

# Community Partnership Grants

## Grant Guidelines

### Fiscal Years 2018-2020

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(October 1, 2017 through September 30, 2020)

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## **OVERVIEW**

### ***PURPOSE***

The Mission of the City of Hallandale Beach is to enhance the quality of life in our community in a fiscally responsible manner by providing superior services that meet the needs of our community as well as plan for their future needs through continued communication. To achieve this mission the City adopted the following three strategic priorities establishing the guidance and performance measures to ensure the City's mission is achieved:

1. Safety
2. Quality
3. Vibrant Appeal

To serve this mission, the City of Hallandale Beach facilitates two types of community grant programs: Mini-Grants, for requests up to \$10,000 and Grants (greater than \$10,000). These Programs are governed by the Grant Guidelines described herein.

The City of Hallandale Beach recognizes the need to supplement programs and services to meet the needs of the community. Accordingly, the purpose of these grant programs is to award funding to support programs and services to benefit the residents of Hallandale Beach. The intent of the funding is to allocate resources to qualified non-profit organizations that support meaningful community programs and service learning opportunities and political subdivisions of the State of Florida whose primary core service is education, workforce development, cultural arts, health and wellness, and/or law enforcement.

These Grant Guidelines provide the framework and guidelines for organizations wishing to participate in the Community Partnership Grants Program. The following sets forth the criteria, eligibility, process to request and apply for funding, review of submitted proposals, award, contract, reporting and payment requirements.

The objectives of the Community Partnership Grant Program are:

- To improve the quality of life of Hallandale Beach residents through a wide range of beneficial community programs and services;
- To assist primarily Hallandale Beach based non-profits organizations that support meaningful community programs and service learning opportunities and political Subdivisions of the State of Florida whose primary core service is education; to provide more beneficial programs and services to residents;
- To build capacity and sustainability of Hallandale Beach non-profits for delivery of programs and services; and
- To promote partnerships and financial cost sharing among the City, other funders, and non-profit organizations.

## **MINI-GRANTS**

Mini-Grant funds are for requests up to \$ 10,000.

### **MINI-GRANT ELIGIBILITY**

#### ***MINI-GRANT ELIGIBLE APPLICANTS***

- Must be a registered 501(c)(3) non-profit organization with the Internal Revenue Service (IRS)\* or a political subdivision under the State of Florida;
- Must have active corporate status with the Florida Department of State, Division of Corporations (Sunbiz.org);
- Must be current on all financial obligations (including taxes) with the City; and
- Must certify that the organization's operations are within a Drug Free Environment.

\*Faith-based organizations are an important part of the social service network. However, faith-based organizations cannot use City funds to support worship, religious instruction or proselytization. Religious-affiliated organizations must operate religious-funded activities under a separate 501(c)(3) from the City supported activity. Faith-based organizations that participate in the City's program will retain independence from the local government and may carry out their mission provided City funds are not used to support religious activities. Furthermore, City-funded faith-based organizations shall not discriminate against program participants based on religion or religious belief.

#### ***MINI-GRANT APPLICATION SUBMISSIONS PER YEAR***

Only one application per organization/per year will be accepted.

#### ***PROGRAMS ELIGIBLE FOR MINI-GRANT FUNDING***

Organizations meeting the following criteria are eligible to apply for a Community Partnership Mini-Grant. Programs and services provided must benefit the residents of Hallandale Beach.

Mini Grant Funds may be used for, but are not limited to, the following:

- Education Programs;
- Matching Grant Funds;
- Capacity Building;
- Cultural Arts;
- Training;
- Health and Wellness activities; and/or,
- Law Enforcement/Criminal Justice activities.

### ***PROGRAMS NOT ELIGIBLE FOR MINI-GRANT FUNDING***

- Capital campaigns;
- Fundraising events;
- Programs or services that promote religion;
- Political activities;
- Honorariums for guests;
- Emergency funding;
- Programs that primarily fund other organizations or individuals;
- Building construction and repairs;
- Land and land improvements; and/or,
- Expenses related to attendance at seminars, workshops, symposiums, or conferences.

### ***CONFLICT OF INTEREST & CODE OF ETHICS***

Members of the City Commission and the Grants Review Committee, which is comprised of City staff, are subject to the “Florida Sunshine Laws,” Florida Ethics Laws, Broward County Code of Ethics, the City Code of Ethics and other applicable State Statutes, City Code of Ordinances and City Policies. This includes the requirement to disclose any Conflict of Interest and complete the appropriate forms (available at [www.cohb.org/Grants](http://www.cohb.org/Grants)). No City funds may directly or indirectly benefit any City Official, City employee, or their families.

### ***LEVERAGING OF FUNDS***

It is the City’s goal to maximize its resources by funding organizations that are able to provide other resources to match the City’s funding in order to implement desired programs. The match can be in the form of organization funds, other grant funds, in-kind donations, or any combination thereof. Matching funds may not include any City facilities and/or in-kind City contributions. Additional rating points will be awarded to organizations that demonstrate in writing, with specificity that grants funds will be leveraged.

### ***PARTNERSHIPS/COLLABORATIONS***

It is the City’s goal to encourage local non-profit organizations that provide a common goal and choose to operate joint programs/services within the City or in collaboration with another agency. Agencies must provide specific documentation evidencing such partnerships and collaborations, such as copy of the executed contract or memorandum of understanding between the agencies in partnership. Additional rating points will be awarded to organizations that demonstrate in writing the partnership/collaboration of the proposed program and/or service.

