

WALK ON #2

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 2005 0282

February 24, 2005

1. **Action Requested/Purpose:** Direct Department of Human Services staff on how to handle the not-for-profit agencies that failed to meet the BOCC approved and publicly advertised FY06 Partnering for Results February 7, 2005 required Letter of Intent deadline.

2. **What Action Accomplishes:**

Fulfills February 22, 2005 direction of Board of County Commissioners for staff to bring this item forward as a walk-on at the March 1, 2005 Board meeting. Determines whether agencies that failed to meet the February 7, 2005 Letter of Intent deadline should be considered for funding.

3. **Departmental Category:**
05 Human Services
Countywide

4. **Meeting Date:**

03-01-2005

5. **Agenda:**

Consent
 Administrative
 Appeals
 Public
 Walk-On

6. **Requirement/Purpose (specify)**

Statute
 Ordinance
 Admin. Code
 Other

7. **Request Initiated:**

Commissioner Judah
Department Human Services
Division _____

By: Ann M. Arnall

Ann Arnall 2/24/05

8. **Background:**

On February 22, 2005, AFCAAM and Our Mother's Home both contacted the Department of Human Services and Commissioner Judah to state they were not aware of the February 7, 2005 required Letter of Intent deadline in order to be considered for FY06 funding through the Partnering for Results process.

Notice of Funding Availability, which includes all required deadlines, was posted on the County website on January 12, 2005. This notice was also mailed to 19 currently funded agencies and 26 agencies that inquired about County funding throughout the prior year. Both AFCAAM and Our Mother's Home were mailed the Notice and the mailing address has been verified as accurate. The Department has not received any returned mail. The Notice of Funding Availability was also published in the Local Section of The Fort-Myers News Press on January 20 and 27, 2005. A detailed timeline comparing the required deadlines for both the FY05 and FY06 process is attached and includes issues for consideration, a staff recommendation, and rationale for upholding the funding criteria and required deadlines.

The Board of County Commissioners approved the funding criteria, which includes the required deadlines on January 25, 2005. Staff recommends that the established funding criteria be upheld and agencies that failed to meet the February 7, 2005 required Letter of Intent deadline not be considered for funding.

Attachment: FY05 and FY06 Funding Timeline including additional information for consideration, staff recommendation, rationale and supporting documentation.

9. **Review for Scheduling**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager / P.W. Director
					Analyst	Risk	Grants	Mgr.	
<i>Conna for KBQ for AGH</i>	N/A	N/A	N/A	<i>Address</i> <i>Jacob RK 2/25</i>		<i>2/25/05</i>	<i>RK FOR RK 2/25</i>	<i>2/25/05</i>	<i>HS 2/25/05</i>

10. **Commission Action**

Approved

Deferred

Rec. by CoAtty
Date: 2/25/05
Time: 10:00 Denied
Forwarded To: Adman 2-25-05
10:05

RECEIVED BY COUNTY ADMIN: RK
2/25/05
10:15am
COUNTY ADMIN FORWARDED TO: HS
2/25/05
1:45pm



MEMORANDUM FROM
THE DEPARTMENT OF
HUMAN SERVICES
ADMINISTRATION

Date: February 24, 2005

To: All Concerned Departments

From: Ann Arnall *Ann Arnall*
Deputy Director

Re: Walk-on Blue Sheet (Number 2005-282)

The attached blue sheet number 2005-282 needs to be walked on to the March 1, 2005 Board of County Commissioners meeting.

At the February 22, 2005 Board of County Commissioners meeting Human Services' staff was directed to bring this item forward as a walk on.

Thank you.

005 FEB 25 PM 9:35
LEF POC M FORNEY

**Partnering for Results Timeline
FY05 and FY06**

FY05 Process (Prior Year)		FY06 Process (Current Year)	
Deadline Dates	Task	Deadline Dates	Task
01/04	Notice of Funding Availability (NOFA) posted on County website. NOFA includes all required deadlines	01/12/05	Notice of Funding Availability (NOFA)* posted on County website. NOFA includes all required deadlines
01/19/04	NOFA mailed to 13 currently funded agencies NOFA also mailed to 31 agencies that inquired about County funding during the prior year.	01/20/05	NOFA* mailed to 19 currently funded agencies (includes AFCAAM) NOFA also mailed to 26 agencies that inquired about County funding during the prior year (includes Our Mothers Home).
01/20/04	Published NOFA in local section of Fort Myers News Press	01/20/05	Published NOFA* in local section of Fort Myers News Press
01/27/04	Published second NOFA in local section of Fort Myers News Press	01/27/05	Published second NOFA* in local section of Fort Myers News Press
02/02/04	Request for Proposals and funding guidelines which include all required deadlines posted on County website	01/31/05	Request for Proposals and funding guidelines which include all required deadlines posted on County website
02/09/04	Required Letter of Intent and supporting documentation deadline to be considered for FY05 funding	02/07/05	Required Letter of Intent and supporting documentation deadline to be considered for FY06 funding
02/10/04	DHS staff reviewed Letters of Intent and notified agencies if any supporting documentation was missing. Agencies were given 72 hours to correct deficiencies.	02/08/05	DHS staff reviewed Letters of Intent and notified agencies if any supporting documentation was missing. Agencies were given 72 hours to correct deficiencies.
02/11/04-02/15/04	DHS staff notifies agencies whether Letter of Intent and supporting documentation is accepted or not. If accepted, agency is reminded to attend one of the two upcoming workshops.	02/10/05-02/14/05	DHS staff notifies agencies whether Letter of Intent and supporting documentation is accepted or not. If accepted, agency is reminded to attend one of the two upcoming workshops.

