



CITY OF COCOA

“Summer for the Kids” Grant Program,
Coronavirus State and Local Fiscal Recovery
Funds (SLSRF)

**Applications accepted from
June 6, 2022 - June 10, 2022**

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Notice to Potential Applicants

The purpose of this Request for Proposals (RFP) is to support summer programs and activities for the City of Cocoa's school-age children.

In light of the effects of the COVID-19 pandemic, Cocoa City Council recognizes the additional challenges the economically-disadvantaged members of our community face. Upon a review of charitable and public sector avenues of community aid and support that are provided to Cocoa's school-age children, Council has decided that the needs of the City's economically-disadvantaged school-age children must be supported over the summer months. To help ensure that Cocoa's school-age children are provided the opportunity to attend summer camp programs and other summer activities during the summer break, City Council has approved the *Summer for the Kids* competitive grant program, which will provide funds to organizations that offer summer camp programs or other summer activities to these children. This grant is funded utilizing a portion of the City of Cocoa's COVID relief funds paid to the City through the COVID State and Local Fiscal Recovery Funds (SLFRF) by the U.S. Department of the Treasury.

Applicants must submit a complete grant application and required documents to be considered and evaluated for eligibility of grant funds. Final selection of grantees will be determined through an evaluation committee. This RFP contains information about the program criteria, the required forms and other information to be submitted for grant consideration. Potential applicants are advised to read the materials carefully, particularly the information on the types of organizations that are eligible to apply for these grants, suggestions on how to prepare an application, the selection criteria used to evaluate each application, and the other special program requirements.

APPLICATION PROCEDURES

Submit the documents left sided three-hole punched and secured with binder clip. No stapled or bound copies will be accepted. Applications must be received on or before 5:00 p.m. on June 10, 2022 to the following address: City of Cocoa, Finance Department, Attention: Connor Williams, Grants Writer – Economic Development Specialist, 65 Stone Street, Cocoa, Florida 32922. **Applications received after the deadline will not be accepted and shall be disqualified. Proposals received after the time and date deadline for receipt will be returned unopened to the person or firm submitting the Proposal. The Applicant shall assume full responsibility for timely delivery of their Proposal to the designated location.**

Application Instructions

Eligibility

Only 501(c)(3), not-for-profit organizations, or a school or similar educational institution is eligible to participate in the *Summer for the Kids* grant program. Applicants must describe the summer camp program or other summer activity being offered to Cocoa's school-age children. Funding must be exclusively allocated towards services for children from households earning less than \$40,626 each year.

Availability of Funds

There will be a total of \$70,000 to be allocated and expended by the City for all grant recipients as part of the *Summer for the Kids* grant program.

Maximum Request

There is no minimum request amount for any request under this program. However, requests cannot exceed \$10,000, to assure that funds are given to as many eligible, qualified programs as possible. This is a single payment grant.

Period of Support

Upon notification of award of program funds, recipients will be provided the grant payment from the City of Cocoa on or before the start of the program or activity.

Disqualifying Criteria

- Receipt of applications after 5:00 p.m. (based on clock in City Hall lobby) on June 10, 2022.
- Incomplete or otherwise incorrect applications.
- Applications which: 1) provide services outside the city limits of Cocoa, 2) provide services to non-Cocoa school-age children, and 3) use *Summer for the Kids* funding for services for children whose families earn more than \$40,626 annually.
- No grace period will be allowed for missing components to be submitted. NOTE: Supplemental information necessary for clarification will only be accepted if it is requested by city staff.

Monitoring and Audit-Readiness Requirement

The City of Cocoa is accountable to the U.S. Department of the Treasury for oversight of awardees of *Summer for the Kids* funding in accordance with 2 CFR 200.332, including ensuring their subrecipients comply with the SLFRF statute, SLFRF Award Terms and Conditions, the U.S. Department of the Treasury's interim final rule and final rule, applicable federal statutes, regulations, and reporting requirements. As such, awardees are required to comply and agree to adhere to requirements contained within, including open and consistent monitoring of the program by the City and the utilization of account and reporting mechanisms consistent with Federal and City requirements.

