

Introduction

The Florida Department of Commerce (FloridaCommerce) is seeking applications from qualified entities to serve as the administrator of the Non-Custodial Parent Employment Program (NCPEP) grant funds.

Program Overview

Section 409.25996, Florida Statutes, requires FloridaCommerce to award grants to organizations that assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations to become self-sufficient and establish a successful pattern of paying child support. FloridaCommerce seeks an entity to serve as an administrator of the funds with a history of providing services to assist non-custodial parents and that demonstrates the capability of administering the program statewide. The entity must be able to provide grantees with training, best practices, and assistance to implement the grants.

The NCPEP aims to empower non-custodial parents through employment and training opportunities, fostering family stability and economic self-sufficiency. The selected administrator will be responsible for managing these grant funds, ensuring that they are administered effectively by grantees across the state to meet the objectives of the NCPEP.

Eligibility Criteria

To be considered for selection as the NCPEP administrator, qualified entities must:

- Be a governmental, quasi-governmental, or nonprofit organization with a demonstrated history of providing services to assist non-custodial parents.
- Demonstrate capability to administer the program statewide.
- Be able to provide grantees with training, best practices, and technical assistance to implement the grant program successfully.

Responsibilities of the Administrator

The selected administrator will be responsible for the following, in consultation with FloridaCommerce:

- Conducting a Request for Application (RFA) award cycle for NCPEP grantees.
 - Develop and issue the RFA.
 - Track applications received, including date received, funding requests, areas to be served, and a brief description of program elements.
 - Identify applications that meet program requirements and preferences.
 - Submit copies of all applications, along with tracking document used by the administrator, to FloridaCommerce.
 - Recommend grantee selections based on review of applications to FloridaCommerce. Include rationale and justification for each recommendation.
- Managing and distributing grant funds to grantees statewide. Reviewing and approving grantee invoices and forwarding approved invoices to FloridaCommerce.
- Collaborating with the Florida Department of Revenue (DOR) and the Florida Department of Children and Families (DCF) to support grantees.

- Developing training materials/resources and delivering training to grantees to ensure the effective implementation of the NCPEP.
- Providing technical assistance to grantees, including:
 - Grant management and fiscal requirements.
 - Program best practices.
 - Coordination with workforce, education partners, and agencies involved in child support issues (i.e., DOR, DCF, and county court system).
- Tracking, gathering, analyzing, and evaluating program outputs and outcomes and submitting monthly reports to FloridaCommerce.
- Monitoring and evaluating grantee programs to ensure they meet the objectives of the NCPEP.
- Meeting with FloridaCommerce at established intervals to discuss progress on program outputs and outcomes, challenges, and successes.
- Procuring an independent third-party to perform an audit of the selected administrator for the NCPEP and to conduct compliance monitoring of grantees. The selected administrator may use the state's contract for monitoring services.

Selection Criteria

Applications will be reviewed upon the closing of the application cycle and a selection will be based on the applicant's ability to meet the eligibility criteria, the quality and responsiveness of the proposed plan for program administration, the organization's track record of service provision to non-custodial parents, and the reasonableness and allowability of the proposed budget submitted with the application.

Preference will be given to qualified entities with a minimum of:

- Five years of demonstrated expertise in operating a NCPEP or similar program serving the same population.
- Demonstrated expertise in managing federal or state funded grants with no major compliance findings in audits or compliance reviews for the three most recent program years (July 1 through June 30).
- Five-year relationship history with DOR, DCF, and/or the court system regarding child support for non-custodial parents.
- Five-year relationship history with one or more local workforce development boards.

FloridaCommerce may request additional documentation to support information included in the application.