## **BACKGROUND SCREENING**

Prior to Grantees providing services, all persons having access to and/or providing programming and/or services to the vulnerable sector, such as children, the elderly, or the disabled, shall pass a Level II criminal background screening in accordance with the requirements of Florida Statutes, Chapter 435. The background screening shall include employment history checks and both local and national criminal record checks coordinated through a law enforcement agency.

## **GRANT APPLICATION PROCESS AND AWARDING OF GRANTS**

### ***TIMELINE***

Community Partnership Mini-Grants will be awarded annually, contingent upon available funding and allocation within the fiscal year budget. Specific dates and instructions will be published in March of each year within the City's website ([www.cohb.org/Grants](http://www.cohb.org/Grants)) and the City's social media channels.

Request for Grant Applications Issued	April
Technical Assistance Workshop	May
Grant Application deadline/due	May
Grants Review Committee review, rank and make funding recommendations	July
Notice of Funding Recommendation	July
City Commission Award	August/Sept.

### **GRANT APPLICATION PROCESS**

Applications for funding will be solicited through a Request for Grant Applications. Applications will be made available on the City's website at [www.cohb.org/Grants](http://www.cohb.org/Grants). Notices will be posted on the City's website and social media. In addition, an email notification will be sent through the City's "Notify Me" system. The above timeline with specific dates and instructions will be posted by the Human Services Department in March of each year. Applicants are to deliver application packages, by mail or in person to the Procurement Department, by the deadline provided in the Request for Grant Applications. No facsimiles or emails will be accepted. **No late applications will be accepted.**

Complete applications, with required supporting documentation, are to be delivered to:

Procurement Department  
400 S. Federal Hwy.  
Hallandale Beach, FL 33009  
ATTN: Community Partnership Grants Program

The Procurement Department will receive and register the applications and forward to the Director of Human Services, who will convene the Grants Review Committee for review, evaluation and funding recommendations to the City Commission and/or HBCRA Board of Directors.

All meetings of the Grants Review Committee shall be publicly noticed by the City Clerk's Office.

#### ***TECHNICAL ASSISTANCE WORKSHOP***

City staff will hold a technical assistance workshop after the release of the Request for Grant Proposals. Attendance to the workshop is not mandatory; however, prospective applicants are **strongly encouraged** to attend. During the Workshop, applicants may ask questions about the forms and requirements of the Grant. The Technical Assistance Workshop will be recorded.

To ensure that there is an ethical and fair process, after the completion of the Technical Assistance Workshop City staff will no longer answer any questions related to the Grant Application. In addition, applicants are not to contact any members of the Grants Review Committee, comprised of City staff, until after City Commission Award.

#### ***MINI-GRANT REQUIRED DOCUMENTATION***

It is understood, in order to facilitate the program's administration, a variety of documents may be used and modified from time to time by the Grants Review Committee. Failure to include the required documentation set forth in the Grant Application will result in rejection of the application and automatic denial of funding. Failure to provide said documentation is not grounds for appeal.

The Grant Application shall be available on the City's website ([www.cohb.org/Grant](http://www.cohb.org/Grant)) and at the Technical Assistance Workshop. The following documents are required for all proposals submitted for funding consideration:

- Application Checklist;
- Grant Application for funding;
- Copy of active Non-Profit Status from IRS;
- Evidence of Incorporation from State of Florida – active status ([www.sunbiz.org](http://www.sunbiz.org));



- List of Board Members, Director/Agency Head, Titles, Addresses & Phone Numbers;
- Evidence of Financial Soundness (990 form) and documentation from a Financial Institution showing last three (3) months of operating expenses;
- Letter(s) of Support from Community partners for the project (limit to three (3)) and proof of Leveraging of Funds (if applicable);
- Memorandum of Understanding/s if partnering with an organization/s;
- Key Staff Resumes;
- Certificate of Insurance; and,
- Certification by Authorized Representative indicating all information provided is true and he/she is authorized to represent the organization.

All Grantees are required to enter into a contract, also known as a Grant Agreement, with the City. The following documents (Exhibit 1-3) will become a part of the Agreement:

- Sworn Statement on Public Entity Crime Form;
- Disability Non-Discrimination Certification Form;
- Drug-Free Workplace Certification Form; and,
- Statements from the Organization's Board and Members of no Past Due amounts owed to the City/HBCRA.

**Additional required Documentation - *if applicable***

- Copy of sub-contracts, executed leases/agreement, or memorandum of understanding between agency and/or physical location (school, church, office, etc.) where service will be offered;
- Level II criminal background screening in accordance with the State of Florida for employees/consultants if funding is for services to children, elderly or disabled individuals.

The City may require additional information for the determination of the applicant's qualifications to provide the proposed services.

***MINI-GRANT (UNDER \$10,000) - REVIEW OF APPLICATIONS***

Proposals shall be delivered to the Procurement Department by the time and date specified in the Grant Announcement and timeline set forth each fiscal year. Late proposals will not be accepted. Proposals shall be delivered in the manner set-forth in the Grant Announcement.

After the closing date for acceptance of proposals, the Procurement Department shall deliver the proposals to the Human Services Director. The Human Services Director, or designee, will conduct a preliminary review of each proposal to confirm that the organization is eligible to apply, and determine that all required documents and other required

supporting material have been included in the organization's proposal. Incomplete proposals will be deemed to not meet the minimum requirements and will not receive further consideration. Rejection shall be by written letter with the reasons clearly stated.

