



## REQUEST FOR APPLICATIONS (RFA)

## ADMINISTRATIVE SERVICES ORGANIZATION (ASO)

## Flexible Funds for Non-CBHC Funded Programs

**RFP Designation Number:** PRO 2025-03

**Release Date:** August 30, 2024

**Total Grant Allocation:** \$500,000

Rebecca Bacon, Executive Director  
Robin DeLaVergne, Board Chair

**For further information, use RFA designation number in subject line and e-mail:**

Kelly Hickman, Director of the ASO  
[HickmanK@childrensboard.org](mailto:HickmanK@childrensboard.org)

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## ABOUT HILLSBOROUGH COUNTY

According to the most current American Community Survey, the total population in Hillsborough County, Florida is 1,513,301, of which 5.6% are children under five years of age, and 21.5% are children under 18. In addition, 45% of the population is white alone (not Hispanic or Latino), 30.5% is Hispanic, and 15.8% is Black or African American alone.

## ABOUT THE CHILDREN'S BOARD OF HILLSBOROUGH COUNTY

### BACKGROUND

In 1988, Hillsborough County residents agreed that improving supports and services to our county's children and families was a major priority for our community's future. Thus, the Children's Board was established in 1989 as a Special Taxing District allowing a levy not to exceed 50 cents per \$1,000 of the assessed property tax. The Children's Board is committed to funding opportunities through strategic grant development principles, leveraging strategies and research with community perspectives in mind to promote wellness, learning, professional development, and enhance service delivery systems.

Strategic investments in the community include:

- developing local prevention and early intervention services;
- convening community partners to support outcomes that improve the lives of children and their families; and
- providing venues for community engagement and advocacy.

### VISION

Hillsborough County will be recognized as one of the top places in the nation to raise children.

### MISSION

The Children's Board invests in partnerships and quality programs to support the success of all children and families in Hillsborough County.

### CORE VALUES

Integrity - Excellence - Team Work - Respect

### 2023 COMMUNITY IMPACT

The Children's Board has invested more than \$39 million in one hundred and 125 programs to address the needs of our community. Contracted programs served 138,732 children and their families with an additional 4,345 professionals who received support services. The Children's

Board works in partnership with funded programs to evaluate the impact of services provided to children and families. We assess the overall effectiveness of the investments within a Results-Based Accountability framework by measuring:

- *How much did we do;*
- *How well did we do it; and*
- *Is anyone better off?*

## 1. INTRODUCTION TO THE ASO

The Administrative Services Organization (ASO) is a program operated by the Children’s Board to manage flexible funds for families. The ASO supports a wraparound approach in which families identify their strengths, goals, needs, and service providers through a family support plan. As payment of last resort, flexible funds managed by the ASO can be used to pay for supports and services with qualified community providers.

The Children’s Board maintains a reserve of flexible funds to support our funded agencies participating in the ASO. A portion of the reserve funds (\$500,000) is also made available to support case management programs that are not funded by the Children’s Board but are aligned with our mission and strategic focus areas. Background information regarding the ASO is included below, along with guidance for agencies interested in applying for access to ASO funds.

## 2. ASO BACKGROUND

In 2003, the Children’s Board created the ASO to manage flexible funds in support of family directed care. The ASO was initially piloted with federal grant dollars, which sunset in 2004. Currently the ASO is primarily funded by the Children’s Board and administers flexible dollars from various funding sources. Flexible funds managed by the Children’s Board ASO currently assist a variety of target populations including pregnant women, children at risk for developmental delays, children experiencing academic or behavioral challenges, families affected by domestic violence, and families experiencing economic instability and housing insecurity.

Trained and authorized case managers work with families to develop individualized family support plans and to select a wide range of services and supports for the children and their families. Families can prioritize the services they need and select a provider of their choosing. Currently, 85 different service types are available from a fully credentialed provider network that includes hundreds of agencies, vendors, individuals, local businesses, and faith-based organizations.

The Children's Board ASO manages approximately \$4.2 million in flexible funds and offers accounts payable services, detailed financial reporting, provider network management, credentialing, and quality assurance. All processes, including participant enrollment and funding authorization, are managed through a custom web application.

