

# **Notice of Funding Availability (NOFA)**

**for American Rescue Plan Funds  
to establish a**

**Coordinated System of Care  
for Behavioral Health Services in Lee County.**

**NOFA Released  
Tuesday, March 1, 2022**

**Applications Due  
Friday, April 29, 2022 at 5:00 pm**

**Applications must be submitted by email to  
Jeannie Sutton at [jsutton@leegov.com](mailto:jsutton@leegov.com).**

**Lee County Human and Veteran Services  
2440 Thompson St., Fort Myers, FL 33901**

**It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.  
Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.**

This Document can be made available in alternative accessible formats upon request.



# Notice of Funding Availability #ARP1.10cBHC

Lee County Human and Veterans Services  
2440 Thompson St. Fort Myers, FL 33901  
CFDA # 21.027

Lee County Human and Veteran Services (HVS) is issuing a Notice of Funding Availability (NOFA) for U.S. Treasury American Rescue Plan funds to support the following activities:

- designation of a lead agency to manage information system, conduct coordinated assessments, develop system-wide service protocols, convene and gather input from stakeholders, provide support and onboarding for governing board membership, and monitor and update analytics for measuring successful outcomes;
- design and implementation of a coordinated system of care for all behavioral health services in Lee County, as lead by the designated lead agency;
- development of a governing board to provide direction and oversight to the system;
- procurement of a data warehousing software capable of producing standardized data and reporting, from existing care management databases.

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.<sup>1</sup>

Lee County received a direct allocation of \$149,675,549, from the U.S. Treasury. The Lee County Board of County Commissioners allocated approximately \$5,000,000 to develop and implement a coordinated system of care for behavioral health services in Lee County.

## Funding Available

U.S. Treasury American Rescue Plan Funds	<b>\$5,000,000</b>
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## Min/Max Funding Request

100% of funding will be awarded to a single lead agency who will be responsible for implementing all core elements of this project.

**This NOFA contains information and required forms for potential applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully. The material in this NOFA does not represent all of the particular priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change upon the release of NOFAs for the various funding sources.**

<sup>1</sup> <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>



# Notice of Funding Availability #ARP1.10cBHC

Lee County Human and Veterans Services  
2440 Thompson St. Fort Myers, FL 33901  
CFDA # 21.027

## Questions Regarding this NOFA

Questions from potential applicants must be submitted in writing to Jeannie Sutton at [jsutton@leegov.com](mailto:jsutton@leegov.com) and be received no later than **Wednesday, March 23, 2022**. HVS will compile all questions and answers and provide responses to applicants no later than **5:00 pm, Friday, April 1, 2022**.

An optional NOFA meeting will be held on Wednesday, March 16, 2022 at 1:00 pm via Microsoft Teams:

ARP BH COC NOFA Meeting  
Wednesday, March 16, 2022 at 1:00 pm

Microsoft Teams meeting  
**Join on your computer or mobile app**  
[Click here to join the meeting](#)  
[Learn More](#) | [Meeting options](#)

Successful applications must meet the guidelines provided in this Request for Applications (NOFA). To submit an application for consideration, complete the submission requirements listed here within.

### The organization of this RFP is as follows:

- SECTION I: ..... General Information
- SECTION II: ..... Scope of Grant Activities
- SECTION III: ..... Funding Guidelines
- SECTION IV: ..... Application Evaluation and Selection
- SECTION V: ..... Application Forms
- SECTION VI: ..... Appendices

**SECTION I: General Information**

**Project Completion Timeframes**

The selected lead agency should be able to begin Phase 1 within 3-6 months following the award of funding. Funds must be fully obligated by December 31, 2024. All program funds must be drawn down by December 31, 2026.

**Critical Dates and Timeline**

Tuesday, March 1, 2022		HVS Issued Notice of Funding Availability #ARP1.10cBHC
Wednesday, March 16, 2022	1:00 PM	<p><b>Microsoft Teams meeting</b>  <b>Join on your computer or mobile app</b>  <a href="#">Click here to join the meeting</a>  <a href="#">Learn More</a>   <a href="#">Meeting options</a></p>
Wednesday, March 23, 2022	5:00 PM	Deadline for questions regarding NOFA
Friday, April 1, 2022	5:00 PM	Responses to NOFA Questions posted on website
<b>Friday, April 29, 2022</b>	<b>5:00 PM</b>	<b>SUBMISSION DEADLINE</b> – Project Applications
Wednesday, May 20, 2022	9:00 AM	<p><b>Application Ranking Meeting</b>          Members will meet to score each project application using the published Scoring Criteria.</p> <p><b>Microsoft Teams meeting</b>  <b>Join on your computer or mobile app</b>  <a href="#">Click here to join the meeting</a>  <a href="#">Learn More</a>   <a href="#">Meeting options</a></p>
Tuesday, June 7, 2022	5:00 PM	Notice of Conditional Selection or Non-Selection to all project applicants.

**Applicant Eligibility**

All public (local government) and private non-profit agencies that **demonstrate relevant experience and sufficient capacity to carry out all required activities** are eligible to apply. The ideal lead agency will be one that is not a direct provider of services, however, being a direct service provider does not make an entity ineligible to apply.

**ATTACHMENT: Applicant must include proof of 501(c)3 status with 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):*

- Demonstrate sufficient capacity and experience to fulfill all responsibilities of the lead agency.

- 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).

Any applicant on the excluded parties list ([www.sam.gov/SAM/](http://www.sam.gov/SAM/)) will be considered **ineligible** for funding.

## SECTION II: Scope of Grant Activities

Lee County is seeking a lead agency to spearhead the development and implementation of a comprehensive system of care for behavioral health services in Lee County. This model is sometimes referred to as a continuum of care. The lead agency will take the lead to form a governing board and to design and implement a coordinated service system for all behavioral health services within Lee County. This effort will be undertaken in three phases. First, the strategic planning phase, the selected lead agency will complete a written strategic plan, develop capacity within the lead agency and establish a governing board. Second, the implementation phase, will include the implementation of the strategic plan, procurement and deployment of a universal data management plan, development of performance standards, and implementation of a Coordinated Entry System. The last phase focuses on increasing participation and ensuring sustainability through ongoing performance and compliance monitoring, pursuit of additional funding sources, and expansion of the role of the coordinated system of care into other care systems. Throughout each phase of this process the selected lead agency will work closely with Lee County Human and Veteran Services staff to ensure a collaborative and comprehensive system is designed and implemented.

### Phase 1 Deliverables:

1. **Strategic Plan.** Develop a description of current behavioral health systems and resources in Lee County, including existing meetings, committees, stakeholders, peer groups, etc. Complete an analysis of best practices for coordinated care systems and design a desired future, integrated system approach to delivering behavioral health and substance use disorder care. The strategic plan will detail opportunities for improvement and success criteria. The lead agency must develop a strategic plan to design and implement a service system within Lee County that meets the needs of all individuals (including unaccompanied youth) and families, monitors provider performance and is focused on sustainability and service expansion. At a minimum, the plan must include a plan for the integration of all Core Elements of the Behavioral Health Continuum of Care Model:
  - Outreach, engagement, and assessment;
  - Prevention and Diversion Strategies;
  - Treatment;
  - Discharge Planning; and
  - Long Term Recovery to Prevent Recidivism.
2. **Lead Agency Development.** The selected lead agency must use the information identified within the Strategic Plan to outline and create an organizational structure to support the implementation and maintenance of a coordinated system of care for behavioral health services in Lee County. The lead agency must develop an organizational chart depicting a clear and sustainable management structure,

descriptions for all positions, requirement and onboarding plan for staff, and compensation plans.

