



**Human & Veteran Services  
Partnering for Results Notice of Funding Availability  
2018-2019 Application Guidelines**

**MANDATORY Bidder's Workshop. (Must attend one of the two available sessions.)**

Wednesday October 17 @ 1:00 pm OR Thursday October 18 @ 1:00 pm

Human and Veteran Services Office, Conference room 102

2440 Thompson St, Ft Myers FL 33901

**Attendance at a workshop is mandatory in order to receive a User ID and password which is necessary to access the on-line application.**

**Send an email to [mgibbs@leegov.com](mailto:mgibbs@leegov.com) and copy [dgilkerson@leegov.com](mailto:dgilkerson@leegov.com) to confirm who will be attending and which session.**

Must have user ID and password to access the on-line application. User ID and password will be provided by email after the last Bidder's Technical Workshop.

On-Line Application available at HVS web-site at: <https://csn.leegov.com/default.asp>

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**APPLICATIONS DUE: Friday November 16, 2018**

- **Applications and Supporting Documentation listed below due by 5:00 p.m.**  
**On-Line Application must be submitted by 5:00 p.m. - (Lee County server time).**

**AND**

**The following information must be submitted on flash drive or CD by 5:00 p.m.**

**DO NOT SUBMIT HARD COPIES. SUBMIT on Flash Drive/CD ONLY.**

**Separate documents as identified below. Do not combine into one pdf document.**

**Failure to separate documents may result in application being rejected.**

- Documentation of formal partnerships. If agency is listed in question 24 of the narrative a copy of agreement should be provided. If no formal agreement exists, include explanation of partnership and why there is no formal agreement.
- Documentation of other funding. Every revenue source listed in application must have some type of documentation. Provide documentation of any amount listed in the Revenue section as "firm commitment". If pending or anticipated, at a minimum, provide a note which includes the date funding was applied for and anticipated date of decision.
- Private non-profit tax-exempt status under IRS Section 501 (c) 3.
- Documentation which substantiates twelve months of operation and service delivery prior to application due date. (Agency must have been operating and providing direct client services for 12 months prior to application due date.) – Articles of Incorporation and Current By-Laws.

- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response. Audit must be completed by firm who has “passed” a peer review.
- Current Peer Review letter for CPA firm who completed the Financial Audit.
- Most recent form 990.
- Board approved Monthly Financial Statements (within last 60 days of submission).
- Monitoring Reports from any grantors/funders other than Lee County that were performed during the past 12 months. If there were no reports, include a note stating that no other monitoring reports were received.
- Include monitoring reports conducted by Lee County within the last 2 years. If there were no reports, include a note stating that no monitoring reports were received. Reports completed by HVS between Application due date and Review Panel team meeting date will be submitted by HVS for review. If monitoring for this contract term is not completed but has been scheduled, provide a note which includes proposed monitoring date.
- Close Out report from prior year if funded by Human & Veteran Services.
- Board approved meeting minutes for the last year. Submit 12 months worth of minutes starting with the most recently approved and go back 12 months. Include a note of the frequency of meetings and a rationale if any minutes are missing or unavailable.
- Board of Directors current roster, which includes officers, addresses, occupations, and term. Indicate the effective date of the roster. (Information on the Division of Corporations (Sunbiz) website must be current prior to contract execution. The signor of the contracts must be noted on Sunbiz or we must have Evidence of Signatory Authority which qualifies that the signor has the authority and ability to bind the entity. No information is required to be submitted at this time.)
- All supporting documentation must be received by the Lee County Human & Veteran Services Contracts Office by **5:00 p.m. (Lee County Server time) on Friday November 16, 2018**. Mail or hand deliver CD/flash drive to:

Maxine Gibbs, Contract Specialist  
 Lee County Human & Veteran Services  
 2440 Thompson Street  
 Fort Myers, Florida 33901

- If supporting documentation is not received by deadline, application will be submitted to review panel with note that documentation was not submitted and scoring can be negatively affected.

**PLEASE DO NOT SUBMIT HARD COPIES. SUBMIT ELECTONICALLY ONLY.**

**\*\*LATE APPLICATIONS WILL NOT BE ACCEPTED NOR ELIGIBLE FOR FUNDING\*\***

Additional Time Lines	Action
November- December 2018	Agencies will be notified of disqualified applications by email.
November - January 2019	Application evaluation process.
December - January 2019	Agencies will be notified of the Application Review Panel’s preliminary funding recommendations and recommendations will be forwarded to the Board of County Commissioners.
December - February 2019	Contracts processed for approved applications.