### 3. INTENT FOR ASO RESERVE FUNDS

ASO funds are available on a limited basis for programs that do not have a contract with the Children's Board, are currently providing service coordination or case management to children and families in Hillsborough County, and do not have adequate flexible funding to support client needs. The program may service a larger population but if awarded access to ASO funds, they can only be utilized for **pregnant women, teen parents, or families with children birth through middle school age**. A time-limited waiver allows expansion of the target population to families with children through high school to address crisis needs related to housing supports. The program must also contribute to result areas that are consistent with the Children's Board mission, vision, and strategic focus areas below.

#### **Children are Healthy and Safe:**

*Early preventative health and education prepares a family to develop nurturing and healthy habits which are enhanced by coordination with community partners.*

#### **Children are Developmentally on Track:**

*Early identification of developmental needs for children birth to age five is essential for optimizing a child's potential and serves as an opportunity for caregivers to learn more about their child's current developmental functioning.*

#### **Children are Ready to Learn and Succeed:**

*School readiness services for young children ages birth to five should be designed in a way that fosters a nurturing, safe, and healthy environment that respects a family's cultural values. Quality early learning must also promote caregiver involvement and professional development for early care educators. Later school success works best in collaboration with teachers, administrators, and parents to provide support consistent with developmental and grade level benchmarks.*

#### **Family Support:**

*Support for the whole family is essential for strengthening overall well-being. It plays an important role in a young child's brain development because early experiences developed through positive relationships establish the foundation for secure attachments and future physical, cognitive, and social-emotional health.*

Additional information may be accessed on the website at [www.childrensboard.org](http://www.childrensboard.org).

## 4.

**REQUIREMENTS FOR PARTICIPATION AS AN ASO CASE MANAGEMENT PROGRAM**

1. The applicant must offer case management or family support coordination as a service strategy, either as a primary strategy or in conjunction with other service strategies. **ASO funds do not pay for case managers or case management services, so this service must already exist for the program that is applying.**
2. Individualized family support plans must be a component of the service strategy. All services and supports purchased with ASO funds must relate to a specific goal in the family's plan.
3. Supervisors and case managers must have training in case management using a system of care approach, prior to access of ASO funds. This training is offered through a partner agency as a one-day training at the rate of \$75 per participant and at the program's expense.
4. Supervisors and case managers must attend a three-hour ASO Overview and Web Application Training which is provided by the Children's Board at no cost to the participant.
5. Program supervisors are required to attend bi-monthly ASO Supervisors Meetings.
6. ASO funds requested from the Children's Board must be used in accordance with established values, policies, and procedures which are provided in ASO training and posted on the ASO web application.
7. The program must participate in annual monitoring by the Children's Board, including a records review of families who benefitted from ASO funding.
8. The program must use an outcome tool for measuring and reporting the impact of their services on participants. If the program does not currently have a measurement tool in place, the Children's Board may assist in identifying one.
9. The applicant must provide a certificate of liability insurance to the Children's Board.
10. It is the responsibility of the agency to register with and use the E-Verify system, to ensure compliance with E-Verify requirements, and verify the work authorization status of all employees and contractors providing services associated with Children's Board of Hillsborough County funding as defined in Florida Statute s. 448.095.

## 5. APPLICATION AND REVIEW PROCESS

**The application process for ASO Funds will remain open through April 1, 2025 or until the funds have been depleted, whichever occurs first.** Eligibility for Children’s Board funding includes not-for-profit corporations and governmental organizations that are legally authorized to operate in the State of Florida. Children’s Board funding or resources shall not be used to replace funding for activities for which other local, state, or federal governmental agencies are obligated by statute, administrative rule, or local ordinance to pay. **ASO access is for residents of Hillsborough County, Florida.**

The Children’s Board encourages the participation of minority, faith-based, and grassroots organizations in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Children's Board procurement on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, national origin, or on any other protected status basis that would be in violation of applicable federal or state anti-discrimination laws. The applicant shall not discriminate in providing services on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, national origin, or on any other protected status basis that would be in violation of applicable federal or state anti-discrimination laws.