All Grant Applications that met the eligibility and provided a complete application package shall be reviewed by the Grants Review Committee. The Grants Review Committee shall review and rank applications as set forth in the below matrix. Applicants will be invited to a publicly noticed meeting of the Grants Review Committee to make an oral presentation and answer questions of the Committee related to the application submitted. No additional documentation or other materials shall be provided to the Grants Review Committee during said meeting or thereafter.

The following matrix shall be used to evaluate proposals based on the following criteria:

**APPLICATIONS MUST ACHIEVE A MINIMUM SCORE OF 70 POINTS FOR FURTHER FUNDING CONSIDERATION.**

**BELOW IS A SAMPLE EVALUATION TOOL AND SOME OF THE QUESTIONS THAT SHALL BE USED TO SCORE THE APPLICATION.**

CATEGORY	POTENTIAL POINTS	ACTUAL POINTS
<b>I. ORGANIZATIONAL BACKGROUND INFORMATION</b>		
<ul style="list-style-type: none"> <li>Does the organization background information provide details about this organization's mission, history, and current services? Is this a new program or existing services?</li> </ul>	5	
<b>II. DESCRIPTION OF THE PROGRAM/PROJECT</b>		
<ul style="list-style-type: none"> <li>What – Is the description of the proposed program clear? Is there a clear need for the program?</li> <li>Does the service address a City priority area?</li> <li>Who will be served and numbers to be served by the organization?</li> <li>How will the services benefit Hallandale Beach residents?</li> <li>Is there a fee for services? How much? Are scholarships or waivers available?</li> <li>Will the overall Hallandale Beach Community benefit from the program?</li> </ul>	25	
<b>III. METHODS OR STRATEGY FOR IMPLEMENTATION</b>		
<ul style="list-style-type: none"> <li>Is the project schedule/time table attached and complete?</li> <li>Timeline – Evidence that program can start within established deadlines and reasonableness of timeline for implementing services proposed.</li> <li>Are there specific activities to achieve goals and objective?</li> <li>Is there a registration, referral, or recruitment process for participants?</li> <li>Where &amp; When – Location of the program &amp; Days/Hours of Operation</li> <li>Will the project have other agencies or organizations involved in the project as demonstrated by an MOU, letters of support, etc.? What are their duties and responsibilities?</li> <li>Who will be responsible for the overall project and what are staff's responsibilities?</li> <li>Did applicant submit a detailed Work Plan?</li> </ul>	20	
<b>IV. EVALUATION OF PROGRAM/PROJECT</b>		
<ul style="list-style-type: none"> <li>Does the applicant provide a detailed method or strategy to evaluate the program?</li> <li>Performance Measures – Clear and measurable outcomes provided? Are the quantifiable? Indicate the unit cost for services and how are they calculated.</li> </ul>	15	
<b>V. ECONOMIC SUSTAINABILITY</b>		

<ul style="list-style-type: none"> <li>Does the applicant provide a detailed method or strategy for the Program's economic sustainability? What is the organization's sustainability plan for the next three years?</li> <li>Does the applicant address how they would operate with a reduced grant amount of 50% requested if funding for the full request is not available?</li> </ul>	5	
<b>VI. BUDGET</b>		
<ul style="list-style-type: none"> <li>Budget for the Program, including grant request, provided? Is the budget information clear?</li> </ul>	20	
<b>VII. LEVERAGING OF FUNDS (EXTRA POINTS)</b>	5	
<b>VIII. PARTNERSHIP(S)/COLLABORATIONS (EXTRA POINTS)</b>	5	
TOTAL POINTS	100	

The Grants Review Committee will annually review the evaluation criteria and allocation of points assigned. The Grants Review Committee will evaluate the applications and provide a funding recommendation to the City Commission. Applicants shall be notified of the Committee's funding recommendation by the deadline provided for in the timeline.

The Human Services Department will prepare the funding recommendations through an agenda item to be presented to the City Commission for approval no later than the first meeting in September.

### **APPEALS**

An appeal procedure will be made available to applicants that are not recommended for funding. The appeal must be based on an error in fact. Alleged errors will be reviewed by the City Manager upon consultation with the Procurement Director and the City Attorney. To initiate an appeal, the applicant must notify the City Manager in writing within five (5) business days from the date on the City's written notice of non-funding.

### **FUNDING AWARD**

The City Commission shall make the final mini-grant award(s).

## **MINI-GRANT CONTRACT TERM AND REQUIREMENTS**

### ***MINI-GRANT CONTRACT/AGREEMENT***

**All mini-grant recipients must enter into a contract, also known as a Grant Agreement, with the City. Contracts are anticipated to commence on or about October 1 of each year and end September 30 the following year.**

### ***SITE VISIT AND MONITORING***

The City shall conduct a site visit/observation during the first quarter to provide technical assistance (if needed) and to ensure that grantees are in compliance with the Grant Agreement. Thereafter, monitoring will be conducted during the second or third quarter of program operations, or within 30 days prior to completion of the program (whichever comes first). Monitoring will be conducted by City staff. In preparation for the monitoring visit, the monitor will review all written data on file for the Grantee, such as application for City funding, written agreement and amendments – if any - reporting requirements, documentation of previous monitoring, and copies of audits (if applicable).