**Lee County  
Human & Veteran Services  
Partnering for Results  
2018-2019 Request for Application Guidelines**

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**Lee County Human & Veteran Services  
Partnering for Results  
Request for Application Guidelines**

**I. INTRODUCTION**

Lee County Human & Veteran Services (HVS) requests applications from qualified non-profit organizations to purchase services that address human service needs in the community.

The Board of County Commissioners (BOCC) allocated County general funds to purchase human service needs during the final budget hearing on September 18, 2018. The County reserves the right to reduce, amend, and/or rescind this RFA at any time prior to the final award and approval of any contract for services by the Board of County Commissioners. This funding is subject to availability and there is no guarantee of funding. Submission of an application does not guarantee funding. Contract execution is contingent upon Board approval. Costs associated with application preparation shall be the responsibility of the bidder. Applications will become the property of Lee County.

It is the responsibility of HVS staff to review, evaluate, analyze, address and correct any inconsistencies, inaccuracies or misconceptions that become apparent after the review panel recommendation, and prior to or after the execution of the contract even if the discovery is made after BOCC approval. The responsibility of staff to ensure that tax payer money is utilized in the most efficient, non-duplicative and equitable manner possible is not negated by the Review Panel's recommendation to the BOCC or the BOCC approval of that recommendation if it is based on inaccurate information.

Applicants are permitted to communicate with the HVS staff after the notice of grant availability has been announced to clarify application questions. Department staff will attempt to answer applicant questions, based upon the written grant solicitation document. The written solicitation document is binding. In the event the Department staff offer verbal guidance that may be in conflict with the solicitation document, the written instructions shall be binding.

**II. SCOPE OF SERVICE OVERVIEW:**

**GOAL:** Assist Lee County residents attain, restore or preserve their highest potential of functional abilities, independence and remain living in the least restrictive setting and achieve their highest potential by improving their abilities to make safe, responsible decisions and reduce safety risks.

**The goal is supported through assisting individuals and/or families in:**

- maintaining or improving the ability of an individual to be independent.
- helping families and individuals remain in the least restrictive and permanent setting
- providing educational activities for youth that reduce personal risk.
- creating opportunities that build character and promote making good choices.
- providing youth with opportunities to succeed by increasing their knowledge, skills, and abilities.
- Providing food and emergency shelter to meet basic needs

### III. PRIORITIES:

Priorities of the funding include:

- **Supportive Living** – Programs which support individuals to maintain or improve their ability to be independent and self-sufficient; support community redevelopment/social investments.
- **Out of School Youth Activities** – Programs benefiting youth including programs which address economic opportunities and underlying issues of poverty.
- **Emergency Assistance** – Programs providing food and shelter, in coordination with other supportive services which facilitate self-sufficiency.

Examples Include but are not limited to the following:

- curriculum based life skills training &/or vocational training
- home-based services including services to support caregivers
- professional therapies to enhance physical and/or developmental abilities.
- work related programs/job readiness/placement/retention.
- resource coordination (including case management).
- curriculum based **out of school** youth program, includes before & after school, summer program, non school based tutoring, health or other mentoring/education program,
- child abuse counseling and/or treatment.
- food to meet basic needs
- emergency shelter including domestic violence prevention, counseling and/or treatment.
- medical education or services;
- literacy programs;

To avoid payment duplication, funding for programs that also receive money from the Early Learning Coalition (ELC) will be limited to services for children over the age of twelve (12). Age limit may change prior to contract execution depending upon ELC funding requirements. Age limit will correspond to ELC requirement.

### IV. INELIGIBLE SERVICES

- mental health or substance abuse treatment programs (except for specialized child abuse/neglect counseling/treatment services);
- construction or purchase of capital equipment;
- programs requiring religious participation;
- educational or extracurricular programs for youth during the school day;
- transportation services;
- pregnancy prevention and family planning;
- information and referral services;
- child care services
- housing costs (except emergency shelter).