3. **Governing Board.** The selected lead agency must adopt and follow a written process to select board members to provide oversight to the system of care. The board should be comprised of decision makers from organizations that have a stake in the delivery of behavioral health services. No single organization shall have more than 1 voting member, and 1 alternate member. No service sector (i.e. physical health, behavioral health, government, law enforcement, etc.) shall have more than 35% of the available seats on the governing board. The governing board membership must include:
  - a. at least one person who has lived experience accessing and using behavioral health systems in Lee County or in another municipality;
  - b. at least one person from each of the following sectors:
    - i. organizations and projects serving homeless sub-populations (such as persons with substance use disorders; persons with HIV/AIDS, veterans, the chronically homeless, families with children, unaccompanied youth, the seriously mentally ill, and victims of domestic violence, dating violence, sexual assault, and stalking),
    - ii. the local Homeless Continuum of Care,
    - iii. emergency medical services,
    - iv. physical health care services,
    - v. behavioral health care services,
    - vi. local businesses,
    - vii. Lee County Schools,
    - viii. local governments,
    - ix. public housing authorities,
    - x. elected officials,
    - xi. private philanthropists,
    - xii. affordable housing developers
    - xiii. law enforcement, and
    - xiv. organizations that serve veterans.

### **Phase 2 Deliverables:**

Once established, the lead agency is expected to coordinate with all local stakeholders and the governing board, to establish and implement the following system elements:

1. **Governance Charter.** In consultation with the governing board develop, follow, and update annually a governance charter, which will include all procedures and policies; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board. The charter must detail the standards for:
  - a. Holding meetings of all stakeholders, with published agendas, at least semi-annually,
  - b. Making an invitation for new members to join the governing board publicly available within the geographic at least annually,
  - c. Appointing additional committees, subcommittees, or workgroups, as needed.
  - d. Membership Terms,
  - e. Voting, and
  - f. Board Structure.
2. **Universal Data Management System.** The selected lead agency will take the lead in coordination with the governing board to establish a universal data management system capable of seamless data

integration across multiple behavioral health records systems, including, but not limited to:

- a. Warehousing data from existing tracking systems used by providers of mental health and substance abuse services in Lee County,
- b. Producing de-identified reporting information,
- c. Making referrals between providers of mental health and substance abuse services in Lee County, and
- d. Serving as the single point on entry (coordinated entry system) for all new referrals into the behavioral health system of care.

3. **Performance Standards.** The selected lead agency will take the lead in coordination with the governing board, Central Florida Behavioral Health Network, the Substance Abuse and Mental Health Services Administration, and providers of mental health and substance abuse services in Lee County to establish system wide standards and/or policies and procedures for each of the following elements:

- a. reporting and data management, include privacy plan, security plan, and data quality plan for universal data management system,
- b. a single coordinated entry process that ensures access, assessment, prioritization, and referral for services,
- c. service delivery standards, including performance metrics appropriate for population and program type,
- d. recipient performance monitoring and outcome evaluation, including actions to be taken against poor performers,
- e. procurement and subcontracting,
- f. uniform releases of information, consent forms, and written agreements to standardize access to information across all providers of mental health and substance abuse services in Lee County,
- g. evaluating individuals' and families' eligibility for assistance,
- h. determining and prioritizing which eligible individuals and families will receive assistance through outpatient care, residential care, assertive community treatment, assisted outpatient therapy, and all other available services, and
- i. processes for securing additional funding resources

4. **Coordinated Entry.** In consultation with providers of mental health and substance abuse services in Lee County, the selected lead agency will establish and operate (directly or through subrecipient) either a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for services. The lead will develop a specific policy to guide the operation of the coordinated entry system which includes how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking services.

**Phase 3 Deliverables:**

Once established, the lead agency is expected to coordinate with all local stakeholders and the governing board on an ongoing basis, to fulfill the following responsibilities:

**1. Participation.**

- a. Ensure consistent participation of all Lee County providers of mental health and substance abuse services in the universal data management system.
- b. Ensure consistent participation of all Lee County providers of mental health and substance abuse services in the universal data management system.
- c. Representatives from the selected lead agency must attend all applicable community based meetings related to behavioral health and the other needs of clients, including, but not limited to: Lee County Homeless Continuum of Care Governing Board, Lee County Homeless Continuum of Care General Membership, Circuit 20 Regional Council, and Lee County Funder's Forum meetings.

**2. Compliance.**

- a. Ensure the universal data management system is administered in compliance with requirements prescribed by HIPPA, the Agency for Health Care Administration, and other applicable laws and regulations.

**3. Performance.**

- a. Produce an annual performance report and gaps analysis of the needs and services available within the geographic area;
  - i. Report must be made available to the public for review and must be presented to the governing board.
  - ii. Report must include an evaluation of each Core Element of the BH Continuum of Care Model, and an evaluation of the effectiveness of the universal data management system.
- b. Conduct at least quarterly evaluation of behavioral health provider performance. Evaluation must result in the publication of data visualizations (dashboard, whitepaper, etc.) displaying each providers performance in comparison to the established system wide performance metrics.

**4. Sustainability.**

- a. Provide information required by providers of mental health and substance abuse services in Lee County to complete competitive funding applications, re-accreditations, and any other audits or planning efforts;
- b. Provide, either directly or through subcontract, training and technical assistance to providers of mental health and substance abuse services in Lee County, as needed.
- c. Actively research and pursue, as possible, funding through all available federal, state, and local sources to ensure the sustainability of the lead agency, the coordinated system of care, and the provision and expansion of behavioral health services.



## **Eligible Costs**

Funding may be used to support projects can be used for the following activity types:

*Note: This list of eligible costs is not comprehensive. Other costs may be eligible if justified.*

- Staffing
  - Funds must be used to support staff costs to ensure adequate staffing levels to fulfill all of the responsibilities listed above.
- Hardware and Software
  - Funds must be used to support the hardware and software needed to identify, implement and maintain a universal data management system that meets the requirements listed above.
- Training and Technical Assistance
  - Funds may be used to support training and technical assistance for providers of mental health and substance abuse services in Lee County.
  - Funds be may used to support training and technical assistance for the newly designated lead agency.
- Operating and Administrative Expenses
  - A **maximum of 5%** of funds may be used to support the operating and administrative expenses of the newly designated lead agency. Costs may include, but are not limited to, building lease, office supplies/equipment, vehicle expenses, etc.

## **SECTION III: Funding Guidelines**

### **American Rescue Plan Interim Final Rule**

Projects must comply with all program guidelines and requirements.

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>\_

### **Funding Priorities**

The submitted applications will be evaluated based on the extent that the project is able to demonstrate achievement of the intended program outcomes, is financially feasible, and complies with all requirements of the [U.S. Treasury American Rescue Plan Interim Final Rule](#) and [all associated guidance](#).

HVS shall make funding available to applicants that:

1. Demonstrate adequate capacity to fulfill all responsibilities of the lead agency.
2. Use evidenced-based models for system design.
3. Demonstrate a feasible and comprehensive plan for development, implementation, and maintenance of a countywide system of care for behavioral health services.
4. Demonstrate fiscal sustainability upon expiration of American Rescue Plan funds.

### **Evidenced-based Programs**

The U.S. Treasury requires that program funds be used to support evidenced-based interventions and/or projects that are being evaluated through program evaluation that are designed to build evidence.

*What is evidence-based?*

For the purposes of the U.S. Treasury American Rescue Plan funds, evidence-based refers to interventions with strong or moderate evidence as defined below:

- Strong evidence means the evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.
- Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).
- Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines

whether beneficiaries have improved on an intended outcome.<sup>2</sup>

Sub-recipients are encouraged to use relevant evidence Clearinghouses, among other sources, to assess the level of evidence for their interventions and identify evidence-based models that could be applied in their jurisdiction; such evidence clearinghouses include the [U.S. Department of Education's What Works Clearinghouse](#), the [U.S. Department of Labor's CLEAR](#), and [the Childcare & Early Education Research Connections](#) and the [Home Visiting Evidence of Effectiveness](#) clearinghouses from Administration for Children and Families, as well as other clearinghouses relevant to particular projects conducted by the recipient.