During the actual visit, the monitor will conduct a review of the Grantee's files to ensure they comply with all regulations governing their administrative, financial and programmatic operations and that they are achieving their performance objectives within schedule and budget. A clear written record of the on-site visit will be kept by using a monitoring tool which will be shared with the Grantee at least one week prior to the scheduled visit. The monitor will fill out the tool during the visit.

At the end of the visit, the monitor will conclude the visit by reviewing the tentative conclusions with the Grantee. Once the on-site visit is completed, the monitor shall email a copy of the Site Visit /Observation Report and results of the visit.

If the Grantee is experiencing problems or is failing to comply with regulations, these issues will be specifically outlined in a follow-up email, along with recommendations or requirements to address and rectify the problems. Should a finding be issued, the monitoring follow-up email will identify a deadline for when the finding(s) must be corrected. The monitor will be required to follow-up with the organization to make sure the corrections have been made.

For situations in which the recommended corrections have not been made by the required date, the Grantee will be issued a Final Notice of Compliance and provided with thirty (30) days to complete the corrective actions with the intent to terminate the Grant Agreement, should compliance not be achieved within that timeframe. Failure to complete the corrective action will result in a Notice of Termination.

Grantees who have been terminated for noncompliance shall have five (5) business days to file an appeal with the Grants Review Committee. Said appeal will be heard within 30 days by the Committee. The Committee will provide recommendations to the City Manager, who will render a decision based on facts and the Committee's recommendations. The decision of the City Manager shall be final.

### ***MINI-GRANT REPORTING***

Mini-grant programs will be entitled to a one-time payment of the funding at the request of the grantee. Grantee shall provide written justification by completing a Payment Request Form (available at [www.cohb.org/Grants](http://www.cohb.org/Grants)) for disbursement of funds. The City shall provide a standard report form that may be supplemented by the organization with additional information.

The Mini Grantee is required to complete a Mid-Year Report and Final Report detailing activities and services provided. If Grantee's program is completed prior to the full fiscal year and all grant funds have been disbursed, the final report will be due thirty (30) days after completion of the project, including an expense report of funds that were disbursed.

### ***FINANCIAL ACCOUNTABILITY***

Payment requests shall be submitted to the Human Services Director who shall review the payment request. Upon review, the Human Services Director shall submit the request to the City Manager, or designee, for approval prior to the receipt of the request to the Finance Department for disbursement.

All Mini-Grantees shall, upon request, be required to produce financial or other documentation to support the expenditures of the grant funding. Failure to produce said documentation shall be a breach of the Mini-Grant Agreement and shall prohibit the Mini-Grantee from receiving any future grant funding from the City unless an appeal has been filed and the issues resolved by the City Manager, with recommendations from the Grants Review Committee.

### ***FINAL REPORT***

Grantee shall provide a final program summary and detailed expenditure report to the City within thirty (30) days of completion of the program. The report shall identify all funded activities including the number of Hallandale Beach residents served by the program and unit cost for services provided within that period.

Staff shall prepare a cumulative final report summarizing the results and utilization of year's funding allocation. Said report shall be presented to the City Commission no later than 90 days after the close of the fiscal year.

### ***REVOCATION OF FUNDING***

Revocation and termination of grant funding will be set forth in the mini-grant agreement. The City Manager may terminate funding to Grantee in any of the following instances:

- (1) It is determined that the Grantee cannot or will not take the necessary action to bring the organization into compliance within the time frame provided by the City.
- (2) The City Manager determines that the nature or extent of noncompliance is extreme and warrants immediate termination of funding.
- (3) The Grantee is no longer officially recognized as a non-profit agency by the IRS.
- (4) The Grantee fails to comply with provisions of the grant agreement.

Upon determination of noncompliance or failure to take corrective steps set forth in the Final Notice of Compliance Letter, the City shall provide a written "Notification of Termination" by certified mail, return receipt requested, to the authorized representative set forth in the Notices section of the mini-grant agreement. The notification shall include the reasons for such proposed action; sections of the contract the grantee is charged with violating; and a statement informing the grantee of their right to request an appeal to the City Manager, through the Grants Review Committee. In cases where it is determined that the nature or extent of noncompliance is extreme and immediate termination of funding is warranted, immediate termination of the grant will occur, and the Grantee shall return funding in an amount proportionate to the services provided

## **COMMUNITY PARTNERSHIP GRANTS (OVER \$10,000)**

Community Partnership Grants are for applicants requesting an amount of grant funding greater than \$10,000. If awarded, programs funded by these grants will be for a three-year period (grant cycle), depending on funding allocation and performance by the Grantee.

### **GRANT ELIGIBILITY**

#### ***ELIGIBLE APPLICANTS***

- Must be a registered 501(c)(3) non-profit organization with the IRS\* or a political subdivision under the State of Florida;
- Must have active corporate status with the Florida Department of State, Division of Corporations (Sunbiz.org);
- Must be current on all financial obligations (including taxes) with the City; and,
- Must certify that the organization's operations are within a Drug Free Environment.

\* Faith-based organizations are an important part of the social service network. However, faith-based organizations cannot use City funds to support worship, religious instruction or proselytization. Religious-affiliated organizations must operate religious-funded activities under a separate 501(c)(3) from the City supported activity. Faith-based organizations that participate in the City's program will retain independence from the local government and may carry out their mission provided City funds are not used to support religious activities. Furthermore, City-funded faith-based organizations shall not discriminate against program participants based on religion or religious belief.