**To avoid payment duplication, funding for programs that also receive money from the Early Learning Coalition (ELC) will be limited to services for children over the age of twelve (12). Age limit may change prior to contract execution depending upon ELC funding requirements. Age limit will correspond to ELC requirement.**

V. **BIDDER QUALIFICATIONS**

**Proof of the following mandatory requirements must be submitted on Flash Drive/CD with the Application. Separate documents as identified below. Do not combine into one pdf document. Failure to separate documents may result in application being rejected.**

**AGENCY MUST HAVE All the following requirements for application submission:**

- Private non-profit tax-exempt status under IRS Section 501 (c) 3.
- Documentation which substantiates twelve months of operation and service delivery prior to application due date. (Agency must have been operating and providing direct client services for 12 months prior to application due date.) – Articles of Incorporation and Current By-Laws.
- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response. Audit must be completed by firm who has “passed” a peer review.
- Current Peer Review letter for CPA firm who completed the Financial Audit.
- Most recent form 990.
- Board approved Monthly Financial Statements (within last 60 days of submission).
- Monitoring Reports from any grantors/funders other than Lee County that were performed during the past 12 months. If there were no reports, include a note stating that no other monitoring reports were received.
- Include monitoring reports conducted by Lee County within the last 2 years. If there were no reports, include a note stating that no monitoring reports were received. Reports completed by HVS between Letter of Intent due date and Review Panel team meeting date will be submitted by HVS for review.
- Close Out report from prior year if funded by Department of Human & Veteran Services.
- Board approved meeting minutes for the last year. Submit 12 months worth of minutes starting with the most recently approved and go back 12 months. Include a note of the frequency of meetings and a rationale if any minutes are missing or unavailable.
- Board of Directors current roster, which includes officers, addresses, occupations, and term. Indicate the effective date of the roster. (Information on the Division of Corporations (Sunbiz) website must be current prior to contract execution. The signor of the contracts must be noted on Sunbiz or we must have Evidence of Signatory Authority which qualifies that the signor has the authority and ability to bind the entity. No information is required to be submitted at this time.)

**Application Requirements:**

1. Service must be based on a unit rate. Must have a methodology of how the unit and rate were determined. Unit of service for After School/Summer programs under Activities for Children & Youth must be defined as “an hour of service per child”, except for evidence based programs that provide services to ensure the fidelity of the model and partner with agencies providing direct client services. Unit of service can be different for this type of program.
2. Program must produce realistic and measurable outcomes that exhibit a benefit to the client.
3. Programs providing same/similar services within a 1 mile radius of each other must coordinate services and explain how services are not being duplicated in the same area.

4. Agency must provide direct services to clients, except for evidence based programs that provide services to ensure the fidelity of the model and partner with agencies providing direct client services.
4. Services must benefit residents of Lee County.
5. Funds are restricted to services provided to people legally able to reside in the U.S.
6. Minimum program application amount - \$25,000.
7. Maximum award (all programs) to an agency will not exceed 15% of the total funds allocated for Partnering For Results.
8. Program must have firm commitment to receive cash to support at least 60% of program costs from sources other than Lee County. To further clarify, Lee County will not fund more than 40% of the program's cash expenses.
9. If requesting an increase in funding from 2017/2018, must document increase in services, capacity or other rationale for increased funding request.

## **VI. DISQUALIFYING EVENTS**

**Applications WILL NOT be considered if any of the following disqualifying events apply:**

1. Agency does not fulfill all the bidder qualifications.
2. Proposed program does not provide direct services, except for evidence based programs that provide services to ensure the fidelity of the model and partner with agencies providing direct client services.
3. Proposed program does not benefit residents of Lee County.
4. Proposed services will be provided to residents not legally able to reside in the U.S.
5. Amount requested from Lee County for proposed program is less than \$25,000.
6. Proposed program **only** serves children under age twelve (12) and receives money from the Early Learning Coalition (ELC).
7. Proposed amount is for more than 40% of the total cash program expenses.
8. Application is not submitted on-line by **Friday November 16, 2018 by 5:00 p.m.** (Lee County server time). **\*\*LATE APPLICATIONS WILL NOT BE ACCEPTED NOR ELIGIBLE FOR FUNDING\*\***

Reasonable accommodations and alternative accessible format of application will be made upon request. Contact Maxine Gibbs, Contract Specialist at (239) 533-7944 for requests.

## **VII. DEPARTMENT REVIEW PROCESS**

Applications with disqualifying events will be rejected and a notice sent by return receipt email stating the reason. Those applications determined to be eligible will be submitted to the Review Panel for evaluation.

## **VIII. EVALUATION PROCESS**

The Partnering for Results Application Review Panel is a Board-appointed advisory committee that will review and evaluate the accepted applications and make funding recommendations to the Board of County Commissioners. The panel consists of approximately twenty appointed members (four per Commissioner) and invited participants from other community organizations.

Using the Evaluation Tool each Review Panel member will individually review and score each assigned application. Teams will then meet and establish a team consensus score based on

individual member scores. The full review panel will meet and develop a recommendation to be presented to the BOCC based on the team scores. Applications must receive a minimum team score of 70 points to be funded.