*Clearinghouses specifically related to this NOFA:*

- RAND Corporation's Promising Practices Network <http://www.promisingpractices.net>
- Evidence-Based Practices Resource Center (SAMHSA) <https://www.samhsa.gov/resource-search/ebp>
- Results First Clearinghouse Database (PEW) <https://www.pewtrusts.org/en/research-and-analysis/data-visualizations/2015/results-first-clearinghouse-database>

### ***Potential Program Framework***

Frameworks provided below are for informational purposes only and are not required to be followed exactly for this proposal. Responses to this proposal to outline the comprehensive approach that applications plan to follow if selected as lead agency, that approach may or may not include various elements of the framework below.

- Pathways Community HUBs: <https://pchi-hub.com/>
  - Review of Pathways Model: <https://www.movinghealthcareupstream.org/wp-content/uploads/2018/06/community-care-coordination-systems.pdf>
- Florida Department of Children and Families, Care Coordination Framework: <https://www.myflfamilies.com/service-programs/samh/publications/docs/Care%20Coord%20Framework.pdf>

The awarded applicant will be required to conduct a program evaluation in which they must describe the evaluation design including:

- whether it is a randomized or quasi-experimental design;
- the key research questions being evaluated;
- whether the study has sufficient statistical power to disaggregate outcomes by demographics; and the timeframe for the completion of the evaluation (including a link to completed evaluation if relevant).

Once the evaluation has been completed, the results must post the evaluation publicly and provide the link for the completed evaluation to HVS. For all projects, sub-recipients may be selected to participate in a national evaluation, which would study their project along with similar projects in other jurisdictions that are focused on the same set of outcomes. In such cases, sub-recipients may be asked to share information and data that is needed for the national evaluation.

Applicants are encouraged to consider how a Learning Agenda, either narrowly focused on U.S. Treasury ARP funded projects or broadly focused on the community's broader policy agenda, could support their overarching evaluation efforts in order to create an evidence-building strategy for their jurisdiction.<sup>3</sup>

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<sup>2</sup> <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

<sup>3</sup> <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

## **Cost Reimbursement**

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements. Funds must be obligated by December 31, 2024 and expended by December 31, 2026. Funds will not be renewed or continued after December 31, 2026.

## **Match**

No match is required for U.S. Treasury American Rescue Plan funds.

## **Cost of Submitting Applications**

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to HVS. HVS will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview (*if required*).

## **Conflict of Interest**

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The applicant or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

### **Federal, State, and Local Administrative Requirements**

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this NOFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this NOFA will be required to provide access to their financial records to a representative of HVS to evaluate their financial management systems. HVS staff will monitor each program to ensure compliance with the terms of the funding agreement between the HVS and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

**Executive Compensation.** As required by the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, recipients must also report the names and total compensation of their five most highly compensated executives and their subrecipients' executives for the preceding completed fiscal year if (1) the recipient received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and received \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards), and (2) if the information is not otherwise public.

**SAM.gov Registration.** All eligible recipients are required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

**Recordkeeping.** Generally, your organization must maintain records and financial documents for five years after all funds have been expended or returned to Treasury. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Your organization must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and the Pandemic Relief Accountability Committee ("PRAC").

**Single Audit Requirements.** Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

**Liability insurance is required for all Grants.** All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. **Lee County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

**Handicapped Accessibility** – All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

**Nondiscrimination** – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. Lee County requires agencies to practice a person-centered model that incorporates participant choice and inclusion of all homeless subpopulations present in Lee County, including homeless veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

Funding is provided only to providers that operate in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579), must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

Additionally, funded agencies must maintain compliance with the HEARTH Act's involuntary family separation provision (42 USC 11361a), which ensures that emergency shelters, transitional housing, and permanent housing providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability, when entering shelter or housing.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements under §576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

**Formal Termination Policy** – Funded agencies must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination processes for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant, with a clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

**Supportive Assistance** – Funded agencies must assure that homeless individuals and families are connected to appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving maintaining permanent, stable housing. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services program for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs. *The Lee County CoC encourages a “soft hand-off” model, which ensures transfer of client and referral information directly to the receiving case manager, and prevents missed service connections.*

**Uniform Administrative Requirements** – Funded agencies compliance with all requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as outlined in 2 CFR Part 200. Compliance includes provisions related to procurement, suspension, debarment, program income, equipment, and real property management.

**Confidentiality** – Agencies must comply with confidentiality requirements and privacy protections outlined in the CoC written standards (<https://www.leegov.com/dhs/Documents/CoC/2020-21%20HMIS%20Policies%20and%20Procedures%201.0.pdf> ), and Homeless Management Information System Privacy Notice (<https://www.leegov.com/dhs/Documents/CoC/CSN-User-Policy-Responsibility-Statement.pdf>)

**Participation in Continuum of Care (CoC)** – Any agency awarded funding through this NOFA is **required** to

- 1) actively participate in the CoC including attendance at the monthly CoC and Connect List committee meetings, and
- 2) integrate service referrals into CoC’s existing process.

## **SECTION IV: Application Evaluation and Selection**

### **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 the threshold requirements are not met, the project will be rejected and the applicant agency notified in writing. 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:

- Applications received after the stated due date and time
- Applications received from an agency not eligible to apply (is not a non-profit, local government and/or is listed on the Excluded Parties List)
- The Application is not signed by the agency official designated to execute contracts

### **Application Review, Scoring and Conditional Selection Process**

Applications that meet threshold criteria will be forwarded to the Lee County Funders Forum for review, scoring and conditional selection. The Committee Members will meet to review and score each project application in accordance with the Project Ranking Tool (**Appendix 2**).

*Committee Members who have an interest in a submitted project application will recuse themselves from scoring. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.*

### **Notice of Funding Decision**

HVS staff will provide written notice regarding the funding decision to each applicant by **Tuesday, June 7, 2022 at 5:00 pm.**

### **Post Award Requirements**

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by the HVS (See Sample Contract Document in Appendix 1). The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.** Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits.





**Notice of Funding Availability #ARP1.10cBHC**

Lee County Human and Veterans Services  
 2440 Thompson St. Fort Myers, FL 33901  
**CFDA # 21.027**

**SECTION V: Application Forms**

**All forms must be complete for application to be considered for conditional award.**

**1. Applicant Information**

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Organization Website:
Contact Person Name/Title:	DUNS #:
Contract Person E-mail:	Federal Employer ID #:
Proposed Name of System of Care:	
Proposed Lead Agency Address <i>(if different from organization address)</i> :	
Total Funding Requested for this Project: \$ _____	

**2. Certification**

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### **3. System Design Description**

Provide a detailed description of the proposed behavioral health system of care design. At a minimum, such system includes all Core Elements of a BH Continuum of Care Model:

- Outreach, engagement, and assessment;
- Prevention Strategies;
- Treatment;
- Discharge Planning; and
- Long Term Recovery to Prevent Recidivism.

Description should include how the applicant proposes to procure, design, recruit and/or implement each of the following systems components:

- Governing Board
- Universal Data Management System
- Coordinated Entry System
- Engagement of Local Stakeholders
- Consultation with providers of mental health and substance abuse services in Lee County
- Establishment of performance targets appropriate for population and program type
- Monitoring plan to ensure adequate performance, evaluate outcomes, and take action against poor performers
- Plan for reporting performance information to the governing board, HVS, and the public

**Attachment: Applicants should include a workflow or design diagrams that provide a visual description of the proposed system design.**

### **4. Applicant Capacity**

The applicant shall provide a brief (*300 words or less*) response to each question below.

- A. Explain your agency's experience working with federal, state, and/or local government grants that provide funding for substance abuse and mental health services.
- B. Describe your agencies experience in convening community stakeholders and service providers, and securing buy-in for the implementation of community wide systems.
- C. Describe your agencies capacity to fulfill all of the requirements of a lead agency.
- D. Describe your staffing plan, including if existing staff will absorb the requirements of the lead agency designation, or if new staff will be on boarded.

