must be supported by a separate line-item budget (**Table B**). Agency employees or persons who would normally provide consultant services without charge may not be included in the budget.

Administrative Costs: Costs may not exceed 10% of the total grant award. This cap applies to the sum of all administrative costs, including those of the applicant and any intended subgrantees or subcontractors. Administrative costs may include grant management activities; fiscal, personnel, and

procurement management; related office services and record keeping; costs of necessary insurance, auditing, etc. Evaluation activities are considered a direct program cost and may not be included in this line item.

Table A: Line-Item Budget Applicant			
	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Equipment			
Staff Travel:			
Supplies:			
Building Occupancy:			
Consultant Services:			
Consultant Supplies:			
Subcontracted Services: (Total ALL subcontract services)			
Administrative Cost:			
Total:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

Table B: Line-Item Budget Subcontracted Services*			
	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Equipment			
Staff Travel:			
Supplies:			
Building Occupancy:			
Consultant Services:			
Consultant Supplies:			
Administrative Cost:			
Total:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

***Provide a separate line-item budget for EACH proposed subcontracted service provider.**