



CSBG Senior Services Mini- Grant Program Request for Proposal

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



PURPOSE:

The purpose of the CSBG Senior Services Mini-Grant Program is to further the County's mission to deliver excellent public service that enhances quality of life for seniors in Seminole County.

PROGRAM BACKGROUND:

Seminole County Community Assistance (SCCA) operates an anti-poverty program in accordance with the Community Services Block Grant Act through funds allocated by the Executive Director of the Florida Department of Economic Opportunity and the U.S. Department of Health and Human Services. The Mission of SCCA is to stimulate social & neighborhood revitalization efforts by increasing affordable housing opportunities and community development strategies as well as provide social and human services programs for eligible residents of Seminole County in accordance with the rules and regulations of federal, state, and local funding sources.

Seminole County Community Assistance is a Division of the Community Services Department in Seminole County Government. SCCA receives federal, state, and local funds to provide services to the Community.

The CSBG Senior Services Mini Grant Program is a new initiative designed to address the needs of Seniors in Seminole County through partnerships with local entities and nonprofit organizations which provide supportive services; social/recreational and or educational activities to enhance the quality of life for seniors. Applicants may apply for no more than \$10,000 in funding for the grant term (January 2016 -September 2016).

The CSBG Senior Services Mini Grant Program promotes collaboration and partnerships with community organizations to improve and/or enhance the quality of life for Seminole County seniors ages 55 and older. The program provides grant funds to qualified entities or non-profit organizations that meet federal and state tax exemption requirements.

Applicant organizations must provide services to Seminole County seniors ages 55 and older. Preference will be given to organization located in low-income areas of Seminole County. The program for which the organization is applying for funding, must have been in place for at least two (2) years. Funding will not be approved for new programs. Applicants may apply for mini-grants in one of the categories identified below:

- ❖ **Supportive/Essential Services:** Adult Day Care Services, transportation, eye glasses, medication, homemaker services, companion services. (Food is not allowable)
- ❖ **Educational/Social/Recreational/Cultural Activities:** Financial Literacy, Education on Elderly Abuse/Exploitation, Retirement, Nutrition, Senior Fitness; Inter-generational activities.

Funds will be provided as approved by the County Manager or Community Services Director.

ELIGIBILITY CRITERIA:

Only applications meeting the following criteria will be considered for funding:

- ❖ A public entity which provides services for seniors in Seminole County.
- ❖ A nonprofit agency 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.
- ❖ Applicants must have at least two years' 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.
- ❖ Applicant must be licensed and accredited in accordance with applicable requirements of Federal, State and County laws.
- ❖ Applicant organization may not use a third party arrangement to meet program requirements for eligibility.
- ❖ Only one application per organization will be considered for funding
- ❖ Grants will be made only to entities and or nonprofit agencies whose programs and activities benefit the residents of Seminole County.
- ❖ Applications that do not meet these minimum requirements or incomplete applications will not be scored and the agency will be notified.
- ❖ Services provided must benefit low income seniors in Seminole County. Low income for the Community Serviced Block Grant is 125% of the Federal Poverty level (see table below). To meet this requirement:
 - At least 70% of the seniors receiving services at the center/agency must be considered low income and the provider must be able to document this.
 - If the service provider does not meet the above requirement, funds can only be used for seniors who are individually income qualified as CSBG eligible.

**COMMUNITY SERVICES BLOCK GRANT (CSBG)
125% OF THE POVERTY INCOME GUIDELINES***

| EFFECTIVE APRIL 1, 2015 PEOPLE IN THE HOUSEHOLD | 125% |
|------------------------------------------------------------------------------------------|-----------------|
| 1 | \$14,713 |
| 2 | \$19,913 |
| 3 | \$25,113 |
| 4 | \$30,313 |
| 5 | \$35,513 |
| 6 | \$40,713 |
| 7 | \$45,913 |
| 8 | \$51,113 |
| For each additional person in the household with more than 8 people, add: | \$ 5,200 |

ELIGIBLE PROGRAM/PROJECT EXPENSES

- ❖ Adult daycare, homemaker services, companion services and/or PCA services
- ❖ Transportation to medical appointments only
- ❖ Eye glasses
- ❖ Medication
- ❖ Educational workshops, including financial Literacy, elderly abuse/exploitation, Retirement, and Nutrition
- ❖ Senior Fitness, social/recreational activities including field trips
- ❖ Inter-generational activities
- ❖ Program supplies

INELIGIBLE PROGRAM/PROJECT EXPENSES & FUNDING RESTRICTIONS:

- ❖ Food
- ❖ Office Equipment
- ❖ Capital, building repair, replacement
- ❖ Conferences or conventions
- ❖ Supplanting an entity or nonprofit's operational budget
- ❖ Administrative cost exceeding more than 10% of the funding request
- ❖ Entertainment, movie or theme park tickets
- ❖ Any portion of services covered by Medicaid or another 3rd party
- ❖ **Note:** CSBG funds are administered based on cost reimbursement.

APPLICATION INSTRUCTIONS:

Applicants are required to submit one (1) original and five (5) hard copies of the application by the application deadline. **Emailed or faxed applications will not be accepted. Applications submitted after the deadline will not be accepted.**

APPLICATION REVIEW:

A Grant Review Committee (GRC) will be selected by the Division Manager to evaluate all approved applications based on the grant categories. The GRC will be comprised of a minimum of three (3) individuals who are familiar with Senior Programs and services 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 Division Manager to review and discuss the results of the scoring process. The GRC will submit final scores to the appropriate program staff.

There will be a **mandatory pre-application workshop on Tuesday, October 13, 2015** from 9:00-11:00 am at the Reflections Plaza at 534 W. Lake Mary Blvd. Sanford, FL 32773. Applications submitted from agencies/entities not in attendance at the mandatory meeting will *not* be considered for funding.

RECOMMENDATION SUMMARY:

The GRC scores and 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 are approved for funding. Notification of funding decision will be mailed to all applicants.

PREFERENCE:

- ❖ Preference will be given to organizations and/or programs located in low-income communities in Seminole County in accordance with the Community Services Block Grant Income guidelines.
- ❖ Preference will be given to projects/programs that can leverage funds through volunteer and or in-kind contributions.

TIMELINE OF FUNDING APPLICATION PROCESS

- A Request for Proposal (RFP) will be released in the Seminole Section of the Orlando Sentinel on Sunday, October 4, 2015. The RFP will be available to the general public on the Seminole County Community Assistance website on Monday, October 5, 2015.
- The completed application is due by **4:00 p.m. on October 23, 2015** to the address below:

**Seminole County Community Assistance
CSBG Senior Services Mini Grant Program
ATTN: Michelle Cahill, Project Manager
534 West Lake Mary Boulevard
Sanford, Florida 32773**