**Attachment: Applicants should include a current org chart indicating existing key staff, and a proposed org chart indicating planned staff positions and management structure.**

- E. Describe how the applicant will engage and gather feedback from program participants, persons with lived experience in homelessness, and persons of any particular historically underserved, marginalized, or adversely affected groups.
- F. Describe how a coordinated entry system will be designed to ensure that all persons who are in need of behavioral health services have a single point of access for assessment, prioritization, and referral to services.

**Attachment: Applicants should include an workflow or design diagrams that provide a visual description of the proposed Coordinated Entry System.**

- G. Describe how the coordinated entry system will be marketed to individuals who may need assistance, and how marketing will be targeted to those least likely to apply for assistance, specifically those persons of any particular historically underserved, marginalized, or adversely affected groups.
- H. Describe how your agency will ensure that providers of mental health and substance abuse services in Lee County will coordinate with the Homeless Continuum of Care to provide connections to permanent solutions.
- I. Describe how your agency will ensure that providers of mental health and substance abuse services in Lee County will coordinate with local physical healthcare providers to address to provide connections to sustainable solutions for physical healthcare.
- J. Describe how your agency has worked to remove traditional barriers to behavioral health services for individuals and families.
- K. Does your agency conduct an internal annual evaluation to identify organizational deficiencies and develop a plan to address those deficiencies? If yes, please provide a copy of the most recent evaluation.
- L. Describe how the agency will continue to fulfill the responsibilities of the lead agency for behavioral health services in Lee County when American Rescue Plans expire in December 2026.

## 5. Equity Outcomes

The U.S. Treasury encourages uses of funds that promote strong, equitable growth, including racial equity.

- A. Describe how your agency will ensure that the behavioral health coordinated care system design will promote economic and racial equity.
- B. Name specific targets intended to produce meaningful equity results, and articulate the strategies to achieve those targets.
- C. Explain how your agency's overall equity strategy translates into the specific services or programs offered by your agency in the following Expenditure Categories (*answer all that apply*):
  - 1. services to address health disparities and the social determinants of health,
  - 2. build stronger neighborhoods and communities (e.g., affordable housing),
  - 3. address educational disparities (e.g., evidence based tutoring, community schools, and academic, social-emotional, and mental health supports for high poverty schools),
  - 4. and promote healthy childhood environments (e.g., home visiting, child care).
- D. Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?

## **6. Lead Agency Performance Evaluation**

- A. Describe how the agency will evaluate the effectiveness of the system implementation, including the following:
1. Will the applicant use a randomized or quasi-experimental design;
  2. What key research questions will be evaluated;
  3. Will the evaluation result in disaggregated outcomes by demographics; and
  4. What is the timeframe for the completion of the evaluation?
- B. Describe anticipated outcomes for each of the following metrics:
1. Number and types of behavioral health providers participating in the system (executed written agreements will be required during the planning phase)
  2. Number of organizations, outside of behavioral health provides participating in the system (executed written agreements will be required during the planning phase)
  3. Participating Agency Satisfaction

## **7. Implementation Timeline**

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for Phase 1, planning phase.
- Timelines of critical tasks to be accomplished for Phase 2, implementation phase.
- Timelines for onboarding new staff and procuring a universal data management system.
- Timeline for establishing a governing board.
- Monthly spending plans and proposed drawn down schedules.
- Reporting schedule for outcomes achieved.

## 8. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of match funds expected for the period of the grant. The budget narrative must include the following criteria:

- Description and justification of all costs.
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to additionally provide services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.

**Attachment: A copy of the applicant’s overall budget, including other services or programs and funding sources, general management and oversight budget, overhead/indirect rates charged to grant sources, and chart of key project staff, including a description of their duties and qualifications must be attached following the Budget Narrative.**

## 9. Budget Form

Complete each line as applicable to the proposed project. *An excel version of the budget and match form, which automatically calculates totals is available at <https://www.leegov.com/dhs/funding/rfp>.*

**Budget Template**  
 Notice of Funding Availability #ARP1.10cBHC  
 Complete ONLY BLUE fields. Do not edit grey fields.

Year 1 (2022)		
Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Staff Costs (separate quantity and description for each position)		
2. Hardware (i.e. computers, phones, etc.) (separate quantity and description for each item)		
3. Universal Data Management Software		
4. Other software (i.e. Zoom, financial management, etc.) (separate quantity and description for each item)		
5. Training and Technical Assistance (separate quantity and description for each item)		
6. Operating Expenses (separate quantity and description for each item)		
7. Administrative Expenses (separate quantity and description for each item)		
8. Other		
9. Other		
<b>Subtotal Requested</b>		\$ -
<b>Admin Requested (max of 5%)</b>		
<b>Total Amount Requested Year 1 (2022)</b>		\$ -

*Please use attached budget template to provide budget request for up to 5 years.*

## **10. Required Attachments**

- a. Example workflow or design diagram that provides a visual description of the proposed system design.
- b. Example workflow or design diagram that provides a visual description of the proposed coordinated entry system.
- c. Chart of Key Project Staff, including a description of their duties and qualifications
- d. A copy of the applicants overall budget, including other services or programs and funding sources, general management and oversight budget, overhead/indirect rates charged to grant sources, and
- e. Proof of 501c3 Status

## 12. Completeness Checklist

Applicants must complete chart below and attach as PAGE 1 of the submission.

<b>Application Forms and Attachments</b>	<b>Page #</b>
<b>Applicant Name:</b>	
<b>Table of Contents (COMPLETENESS CHECKLIST)</b>	<b>1</b>
1. Applicant Information	
2. Certification	
3. System Design Description	
4. Applicant Capacity	
5. Equity Outcomes	
6. Lead Agency Performance Evaluation	
7. Implementation Timeline	
8. Budget Narrative	
9. Budget Form	
10. Required Attachments	
a. Example workflow or design diagram that provides a visual description of the proposed system design.	
b. Example workflow or design diagram that provides a visual description of the proposed coordinated entry system.	
c. Chart of Key Project Staff, including a description of their duties and qualifications	
d. A copy of the applicants overall budget, including other services or programs and funding sources, general management and oversight budget, overhead/indirect rates charged to grant sources, and	
e. Proof of 501c3 Status	

## **SECTION VI: APPENDICES**

### **Appendix 1 – Sample Contract Document**



## FEDERALLY-FUNDED SUBAWARD AND FUNDING ASSISTANCE AGREEMENT

The following information is provided pursuant to 2 C.F.R. §200.331(a)(1):

Name of sub-recipient: **NAME**

SAM Organization Identifier: **SAM ID**

ARPA Project Unique identifier: **ARPA-XXXXXX**

Federal Award Identification Number: **SLT-2390**

Federal Award Date: **June 14, 2021 (first payment/tranche received)**

Subaward Period of Performance: Start Date: **date**

Subaward Period of Performance: End Date: **date**

Total Amount Obligated by this Action: **Not to Exceed \$X**

Total Federal Obligation by Lee County to Sub-recipient: (including this obligation) XXXXX

Total Federal Award Commitments by Lee County to Sub-recipient: XXXX

Award is R&D: XX

Federal Award Program Description: On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. Section 9901 of ARPA amended Title VI of the Social Security Act (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds). The Fiscal Recovery Funds are intended to provide support to state, local, and tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (C.R.F.).

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and tribal governments to respond to the COVID-19 emergency and restore jobs. The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- Support public health expenditures by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- Replace lost public sector revenue by using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- Provide premium pay for essential workers by offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- Invest in water, sewer, and broadband infrastructure by making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Federal awarding agency: **U.S. Department of Treasury**

Pass-through entity: **Lee County, FL**

CFDA number: **21.027**

CFDA name: **Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)**

R&D designation: **Non R&D**

Should you have any question about this sub-award, please contact: **Glen Salyer, Assistant County Manager at 239-533-2221**

As required by Federal Regulations and the terms and conditions of this award, the applicant agrees to complete and sign this document to ensure that they are eligible for any future COVID-19 funding from Lee County. This also includes that the Sub recipient agrees to report any fraud, waste or abuse of these funds to Lee County Administration.

