



Community Service
Agency Partnership Grant
2016-2017
Request for Proposals

Seminole County Community Assistance
534 West Lake Mary Boulevard ♦ Sanford, FL 32773
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COMMUNITY SERVICE AGENCY (CSA) PARTNERSHIP GRANT MISSION STATEMENT

The purpose of the CSA Partnership Grant program is to further the County's mission to deliver excellent public service that enhances quality of life and addresses our community's needs, now and in the future.

PROGRAM BACKGROUND

The CSA Partnership Grant program was initiated by the Board of County Commissioners to address human service needs in Seminole County. Seminole County has an extensive history of partnership with local non-profit agencies to benefit and improve the quality of life for residents.

It is deemed to be in the best interest of the citizens of Seminole County that funds be made available to establish partnerships with non-profit agencies who serve the community's social interests and needs. Therefore, it is the intent of this program to assist agencies that provide essential and supportive services, such as, but not limited to, the needs of the poor, youth, seniors, those with disabilities, education, culture and arts, and health crisis.

The CSA program collaborates with community organizations in assisting residents with specific needs in the County. The program provides grant funds to qualified non-profit organizations that meet federal and state tax exemption requirements and have been in existence for a minimum of three years. Agencies must provide services to Seminole County residents to benefit and improve the quality of life for residents. The definitions of each are below:

Essential Life Services: Services that meet the basic needs for daily survival that sustain the quality of life for residents.

Supportive Services: Services that enhance the quality of life for residents.

Funds will be provided as approved by the Seminole County Board of County Commissioners and as requirements are clearly shown and proven by the various agencies that meet the guidelines as set by the County. The intent of the County is twofold: to provide funding for the good and welfare of its citizens; and to develop internal efforts, increasing capacity within three to five years.

TIMELINE OF FUNDING APPLICATION PROCESS

- A Notice of Funding Availability (NOFA) will be released in the Seminole Section of the Orlando Sentinel on Sunday, March 27, 2016. The Request for Funding (RFP) is distributed **Monday, March 28, 2016** to currently funded agencies and the general public on the Seminole County Community Assistance website.
- The completed RFP/application is due by **4:00 p.m. on Thursday, April 21, 2016** to the address below:
**Seminole County Community Assistance
Community Services Agency (CSA) Partnership Program
ATTN: Michelle Cahill
534 West Lake Mary Boulevard
Sanford, Florida 32773**
- After applications are submitted, the Community Service Agency Application Review Committee will meet in May to review applications and scoring instructions pursuant to the formalized process as approved by the Seminole County Board of County Commissioners. All agencies that submitted a complete application will be required to provide a 10-15 minute presentation for the Review Committee on the services provided if funding is awarded. The presentation will be not scored. Members of the team individually review and score each application and then meet again in June to compile their scores for County staff.
- Funding recommendations are compiled and finalized during the month of June. The Board of County Commissioners receives staff recommendations on CSA funding and makes the final award determination. All agencies that applied are notified of the funding recommendations provided to the Commissioners by July 2016.
- During the months of August and September, the Community Assistance Division will be working with the County Attorney's Office and the recommended agencies to draft agreements for review and execution. Once the County issues the agreement to an agency for review and signature, the agency must have the original signed agreement back to the County Community Services Department within 10 business days. Failure to provide the original signed agreement with appropriate signatures within the 10 business days may result in denial of funding for FY 2016-2017.
- All agencies that applied for the CSA Partnership Grant are notified in writing of the Board of County Commissioner's decision by October 2016. Those that were awarded funding receive a contractual agreement outlining the responsibilities of the County and the collaborating agency, which must be executed by both parties before reimbursement can be made.

- The CSA contract year begins October 1 with the distribution of an executed agreement to the funded agencies in October. A mandatory training session for any Agency awarded funds is held to describe and explain funding and reporting requirements, which include monthly reimbursement reports, quarterly financial and performance measurement reports. It is recommended that the organization's Finance Manager, Monitor, Manager/Supervisor that oversees the program attends this session. There are also monitoring requirements that are carried out to secure and maintain contract compliance throughout the year.