#### ***GRANT APPLICATION SUBMISSIONS PER GRANT CYCLE***

Only one application per organization/per grant cycle will be accepted.

#### ***PROGRAMS ELIGIBLE FOR FUNDING***

Organizations meeting the following criteria are eligible to apply for a Community Partnership Grant. Programs and services provided must benefit the residents of Hallandale Beach. Programs will be funded in the form of reimbursements for units of services provided.

**Grant Funding requests over \$10,000 must address a Priority Area adopted by the City Commission:**

- Education;
- Workforce Development;
- Cultural Arts;
- Health and Wellness; and,
- Law Enforcement/Criminal Justice.



### ***PROGRAMS NOT ELIGIBLE FOR FUNDING***

- Capital campaigns;
- Fundraising events;
- Programs or services that promote religion;
- Political activities;
- Honorariums for guests;
- Emergency funding;
- Programs that primarily fund other organizations or individuals;
- Building construction and repairs;
- Land and land improvements; and,
- Expenses related to attendance at seminars, workshops, symposiums, or conferences.

### ***CONFLICT OF INTEREST & CODE OF ETHICS***

Members of the City Commission and the Grants Review Committee are subject to the “Florida Sunshine Laws,” Florida Ethics Laws, Broward County Code of Ethics, the City Code of Ethics Manual, the City Protocol Manual and other applicable State Statutes, City Code of Ordinances and City Policies. This includes the requirement to disclose any Conflict of Interest and complete the appropriate forms (available at [www.cohb.org/Grants](http://www.cohb.org/Grants)). No City funds may directly or indirectly benefit any City Official, City employee or their families.

### ***LEVERAGING OF FUNDS***

It is the City’s goal to maximize its resources by funding organizations that are able to provide other resources to match the City’s funding in order to implement desired programs. The match can be in the form of organization funds, other grant funds, in-kind donations, or any combinations thereof. Matching funds may not include any City facilities and/or in-kind City contribution. Additional rating points will be awarded to organizations that demonstrate in writing that grants funds will be leveraged. See Grant Evaluation Matrix below.

### ***PARTNERSHIPS/COLLABORATIONS***

It is the City’s goal to encourage local non-profits organizations that provide a common goal and choose to operate joint programs/services within the City or in collaboration with another agency. Agencies must provide documentation evidencing such partnership/collaborations such as copy of the executed contract or memorandum of understanding between the agencies in partnership. Additional rating points will be awarded to organizations that demonstrate in writing the partnership/collaboration of the proposed program and/or service. See Grant Application Review Matrix below.

## **BACKGROUND SCREENING**

Prior to Grantees providing services, all persons having access to and/or providing programming and/or services to the vulnerable sector, such as children, the elderly, or the disabled, shall pass a Level II criminal background screening in accordance with the requirements of Florida Statute. The background screening shall include employment history checks and both local and national criminal record checks coordinated through a law enforcement agency.

## **GRANT APPLICATION PROCESS AND AWARDING OF GRANTS**

### ***TIMELINE***

Community Partnership Grants will be awarded annually, contingent upon available funding and allocation within the fiscal year budget. Specific dates and instructions will be published in March of each year.

Grant Application issued	April
Technical Assistance Workshop	May
Grant Application deadline/due	May
Grants Review Committee review and funding recommendations	July
Notice of Funding Recommendation	July
City Commission Award	August/Sept.

### ***GRANT APPLICATION PROCESS***

Applications for funding will be solicited through a Request for Grant Applications (RFP). Applications will be made available on the City's website ([www.cohb.org/Grants](http://www.cohb.org/Grants)). Notices will be posted on the City's website and social media. In addition, an email notification will be sent through the City's "Notify Me" system. The above timeline with specific dates and instructions will be posted in March of each year. Applicants are to deliver application packages, by mail or in person, by the deadline provided in the Grant Application. No facsimiles or emails will be accepted. **No late applications will be accepted.**

Complete proposals/applications, with required and supporting documentation, are to be delivered to:

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400 S. Federal Hwy.  
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ATTN: Community Partnership Grants Program

The Procurement Department will receive and register the applications and forward to the Director of Human Services, who will convene the Grants Review Committee for review, evaluation and funding recommendations to the City Commission and/or HBCRA Board of Directors. All meetings of the Grants Review Committee shall be publicly noticed by the City Clerk's Office.

### ***TECHNICAL ASSISTANCE WORKSHOP***

City staff will hold a technical assistance workshop after the release of the Request for Proposals for Grant Applications (RFP). Attendance to the workshop is not mandatory; however, prospective applicants are **strongly encouraged** to attend. During the Workshop, applicants may ask questions about the forms and requirements of the RFP.

To ensure there is an ethical and fair process, after the completion of the Technical Assistance Workshop, City staff will no longer answer any questions related to the RFP. In addition, applicants are not to contact staff members of the Grants Review Committee or City Commission.

### ***REQUIRED DOCUMENTATION***

It is understood that in order to facilitate the program's administration, a variety of documents may be used and modified from time to time by staff. Failure to include the required documentation set forth in the Grant Application Guidelines will result in rejection of the application and automatic denial of funding. Failure to provide said documentation is not grounds for appeal.