DRAFT

**SUBRECIPIENT CONTRACT BETWEEN  
THE LEE BOARD OF COUNTY COMMISSIONERS  
AND NAME**

THIS AGREEMENT is entered into by Lee County, a charter county and political subdivision of the State of Florida, herein referred to as COUNTY and NAME whose address is street, city, state, zip, herein referred to as SUBRECIPIENT.

**RECITALS**

WHEREAS, Lee County is a body corporate and politic established under the Florida Constitution and the Laws of Florida, and is authorized to, among other things, accept and administer grants from State and Federal authorities to enhance the quality of life in Lee County; and

WHEREAS, Congress passed the American Rescue Plan Act (ARPA) on March 10, 2021 and President Biden signed the American Rescue Plan Act into law on March 11, 2021; and

WHEREAS, the American Rescue Plan Act, in part, amends the Social Security Act (42 U.S.C. 601) by establishing the Fund in the amount of \$350 billion dollars for payments to States, Tribal governments and units of local government based on their populations.

WHEREAS, Lee County accepted American Rescue Plan Act funding from the United States Department of the Treasury; and

WHEREAS, this Agreement is consistent with American Rescue Plan Act guidelines to respond to the public health emergency or its negative economic impacts; and

WHEREAS, the SUBRECIPIENT requests and the COUNTY agrees, to provide funding to the SUBRECIPIENT for eligible expenditures under the American Rescue Plan Act, specifically pursuant to the terms and conditions specified herein relating to COVID-19; and

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Recitals

The foregoing recitals are true and correct and form a material part of this Agreement upon which the Parties relied.

Section 2. Term

This Agreement is effective on date and ends on date unless terminated earlier in accordance with this Agreement.

The Subaward Period of Performance Start Date \_\_\_\_\_ and ends on \_\_\_\_\_.

The Subaward Budget Period is \_\_\_\_\_ from Start Date \_\_\_\_\_ and ends on \_\_\_\_\_.

Section 3. American Rescue Plan Act Funding

- a) The American Rescue Plan (ARP) Act, Section 603(c)(1) of the Social Security Act, established the \$350 billion Coronavirus State and Local Fiscal Recovery Funds. The United States Department of Treasury made payments from the Fund to States and eligible units of local government. The American Rescue Plan Act requires that payments from the

Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) only be used to cover expenses that: (a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; (b) To respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers; (c) For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and (d) To make necessary investments in water, sewer, or broadband infrastructure.

- b) For the purposes this Agreement, the COUNTY serves as the pass-through entity for a Federal award and the SUBRECIPIENT serves as the recipient of a sub award. This Agreement is entered into based on the following representations:
1. The SUBRECIPIENT represents that it is fully qualified and eligible to receive these grant funds per the funding requirements.
  2. The COUNTY received these funds from the Federal government, and the COUNTY has the authority to sub grant these funds to the SUBRECIPIENT upon the terms and conditions outlined below.
  3. The COUNTY has authority to disburse the funds under this Agreement.

The COUNTY agrees to provide financial assistance to the SUBRECIPIENT in an amount not-to-exceed \$X,00 \_\_\_\_\_. The SUBRECIPIENT must use this financial assistance for expenses eligible under 603(c)(1) of the Social Security Act, specifically the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) to mitigate financial hardships incurred because of COVID-19 during the Term. These funds must be spent in accordance with the guidance on the United States Treasury’s website <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>. SUBRECIPIENTS are responsible for ensuring that any procurement using CSLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, and Appendix II to Part 200, as applicable.

- c) SUBRECIPIENT is required to review the United States Treasury’s website for updates to ensure compliance with the most updated CSLFRF guidance.
- d) For each SUBRECIPIENT, the COUNTY will assess the risk to successfully fulfilling the project objective pertaining to this agreement. The results of subrecipient risk assessments will have an effect on the frequency and level of scrutiny during the monitoring process and may result in additional requirements being imposed on the SUBRECIPIENT.
- e) SUBRECIPIENT acknowledges that it has read, understands, will be bound by and agrees to have carried out, shall carry out, or cause to be carried out the terms, conditions, and services as described in the agreement attachments, including:
1. ATTACHMENT A: PROJECT DETAILS – Overview (Need and Response), eligible activities,
  2. ATTACHMENT B: SCOPE OF WORK – Description of the SUBRECIPIENT’s and the COUNTY’s task, deliverables, timelines, and milestones. Additional United States Treasury scope requirements may be identify and required after the execution of this agreement.



CSLFRF funding to SUBRECIPIENT, and further acknowledges that the CSLFRF funding may be utilized only for the uses authorized by American Rescue Plan Act. Accordingly, SUBRECIPIENT covenants that the use of the CSLFRF funding by SUBRECIPIENT pursuant to this Agreement is limited to only those uses for which the CSLFRF funding may be utilized under American Rescue Plan Act.

#### Section 4. Enforcement

SUBRECIPIENT certifies that the information provided is complete, accurate, and current demonstrating SUBRECIPIENT'S eligibility to receive the Funds. SUBRECIPIENT is liable for recapture of Funds if any representation made in the reimbursement requests, reporting or supporting documentation is at any time false or misleading in any respect, or if SUBRECIPIENT is found in non-compliance with laws, rules or regulations governing the use of the Funds provided pursuant to this Agreement. The provisions of this Section 4 shall survive the termination of this Agreement.

#### Section 5. Recapture of Expenses

- A. Any funds that are not expended as authorized under this Agreement must be refunded to the COUNTY within fourteen (14) days of receipt of written notice provided by the COUNTY.
- B. Any funds that are not expended within the anticipated timeframe under this Agreement are subject to recapture. If requested, a refund to the COUNTY must be made within fourteen (14) days of receipt of written notice for a refund provided by the COUNTY.
- C. The COUNTY'S determination that an expenditure is eligible does not relieve the SUBRECIPIENT of its duty to repay the COUNTY in full for any expenditures that are later determined by the COUNTY or the Federal Government, in each of its sole discretion, to be ineligible expenditures or the discovery of a duplication of benefits.
- D. If requested by the COUNTY, all refunds, return of improper payments, or repayments due to the COUNTY under this Agreement are to be made payable to Lee County and mailed directly to the COUNTY pursuant to Section 18 Notice and this Agreement.

#### Section 6. Maintenance and Review of Records

SUBRECIPIENT shall maintain all records and accounts, including property, personnel and financial records, contractual agreements, memoranda of understanding, subcontracts, proof of insurance, and any other records related to or resulting from the Agreement to assure a proper accounting and monitoring of all funds awarded and shall maintain all accounts pertaining to such services, including, but not limited to, property, personnel and financial records, and supporting documentation, and any additional records required as a result of or associated with the utilization of the CSLFRF funding as outlined in the United States Treasury Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds, or as maybe amended, which, among other things, shall enable ready identification of SUBRECIPIENT'S cost of goods and use of funds. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or the end of the required period, whichever is later.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as COUNTY may require. SUBRECIPIENT will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement.

The SUBRECIPIENT must maintain records and financial documents in compliance with all standards in the ARPA CSLFRF guidance and 2 CFR 200. Generally, records and financial documents must be maintained for five years after all funds have been expended or returned. The COUNTY or Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

SUBRECIPIENT must agree to provide or make available such records to the COUNTY upon request, to Treasury upon request, and to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), and their authorized representative in order to conduct audits or other investigations.

The COUNTY may access the SUBRECIPIENT records and financial statements as necessary to conduct monitoring activities.

