

Step-by-Step 4 Help Foundation Inc Proposal

Pricing is sealed

CONTACT INFORMATION

Company

Step-by-Step 4 Help Foundation Inc

Email

desireej@stepbystep4help.com

Contact

Desiree Jones

Address

901 NW 8th Ave Ste. B3

(Suite 1 and 2)

Gainesville, FL 32601

Phone

(904) 408-9288

Website

www.step-by-step4help.com

Submission Date

Jun 21, 2023 4:02 PM

ADDENDA CONFIRMATION

Addendum #1

Confirmed Jun 8, 2023 3:04 PM by Desiree Jones

Addendum #2

Confirmed Jun 8, 2023 3:05 PM by Desiree Jones

Addendum #3

Confirmed Jun 21, 2023 3:20 PM by Desiree Jones

QUESTIONNAIRE

1. Provide your Employer Identification Number (EIN)*

Pass Fail

Do not include dashes

Maximum response length: 9 characters

823267232

Please Note: Responses to this question may be publicly displayed after the due date has passed.

2. Provide physical address in Alachua County*

Pass Fail

901 NW 8th Ave Ste B3 Gainesville, FL 32601

Please Note: Responses to this question may be publicly displayed after the due date has passed.

3. Provide a mailing address*

Pass Fail

Maximum response length: 200 characters

PO Box 26142 Jacksonville, FL 32226

Please Note: Responses to this question may be publicly displayed after the due date has passed.

4. Does your agency have a 501(c)(3) status?*

Pass Fail

If yes, provide your certification in the question below, Failure to provide required documentation may deem your proposal non-responsive.

Yes

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5. Upload your agency's IRS 501(c)(3) designation*

Pass Fail

 [501c3_Letter.pdf](#)

6. Responsible Agent Designation*

Pass Fail

The Consultant shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the County and the Consultant by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the Consultant.

RESPONSIBLE AGENT: _____

ADDRESS: _____

PHONE NO.: _____

EMAIL ADDRESS: _____

ALTERNATE RESPONSIBLE AGENT: _____

ADDRESS: _____

PHONE NO: _____

EMAIL ADDRESS: _____

RESPONSIBLE AGENT: Desiree Jones

ADDRESS: 901 NW 8th Ave. Ste B3 Gainesville, FL 32601

PHONE NO.: 904-408-9288

EMAIL ADDRESS: desireej@stepbystep4help.com

ALTERNATE RESPONSIBLE AGENT: Reginald Williams

ADDRESS: 901 NW 8th Ave. Ste B3 Gainesville, FL 32601

PHONE NO: 904-885-6863

EMAIL ADDRESS: rwilliams@stepbystepbh.com

Please Note: Responses to this question may be publicly displayed after the due date has passed.

7. Project Name:*

Pass Fail

Step-by-Step Skills Training

8. Amount of funds being requested*

Pass Fail

Maximum of \$50,000

Maximum response length: 7 characters

\$50,000

Please Note: Responses to this question may be publicly displayed after the due date has passed.

9. Does your proposed project benefit residents of Alachua County living at or below 150% Federal Poverty Level?*

Yes

Pass Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

10. Does your proposed project fit into one of the BoCC's approved funding category?*

Pass Fail

Financial Education and Stability

Please Note: Responses to this question may be publicly displayed after the due date has passed.

11. Has your agency been operational, providing proposed program service(s) in the funding category at least one full year prior to the date of application?*

Yes

Pass Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

12. Please describe the proposed project, and quantify the anticipated benefits to residents of Alachua County living at or below 150% Federal Poverty Level:*

Maximum response length: 2500 characters

Pass Fail

To address financial literacy and mental healthcare, Step-by-Step 4 Help will use Financial literacy to arm young people with the skills and knowledge they need to make informed financial decisions. Step-by-Step knows that financial literacy is one key to success. Becoming financially literate can help you develop your money management skills. We will have our children and families focus on banking, checking and saving accounts, budgeting, building and improving credit, and saving. We will provide services to 300 Alachua County residents living at or below 150% of the Federal Poverty Level. We want these services to be provided in a group setting in our office. **The SPACE grant will help us make this happen as we need a new Van to provide transportation for the adult and children financial literacy groups and counseling. Our topics will cover but are not limited to: the basics of money management: budgeting, saving, debt, investing, giving and more.**

Step-by-Step will educate and empower Alachua County residents with this program. Transportation is a barrier for most seeking financial literacy training and mental health. The SPACE grant assisting Step-by-Step with purchasing this van for transportation to the center for services will allow hope and reduce stress for participants. Financial Literacy will be provided in our skills training program.