The Grant Application Guidelines shall be available on the City's website ([www.cohb.org/Grants](http://www.cohb.org/Grants)) and at the Technical Assistance Workshop. The following documents are required for all proposals submitted for funding consideration:

- Application Checklist;
- Grant Application for funding;
- Copy of active Non-Profit Status from IRS;
- Evidence of Incorporation from State of Florida – active status ([www.sunbiz.org](http://www.sunbiz.org));
- List of Board Members, Director/Agency Head, Titles, Addresses & Phone Numbers;
- Evidence of Financial Soundness (990 form) and documentation from a Financial Institution showing the last three (3) months of operating expenses;
- Letters of Support from Community Partners for the project (limit to three (3) and proof of Leveraging of Funds (if applicable);
- Memorandum of Understanding/s if partnering with an organization/s;

- Key Staff Resumes;
- Certificate of Insurance; and,
- Certification by Authorized Representative indicating all information provided is true and that he/she is authorized to represent the organization.

All Grantees are required to enter into a contract, also known as a Grant Agreement, with the City. The following documents will become part of the Agreement:

- Sworn Statement on Public Entity Crime Form;
- Disability Non-Discrimination Certification Form;
- Drug-Free Workplace Certification Form; and,
- Statements from the Organization's Board and Members of no past due amounts owed to the City/HBCRA.

**Additional required Documentation - if *applicable***

- Copy of sub-contracts, executed leases agreement, or memoranda of understanding between agency and/or physical location (school, church, office, etc.) where service are to be offered;
- Level II criminal background screening in accordance with the State of Florida for employees/consultants if funding is for services to children, elderly or the disabled.

The City may require additional information for the determination of the applicant's qualifications to provide the proposed services as part of the Grants Review Committee process.

***REVIEW OF APPLICATIONS***

Grant Applications shall be delivered to the Procurement Department by the time and date specified in the Request for Grant Application and timeline set forth each fiscal year. Late proposals will not be accepted. Proposals shall be delivered in the manner set-forth in the RFP.

After the closing date for acceptance of applications, the Procurement Department shall deliver the proposals to the Human Services Director. The Human Services Director, or designee, will conduct a preliminary review of each proposal to confirm that the organization is eligible to apply, and determine that all required documents and other required supporting materials have been included in the organization's application. Incomplete applications will be deemed to not meet the minimum requirements and will not receive further consideration.

All proposals that meet the eligibility requirements and have provided a complete application package shall be reviewed by the Grants Review Committee. The Committee shall review and rank applications as set forth in the below matrix. Applicants will be invited to a publicly noticed meeting of the Grants Review Committee to provide a brief oral presentation and answer questions of the Committee related to the application submitted. No additional documentation or other materials shall be provided to the Committee during said meeting or thereafter. Failure to appear at the oral presentation shall be grounds for rejection of the application.

The following matrix will be used to evaluate proposals based on the categories indicated:

**APPLICATIONS MUST ACHIEVE A MINIMUM SCORE OF 70 POINTS FOR FURTHER FUNDING CONSIDERATION.**

**BELOW IS A SAMPLE OF AN EVALUATION TOOL AND SOME OF THE QUESTIONS THAT SHALL BE USED TO SCORE THE APPLICATION**

<b>CATEGORY</b>	<b><u>POTENTIAL POINTS</u></b>	<b><u>ACTUAL POINTS</u></b>
<b>I. ORGANIZATIONAL BACKGROUND INFORMATION</b>		
<ul style="list-style-type: none"> <li>Give an overview of the agency's mission and history. Include years of operation, mission statement and primary services provided</li> </ul>	5	
<b>II. PROJECT DESCRIPTION</b>		
<ul style="list-style-type: none"> <li>What – Is the description of the proposed program clear? Is there a clear need for the program?</li> <li>Does the service address a City priority area?</li> <li>Who will be served and numbers to be served by the organization?</li> <li>How will the services benefit Hallandale Beach residents?</li> <li>Is there a fee for services? How much? Are scholarships or waivers available?</li> <li>Will the overall Hallandale Beach Community benefit from the program?</li> </ul>	25	

III. METHODS OR STRATEGY FOR IMPLEMENTATION		
<ul style="list-style-type: none"> <li>Is the project schedule/time table attached and complete?</li> <li>Timeline – Evidence that program can start within established deadlines and reasonableness of timeline for implementing services proposed.</li> <li>Are there specific activities to achieve goals and objective?</li> <li>Is there a registration, referral, or recruitment process for participants?</li> <li>Where &amp; When – Location of the program &amp; Days/Hours of Operation</li> <li>Will the project have other agencies or organizations involved in the project as demonstrated by a MOU, letters of support, etc? and what are their duties and responsibilities?</li> <li>Who will be responsible for the overall project and what are staff's responsibilities?</li> <li>Did applicant submit a detailed Work Plan?</li> </ul>	20	
IV. EVALUATION OF PROGRAM/PROJECT		
<ul style="list-style-type: none"> <li>Does the applicant provide a detailed method or strategy to evaluate the program?</li> <li>Performance Measures – Clear and measurable outcomes provided? Are they quantifiable?</li> </ul>	15	
V. ECONOMIC SUSTAINABILITY		
<ul style="list-style-type: none"> <li>Does the applicant provide a detailed method or strategy for the Program's economic sustainability? What is the organizations sustainability plan for the next three years?</li> <li>Does the applicant address how they would operate with a reduced amount of 50% requested? Indicate the unit cost for services and how are they calculated. Does the applicant address how they would operate with a reduced grant amount of 50% requested if funding for the full request is not available?</li> </ul>	5	
VI. BUDGET		
<ul style="list-style-type: none"> <li>Budget Provided? Is the budget information clear?</li> <li>Are costs/expenses reasonable given the type of services?</li> </ul>	20	
VII. LEVERAGING OF FUNDS (EXTRA POINTS)		
	5	
VIII. PARTNERSHIP(S)/COLLABORATIONS (EXTRA POINTS)		
	5	
TOTAL POINTS		100

The Grants Review Committee will annually (per grant cycle) review and provide recommendations on the evaluation criteria and allocation of points assigned to each category. The Grants Review Committee will evaluate and provide funding recommendation to the City Commission. The Human Services Department will prepare the agenda item to be presented to the City Commission no later than the first meeting in September.