### Section 7. Monitoring

The SUBRECIPIENT agrees to permit persons duly authorized by the COUNTY, the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the SUBRECIPIENT and/or interview any clients and employees of the SUBRECIPIENT to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the SUBRECIPIENT reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the SUBRECIPIENT of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring, the COUNTY will deliver to the SUBRECIPIENT a written report regarding the manner in which services are being provided. The SUBRECIPIENT will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the COUNTY with a reasonable and acceptable justification for not correcting the noted shortcomings. The SUBRECIPIENT'S failure to correct or justify the deficiencies within the time specified by the COUNTY may result in the withholding of payments, being deemed in breach or default, or termination of this contract.

### Section 8. Audits

A. The COUNTY may perform an audit of the records of the SUBRECIPIENT at any time during the Term of this Agreement and after final disbursements have been made, even if the Agreement has expired or terminated. Audits may be performed at a time mutually agreeable to the SUBRECIPIENT and the COUNTY. When conducting an audit of the SUBRECIPIENT’S performance under this Agreement, the COUNTY must use Generally Accepted Government Auditing Standards (“GAGAS”). As defined by 2 C.F.R. §200.50, GAGAS, also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

B. If an audit shows that all or any portion of the Funds disbursed were not spent in accordance with the conditions of and strict compliance with this Agreement, the SUBRECIPIENT will be held liable for reimbursement to the COUNTY of all Funds not spent in accordance with these applicable regulations and this Agreement, within fourteen (14) days after the COUNTY has notified the SUBRECIPIENT of such non-compliance.

C. If the COUNTY elects to have the SUBRECIPIENT perform an audit, the SUBRECIPIENT must have all audits completed by an independent auditor, which is defined in § 215.97(2)(i), Florida Statutes, as “an independent certified public accountant licensed under chapter 473.” The independent auditor must state that the audit complied with the applicable provisions noted above. The

audits must be received by the COUNTY no later than six (6) months from the end of the SUBRECIPIENT'S fiscal year.

D. The SUBRECIPIENT must send copies of reporting packages required under this paragraph directly to the COUNTY in accordance with Section 18 Notice.

E. Single Audit Requirements. SUBRECIPIENTS, that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 C.F.R. Part 200, Subpart F regarding audit requirements.

#### Section 9. Closeout

SUBRECIPIENT will comply with all closeout procedures of the awards, to include full compliance with the agreement terms and conditions, ARPA, CSLFRF rule and guidance, and 2 CFR 200. Key tasks will be closeout communications, confirmation for maintenance of records and financial documents, receipt of all final reimbursement requests or payment requests, receipt of all financial reports and performance reports, fulfillment of any requests to reconcile reports and payment requests.

#### Section 10. Indemnification

SUBRECIPIENT shall indemnify, hold harmless, and defend COUNTY from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees (at the trial and all appellate levels), that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation or breach of any provision or covenant of this Agreement or applicable law by the SUBRECIPIENT, its agents, subcontractors, assigns, heirs, and employees resulting from or arising under this Agreement.

The provisions of this Section 11 shall survive the termination of this Agreement.

#### Section 11. Termination

This Agreement may be terminated by the SUBRECIPIENT or the COUNTY at any time, with Cause or without Cause, upon not less than thirty (30) days prior written notice delivered to the SUBRECIPIENT as provided for in this Agreement or, at the option of COUNTY, immediately in the event that SUBRECIPIENT fails to fulfill any of the terms, understandings, or covenants of this Agreement. COUNTY will not be obligated to pay for costs incurred by SUBRECIPIENT after SUBRECIPIENT has received notice of termination. When an award is terminated, or partially terminated, the SUBRECIPIENT is still responsible for compliance with 2 CFR 200.

#### Section 12. Remedies

The COUNTY may exercise any other rights or remedies, which may be available under law. If the COUNTY waives any right or remedy in this Agreement or fails to insist on strict performance by the SUBRECIPIENT, it will not affect, extend or waive any other right or remedy of the COUNTY, or affect the later exercise of the same right or remedy by the COUNTY for any other default by the SUBRECIPIENT.

#### Section 13. Equal Opportunity; Non-Discrimination



SUBRECIPIENT shall comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, and executive orders are incorporated herein by reference.

Section 14. Governing Laws; Venue

This Agreement and terms and conditions shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Lee County, Florida.

Section 15. Public Records Law

This Agreement, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. SUBRECIPIENT acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed, without any notice to SUBRECIPIENT, if a public records request is made for such information, and the COUNTY will not be liable to SUBRECIPIENT for such disclosure. Social security numbers are collected, maintained and reported by the COUNTY must comply with IRS 1099 reporting requirements and are exempt from public records pursuant to Florida Statutes §119.071.

If SUBRECIPIENT believes that information in the Agreement, including attachments, contains information that is confidential and exempt from disclosure, SUBRECIPIENT must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event a public records request is made. The COUNTY does not warrant or guarantee that information designated by SUBRECIPIENT as exempt from disclosure is in fact exempt, and if the COUNTY disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.

**IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.**

Section 16. Independent Contractor

SUBRECIPIENT acknowledges that it is acting as an independent contractor and not as an agent, officer or employee of COUNTY. In no event shall any provision of this Agreement make COUNTY liable to any person or entity that contracts with or provides goods or services to SUBRECIPIENT in connection with this Agreement. There is no contractual relationship, either express or implied, between COUNTY or any political subdivision of the State of Florida and any person or entity supplying any work, labor, services, goods or materials to SUBRECIPIENT as a result of this Agreement.

Section 17. Compliance with Applicable Laws

SUBRECIPIENT shall comply with the requirements of all applicable federal, state and local laws and the rules and regulations promulgated thereunder, including, but not limited to, Florida's Public Records Act, Chapter 119, Florida Statutes and specifically including, but not limited to ARPA rules and guidance and 2 CFR 200.

Section 18.     Notice

Any notice delivered with respect to this Agreement must be in writing and will be deemed to be delivered (whether or not actually received) when (1) hand delivered to the persons designated below, or (2) when deposited in the United States Mail, postage prepaid, certified mail, return-receipt requested, addressed to the person at the address for the party as set forth below, or such other or to such other person as the Party may have specified by written notice to the other Party delivered according to this Section:

As to COUNTY:

Roger Desjarlais  
County Manager  
PO Box 398  
Fort Myers, FL 33902

As to SUBRECIPIENT:

Organization  
Name, Title  
Address Line 1  
City, State Zip

Section 19.     Risk Management

A. Hold Harmless and Indemnity Clause

To the fullest extent permitted by applicable law, SUBRECIPIENT shall protect, defend, indemnify, save and hold the COUNTY, the BoCC, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the SUBRECIPIENT resulting from the SUBRECIPIENT'S work as further described in this contract and its attachments, which may arise in favor of any person or persons resulting from the SUBRECIPIENT'S performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the COUNTY, its officials, commissioners, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended from time to time. Further, SUBRECIPIENT hereby agrees to indemnify the COUNTY for all reasonable expenses and attorney's fees incurred by or imposed upon the COUNTY in connection therewith for any loss, damage, injury, liability or other casualty. SUBRECIPIENT additionally agrees that the COUNTY may employ an attorney of the COUNTY's own selection to appear and defend any such action, on behalf of the COUNTY, at the expense of the SUBRECIPIENT. The SUBRECIPIENT further agrees to pay all reasonable expenses and attorney's fees incurred by the COUNTY in establishing the right to indemnity.

The SUBRECIPIENT further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the contract. All individuals hired are employees of the SUBRECIPIENT and not of the COUNTY.

B. Insurance Requirements

Insurance – Nonprofit SUBRECIPIENTs

The SUBRECIPIENT agrees to secure and maintain the insurance coverage outlined below during the term of this contract. The SUBRECIPIENT agrees that this insurance requirement shall not relieve or limit SUBRECIPIENT'S liability and that the COUNTY does not in any way represent that the insurance required is sufficient or adequate to protect the SUBRECIPIENT'S interests or liabilities, but are merely minimums. It is the responsibility of the SUBRECIPIENT to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance *naming Lee Board of County Commissioners as Certificate Holder and additional insured* will be attached to this contract as an exhibit. Name and address for Certificate Holder should be: Lee Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902. Certificate(s) must be provided for the following coverage's at the time of contract execution and upon policy renewal. Renewal certificates are due to the COUNTY on or before expiration date.

