

## FUNDER PARTNERSHIP

**CHILDREN'S SERVICES COUNCIL, A.D. HENDERSON FOUNDATION, EARLY LEARNING COALITION, FREDERICK A. DELUCA FOUNDATION, THE JEWISH FEDERATION, THE JIM MORAN FOUNDATION, THE UNITED WAY OF BROWARD COUNTY**

This funding opportunity is **only** available to agencies that have a current contractual relationship with one of the potential funding partners (Children's Services Council, A.D. Henderson Foundation, Early Learning Coalition, Frederick A. DeLuca Foundation, Jewish Federation, The Jim Moran Foundation, and the United Way of Broward County). This funding opportunity serves to provide short-term funding to agencies that are **immediately positioned** to provide a safe and supervised learning pod environment while Broward County Public School buildings are closed, and children are engaged in eLearning.

Agencies may submit an application in collaboration with another agency if the lead agency has a current contractual relationship with one of the potential funding partners listed above. For example, the lead agency may partner with an agency that has an available licensed site.

This funding is intended to provide supervised "learning pods" to assist families with elementary age children who attend or live within the boundaries of Title I schools, and families with children or youth who have special needs. The desired populations are families who are unable to afford the added expense of learning pods during the school day. Priority will be given to first responders and essential workers.

Learning pods, in this application, are defined as groups of 9 children at or around the same education level who are supervised by one staff member. The staff member is responsible for providing support and assistance while the group of children participate in Broward County Public School (BCPS) eLearning.

For applicants providing services to children with special needs, a learning pod may have an increased number of staff and fewer students around similar developmental levels to provide appropriate supports during BCPS eLearning.

All learning pods are required to follow Centers for Disease Control (CDC) recommendations and Child Care Licensing requirements which includes group sizes no larger than 10 individuals.

## TIMETABLE/IMPORTANT DATES\*

ACTIVITY	TIMEFRAME
Date Advertised:	August 10, 2020
Dates Available:	August 10, 2020- August 17, 2020 (noon)
Submit questions regarding this application to: Emilia Vilaire-Monchery	August 11 - 12, 2020 at 5:00 P.M.
Post answers regarding this application	Summary of answers will be posted by August 14, 2020
Deadline for Submission of Applications:	August 17, 2020 by 12:00 P.M. (NO EXCEPTIONS)
Applicants Available for questions from Funders	August 19, 2020 to August 21, 2020 or longer at funder discretion
Funder Award Determinations:	August 19, 2020 to August 21, 2020 or longer at funder discretion
Service begin date:	August 19, 2020 or later, dependent upon award notice.

\*All dates set forth above are subject to change by the funders with notice provided.

## LEARNING POD APPLICATION QUESTIONS

Between August 11<sup>th</sup> and 12<sup>th</sup>, 2020 Applicants may submit questions to **Emilia Vilaire-Monchery** at **evilaire@UnitedWayBroward.org**. Summarized answers will be posted on the United Way of Broward County's website by August 14<sup>th</sup>, 2020. **The responsibility to access this information is with the applicant.**

## SELECTION PROCESS

All qualified applications are evaluated against all other applications and ranked using a uniform set of criteria detailed in the Rating Tool. The Rating Committee, comprised of funding partnership representatives and other issue experts, scores each application and determines funding recommendations for qualified proposals.

Applicants may be contacted if additional information is needed during the application rating process. Rater scores are at the sole and complete discretion of the rater.

## TERMS OF AGREEMENT

Funding is from 8/19/2020 – 12/31/2020 and is dependent upon BCPS's school closures, the BCPS's reopening plan, and available funding. Term extensions may be granted at the sole and complete discretion of the funder.

## LEGAL REQUIREMENTS

It shall be the responsibility of the Applicant to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the Applicant(s) will in no way be a cause for relief from responsibility.

Applicants(s) doing business with the Funding Partners are prohibited from discriminating against any employee, applicant, or participant because of race, creed, color, national origin, gender, sexual orientation, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

## GENERAL FINANCIAL VIABILITY

Agencies awarded funding **must be on sound fiscal footing and fiscally solvent**. Fiscal solvency will be assessed by the funding agency. **Only fiscally solvent applicants will be considered for funding**. Additional information may be requested from the applicant to determine fiscal viability, such as, but not limited to, the most recent financial audit completed by an independent Florida Certified Public Accountant (CPA) or financial statements reviewed by a CPA, depending on the agency's annual revenue.