C.S.A. PARTNERSHIP GRANT APPLICATION GUIDELINES

REQUEST FOR PROPOSAL (RFP) APPLICATION:

The Request for Funding (RFP) is distributed in March to currently funded agencies and the general public on the Seminole County Community Assistance website. Each agency is required to submit one (1) original and five (5) hard copies of the application prior to the posted deadline. All copies should be three-ring hole punched and placed in a binder(s) for submission. Each agency will also be required to submit an electronic version on a USB drive of their complete application as well. Emailed applications will not be accepted.

ELIGIBILITY CRITERIA: This criterion was approved by the Seminole County Board of County Commissioners on October 23, 2012. Only the applications meeting the following criteria will be considered:

- ❖ The nonprofit agency is chartered or otherwise authorized to do business in the State of Florida for charitable purposes and exempted from the Federal income tax by the Internal Revenue Service [501(c)(3)] for a minimum of three years.
- ❖ The purposes for which the nonprofit agency is organized provides benefits to Seminole County residents.
- ❖ The services or activities to be provided by the nonprofit agency, and funded with County funds, shall address an essential or supportive life service, such as, but not limited to, the needs of the poor, youth, seniors, those with disabilities, education, culture and arts, and health crisis.
- ❖ The nonprofit agency shall have a governing board whose members serve without compensation and have no conflict of interest between their regular occupations and the services provided by the nonprofit.
- ❖ The nonprofit agency has bylaws or policies which describe the manner in which business is conducted, including management, audit, and fiscal policies and procedures, polices on nepotism, and policies on management of potential conflict of interest.
- ❖ The nonprofit has at least one year's experience providing the service or activity for which the funds are requested or can otherwise demonstrate to the satisfaction of the County sufficient expertise to successfully carry out the service or activity.
- ❖ The nonprofit must be licensed and accredited in accordance with applicable requirements of Federal, State and County laws.

- ❖ The nonprofit agency may not use a funding agency or other third party arrangement to meet program requirements for eligibility.
- ❖ Nonprofit must provide the previous year's fundraising plan and a statement on future fundraising efforts.
- ❖ Only one application per agency will be considered per program – essential life or supportive life service.
- ❖ Grants will be made only to nonprofit agencies whose programs and activities benefit the residents of Seminole County.

An application that does not meet these minimum requirements will not be scored and the agency will be notified.

APPLICATION REVIEW COMMITTEE:

The Application Review Committee (ARC) will be selected by the Division Manager to evaluate all approved applications based on the categories of essential life services and supportive services. The ARC will be comprised of a minimum of three (3) individuals who are familiar with social service programs in Seminole County. Each team member will individually review and score the submitted applications. The team will meet at a time & date as designated by the Program Manager to review and discuss the results of the scoring process. At this time, the team will review scores and submit to the Program Manager.

RECOMMENDATION SUMMARY:

The ARC evaluations will be compiled and a summary will be presented to the Community Assistance Division Manager and the Community Services Director. The Community Services Department Director will make the funding recommendations to the County Manager and Board of County Commissioners.

FUNDING DECISIONS:

Final funding decisions will be determined by the Board of County Commissioners at the designated Board meeting. Agreements will be prepared for the agencies that were granted funding, and letters will be mailed to all agencies who applied to notify them of the final funding decisions.

SPECIAL PREFERENCES:

Preference will be given to organizations that have the ability to leverage the County's funds at a minimum of 2:1 ratio.

- ❖ Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means. Funding to this program should lead to broad and lasting benefits to the community.

Priority will be given to projects or programs where funds will have a positive, long-term spillover effect to reduce vulnerable problems in the community.

The County encourages social service agencies to collaborate in order to solve common problems and better address local social services needs. To serve these ends, the County will allow agencies to submit an application for funding as a Collaborative Project.

Preference will also be given to organizations that partner with other social service agencies and respond as a collaborative.

- ❖ The Collaborative must select a lead agency that will submit the application; and
- ❖ Must include a list of other organizations that will be included in the implementation and ongoing operation of the project; and
- ❖ Must include current letters (within 60 days prior to application) from the organizations that have agreed to partner with your agency detailing the specific resources and services they will provide.