1. Workers' Compensation– Statutory benefits as defined by Florida Statute 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees. Employers' liability will have minimum limits of:
  - \$100,000 per accident
  - \$500,000 disease limit
  - \$100,000 disease limit per employee
2. Commercial General Liability – Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:
  - \$500,000 bodily injury per person (B.I.)
  - \$1,000,000 bodily injury per occurrence (B.I.)
  - \$500,000 property damage (PD) or
  - \$1,000,000 combined single limit (C.S.L.) of B.I. and P.D.

The General Liability Policy Certificate shall name "Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" as "Additional Insured". The SUBRECIPIENT agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.
3. Business Auto Liability – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
  - \$100,000 bodily injury per person (B.I.)
  - \$300,000 bodily injury per occurrence (B.I.)
  - \$100,000 property damage (PD) or
  - \$300,000 combined single limit (C.S.L.) of B.I. and P.D.
4. Directors & Officers Liability – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.
5. Fidelity Bonding – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

Insurance – Government/Municipality

Documentation of the above coverage requirements are not applicable to government/municipalities that are self-insured.

Section 20.      Disclaimer of Third Party Beneficiaries

This Agreement is made for the sole benefit of the Parties of this Agreement and their respective successors and assigns, and is not intended to and will not benefit any third party. No third party will have any rights under this Agreement, because of this Agreement or any right to enforce any provisions of this Agreement.

Section 21.      Dispute Resolution

In the event of a dispute related to any performance or payment obligation arising under this Agreement, the Parties shall exhaust COUNTY administrative dispute resolution procedures prior to filing a lawsuit or otherwise pursuing legal remedies.

In the event that COUNTY administrative dispute resolution procedures are exhausted, either Party to this Agreement may notify the other Party in writing that it wishes to commence formal dispute resolution with respect to any unresolved problem under this Agreement. The Parties agree to submit the dispute to a Florida Certified Circuit Court Civil Mediator for mediation, within sixty (60) days following the date of this notice. In the event that any dispute cannot be resolved by mediation, the dispute may be filed as a civil action in the Circuit Court of the Twentieth Judicial Circuit of Florida, in and for Lee County, Florida, which is the sole venue for any such civil action.

Section 22.      Assignment

This Agreement may not be assigned nor subcontracted in whole or in part without the prior written consent of the COUNTY.

Section 23.      Headings

Article headings have been included in the Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of this Agreement.

Section 24.      Survivability

Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

Section 25.      Modifications

This writing embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may only be amended or extended by a written instrument executed by the COUNTY and the SUBRECIPIENT expressly for that purpose.

Section 26. Entire Agreement

It is understood and agreed that the entire agreement of the Parties is contained in this Agreement, which supersedes all oral agreements, negotiations, and previous agreements between the Parties relating to the subject matter of this Agreement.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by the Parties, except as otherwise specifically provided in this Agreement.

IN WITNESS WHEREOF, the SUBRECIPIENT and the COUNTY respectively, have caused this Agreement to be executed by their duly authorized representatives.

**SUBRECIPIENT: ORGANIZATION**

BY: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Name (print)

ATTEST:

LINDA DOGGETT, CLERK

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

BY: \_\_\_\_\_

Deputy Clerk

BY: \_\_\_\_\_

Chair

APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY

\_\_\_\_\_  
County Attorney's Office

**ATTACHMENT A: PROJECT DETAILS**

**PROJECT DESCRIPTION,**

*Identify the Covid-19 related need and Response. Text from the “Project Summary and Implementation Status”*

**ELIGIBLE ACTIVITIES**

*Identify the major eligible activities to be performed by the SUBRECIPIENT.*

DRAFT

## **ATTACHMENT B: SCOPE OF WORK**

*Describe the work to be performed.*

*The Scope of Work (SOW) is the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The SOW should also contain a time line for all deliverables. The problem with most Scopes of Work is a lack of specificity, namely, when the two parties disagree on what should have been delivered and a review of the SOW does not support one interpretation over the other. This problem is common in research agreements and is often where disputes arise. The best way to avoid this problem is to avoid any and all ambiguity.*

DRAFT

## ATTACHMENT X: Project Budget and Expenses Worksheet

Use the template below to provide a projected project budget to execute your project. Use the same template to report obligations and expended funds. Budget should be submitted as a spreadsheet document.

Regarding Indirect Costs:

Organizations with a federally negotiated indirect rate may budget using the negotiated rate. As directed in Uniform guidance § 200.332, if you do not have a federally negotiated indirect rate, the COUNTY or the County's subgrantee will collaborate with you regarding your indirect.

Budget Category	Description	Projected Cost	Obligated Exp.	Expended Exp.	Balance
Budget Date: From <i>January 1, 2022</i> to <i>December 31, 2022</i>					
<b>Indirect Cost</b>					
Administrative, Facilities, Other					
<b>Direct Cost</b>					
Personnel and Benefits					
Consulting & Professional Fees					
Materials and Supplies					
Computers and Equipment					
Printing and Publications					
Travel & Accommodations					
Conferences, Conventions, Meetings					
Software Licenses					
Capital Equipment					
Other					
Subaward Funds					
Budget Date: From <i>January 1, 2023</i> to <i>December 31, 2023</i>					
<b>Indirect Cost</b>					
Administrative, Facilities, Other					
<b>Direct Cost</b>					
Personnel and Benefits					
Consulting & Professional Fees					
Materials and Supplies					
Computers and Equipment					
Printing and Publications					
Travel & Accommodations					
Conferences, Conventions, Meetings					
Software Licenses					
Capital Equipment					
Other					
Subaward Funds					
<i>January 1, 2023 and December 31, 2023</i>					
<b>Indirect Cost</b>					
Administrative, Facilities, Other					
<b>Direct Cost</b>					
Personnel and Benefits					
Consulting & Professional Fees					
Materials and Supplies					
Computers and Equipment					
Printing and Publications					
Travel & Accommodations					
Conferences, Conventions, Meetings					
Software Licenses					
Capital Equipment					
Other					
Subaward Funds					
<i>January 1, 2023 and December 31, 2023</i>					
<b>Indirect Cost</b>					
Administrative, Facilities, Other					
<b>Direct Cost</b>					
Personnel and Benefits					
Consulting & Professional Fees					
Materials and Supplies					
Computers and Equipment					
Printing and Publications					
Travel & Accommodations					
Conferences, Conventions, Meetings					
Software Licenses					
Capital Equipment					
Other					
Subaward Funds					
<i>January 1, 2024 and December 31, 2024</i>					
<b>Indirect Cost</b>					
Administrative, Facilities, Other					
<b>Direct Cost</b>					
Personnel and Benefits					
Consulting & Professional Fees					
Materials and Supplies					
Computers and Equipment					
Printing and Publications					
Travel & Accommodations					
Conferences, Conventions, Meetings					
Software Licenses					
Capital Equipment					
Other					
Subaward Funds					
<b>Total</b>					



## **Appendix 2 –Project Ranking Tool**

**2021 Lee County ARP Funding  
New ARP1.10cBHC Project Ranking Tool**

<i>This portion of the ranking tool will be completed by Lee County HVS.</i>	<b>Threshold Requirements</b>
Proposal was submitted by deadline. <i>If no, ineligible to apply.</i>	
Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i>	
Organization is NOT listed on the excluded parties list. (www.sam.gov) <i>If no, ineligible to apply.</i>	
Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	
The Applicant is currently funded through Lee County (federal, state, or local funding) to provide services to persons experiencing homelessness. <i>If no, ineligible to apply.</i>	
<b>Eligible to Apply</b>	
HVS Review Staff Initial: Date of Threshold Review:	

