

Seminole County is opening a Request for Application (RFA) process for local non-profit agencies providing services to Seminole County residents that have been negatively impacted by COVID-19.

This information will also be posted on the Seminole County Community Services website <http://www.seminolecountyfl.gov/departments-services/community-services/> by the end of the day on July 31, 2020 and the Seminole County CARES website www.seminolecares.com next week.

Please review the attached application instructions to determine if your agency may be eligible for assistance before submitting an application. We will only be accepting electronic applications for this grant. Completed applications with the required documents can be submitted to CARES_ACT@seminolecountyfl.gov. Agencies are encouraged to apply early as funding is limited.



Seminole CARES Not-for-Profit Request for Applications

Seminole County Community Assistance
534 West Lake Mary Boulevard ♦ Sanford, FL 32773
Phone: 407-665-2300 ♦ Fax: 407-665-2358

PROGRAM BACKGROUND

Seminole County is eligible for the Department of Treasury Corona Virus Relief and Economic Stimulus (CARES) Act funds. The Board of County Commissioners has allocated funds for assistance to local nonprofits providing critical needs to Seminole County residents. Eligible activities under this application are the financial hardship experienced as a direct result of COVID-19 and/or additional expenses incurred such as additional client services provided or protective/preventive measures. (What about: Eligible reimbursement activities under this program must be directly related to the financial hardship experienced as a result of COVID-19 and/or additional expenses incurred, or client services provided (e.g. implementation of protective measures) in response to the pandemic. Essential Life Services and Supportive Services are considered reimbursable categories:

Essential Life Services: Services that meet the basic needs for daily survival that sustain the quality of life for residents, **such as housing, food, childcare, and services provided to the homeless population.**

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 set by the County.

APPLICATION AND FUNDING TIMELINE

A Notice of Funding Availability (NOFA) will be released on the Seminole County CARES website www.seminolecares.com and Seminole County Community Services website by Friday, July 31, 2020

Applicants are encouraged to apply early as funds are limited.

DUE TO COVID-19, APPLICATIONS WILL NOT BE ACCEPTED IN PERSON. ALL COMPLETED APPLICATIONS AND REQUIRED DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO: CARES_ACT@seminolecountyfl.gov.

- After applications are submitted, Community Services, Resource Management, the County Attorney's Office, and the County Manager's Office will review complete and eligible non-profit applications for funding consideration on an ongoing basis.
- The Seminole County Board of County Commissioners will review all staff recommendations for non-profits and will make final award determinations. All agencies that apply are notified of staff's funding recommendation prior to the scheduled Commission meeting.

- All CARES Act funds must be completely expended by the non-profit no later than December 30, 2020.

REQUEST FOR APPLICATION (RFA):

The Request for Application (RFA) will be distributed to those agencies that are currently funded by and partner with Seminole County Government. The non-profit RFA will be posted on the Seminole CARES and Community Services websites.

Each agency is required to submit one (1) completed application and all required documents via email to CARES_ACT@seminolecountyfl.gov. Incomplete applications will not be considered.

ELIGIBILITY CRITERIA:

- ❖ 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 (3) years; The purposes for which the nonprofit agency is organized provides benefits to Seminole County residents;
- ❖ The services or activities provided by the nonprofit agency, and supported with County funds, 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 of 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;
- ❖ Only one application per agency will be considered;
- ❖ Grants will be made only to nonprofit agencies whose programs and activities benefit the residents of Seminole County; and
- ❖ Eligible nonprofits must demonstrate a financial impact as the result of COVID-19.

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

PRIORITY FUNDING:

Priority Funding will be given to agencies who can demonstrate one or more of the following:

- Agencies who have taken steps to mitigate the impact of COVID-19;
- Agencies that have a demonstrated record of providing services to residents;
- Agencies who provide services that would otherwise have to be funded or directly-provided by the County;
- Agencies who have a demonstrated ability to spend grant funds;
- Agencies who have made a great impact in the Community; and
- Agencies who provide an essential need in the Community.

FUNDING DECISIONS:

Final funding decisions will be determined by the Seminole County Board of County Commissioners at the designated Board meeting. Subrecipient agreements will be prepared for the agencies that are granted funding, and letters will be emailed to all agencies who applied to notify them of the final funding decisions.

FUNDING AMOUNTS:

Eligible agencies providing Essential Services to the Community may be awarded up to \$50,000 and those providing Supportive Services may be awarded up to \$25,000.

DOCUMENTATION TO SUBMIT WITH APPLICATION:

- Completed Application
- Copy of Internal Revenue Service's 501(C)(3)
- State of Florida Tax Exemption Certificate
- Copies of Insurance:
 - General Liability
 - Worker's Compensation
 - Auto Liability
 - Directors & Officers
 - Professional

Qualified applicants may begin submitting completed applications and required documents on Monday, August 3, 2020 to CARES_ACT@seminolecountyfl.gov.

Please contact Carrie Longworth, Community Assistance Division Manager, with questions: clongworth@seminolecountyfl.gov or 407-665-2389.



**Seminole CARES
Non-profit Application**

Agency Name: _____

(Name of Organization as filed in Florida Division of Corporation)

Executive Director: _____ **E-Mail:** _____
Program Contact: _____ **E-Mail:** _____
Agency Address: _____ **Phone:** _____

1. **Amount of Funding Requested:** _____

2. **Please provide an explanation of the essential service being provided to the Community:**

3. **What was the fiscal impact to your agency due to COVID-19?**

4. **Please list other funding your agency/entity is receiving as a result of COVID-19.**

5. CARES Act funds can only be used for impacts specifically related to COVID-19. If awarded CARES Act funds, what expenses will be covered?

6. What operating expenditures have been reduced as a result of COVID mandates?

7. If you routinely conduct fund-raising events or depend on public/corporate donations to what effect has COVID impacted these efforts? Please demonstrate the financial impact of donation proceeds from last year at this time to this year.

8. What cost cutting measures has your organization taken to mitigate your losses in revenue?

9. What is the outlook for your organization if CARES Act funding is not provided?

COVID-19 EXPENSES	
Category	Amount Expended
COVID-19 FINANCIAL LOSSES	
Category	Amount of Loss
BUDGET FOR AWARDED FUNDS	
Category	Expenses Covered

AUTHORIZATION:

Our signatures acknowledge that the information contained in this funding proposal is accurate and may be shared with other funders. In addition, this certifies that this request is consistent with our organization's mission/articles of Incorporation and Bylaws and all State and Federal laws and regulations and has been approved by a majority of the Board of Directors on (date):

Typed Name of President, Board of Directors
Typed Name of Executive Director/CEO

Signature of President, Board of Directors
Signature of Executive Director/CEO