Audit Requirements (Title 2 Section 200.501), specifically states that all non-federal entities that expend \$750,000 or more in a year in federal awards are required to have a single or program-specific audit conducted for that year. The most current approved audit financial report (if applicable, audited report) *must be submitted*. If this report is not available, notate within the proposal as to why.

Selection Criteria

All proposals must address the selection criteria shown in the Proposal Requirements section as listed below (pages 6 and 7). Narratives must be prepared on letter size paper with twelve (12) inch fonts, and no more than (1) inch left and right margins.

- **Introduction**
- **Demonstration of Need**
- **Description of Individuals Served**
- **Measurable Outcomes**
- **Organization Capacity and Capability**
- **Leveraging**
- **Financial Capacity**

Technical Assistance

If there are any questions, contact Connor Williams at (321) 433-8684, cwilliams@cocoafl.gov, between 8:00 am and 5:00 pm, Monday through Friday.

Application Checklist

All of the items listed below must be included in the order and amount listed or the submitted application package will be considered incomplete and the application will be disqualified. **No incomplete application will be considered for funding.** A binder clip should be used to secure the pages together. **Please do not use index reference dividers or folders since the packages will be re-assembled by city staff.**

ONE (1) COPY OF EACH, THREE (3) HOLE PUNCHED:

1. Articles of Incorporation/Bylaws (*if applicable*)
2. Copy of Cocoa Business Tax Receipt
3. Agency Organizational Chart
4. List of Board of Directors
5. 501(c)(3) designation documentation (*if applicable*)
6. Most current IRS Form 990 documentation
7. Copy of Organization's W-9 Form
8. Financial statement for organization (*audited financial statements preferred*) and proforma financial plan for the program
9. Copy of Project/Program insurance
10. Job descriptions/resumes of administrator & important program/project staff
11. Verification of background checks for important program/project staff

FIVE (5) COPIES OF EACH, THREE (3) HOLE PUNCHED:

1. Subrecipient Activities Application Cover Page (ONE (1) SIGNED ORIGINAL AND FOUR (4) COPIES)
2. Response to seven (7) proposal questions.
3. Spreadsheet containing a list of all children participating in the program, as well as their family's annual household income.
4. Program Budget Form (provide a form matching the format of the sample, or a spreadsheet documenting the same information outlined in the example)
 - a. *Budget breakdown must include all sources of revenue (CATEGORY in the sample is a placeholder for specific funding sources), and all points of expenditure (CATEGORY in the sample is a placeholder for broader categories, SUBCATEGORY in the sample refers to specific categories of expenditures in the broader categories). This form does not need to include every itemized expense or transaction, but enough granularity such that the City can recognize what types of expenses are being made as part of the program.*

Application Requirements

Applications will be reviewed and evaluated according to the criteria below. The points noted for each criterion indicate the maximum number of points the reviewers may assign if the application is considered to have sufficient merit for scoring. The assigned points will be used to calculate a raw score that will be converted to the official priority score. Awarded programs are prioritized based on their total amount of points, out of 100.

MINIMUM SCORING CRITERIA:

At a minimum, all applications must meet the following threshold requirements:

- Agency must be a non-profit organization 501(c)(3) or a school or similar educational organization;
- Agency must be based in the City of Cocoa (as evidenced by the Cocoa Business Tax receipt);
- Agency must maintain accounting records in accordance with generally accepted accounting practices and comply with 2 CFR 200.332;
- Program must serve economically-disadvantaged school-age children (as evidenced by demographic information for the school program or activity) from the City of Cocoa and specifically work to address negative impacts from the COVID-19 pandemic. Grant funds may only be used to fund services for children whose family's annual income is at or below \$40,626.

Application Criteria

Each Applicant shall submit narrative detailing their program's features, according to the follow application criteria. The points noted for each criterion indicate the maximum number of points the reviewers may assign if the application is considered to have sufficient merit for scoring. The assigned points will be used to calculate a raw score that will be converted to the official priority score. Awarded programs are prioritized based on their total amount of points, out of 100.