- **Application Format: PDF**

- **Deadline:**

**Please submit the Learning Pods application for funding on August 17, 2020 by 12:00 p.m., NO EXCEPTIONS.**

- **Method of Submission:**

**Application can be submitted via email to:**

**[jaragon@UnitedWayBroward.org](mailto:jaragon@UnitedWayBroward.org)**

**In person submission to: Attn: Carlos Smith**

**United Way Broward County**

**Ansin Building**

**1300 S Andrews Avenue**

**Fort Lauderdale, Florida 33316**

## APPLICATION FOR FUNDING LEARNING PODS

### APPLICANT AGENCY INFORMATION

<b>Agency Legal Name:</b> <u>City of Fort Lauderdale</u>				
<b>Agency Legal Name must match Agency name listed on the Florida Department of State Division of Corporation website:</b> <a href="http://www.sunbiz.org">www.sunbiz.org</a>				
<b>Main Administrative Street Address:</b> <u>701 South Andrews Avenue</u>				
<b>City &amp; State:</b> <u>Fort Lauderdale, Florida</u>			<b>Zip Code:</b> <u>33316</u>	
<b>Position</b>	<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone number</b>
Executive Officer	Carl Williams	Parks & Recreation Deputy Director	cwilliams@fortlauderdale.gov	954-828-5804
Chief Financial Officer	Phil Thornburg	Parks & Recreation Director	pthornburg@fortlauderdale.gov	954-828-5349
Proposal Contact	Leona Osamor	Grant Administrator	losamor@fortlauderdale.gov	954-828-5721
<b>Name of Partner(s):</b> <small>*If applicable</small>	<u>N/A</u>			
<b>Type of Entity:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Private for-Profit <input type="checkbox"/> Private Not-for-Profit <b>Unit of Government:</b> <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> County <input checked="" type="checkbox"/> City <input type="checkbox"/> Other				
<b>Licensed to do business in Florida?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<b>Federal Identification Number:</b> <u>59-6000319</u>	

### CERTIFICATION OF ACCURACY AND COMPLIANCE

I do hereby certify that all facts, figures, and representations made in this 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 contracts. 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(s) and are a true estimate of the amount needed to operate the proposed program. 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. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

### **SERVICE PROVIDER SIGNATURE**

Carl Williams – 8/17/20  
Authorized Official's Signature    (Date)

Parks & Recreation, Deputy Director  
Authorized Official's Title

All learning pod programs **MUST** be licensed or currently exempt through Broward County Child Care Licensing and Enforcement Section (CCLE) and comply with all background screening and fingerprinting requirements. **All applicants must submit a copy of their current Child Care License or Letter of Exemption from Broward County Child Care Licensing and Enforcement**, upon funding award and before disbursement of funds. Any exemptions will be up to the funder's discretion.

**Children funded through this opportunity cannot also be reimbursed through the Early Learning Coalition's School Readiness Program.**

**ATTENTION APPLICANTS:** Please fill in the boxes below that apply. If requesting to serve only one population enter N/A next to the population you are not requesting to serve.

	# OF CHILDREN TO BE SERVED	# OF LEARNING PODS	ONE TIME START UP AMOUNT REQUESTED	FUNDING AMOUNT REQUESTED (WITHOUT START UP)
General Population with Inclusion	24	4	\$15,000	\$4,800/WK
Special Needs	N/A	N/A	N/A	N/A

General Population with Inclusion: Weekly maximum of \$1,800 for one pod (one staff and 9 children) from 7:30 am to 6:00 pm; or \$1,200 from 7:30 am to 2:00 pm.

Special Needs: For applicants desiring to serve children and youth with special needs, whose staff to child/youth ratio is **different** from the 1 staff to 9 children/youth ratio applicable to the maximum Learning Pod reimbursement rate for children in the general population with inclusion, please include budget details, See question #9.

## **INCLUSIVE PROGRAMMING**

All programs must comply with the Americans with Disabilities Act (ADA) by enrolling all children who meet its essential eligibility requirements.

Providers must make reasonable accommodations to integrate children, parents and guardians with disabilities into their programs except when it:

- Creates an undue financial or administrative burden; or
- Requires a fundamental alteration so significant that it changes the essential nature of the program.

A program is not required to serve a child with a disability if they pose a direct threat to themselves or others, based on actual risk, not assumptions or stereotypes.

Actions leading up to denial or termination should be documented and applied consistently.

