



Human and Veteran Services

Notice of Funding Availability (NOFA) 2019-2020 Partnering for Results

NOFA Released

September 18, 2019

Applications Due

Friday, October 25, 2019 at 5:00 pm

Mandatory Pre-Application Workshops

Friday September 27, 2019 at 10:00 am OR Friday September 27, 2019 at 2:00 pm

Workshop Location

Human and Veteran Services
Conference Room 102
2440 Thompson St.,
Fort Myers, FL 33901

Applicants must register to attend a mandatory pre-application workshop. To register email Maxine Gibbs at mgibbs@leegov.com and Deanna Gilkerson dgilkerson@leegov.com with the following information:

- Preferred time of attendance;
- Agency name;
- Name, title, and contact information of attendee;
- Name, title, and email address of one person who will access the online application and upload required information.

Applications must be submitted online.

- User ID and Password(s) will be emailed by Wednesday, October 2, 2019 to agency that attended a Mandatory Pre-Application Workshop.
- **ONLINE APPLICATIONS ARE DUE FRIDAY, OCTOBER 25, 2019 at 5:00 pm.**
- It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time. Applications received after 5:00 pm – determined by the time clock on Lee County servers – will not be considered.

This Document can be made available in alternative accessible formats upon request. There will be no exceptions. In accordance with the Americans with Disabilities Act, Lee County will not discriminate against qualified individuals with disabilities in its services, programs, or activities. To request an auxiliary aid for effective communication or a reasonable modification to participate, contact Maxine Gibbs, (239) 533-7944, mgibbs@leegov.com or Florida Relay Service 711. Accommodation will be provided at no cost to the requestor.

Requests should be made at least five business days in advance.

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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) make decision regarding allocating County general funds during the final budget hearing on September 17, 2019, to provide for human service needs. The County reserves the right to reduce, amend, and/or rescind this NOFA 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. Submission of an application does not guarantee funding. Contract execution is contingent upon Board approval. Costs associated with application preparation shall be the sole responsibility of the applicant. 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 or misleading communication.

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

II. CRITICAL DATES AND TIMELINE

Wednesday, September 18, 2019	Notice of Funding Availability for 2019 Partnering for Results Funds Published
Friday, September 27, 2019 at 10:00 am OR 2:00 pm	Mandatory Pre-Application Meeting at Human and Veteran Services, 2440 Thompson St., Fort Myers, FL 33901. <i>Applicants must register to attend a mandatory pre-application workshop by emailing mgibbs@leegov.com and dgilkerson@leegov.com.</i>
Wednesday, October 2, 2019	User ID and Password(s) for online application portal will be emailed to agency representatives that attended a Mandatory Pre-Application Workshop.
Friday, October 25, 2019 before 5:00pm	SUBMISSION DEADLINE – Project Applications must be submitted in online application portal.

III. FUNDING GOALS AND PRIORITITES

BoCC GOAL: Assist Lee County residents to attain, restore or preserve their highest potential of functional abilities, independence, and quality of life in the least restrictive setting and to 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.

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 PROGRAMS

- 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).

V. APPLICANT ELIGIBILITY

All private non-profit agencies that currently provide services, as well as those that want to expand to provide services are eligible to apply. **Applicant must include proof of 501c3 status with application submission.**

Applicant must also meet all the following requirements (*documentation does not need to be included with submission, but may be requested at a later time*):

- Direct client services for 12 months prior to application due date;
- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response;
- Current CPA's Peer Review letter;
- Most recent Form 990;
- Monthly Financial Statements (within last 60 days).

VI. PROGRAM 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 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 and meet a need in the community.
3. 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 2018/2019, must document increase in services, capacity, or other rationale for increased funding request.

VII. THRESHOLD REQUIREMENTS

Applications will be reviewed by HVS staff to ensure the submission does NOT contain any fatal flaws, as listed below. If HVS determines that threshold requirements are not met, the project will be rejected and the applicant agency notified by email. If the applicant and application are determined eligible, then the application will proceed to the application review, scoring and conditional selection process.