1. INTRODUCTION (up to 10 points)

Describe the goals of your agency/organization, years in operation, types and sources of funding received last year, type of services provided, the number and characteristics of individuals served.

2. DEMONSTRATION OF NEED (up to 15 points)

Provide a detailed description of the proposed service/project to be carried out with the funds requested.

Discuss how the service/project provides benefits to economically-disadvantaged school-age children and how it addresses community need(s). These descriptions must specifically relate to impacts of COVID-19. The impacts of COVID-19 are all-encompassing, be they impacts on community health or the economic stability of residents in Cocoa. The summer camp or activity should be acting to aid these school-age children and/or their families.

Describe the extent to which the proposed project will enhance, expand, or create available services and if the services currently are available by your agency/organization. If the proposed program/project is a new service, provide a detailed description of how the new service will meet current unmet community need(s). If the proposed service/project is currently being provided by other service providers in the same area, describe all efforts made to partner with these entities.

3. DESCRIPTION OF SERVED INDIVIDUALS (up to 20 points)

Describe the individuals to be served (# to be served, demographics, special circumstances, locations, etc.), and the goals and objectives of the proposed project. A spreadsheet listing the students and their families' annual incomes must be provided. The goals of the project should address the COVID-19 impacts listed above in the Demonstration of Need section. Please indicate whether the proposed assisted attendees will be paying a fee for the summer camp or activity, and if so how much. Indicate total number of clients served at a cost of \$_____ each for a total amount of \$_____.

4. MEASURABLE OUTCOMES (up to 10 points)

Describe the methods that your organization will undergo to estimate and track the expected measurable outcomes of this activity. Describe how the data will be collected, tracked, and stored. **This material must be provided before program the begins (predictions) AND after the program ends (showing what resulted from the program).** The areas to address are defined as follows:

- a. **Inputs:** Resources that are necessary to carry out the proposed project (i.e., money, staff, facilities, equipment, supplies, etc.)
- b. **Activities:** What the program does with the inputs to carry out the proposed project/activity (i.e., sports camps, vacation bible schools, book camps, boy scout-type excursions, etc.)
- c. **Outputs:** The direct products of the program activities defined quantitatively (3 hours of baseball per day for 20 children, 90 books read at the camp over the summer, etc.)
- d. **Outcomes:** Benefits for participants during and after involvement in the program.
 - o **Initial:** The first benefit or change participants' experience. Often changes in knowledge, attitudes, or skills.
 - o **Intermediate:** Changes in behavior that result from the participants new knowledge, skills, or attitudes
 - o **Long-term:** The ultimate outcomes a program desires to achieve for its participants. Often changes in condition or status.
- e. **Indicators:** Helps you know how an outcome has been achieved (must be observable and

measurable). Indicators are often defined in percentages (i.e., 90% of children read new genres they had not read before, 45% of students played a new sport and ended up enjoying it). Additionally, data must show the percentage of children served by the program were from Cocoa. If the number of children served by the program is **less than 75%**, you must explain why this is the case.

- f. **Data Source:** Sources of information to support your indicators (records, individuals, test, performance measurement tools, etc.)
- g. **Data Collection Method:** Describes how you will obtain the data from sources to support your indicators (record review, mail survey, observation, telephone survey, etc.)

Agency must maintain accounting records in accordance with generally accepted accounting practices from Title 2 CFR Section 200.332.

5. ORGANIZATION CAPACITY AND CAPABILITY (up to 10 points)

Describe the capacity of your organization to carry out the proposed project (financial resources, staff capacity and experience of the organization with similar projects and activities). If the project is a new activity or will require additional staffing and resources, describe how your organization will secure these resources in the time needed to carry out the proposed activity.

Provide detailed information on persons that will be assigned to this project/activity (job titles, prior experience, resumes of key staff, etc.). Identify whether your agency has a personnel policy manual with an affirmative action plan and grievance procedure. If not, explain why not.