## **LEARNING POD APPLICATION FOR FUNDING**

1. Provide a concise description of how long the agency has been providing childcare and/or afterschool services to elementary aged youth or youth with special needs. (Limit 250 words-approx. ½ page)

*The City of Fort Lauderdale (the "City") currently provides after school services for children throughout the district communities within Fort Lauderdale. The City offers academic and recreational programs along with other special programs such as early-release and no-school days as well as summer camp programs.*

*One of the City's highest priorities is to provide programs in a safe and engaging environment. We work in partnership with each community, school and family to design programs that meets their specific needs. Programs are designed to capitalize upon the most effective academic enrichment, physical fitness, nutritional and life skill programs to challenge children while making learning fun. Our programs provide a healthy snack and employ experienced leadership personnel to supervise and run each program.*

2. Is the Agency accredited or licensed?  X  Yes \_\_\_\_ No

If yes, by whom: Florida Association for Child Care Management's APPLE School-aged After-school Accreditation

Level of Accreditation: \_\_\_\_\_ Period of Accreditation: 2014 - Present

*The Fort Lauderdale's afterschool program is fully immersed in the Florida Association for Child Care Management's APPLE (Accredited Professional Preschool Learning Environment) for school aged children. The accreditation is a national early learning program accreditation that recognizes early learning centers for operating high quality programs. APPLE sets the standards that accelerate an early learning center's drive to achieve that level of care and education outcomes.*

*The City of Fort Lauderdale Parks and Recreation Department has also obtained national accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). The formal announcement was made at the National Recreation and Park Association (NRPA) 2011 Congress and Exposition in Atlanta, Georgia. The City of Fort Lauderdale Parks and Recreation Department is only one of a few agencies in the country to receive national accreditation, which confirms an agency's commitment to quality and efficiency.*

*CAPRA recognizes park and recreation agencies for excellence in operation and service while providing assurance to the public that the agency meets national standards of best practice. CAPRA's standards for national accreditation provide an authoritative assessment tool for park and recreation agencies. Through compliance with the standards of excellence, CAPRA accreditation assures that an agency has been independently evaluated against established benchmarks as delivering a high level of quality. CAPRA accreditation is the only national accreditation for park and recreation agencies.*

3. If applicable, list any Broward County Child Care Licensing and Enforcement areas of non-compliance that your agency and/or proposed sites have had since October 1, 2018.

**If not applicable, please include a statement to that effect.**

*Broward County Child Care Licensing and Enforcement issued non-compliance violations for an expired fire inspection, updated background screening information in staff files, missing refrigerator thermometers and missing emergency numbers poster. However, these issues of non-compliance were immediately addressed, and the City of Fort Lauderdale currently do not have any issues of non-compliance nor did we receive any other violations.*

4. Does the Agency carry comprehensive general liability insurance?

X Yes, state the amount: \$\_\_\_\_\_ *The City of Fort Lauderdale is self-insured.*

\_\_\_\_\_ No/ or if the amount is less than \$300,000, the Agency must agree to purchase a minimum of \$300,000 comprehensive general liability insurance prior to contract execution.

Affirm: \_\_\_\_\_ Yes \_\_\_\_\_ No

Indicate the Agency insurance coverage below:

	Yes	No	Amount of Coverage
General	<u>X</u>		
Professional	<u>X</u>		
Property	<u>X</u>		

5. List any current funding the agency is receiving for similar services. **NOTE: Add or delete rows as necessary.**

Funder Name	Type of Service	Annual Amount	Contract Period (mo/yr – mo/yr)
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

\*If not applicable, please include a statement to that effect.

6. Indicate your specific funding needs below:

X Funding is required to provide “Learning Pods” from 7:30 am to 6:00 pm.

\_\_\_\_\_ Funding is required to provide “Learning Pods” from 7:30 am to 2:00 pm, funding has been secured to provide in-person childcare services from 2:00 pm to 6:00 pm.

7. Please explain the selection above. If supported funding has been obtained to provide services during afterschool hours (2:00 pm to 6:00 pm) please include who funds these services.

For GP/Inclusion applicants, reimbursement is set at a weekly maximum of \$1,800 for a single pod (one staff and 9 children) from 7:30 am to 6:00 pm; or \$1,200 from 7:30 am to 2:00 pm, **if funding is secured from 2:00 – 6:00 pm**. Reimbursement will include the cost of staff salaries, benefits, program supplies, cleaning of site, high speed internet connectivity for the children/youth to participate in eLearning, etc.