## Project Scoring

*Please enter your score for each scoring criteria based on the project proposal.  
While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.  
Please use only whole and half points.*

<p><b>3. System Design Description:</b> The proposed system model encompasses all Core Elements of a Behavioral Health Continuum of Care Model. The proposed design includes a clear and feasible description of the implementation plan for each of the components required for the behavioral health system. <b>Maximum Point Value: 20</b></p>	
<p><b>3. System Design Description:</b> Applicant provided workflow or design diagrams that provide a visual description of the proposed system design. <b>Maximum Point Value: 10</b></p>	
<p><b>4.A. Applicant Capacity:</b> The applicant indicates that they have current experience working with federal, state or local government grant funds related to the provision of behavioral health services. <b>Maximum Point Value: 10</b></p>	
<p><b>4.B. Applicant Capacity:</b> The applicant demonstrates the ability to convene behavioral health stakeholders, and secure buy-in for community wide systems. <b>Maximum Point Value: 10</b></p>	
<p><b>4.C. Applicant Capacity:</b> The applicant demonstrates overall financial and staff capacity to undertake the responsibilities of the lead agency. <b>Maximum Point Value: 5</b></p>	
<p><b>4.D. Applicant Capacity:</b> The applicant demonstrates a feasible staffing plan that ensure all responsibilities of the lead agency can be fulfilled. <b>Maximum Point Value: 10</b></p>	
<p><b>4.E. Applicant Capacity:</b> The applicant will meaningfully engage persons with lived experience in planning, delivery, and evaluation of all programs and services. <b>Maximum Point Value: 10</b></p>	
<p><b>4.F&amp;G. Applicant Capacity:</b> The applicant has a feasible plan for establishing and marketing a coordinated entry system. The coordinated entry system ensures access to those who are least likely to seek assistance. The coordinated entry system demonstrates sound methodology for assessment, prioritization and referral of persons seeking services. <b>Maximum Point Value: 15</b></p>	
<p><b>4.H&amp;I. Applicant Capacity:</b> The applicant demonstrates existing agreements and/or a feasible plan to engage and collaborate with the Homeless Continuum of Care and the physical health system to ensure that the full spectrum of client needs are addressed. <b>Maximum Point Value: 10</b></p>	
<p><b>4.J. Applicant Capacity:</b> The applicant demonstrates they have implemented innovative ways to reduce barriers to persons seeking services. <b>Maximum Point Value: 5</b></p>	
<p><b>4.K&amp;L. Applicant Capacity:</b> The applicant demonstrates an internal evaluation process and that they are able to sustain the responsibilities of the lead agency after the expiration of ARP funds in 2026. <b>Maximum Point Value: 10</b></p>	
<p><b>5. Equity Outcomes:</b> The applicant demonstrates they will consider equity in system design. The applicant has reasonable targets and metrics to measure equity, and sound strategies to achieve those targets. The applicant demonstrates existing strategies to address equity in programs/services. <b>Maximum Point Value: 20</b></p>	
<p><b>6. Lead Agency Performance Evaluation:</b> The applicant has a plan to evaluating the effectiveness of the system implementation. The lead agency has realistic anticipated outcomes for measuring participation and satisfaction of agencies partnering in the service delivery system. <b>Maximum Point Value: 20</b></p>	
<p><b>7. Implementation Timeline:</b> The applicant has a feasible plan to complete system design, onboard of new staff and infrastructure, governing board establishment, and monthly spending. <b>Maximum Point Value: 20</b></p>	
<p><b>8-9. Budget Narrative and Form:</b> The applicant has a feasible budget and sustainable spending plan. The budget indicates that all funding will be spent prior to the expenditure deadline, and that other sources of funds are anticipated to be leveraged to ensure the sustainability of the project. <b>Maximum Point Value: 20</b></p>	
<p><b>Proposal Presentation:</b> The proposal is organized, and adheres to instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. <b>Maximum Point Value: 5</b></p>	
<b>Total</b>	<b>0.00</b>
<b>Total Available Points = 200</b>	

## **Appendix 3 – Sample Reporting Template**

## **Reporting Requirements (Example)**

Below is an example of information that will be requested. There may be additional reporting requirements that the US Treasury requires or Lee County identifies during the project.

1. **Equity:** Describe how you ensure that your program is designed and implemented with equity in mind for disproportionately affected populations. Address the following:
  - a. **Goals:** Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?
  - b. **Awareness:** How do you market the program to Lee County residents with equity in mind? How equal and practical is the ability for residents or businesses to become aware of the services funded by the SLFRF?
  - c. **Access and Distribution:** Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?
  - d. **Outcomes:** Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?
2. **Community Engagement:** Describe your communication, outreach, and engagement plan to make participants and the community aware of your project.
3. **Quarterly Reporting:** Lee County will send SUBRECIPIENT a reporting link to submit the following information each quarter, within 5 business days after the reporting period ends.

Schedule:

Reporting Periods	Notes
Award – December 31, 2021	Due 5 working days after end of quarter
January 1 – March 31, 2022	
April 1 – June 30, 2022	
July 1 – September 30, 2022	

A. Disadvantaged Communities Summary

How much of the grant has been expended to serve disadvantaged communities through program or service that is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tract);
How much of the grant has been expended to serve disadvantaged communities through program or service where the primary intended beneficiaries live within a Qualified Census Tract;
How much of the grant has been expended to serve disadvantaged communities through program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
How much of the grant has been expended to serve disadvantaged communities through program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.

## B. Performance Success Summary

<p>Project Status: Choice</p> <ul style="list-style-type: none"><li>• Not Started</li><li>• Completed less than 50 percent</li><li>• Completed 50 percent or more</li><li>• Completed</li></ul>
<p>Provide a success story or summary of successes from this program that can be shared publicly. Always protect the privacy of beneficiaries.</p>
<p>Provide a report of key outputs for the past period [between ____ and ____].</p> <ul style="list-style-type: none"><li>• Units of service provided for adults, children, youth, families, and seniors by service or program</li><li>• Units of service provided for special populations including developmental, congenital and physical disabilities, senior citizens and veterans by service or program</li><li>• Funding by program type and source of funding (public, private, and uninsured)</li></ul>
<p>Provide a report of key outcomes for the past period [between ____ and ____].</p> <ul style="list-style-type: none"><li>• adult inpatient hospitalization</li><li>• youth inpatient hospitalization</li><li>• adult outpatient<ul style="list-style-type: none"><li>○ use of telemedicine</li><li>○ collaborative care</li></ul></li><li>• youth outpatient<ul style="list-style-type: none"><li>○ use of telemedicine</li><li>○ collaborative care</li><li>○ school based services</li></ul></li><li>• detoxification, rehabilitation, and treatment</li><li>• emergency services/public safety<ul style="list-style-type: none"><li>○ mobile crisis intervention</li><li>○ involuntary transportation</li><li>○ Baker Act admissions</li><li>○ custody/treatment diversion</li><li>○ court ordered involuntary medication</li></ul></li><li>• partnerships</li><li>• prevention/early interventions<ul style="list-style-type: none"><li>○ diversions from residential treatment</li><li>○ Baker Act admissions</li></ul></li><li>• treatment/system of care/patient experience<ul style="list-style-type: none"><li>○ activation/completion</li><li>○ referrals proposed/completed</li><li>○ patient follow-up</li><li>○ readmission rates</li><li>○ medication adherence</li><li>○ patient safety-medication errors/incident reports</li><li>○ wait times</li><li>○ patient satisfaction</li></ul></li><li>• productivity/employee management<ul style="list-style-type: none"><li>○ employee satisfaction,</li><li>○ care team communication</li><li>○ care team training</li><li>○ patient contact/non-contact hours per staff</li><li>○ no shows/cancellations</li></ul></li></ul>

- provider unavailable
- visits per hour
- financial performance
  - billable versus non billable services
  - claims processing cycle and cost
  - claims denial rate
  - wage rate