6. LEVERAGING (up to 15 points)

Matching funds are not required but will enhance your proposal by showing leverage. Matching funds are the other funds that will be used in conjunction with the grant request to complete the project. Matching funds can include; cash, loans, in-kind gifts, state or federal grants, etc.

Identify any funding sources that your Agency will use to leverage the grant funds requested in this proposal, including funding from schools, private organizations, or other governmental agencies.

7. FINANCIAL CAPACITY (up to 20 points)

As a separate attachment, attach the organization latest Audit Report or Financial Statement for and the organization. Identify any material weaknesses or findings and what the organization has done to remove them.

APPENDIX A

FORMS

APPLICATION DOCUMENT STARTS HERE

Subrecipient Activities Application Cover Page

PROGRAM INFORMATION

Program Name		
Amount of Grant Funds Requested		Type of Application <input type="checkbox"/> Enhancement <input type="checkbox"/> Expansion <input type="checkbox"/> New
Number of Participants	Cost Per Participant	Type of grant funds requested: Summer for the Kids
Program Director's Name and Email Address		Program Director's Area Code, Telephone Number & Extension
Mailing Address for Program Correspondence		Physical Program Address

AGENCY INFORMATION

Agency Name & Chief Executive Officer Name		
Street Address		Mailing Address
City		ZIP Code
Area Code, Telephone Number & Extension of Chief Executive Officer		Email address
Agency Unique Entity Identifier (UEI)		
Name of Fiscal Officer		Fiscal Officer's Area Code, Telephone Number & Extension

PROGRAM CERTIFICATION

I do hereby certify that all facts, figures, and representations made in the application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control will be implemented to ensure proper accountability of grant funds. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this project. The filing of this application has been authorized by the contracting entity and I have been duly authorized to act as the representative of the agency in connection with this application. I also agree to follow all terms, conditions, and applicable federal and state statutes, and all terms and conditions set forth in this RFP, including Appendix A.

Type Authorized Official's Name

Authorized Official's Title

Authorized Official's Signature

Date

SAMPLE BUDGET FORM

[Summer Camp Program] Budget Breakdown

	<u>TOTAL BUDGET</u>
REVENUE	
Grants	
CATEGORY 1	
TOTAL GRANTS	<hr/>
Loans	
CATEGORY 1	
CATEGORY 2	
TOTAL LOANS	<hr/>
Donations	
CATEGORY 1	
CATEGORY 2	
CATEGORY 3	
CATEGORY 4	
TOTAL DONATIONS	<hr/>
Internal Funds	
CATEGORY 1	
TOTAL INTERNAL FUNDS	<hr/>
TOTAL REVENUE	<hr/>
EXPENSES	
Personnel Services	
CATEGORY 1	
SUBCATEGORY 1	
SUBCATEGORY 2	
CATEGORY 2	
SUBCATEGORY 1	
CATEGORY 3	
TOTAL PERSONNEL SERVICES	<hr/>
Operating Expenditures	
CATEGORY 1	
SUBCATEGORY 1	
SUBCATEGORY 2	
CATEGORY 2	
SUBCATEGORY 1	
CATEGORY 3	
TOTAL OPERATING EXPENDITURES	<hr/>
TOTAL EXPENSES	<hr/>

GENERAL TERMS

The following general terms and conditions are hereby incorporated into this Application in their entirety and agreed to by the Applicant as a condition of submittal:

1. Florida law provides that municipal records shall, at all times, be open for personal inspection by any person. Section 119.01, Florida Statutes et. seq. (the Public Records Law). Unless otherwise provided by the Public Records Law, information and materials received by the City in connection with an RFP response and under any awarded contract shall be deemed to be public records subject to public inspection and/or copying at the end of the statutory exemption time period pursuant to Section 119.071, Florida Statutes. However, certain exemptions to the Public Records Law are statutorily provided for under sections 119.07 and 119.071, Florida Statutes, and other applicable laws. If the Applicant believes any of the information contained in its response is exempt from the Public Records Law, the Applicant must, in its response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the City will treat all materials received as public records. In addition, the Applicant shall make available to the City, or any of its duly authorized representatives, any books, documents, papers, and records of the Respondent which are directly pertinent to any contract awarded under this RFP for the purpose of making audit, examination, excerpts, and transcriptions.