Alachua County is a suburban area in North Central Florida, 85 miles from the Georgia state line, 50 miles from the Gulf of Mexico, and 67 miles from the Atlantic Ocean. Alachua County encompasses 969 square miles and includes the municipalities of Archer, Alachua, Gainesville, Hawthorne, High Springs, Micanopy, and Newberry. The County has an estimated year-round population of over 279,000 (2021 census). Gainesville, with a population of 141 085, is the largest city in Alachua County. Gainesville is also the largest city in the North-Central Florida Region. The surrounding communities in the region are rural. Gainesville is home to the University of Florida, the nation's 8th largest university, and Santa Fe College. This offers an excellent opportunity for us to provide financial literacy to various residents. Step-by-Step will give a ray of light to the citizens in need. Not having the stressor of transportation to gain services is paramount and will be an asset in the lives of so many individuals. Our ability to add Financial Literacy and stability will be an asset to these families. Transportation is needed.

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13. Please describe how your project will enhance effectiveness and/or efficiency of your agency's service delivery:*

Maximum response length: 2500 characters

Pass Fail

The Step-by-Step Social Skills/Literacy Project will help us to reach more people and educate them on financial literacy (the basics of money management: budgeting, saving, debt, investing, giving and more). This program will allow us to define the who and the what. We will be able to examine and understand the needs and motivations of each client so we can deliver quality services and meet or even exceed expectations. This project will also help us evaluate our process regarding the routes we take, the clients we serve, and our mission and vision. We can clearly define our outcomes to provide more effective services. We will provide pre and post-test as well as satisfaction surveys. Being able to have a new van will help us go to more underserved areas in need so that they don't have the barrier of lack of transportation for counseling services. This will help us end the stigma related to mental illness and educate participants on the importance of finances.

Please Note: Responses to this question may be publicly displayed after the due date has passed.

14. List all the budget items for which grant funds will be used and the dollar amount anticipated for each:*

Pass Fail

If your budget has more than five line items, you have the option to download and fill the SPACE Budget Template provided, and upload in the next question.

Maximum response length: 2500 characters

\$ 5,000 Participant Engagement Equipment: Financial Literacy Items. Calculators, Laptops, Printers

\$45,000 Purchase of a new van to provide transportation to and from Counseling/Social Skills Group/Literacy Groups/

Please Note: Responses to this question may be publicly displayed after the due date has passed.

15. Upload SPACE Budget Template

Pass Fail

 [SBS4H_of_SPACE_Budget_Template.xlsx](#)

16. Describe the timeline and anticipated milestone dates for the project:*

Pass Fail

Maximum response length: 2500 characters

Services will begin upon funding. Step-by-Step will move toward the purchase of a new van for our participants. Referrals will be worked from the administrative office. We will also provide outreach into the community to seek participants. The Van will help us provide transportation in various areas to gain more clients to take to and from.

We will begin services as soon as the van purchase is completed. During the grant period, the organization will work with local government, law enforcement, and diversion programs to assist in gaining clients. Some will have been involved in the justice system, hopefully changing consequences by incentivizing positive practices and disincentivizing harmful practices to reduce the lack of education about money among youth. For example, to empower a diverse group of clients, we will coordinate with local organizations such as Alachua County Public Schools, Teen Court Diversion Program, Episcopal Children's Services, and many more to gain clients and provide transportation for them to seek mental health services. All participants will be administered a pre-test and post-test.

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17. Describe measurable outcomes for the project:*

Pass Fail

Maximum response length: 2500 characters

SBS4H will implement the Literacy and Mental Health improve the overall well-being of you experiencing mental, emotional, and behavioral well-being. For a successful discharge from the outpatient therapy programs, a client would meet their individualized treatment plan goals within the timeframe given. . We pride ourselves on quality evaluation and assessing all clients and programs. We will identify strengths and things clients need to work on.

SBS4H has a Quality Improvement Committee (QIC) comprised of team members who receive statistical analyses from all programs. This Committee was designed to assist in evaluating/assessing the program's outcomes, including qualitative and quantitative data. Clients will also complete Satisfaction Surveys to determine what needs to be ...

Show all ▼

Please Note: Responses to this question may be publicly displayed after the due date has passed.

18. Upload any supplemental documentation that is relevant to your project.

Pass Fail

 [IMG_0332.jpg](#)

19. Acknowledge that you have reviewed all Addendum(s) issued with this solicitation.*

Pass Fail

Confirmed

Please Note: Responses to this question may be publicly displayed after the due date has passed.

20. Conflict of Interest*

Pass Fail

The bidder certifies that to the best of his knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order. (Select yes, if there is no conflict of interest)

Confirmed

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21. Drug Free Workplace*

Pass Fail

In accordance with §287.087, Florida Statute

Do you certify that you meet the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Yes

Please Note: Responses to this question may be publicly displayed after the due date has passed.

22. Corporate Resolution Granting Signature*

Pass Fail

The response must be submitted by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach or upon request provide a corporate resolution granting authorization to the representative to execute on behalf of the business. Are you authorized to submit this RFA?

Confirmed

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23. By submitting this application, we acknowledge that we are aware that the information contained in this funding application is public record. We further certify that this Request for Funding is consistent with our organization's mission, Articles of Incorporation and Bylaws, and that this application for funding was authorized by the agency's Board of Directors.*

Confirmed

Pass Fail

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