Applicants shall be notified of the Committee's recommendation by the deadline provided for in the timeline.

### ***APPEALS***

An appeal procedure will be made available to applicants that are not recommended for funding. The Appeal must be based on an error in fact. Alleged errors will be reviewed by the City Manager upon consultation with the Procurement Director and the City Attorney. To initiate an appeal, the applicant must notify the City Manager in writing within five (5) business days from the date on the City's written notice of non-funding.

### ***CITY COMMISSION FINAL AWARD***

The City Commission shall make the final grant awards.

## **CONTRACT TERM AND REQUIREMENTS**

### ***CONTRACT***

All grant recipients must enter into a contract, also known as a Grant Agreement, with the City. Contracts are anticipated to commence on or about October 1 of each fiscal year and end September 30 the following year, with the option of two renewals based on program performance, compliance with reporting requirements and funding availability.

### ***SITE VISIT AND MONITORING***

The City shall conduct a site visit/observation during the first quarter to provide technical assistance (if needed) and ensure that grantees are in compliance with the Grant Agreement. In preparation for the monitoring visit, City staff will review all written data on file for the Grantee, such as application for City funding, written agreement and amendments, reporting requirements, documentation of previous monitoring and copies of audits (if applicable).

During the actual visit, the monitor (City staff) will conduct a review of the Grantee's files filling out a project specific monitoring tool to ensure compliance with all regulations governing their administrative, financial and programmatic operations and that they are achieving their performance objectives within schedule and budget. The Grantee shall provide, upon request, copies of all financial and other documentation to substantiate any grant funding provided to Grantee by the City. The monitoring report shall be used as a clear written record of the on-site visit. At the end of the visit, the monitor will conclude the visit by reviewing the tentative conclusions with the Grantee. At this point, there will be a clear understanding between the monitor and Grantee of the areas of disagreement and agreement regarding the monitoring results and whether there are any concerns or findings. Once the on-site visit is completed, the monitor will prepare a formal written letter describing the results of the visit, providing recognition of the Grantee's strengths and weaknesses. A copy of this letter will be kept on file with the Grantee's grant agreement and monthly reports. The monitor shall email a final copy of the monitoring tool and results of the visit to the Grantee.

An initial site visit shall occur prior to December 1. The assigned staff member (monitor) will contact the Grantee to explain the purpose of the visit and to schedule a date and time for the on-site visit. Once this is completed, a confirmation email will be sent before the scheduled visit to confirm all aspects of the monitoring visit and to explain what can be expected. In preparation for the monitoring visit, the monitor will review all written data on file for the Grantee, such as application for City funding, written agreement and amendments, monthly reporting requirements, documentation of previous monitoring, and copies of audits (if applicable).

The City shall conduct quarterly on-site monitoring visits for each Grantee that receives funding over \$10,000 during the program year. Monitoring shall entail a review of detailed information including, but not limited to, backup financial and other documentation to support Units of Services, i.e.; number of clients and residents of Hallandale Beach served, units of service per cost, attendance logs, items distributed, etc.

Grantees may be visited more frequently in order to assist with questions and check on program progress. A monitoring schedule will be prepared and the Grantee visits will be prioritized by determining if any organizations are considered high risk, i.e., new to the program—first year as a Grantee.

If the Grantee is experiencing problems or is failing to comply with regulations, these issues will be specifically outlined in the monitoring follow-up letter, along with recommendations or requirements to address and rectify the problems. If a finding is issued for noncompliance, the monitoring follow-up letter will provide recommendations on how the situation can be remedied. When a finding is issued, the monitoring follow-up letter will identify a deadline for when the specific issues must be corrected. The monitor will then follow-up with the organization to make sure the corrections have been made.



For situations in which the recommended corrections have not been made, the organization will be issued a Final Notice of Non-Compliance and provided thirty (30) days to complete the corrective action with the intent to terminate the Grant Agreement should compliance not be achieved in 30 days. Failure to complete the corrective action will result in Notice of Termination.

Upon failure of Grantee to provide documentation to substantiate the units of service reimbursement, the City may conduct an audit of the Grantee's financial records and other files that may be necessary to perform said audit. In addition, this shall be considered a breach of the grant agreement subject to its termination. Upon Termination of the agreement, the City may seek reimbursement of any grant funds provided to Grantee which documentation to support said funding cannot be produced by Grantee, and Grantee shall be prohibited from receiving any future grant funding from the City until such time as the information can be provided and verified by the City.

Grantees who have been terminated for noncompliance shall have five (5) business days to file an appeal to the City Manager, through the Grants Review Committee. Said appeal will be heard within 30 days of the appeal.