Fatal Flaws

Applications that commit the following will be considered as having a fatal flaw and will not be given consideration for funding:

- Applicant agency did not attend the Mandatory Pre-Application Workshop;
- Applications received after the stated due date and time;
- Applications received from an agency not eligible to apply (is not a non-profit and/or is listed on the Excluded Parties List);
- The Application does not contain the contact information of the agency official designated to execute contracts;
- 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;
- Proposed program does not benefit residents of Lee County;
- Amount requested from Lee County for proposed program is less than \$25,000;
- Proposed program only serves children under age twelve (12) and receives money from the Early Learning Coalition (ELC);
- Requested amount is for more than 40% of the total cash program expenses.

VIII. APPLICATION REVIEW, SCORING, AND CONDITIONAL SELECTION PROCESS

Applications that meet threshold criteria will be forwarded to the BoCC-appointed Partnering for Results Review Panel for review, scoring, and conditional selection. The Review Panel Members will meet to review and score each project application in accordance with the evaluation process outlined below and 2019 Partnering for Results Scoring Rubric (Appendix 1).

Evaluation Process

The Partnering for Results Application Review Panel evaluates the accepted applications and makes funding recommendations to the Board of County Commissioners. The panel consists of approximately 20 appointed members (four per Commissioner) and invited participants from other community organizations.

Using a standard Scoring Rubric approved by Human and Veteran Services, each Review Panel member will 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.

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 NOFA 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.**