In addition to the maximum pod allocation, please include details for your one time start up supplies budget for personal protective equipment (PPE), headsets for the children, and individual supplies for each child: for example, academic and recreational activity supplies, and any other expenses related to serving the children. (Limit 250 words-approx. 1/2 page)

Please affirm that the agency can provide a Learning Pod environment within the maximum allocation plus the one-time startup expenses. If funded, a detailed budget, including startup will be requested prior to disbursement of funding.

*The City of Fort Lauderdale hereby affirms that it will provide a Learning Pod environment within the maximum allocation plus the one-time startup expenses. Please see a detailed breakdown of our one-time startup expenses below.*

Description	Cost
Wi-Fi @ \$2,000 per site (\$2,000 x 4)	\$ 8,000
PPE and Equipment	\$ 1,500
Lunch/Snacks	\$ 3,500
Instructional Materials	\$ 800
Paper	\$ 500
Stationary (Pens/Pencils etc.)	\$ 200
Disinfecting/Cleaning Supplies	\$ 500
<b>TOTAL Startup Costs</b>	<b>\$15,000</b>

8. Only answer if desiring to serve children and youth with special needs, whose staff to child/youth ratio **is different** from the 1 staff to 9 children/youth ratio applicable to the maximum Learning Pod reimbursement rate for children in the general population/inclusion, please include the weekly cost of each Learning Pod, the number of Learning Pods to be provided, the ratio of staff to children/youth, the rationale for the ratio, and details which substantiate the increased Learning Pod costs. Please include the cost of staff salaries, benefits, supplies, other expenses related to program services.

Please include details for your one time start up supplies budget for personal protective equipment (PPE), headsets for the children, and individual supplies for each child. For example, academic and recreational activity supplies, and any other expenses related to serving the children. *(Limit 500 words-approx. 1 page)*

N/A

9. Please complete the following Site Chart for all desired program sites. **Sites must be licensed by Child Care Licensing or Licensed Exempt.** Proof of licensure or exemption will be required prior to disbursement of funding.

# of to be Served	Age Ranges	Site Name	Street Address	City	Zip Code
6	5-11	Carter Park	1450 West Sunrise Blvd.	Fort Lauderdale	33311
6	5-11	Croissant Park	245 West Park Drive	Fort Lauderdale	33315
6	5-11	Osswald Park	2220 NW 21 <sup>st</sup> Avenue	Fort Lauderdale	33311
6	5-11	Warfield Park	1000 North Andrews Avenue	Fort Lauderdale	33304

\*Add lines as needed

10. Describe how you will determine the number of learning pods at each site. Include how the agency will ensure compliance with the Centers for Disease Control and Prevention (CDC) guidelines for group sizing. Please include the children's ages and demographic information in your description. *(Limit 250 words-approx. ½ page)*

*The City of Fort Lauderdale will determine the number of learning pods at each site by incorporating a 1:6 staff member to student ratio based on the size of site location. We will follow the CDC guidelines to ensure that each student will always be distanced 6 feet away from other students and require all students and staff to wear a mask. Our sites will have sanitizing stations set up and will involve students frequently washing hands throughout the day. Our goal is to target the most vulnerable populations such as low-income families, minorities and all students within the Title I schools of our City limits to ensure that no child is left behind during this pandemic. The children's ages will be from 5 to 11 years old.*



11. Outline the program's intake procedures, safety procedures, and PPE protocols which will be followed in compliance with CDC guidelines and Broward County Childcare licensing requirements. (Limit 250 words-approx. ½ page)

*Our program's intake procedures, safety procedures and PPE protocols that will be followed in compliance with CDC guidelines and Broward County Childcare Licensing requirements will be as follows:*

#### Intake Procedures

*Everyone entering the building/site will be required to pass a daily screening, including a temperature and a visual scan including but not limited to any noticeable symptoms, such as a rash, runny nose, red/swollen eyes or coughing. To ensure the safety and health of everyone, any temperatures above 99.0° degrees will be excluded from camp for the day. Once children are in their designated areas of learning, they will still be required to wear a mask at all times unless exempted and must bring a Ziploc bag to hold their mask when it is not in use for cases such as outdoor activities.*

#### Safety Procedures

*Our program will maintain a maximum of 1:6 instructor to student ratio in all designated areas and outdoor play and will be spaced out during class instruction and play. If playground use is permitted, times will be staggered throughout the day and frequently touched rails, handles, etc. will be disinfected between use. Children will be required to eat lunch in the same designated area that they are assigned, and the caterer will be required to follow the same screening guidelines as everyone else that enters the building. It is recommended that children bring prefilled water bottles with them daily, but our sites will also be providing water coolers and disposable cups. Only staff will be dispensing water to children. There will be no access to water fountains during care. Water fountains are closed until further notice.*

