



**Interoffice Memorandum**

March 13, 2020

**TO:** Mayor Jerry L. Demings  
and the Board of County Commissioners

**FROM:** Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

**CONTACT:** Angela Chestang, Manager, Citizens' Commission for Children  
Division  
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**SUBJECT:** Approval of Amendment No. 1, Contract Y20-2046, Human Services  
for Children and Families

**ACTION REQUESTED**

Approval of Amendment No. 1, Contract Y20-2046, Human Services for Children and Families, with Volunteers for Community Impact, Inc., in the amount of \$150,000, for a revised total contract amount of \$384,354.

**PROCUREMENT**

This amendment adds funding awarded through the Citizens' Review Panel Fund Distribution Process for new support services for youth mentoring targeting delinquent youth in Sector three.

**FUNDING**

Funding is available in account number 0001-062-2556-8610.

**APPROVAL**

The Citizens' Commission for Children Division concurs with this recommendation.

**REMARKS**

The Board approved Contract Y20-2046 on February 25, 2020, in the amount of \$234,354 for a one-year term with two one-year renewals.

The Citizen's Review Panel for Human Services (CRP) is responsible for recommending the allocation of human service dollars to fund non-profit programs in Orange County.

During the fiscal year 2017-2018, the Board commissioned the services of Forefront, LLC, an independent Florida-based consulting, research, and advisory firm, to

provide recommendations for the utilization of \$20 million in new funding earmarked for children's programs and services in Orange County. Forefront, LLC published a final report outlining focus areas for targeted services of juvenile prevention and diversion, mental and physical health, early childhood education/care, and child/student homelessness. The report recommended that this programming should be provided in Orange County Zip codes 32703, 32801, 32805, 32808, 32810, 32811, 32818, 32822, and 32839. Zip codes were divided into Targeted Community Initiative (TCI) sectors as follows: Sector 1 – 32703; Sector 2 – 32801 and 32805; Sector 3 – 32808, 32810, 32811, and 32818; Sector 4 – 32822; and Sector 5 – 32839.

The allocation of the available funding occurred in three phases. Phase 1 of allocation amended currently contracted non-profit organizations meeting contractual expectations. Phase 2 involved a competitive funding process facilitated by the CRP for Human Services Advisory Board.

During Phase 3, funds were allocated using a mix of contract amendments and a competitive funding process. Phase 3B, the CRP allocated rollover funding for children's services which remained in the budget due to the close of the County's fiscal year 2018-2019 prior to the allocation of funding and funding not encumbered from other Community and Family Services divisions. Phase 3B allocated funding to non-profit organizations who submitted applications in one or both of the prior two processes to address documented needs in additional zip codes in East and West Orange County based on data received from Forefront, LLC. In addition to the distribution of Children's Services Funding during Phase 3 and 3B, the traditional CRP Fund Distribution Process occurred simultaneously.

Prior to making funding recommendation, panel members are provided orientation and training on the fund distribution process. This training includes, but is not limited to, evaluation of all facets of the funding proposal, such as budgets, program design, and review of organization documents comprised of bylaws, financial statements, Internal Revenue Services form 990, strategic plans and other supporting documentation submitted by organizations. CRP members also received Results-Based Accountability (RBA) training from Forefront, LLC prior to participating in the evaluation processes.

This program provides supervised, community approved mentoring activities for Orange County residents. The agency shall support a model that incorporates high quality mentoring strategies for underserved, at-risk, and court involved youth who are 17 years of age or younger and/or completing their senior year.

Programming shall have an emphasis on mentoring strategies based on best practices, dedicated staff, and agency support to achieve successful program outcomes including, but not limited to, increase graduate success, prevention or reduction of anti-social behaviors, delinquent or destructive behaviors, and reduction of delinquent recidivism.