### ***MONTHLY REPORT***

Grantee shall submit to the City (Human Services Department) a Monthly Report identifying all funded activities and the number of Hallandale Beach residents served within that month. A template of report is available at [www.cohb.org/grants](http://www.cohb.org/grants). The monthly report shall specify, with supporting documentation, the number of Hallandale Beach clients served by the program and specify service provided. The City shall provide a standard monthly report form that may be supplemented by the organization with additional information.

### ***FINANCIAL ACCOUNTABILITY***

Payment requests shall be made at a minimum on a monthly basis. **Programs will be funded in the form of reimbursements for units of services provided as compared to the units of service approved in the Grant proposal.** Monthly reimbursement requests shall include supporting documentation to substantiate unit of service reimbursement monthly requests. Grantees will only be reimbursed for expenditures enumerated under categories within the contract budget. Payment requests shall be submitted to the Human Services Department by the 10<sup>th</sup> of each month. Upon review and approval, the Human Services Director shall submit the reimbursement request to the Deputy City Manager for authorization to disburse the funds. Once approved by the Deputy City Manager, the Finance Department shall release the requested reimbursement.

The Grantee may request up to two months of advanced payments at the start of the contract period to cover program administrative and service costs. All approved advanced payments shall be recouped during the entire agreement period. No payments shall be disbursed prior to execution of the Grant Agreement.

### ***FINAL REPORT***

Grantee shall provide a final expenditure report to the Human Services Department with the last monthly report. Final reports shall be submitted by November 10 of each fiscal year. Human Services staff shall prepare a final report summarizing the units cost of services to Hallandale Beach residents and rate of utilization of each year's funding allocation. Said report shall be presented to the City Commission no later than 90 days after the close of the fiscal year.

### ***REVOCATION OF FUNDING***

Revocation of grant funding will be set forth in the Grant Agreement. The City Manager may terminate funding to Grantee in any of the following instances:

- (1) It is determined that the Grantee cannot or will not take the necessary action to bring the organization into compliance within the time provide by the City.
- (2) The City Manager determines that the nature or extent of noncompliance is extreme and warrants immediate termination of funding.
- (3) The Grantee is no longer officially recognized as a non-profit agency by the IRS.
- (4) The Grantee fails to comply with provisions of the grant agreement.
- (5) The Grantee has not timely submitted an appeal.

Upon determination of noncompliance or failure to take corrective steps set forth in the Final Notice of Non Compliance Letter, the City shall provide a written "Notification of Termination" by certified mail, return receipt requested, to the authorized representative listed in the Notices section of the Grant Agreement. The notification shall include the charges for such proposed action; sections of the contract or contractual obligations that the grantee is charged with violating; and a statement informing the Grantee of their right to request an appeal to the City Manager, through the Grants Review Committee. In cases where it is determined that the nature or extent of noncompliance is extreme and warrants immediate termination of funding, immediate termination of the grant will occur.

## **GRANTS REVIEW COMMITTEE**

The Grants Review Committee is established for the purpose of reviewing, recommending, and overseeing the Community Partnership Grants procedures and Program.

### ***COMPOSITION***

The Committee shall be both interdisciplinary and permanent, and meet no less frequently than once each quarter. The composition of the committee shall be as follows:

- A. Human Services Director.
- B. Human Services Administrative Coordinator/ Grant Monitor.
- C. Budget Director.
- D. Deputy City Manager or Assistant City Manager charged with overseeing the Human Services Department.
- E. Hallandale Beach Community Redevelopment Agency Executive Director or his/her designee.
- F. Procurement Director or his/her designee.
- G. In addition to the permanent members of the Committee, there should be flexibility to appoint subject matter experts on an ad hoc basis to help address specialized situations. Depending on the need for these ad hoc members, they may only need to be included for a short period of time.
- H. One Community resident with a long history of experience with programs serving the disadvantaged and/or cultural programs. This member will be appointed by the City Commission.

Grants Review Committee Members are subject to the “Florida Sunshine Laws,” Florida Ethics Laws, the City’s Code of Ethics and other applicable State Statutes, City Code of Ordinances and City Policies. This includes the requirement to disclose any Conflict of Interest and complete the appropriate forms (available at [www.cohb.org/Grants](http://www.cohb.org/Grants)). No City funds may directly or indirectly benefit any City Official, City employee, or their families.

## ***DUTIES***

The Grants Review Committee shall have the following functions and duties:

- Review the City's priority areas and advise the City Commission of any recommended changes;
- Annually review and provide recommendations to staff of the evaluation criteria and allocation of points assigned to each;
- Prior to the release of the Request for Proposals for Grant Applications, the Committee may set a maximum grant award in accordance with the City's adopted budget;
- Encourage methods to generate new applications that will meet the changing needs of the Community;
- Review and evaluate the submitted applications to provide a funding recommendation to the City Commission. The Committee shall hear presentations by applicants as part of the review and evaluation of the submitted grant applications. The oral presentations shall be in support of what has been provided in the application or otherwise demonstrate the information contained therein for clarification purposes. No new information or material not already provided in the application is to be presented during oral presentations. Following the oral presentation, the Committee will evaluate the applicant through an additional rating process to rank and provide funding recommendations (appeals of the Committee funding recommendation shall be made to the City Manager within five (5) days of notification);
- Review unit cost per service criteria to ensure that the grants review process incorporates the most cost effective outcomes for Hallandale Beach residents; and
- Other Community Partnership Grants-related duties as might be assigned by the City Manager.