Scoring Rubric

Sections	EXEMPLARY (8-10 PTS)	ADEQUATE (5-7 PTS)	MARGINAL (3-4 PTS)	MINIMAL OR MISSING (0-2 PTS)
LEADERSHIP: BOARD OF DIRECTORS OVERSIGHT COMPOSITION -- KNOWLEDGE, EXPERIENCE, ABILITIES, DIVERSITY & CUSTOMER RELATABILITY Maximum Points Available: 10	The narrative and documentation regarding the Board demonstrates that overall the board has EXEMPLARY qualifications and engagement to guide the fiscal and operational aspect of the program. The composition of the Board clearly reflects the diversity of participants served.	The narrative and documentation regarding the Board demonstrates that overall the board has ADEQUATE qualifications and engagement to guide the fiscal and operational aspect of the program. The composition of the Board somewhat reflects the diversity of participants served.	The narrative and documentation regarding the Board demonstrates that overall the board has MARGINAL qualifications and engagement to guide the fiscal and operational aspect of the program. The composition of the Board is not reflective of the diversity of participants served.	The narrative and documentation regarding the Board demonstrates that overall the board has MISSING OR MINIMAL qualifications and engagement to guide the fiscal and operational aspect of the program. The composition of the Board is not reflective of the diversity of participants served.
Sections	EXEMPLARY (50-60 PTS)	ADEQUATE (40-49 PTS)	MARGINAL (21-39 PTS)	MINIMAL OR MISSING (0-20 PTS)
PROGRAM DESIGN, SERVICE DELIVERY, AND EFFECTIVENESS: Evaluates how well the application explains and defines the need for the services in the community; how the proposed services meet those needs; explains the target population and how the target population will be served by the proposed program. Specific attention should be given to data, needs assessments, goals and objectives that are provided. Maximum Points Available: 60	The need in the community is well defined with facts and data that demonstrates the community need. Provides an in-depth and thorough explanation to clearly explain the goals of the program, how the goals will be achieved and what the program will accomplish.	The need in the community is explained with some facts and data that demonstrates the community need. Provides an adequate explanation to explain the goals of the program, but is not clear or detailed how the goals will be achieved and/or what the program will accomplish.	The need in the community is vaguely explained with little facts or data to demonstrate the community need. Explanation provided marginally explains the goals of the program, and is not clear or detailed how the goals will be achieved and/or what the program will accomplish.	The need in the community is not explained and little or no facts or data provided which demonstrates the community need Explanation regarding the goals of the program is not provided or is minimal. Little or no explanation of how the goals will be achieved and/or what the program will accomplish.
Sections	EXEMPLARY (15-20 PTS)	ADEQUATE (10-14 PTS)	MARGINAL (5-9 PTS)	MINIMAL OR MISSING (0-4 PTS)
LOGIC MODEL, OUTCOME MEASURES, PROGRAM PERFORMANCE Maximum Points Available: 20	Provides an in-depth and thorough explanation of how program performance will be evaluated. Provides a valid Outcome Measure that is specific, achievable, measurable and clearly identifies how client will benefit from service. Prior performance: Prior year outcomes were achieved or exceeded.	Provides an adequate explanation of how program performance will be evaluated but is not clear or in-depth. Outcome Measure identifies how client will benefit from service but is not clear as to how it will be achieved and/or measured. Prior performance: Prior year outcomes were achieved.	Provides a vague explanation of how program performance will be evaluated. Outcome Measure ambiguous and does not clearly state how client will benefit from service or how it will be achieved and/or measured. Prior performance: Prior year outcomes were not achieved.	No explanation is provided how program performance will be evaluated or is very unclear and confusing. Outcome Measure is not provide or does not state how client will benefit from service and/or how it will be achieved and/or measured. Prior performance: Prior year outcomes were not achieved.
Sections	EXEMPLARY (8-10 PTS)	ADEQUATE (5-7 PTS)	MARGINAL (3-4 PTS)	MINIMAL OR MISSING (0-2 PTS)
PROGRAM BUDGET/NARRATIVE Evaluates how well the budget defines the unit of service, how unit was determined, if expenses are reasonable; if revenue is sufficient to cover expenses; if program remain viable if Lee County funding is not received. Maximum Points Available: 10	Provides a concise definition of the unit of service and how it was determined. Expenses are reasonable and realistic. Revenue is sufficient to cover expenses and it is clear that program will remain viable if Lee County funding is not received.	Provides an adequate definition of the unit of service and how it was determined. Expenses are somewhat reasonable and realistic. Revenue may not be sufficient to cover expenses and it is unclear that program will remain viable if Lee County funding is not received.	Definition of the unit of service and how it was determined is unclear or questionable. Expenses are not reasonable and/or realistic. Revenue does not appear to be sufficient to cover expenses and it is questionable that program will remain viable if Lee County funding is not received.	Definition of the unit of service and how it was determined is missing, confusing and/or questionable. Expenses do not appear to be reasonable and/or realistic. Revenue does not appear to be sufficient to cover expenses and it appears that program will not be viable if Lee County funding is not received.
Bonus Points: Each proposed program or service that is intended to benefit children or youth will receive 5 bonus points.				
Maximum Points Available: 5				
				TOTAL SCORE (MAX TOTAL SCORE = 105)

IX. POST 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 NOFA as Appendix 2 is a draft of the standard contract used by the 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 applicants 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

ACTIVITIES	Service(s) provided that make up the total program. Each activity should contribute to the program outcomes.
BUDGET	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 <u>costs for entire program, not just the portion that Lee County will be funding.</u>
CAPACITY	The maximum number that can be served at a given point in time.
FTE	Full-time equivalent (i.e. 3 half-time employees equals 1 ½ FTEs).
IN-KIND	Non-cash donated goods or services that support the program.
OUTCOMES	Statement that reflects <u>how the client benefits</u> 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.
PROGRAM	An activity or set of activities to achieve an agency's outcomes.
PROGRAM EXPENSES	Direct and Indirect Costs that can be clearly identified and accounted for in the operation of a specific program.
PROGRAM REVENUE	All funds received or anticipated which support the program. Firm commitment of other cash revenue must be provided prior to contract execution.
UNIT COST	Program expenses, including overhead, divided by total number of units that will be provided.
UNIT OF SERVICE	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.).
UNIT RATE	Compensation for a unit of service, agreed upon in the contract.