Agencies requesting access to ASO Funds must complete the application found on the Children’s Board website and **submit an electronic, signed copy to:**

**Kelly Hickman, Director of the ASO  
Children’s Board of Hillsborough County  
Email: [HickmanK@childrensboard.org](mailto:HickmanK@childrensboard.org)**

**Please use Email subject line: PRO 2025-03 ASO Funds Application**

### **For new applicants:**

- The Director of the ASO will bring the request to the Children’s Board Program Support Meeting, which meets bi-weekly. The Program Support Team consisting of research, fiscal, and contract specialists will review the request and recommend an allocation of funds.
- The application is then reviewed by the Director of Programs and the Executive Director for final approval. The Director of the ASO will communicate the decision to the requesting agency, along with the justification for the decision. If approved, the ASO team will work with the agency to establish a Memorandum of Understanding (MOU) and implement access to the ASO in Fiscal Year 2024-2025.

**For programs who received ASO/RFA funds between October 1, 2023, and September 30, 2024 and are re-applying:**

- The Director of the ASO will review the application, along with Fiscal Year 2023-2024 monitoring and utilization reports for the program and recommend an allocation of funds for Fiscal Year 2024-2025.
- The application packet is then reviewed by the Director of Programs and the Executive Director for final approval.
- The Director of the ASO will communicate the decision to the requesting agency. If approved, a MOU will be established, and the new allocation of funds may be available as early as October 1<sup>st</sup>.

### **Allocated Funds**

Allocated funds must be utilized for services by September 30, 2025, and the maximum initial allocation per agency will be \$40,000. The amount of the allocation will be based on the size and scope of the program, as well as their previous experience with the ASO, if any. Additional funds may be requested from the Children’s Board reserve once the initial allocation has been utilized.

Prior to making your application, review the **Children’s Board ASO Application Review Checklist (Appendix A)** that will provide you with additional information on criteria used to evaluate applications. Only applications that are complete and meet the minimum requirements will be considered for funding.

All questions regarding ASO funds must be submitted in writing to **Kelly Hickman, Director of the ASO**, via email to [HickmanK@childrensboard.org](mailto:HickmanK@childrensboard.org) with subject line:

**PRO 2025-03 ASO Funds Application.**





Children's Board of Hillsborough County  
 PRO 2025-03 Request for Applications (RFA)  
 Administrative Services Organizations (ASO)  
 Appendix (A) – Review Checklist

<b>Program Name</b>	
<b>Agency Name</b>	
<b>Review Date</b>	
<b>Review Team Members</b>	

Background			
Brief description of the program:			
Minimum Requirements			
Program:	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Serves pregnant women, teen parents, or families with children birth through middle school age	<input type="checkbox"/>	<input type="checkbox"/>	
Addresses one or more CBHC strategic focus areas			
<i>Children are Healthy and Safe</i>			<input type="checkbox"/>
<i>Children are Developmentally on Track</i>			<input type="checkbox"/>
<i>Children are Ready to Learn and Succeed</i>			<input type="checkbox"/>
<i>Family Support</i>			<input type="checkbox"/>
Employs case management/ coordination as a service strategy	<input type="checkbox"/>	<input type="checkbox"/>	
Develops individualized Family Support Plans	<input type="checkbox"/>	<input type="checkbox"/>	
Has process for collecting outcome data for families	<input type="checkbox"/>	<input type="checkbox"/>	
Had a successful ASO monitoring in previous year (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
FY 23-24 Utilization Summary (if applicable)			

Additional Considerations/Discussion		
<input type="checkbox"/> New Program		
<input type="checkbox"/> Re-Applying Program		
Recommendation		
<input type="checkbox"/> Approve Request	Allocation Amount	
<input type="checkbox"/> Deny Request	Reason for Denial	

Children's Board Approvals	Signature	Date
Kelly Hickman, Director of the ASO		
Maria Negron, Director of Programs		
Rebecca Bacon, Executive Director		