*Bathrooms will be used one at a time and will be sanitized between use. Restrooms will be closed once every hour for ten minutes to allow for an intensified cleaning. All materials that cannot be sanitized such as soft toys, stuffed animals, costumes for dress up, and rugs will be removed from the room. Toys and materials will not be shared unless sanitized between use.*

#### PPE Protocols

*All staff and children registered in our Learning Pod program will always be required to wear a mask. In addition, staff will be required to sanitize their hands between the interaction of each child to ensure safety. All children will be required to wash their hands after each bathroom visit and outside play activities. All children will be picked up at the door and brought to the parent or authorized guardian on record and will be signed out by the staff.*

12. Describe the physical space/location that will be utilized for services. Explain how this location will comply with social distancing guidelines. (Limit 250 words-approx. ½ page)

*Each Learning Pod site will have tables set up and spread-out throughout the park site to allow for social distancing. Children will be required to eat their lunch and snacks at their designated areas and will not be allowed to share any foods with other children in the program. Children utilizing toys, games or other materials will not be allowed to share it with other children without first being sanitized by staff.*

13. How will your program support the children during Broward County Public School's (BCPS) eLearning from 7:30 am to 2:00 pm? How will your program support the children after the BCPS eLearning "school day" from 2:00 pm to 6:00 pm? Describe in detail the fun and safe environment that will be provided to support learning and the activities that the children will participate in after eLearning schedule ends. (Limit 250 words-approx. ½ page)

*Funding for the Learning Pods will help to support our program by creating a quiet, safe and supervised place for elementary aged children during Broward County Public School's (BCPS) eLearning. During*

*the school day from 7:30am – 2:00pm, students will be spread out within our recreation centers to begin the academic portion of their day and our trained personnel will closely monitor each student for those that may need some extra assistance, words of encouragement or to answer any questions or provide any additional supplies all in an effort to positively enhance their educational growth while utilizing the eLearning platform. Each student will have access to Wi-Fi and our personnel will assist them in getting their personal laptop computers setup and connected to the Wi-Fi to ensure full functionality as it relates to being able to connect to the internet. Lunch, snacks and supplemental supplies such as paper, pens and pencils will be readily available and provided as needed.*

*Once the academic portion of the day comes to an end, from 2:00pm – 6:00pm, our program will incorporate a virtual enrichment by providing activities such as a virtual museum trip, spelling bees, E-sports and Brain Bowls. Physical education opportunities will also be incorporated during this time to ensure that students get their daily exercise and fresh air.*

14. Explain how your program will meet the lunch and snack needs of the children. Will your program be utilizing a food-service provider? Will you be requiring the families to provide meals? If a family cannot provide the snacks and lunch what will be done to ensure that the child/youth is provided with 2 snacks and a lunch? Please explain. (Limit 250 words-approx. ½ page)

*Our program will utilize an approved food service provider to provide a healthy lunch and snack for all students enrolled in the Learning Pods. The approved food service provider that will be used is well trained and knowledgeable on the various required daily nutritional requirements and offers a great variety of healthy options. Most of all, our food service provider has been used during our camps and programs that were funded and as such adheres to all guidelines provided by the State and Health Departments.*

15. How will the program incorporate inclusion strategies for children with special needs who are participating in a GP/Inclusion program? What accommodations will be made for children/youth who may need additional assistance/support in the learning pod environment? (Limit 250 words-approx. ½ page)

*The City of Fort Lauderdale presently do not cater for children with special needs but will closely monitor children requiring additional assistance and support by providing frequent interactive communications to determine their needs during the Learning Pod environment. Once identified, staff will dedicate a bit more time with the identified children to clarify and assist with any difficulties they may be experiencing.*

16. Please include a statement affirming that all staff working in the program have complied with Level 2 background screening and fingerprinting requirements. **Before any staff member can supervise the children/youth they must pass a Level 2 background screen.**

*The City of Fort Lauderdale hereby affirms that all staff working in the Learning Pod Program have complied with all Level 2 background screening and fingerprinting requirements.*

## **REQUIRED DOCUMENTS**

Although the following list of items are not required to be submitted with your application for funding, please note that if funded, you must provide the following prior to contract execution:

Current Insurance Certificate (with professional liability coverage)

Current Signature Authority

**Proof of site(s) licensure or license exemption**

Completed IRS Form W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Per site budget with budget narrative. Budget template will be provided upon grant award by the funder.