The applications will be evaluated and scored based on the contents of the narrative and supporting documentation. No additional information will be accepted after the stated application deadline. The written application and supporting documentation will be the sole basis for the scoring completed by the review panel. No clarification or dialogue will be permitted from the submitting agency after the application is submitted.

Applicants will be notified of the Panel's **preliminary** recommendations. A written summary of the funding recommendations will be forwarded to the Board of County Commissioners and will not be final until approved by the BOCC at a regular Board Meeting.

All Partnering for Results Review Panel meetings are open to the public in accordance with the Sunshine law. Public comment regarding the review process may be made at the final Application Review Panel meeting.

The County reserves the right to reduce, amend, and/or rescind this RFP at any time prior to the final award and approval of any contract for services by the Board of County Commissioners. **THIS FUNDING IS SUBJECT TO AVAILABILITY AND THERE IS NO GUARANTEE THAT ANY FUNDS WILL BE AWARDED.**

## **IX. AWARD REQUIREMENTS**

Upon award, a contract will be executed by the Board of County Commissioners and administered by Human & Veteran Services. The contract will be based upon information submitted in the application and all accompanying exhibits and attachments. Modifications and updates to application exhibits may be required prior to contract execution. The agency must provide a firm commitment of other cash revenue prior to the execution of the contract. If the agency is unable to substantiate the amount of other funding or if the other revenue significantly exceeds the program expenses, the contract amount may be reduced or eliminated.

It is the responsibility of HVS staff to review, evaluate, analyze, address and correct any inconsistencies, inaccuracies or misconceptions that become apparent after the review panel makes their recommendations and prior to or after the execution of the contract even if the discovery is made after BOCC approval. The responsibility of staff to ensure that tax payer money is utilized in the most efficient, non-duplicative and equitable manner possible is not negated by the Review Panel's recommendation to the BOCC or the BOCC approval of that recommendation if it is based on inaccurate information.

Included in this Request for Application is a draft of the standard contract used by the Lee County Human & Veteran Services (may be slightly amended prior to contract execution). The standard contract will be used for all awards. Contract language is not negotiable. Successful bidders are expected to comply with all requirements of the request for application and county contract.

Failure to return requested information so that a contract can be issued within 60 days of funding approval or request for additional information can result in reduction or forfeiture of funds. Once funding is approved and a contract issued by HVS it must be returned by the



agency for execution within 30 days. In addition, funds must begin to be drawn within 60 days of contract execution. Failure to return required information, signed contract or begin spending funds within allocated time frame may result in reduction or forfeiture of funds. Lee County reserves the right to recapture and reallocate funds to alternate projects for any project where necessary information to prepare and issue the contract has not been provided by the agency within 60 days of request; where the contract has not been returned by the agency within 30 days of issuance; where funds have not began to be spent within 60 days of contract execution or where the program is not progressing in a timely manner.

## **GLOSSARY OF TERMS**

<b>ACTIVITIES</b>	Service(s) provided that make up the total program. Each activity should contribute to the program outcomes.
<b>BUDGET</b>	Projection of total annual revenue and expenses for a specific program (budget should be approved by Agency's Board of Directors). To determine total operating costs and unit cost for the program, budget must include <b><u>costs for entire program, not just the portion that Lee County will be funding.</u></b>
<b>CAPACITY</b>	The maximum number that can be served at a given point in time.
<b>FTE</b>	Full-time equivalent (i.e. 3 half-time employees equals 1 ½ FTEs).
<b>IN-KIND</b>	Non-cash donated goods or services that support the program.
<b>OUTCOMES</b>	Statement that reflects <b><u>how the client benefits</u></b> from the service/program that is provided. It must show measurable and achievable benefits or changes for persons who are participating in the program. Measuring and reporting outcomes gives the opportunity to clarify what the program is trying to do, measure how well they have succeeded, improve their performance, and communicate their goals and accomplishments to others.
<b>PROGRAM</b>	An activity or set of activities to achieve an agency's outcomes.
<b>PROGRAM EXPENSES</b>	Direct and Indirect Costs that can be clearly identified and accounted for in the operation of a specific program.
<b>PROGRAM REVENUE</b>	All funds received or anticipated which support the program. Firm commitment of other cash revenue must be provided prior to contract execution.
<b>UNIT COST</b>	Program expenses, including overhead, divided by total number of units that will be provided.
<b>UNIT OF SERVICE</b>	An episode of program service delivery to a client (i.e., meal, hour of counseling, night of shelter, hour of case management, hour of service per child, etc.).
<b>UNIT RATE</b>	Compensation for a unit of service, agreed upon in the contract.