All materials submitted in response to this solicitation shall become property of the City. The City has the right to use any or all information/material submitted. Disqualification of an Applicant does not eliminate this right.

2. The successful Applicant shall defend, indemnify and hold harmless the City and all of the City's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of the successful Applicant, its officers, agents or employees or subcontractors in performance or non-performance of its obligations under the awarded grant. The successful Applicant recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of the awarded grant.

3. The Applicant understands that any and all costs related to the submittal of a proposal is considered an operational cost of the Applicant and shall not be passed on to or be borne by the City.

4. By submitting a proposal, the Applicant certifies that the Applicant has fully read and understands this Application document and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.

5. Applications shall contain the information as required in this solicitation. Failure to submit all information as requested may result in a lowered evaluation score of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the City.

6. The Applicant must demonstrate that the company is in good standing and that the person signing this proposal is an Authorized Signatory on behalf of the applicant to sign proposals, negotiate and/or sign contracts, agreements, amendments, and related documents to which the proposer will be duly bound.

7. Applications may be withdrawn at any time by submitting a written notice of withdrawal to the City. Withdrawn applications will not be eligible for grant funds under this application process.

8. The City may utilize an Evaluation Committee to review responses. The Evaluation Committee is

comprised of qualified and recommended City staff members, professional City advisors, or local government staff or officials who are appointed by the City Manager or Designee in coordination with the requesting department. The Evaluation Committee shall consist of members who have experience, knowledge and/or expertise in the program area and service requirements of the solicitation.

9. The City reserves the right, without penalty, to waive any formalities, technicalities, irregularities, or immaterial variations and to reject any or all applications or to re-advertise for proposals for these services which in its judgment best serves the interest of the City. The City may withdraw or cancel all or part of this request for proposals at any time to protect the interests of the City. All applicants are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification. The City also reserves the right to reject the application from an applicant who has previously failed to perform properly, or complete on time contracts or grant awards of a similar nature, or who investigation shows is not in a position to perform the services required by the grant award.

10. If the City issues a notice of award of a grant under this application process to the Applicant, the Applicant agrees that such award may be subject to execution of other legal instruments or documentation required by law or the City to ensure compliance with the terms and conditions of this solicitation. Any award resulting from this solicitation is deemed effective only to the extent that funds are available.

11. The services provided under this aware shall be performed in a prompt and correct manner within the standards of good and ethical conduct. A successful applicant shall not be considered an agent of the City of Cocoa.

11. At its sole expense, Applicants shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipal governments, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of award or are adopted at any time following the award. All legal actions hereunder shall be conducted only in the circuit court in Brevard County or federal court in the Middle District of Florida, Orlando Division; except that any final judgment may be enforced in other jurisdictions in any manner provided by law. This solicitation shall be governed by applicable Florida and Federal law.

**TENTATIVE SCHEDULE
CITY OF COCOA
SUMMER FOR THE KIDS
FUNDING PROGRAM SCHEDULE**

DATE	ACTIVITY
June 3, 2022 – June 5, 2022	Availability of funding advertisement in newsprint and social media
June 3, 2022	Applications made available to the public
June 3, 2022 – June 10, 2022	Technical assistance provided by City staff
June 10, 2022	Application deadline – no later than 5:00 PM
June 13, 2022	Application Reviews begin
June 13, 2022 – June 17, 2022	Committee Review of Applications
June 17, 2022	Application Reviews conclude, recommendations submitted to City Manager
June 20, 2022	Award notification letters sent
June 24, 2022	Earliest reimbursements begin

If there are any questions, please contact the Finance Department, Connor Williams, Grants Writer – Economic Development Specialist, at (321) 433-8684, between 8:00am-5:00pm, Monday through Friday.