**Partnering for Results Timeline
FY05 and FY06**

FY05 Process (Prior Year)		FY06 Process (Current Year)	
Deadline Dates	Task	Deadline Dates	Task
02/17/04 02/19/04	DHS staff held 2-½ hour workshop for agencies that submitted required Letter of Intent and supporting documentation. Conducted page by page review of proposal. Agencies had the opportunity to ask questions. Agencies received access to the on-line proposal system.	02/15/05 02/17/05	DHS staff held 2-½ hour workshop for agencies that submitted required Letter of Intent and supporting documentation. Conducted page by page review of proposal. Agencies had the opportunity to ask questions. Agencies received access to the on-line proposal system.
03/26/04	Deadline for agencies to submit proposal electronically.	03/18/05	Deadline for agencies to submit proposal electronically.
	DHS staff review proposals for completeness and prepare a summary for review panel	03/19/05- 03/31/05	DHS staff review proposals for completeness and prepare a summary for review panel.
04/02/04	Deadline for agencies to submit signed certifications and required supporting documentation of other funding and formal partnerships	03/25/05	Deadline for agencies to submit signed certifications and required supporting documentation of other funding and formal partnerships
04/13/04	Review panel orientation and training held	04/05/05	Review panel orientation and training held
	4/20/04 Review panel given proposals to read and evaluate	04/12/05- 05/31/05	Review panel given proposals to read and evaluate
05/25/04	Review panel finalizes funding recommendations for submission to the Board of County Commissioners	05/31/05	Review panel finalizes funding recommendations for submission to the Board of County Commissioners

Attachments

* Notice of Funding Availability (NOFA)

January 25, 2005 Blue Sheet

Our Mother's Home FY04 funding denial reasons

Partnering for Results Timeline FY05 and FY06

Additional Information for Consideration

- January 13, 2005 – Presented an overview of the Department of Human Services at the Human Services Information Network meeting that was attended by over 100 people representing various not-for-profit agencies. Mary Lewis, Executive Director of Our Mother’s Home and a representative of AFCAAM both were in attendance at the meeting. General information on County funding for not-for-profit agencies was provided and the audience had the opportunity to ask questions following the presentation and after the meeting.
- January 25, 2005 – Board of County Commissioners approved funding criteria for FY06 Partnering for Results process, which included required deadlines in the blue sheet background and attachments. (January 25, 2005 blue sheet attached)
- February 22, 2005 – Two agencies, AFCAAM and Our Mother’s Home, contacted the Department of Human Services and Commissioner Judah stating they were not aware of the February 7, 2005 deadline for the required Letter of Intent.
- AFCAAM currently receives County funding and was mailed the FY06 NOFA* on January 20, 2005. DHS staff verified AFCAAM’s mailing address on February 22, 2005 when they called to state they did not receive the NOFA. The NOFA was mailed to the correct address. DHS has not received any returned NOFAs.
- Our Mothers Home has been on the NOFA mailing list since FY01 (January 2000) and was mailed the FY06 NOFA on January 20, 2005. DHS staff verified our Mother’s Home mailing address on February 22, 2005 when they called to state they did not receive the NOFA. The NOFA was mailed to the correct address. DHS has not received any returned NOFAs.
- On September 8, 2004, Our Mother’s Home met with Commissioner Judah and Karen Hawes to discuss the need for agency funding. The Partnering for Results process was discussed in general. Ms. Hawes suggested that Our Mother’s Home meet with DHS contract staff to review the details of the funding process and required deadlines prior to January 2005. Our Mother’s Home did not request a meeting with DHS staff.
- Every fiscal year since January 2000 (FY01) Our Mother’s Home has been mailed the NOFA.
- Our Mother’s Home applied through the Partnering for Results process for the first time in March 2000 for FY01 funding and was denied due to the facility serving very few clients, none of which were Lee County residents.
- Our Mother’s Home did not apply for FY02 or FY03 County funding. Our Mother’s Home did apply in March 2003 for FY04 County funding and met all required deadlines but were not recommended for funding by the committee for several reasons (funding denial reasons attached).
- Our Mother’s Home was sent the NOFA in January 2004 for FY05 County funding. Sometime in the Spring 2004, the agency called DHS staff and was informed they missed the required Letter of Intent deadline. Our Mother’s Home stated they never got the FY05 NOFA, which was sent to the correct address.

45 agencies (19 currently funded and 26 additional) were mailed the NOFA on January 20, 2005
24 agencies returned the required Letter of Intent by February 7, 2005, of which 22 were approved to submit proposals
21 agencies that were mailed the NOFA did not respond by the February 7, 2005 Letter of Intent deadline.

Partnering for Results Timeline FY05 and FY06

Staff Recommendation:

The Board of County Commissioners uphold the Partnering for Results criteria approved on January 25, 2005, which includes the required deadline of February 7, 2005 for the Letter of Intent submission.

Rationale for Recommendation:

- Twenty-two agencies that met the Letter of Intent deadline will be in their second week of writing proposals on March 1, 2005.
- If the process is opened to agencies that did not meet the original deadline, additional time would need to be granted and staff would have to conduct a third training workshop.
- The established calendar and timeframe for DHS staff, the review panel, and the applicant agencies, which has been publicly advertised and approved, would have to be reconfigured.
- Extending the process for proposals to be submitted will delay the proposal review process. When citizen volunteers are recruited it is advertised and they are advised that the work will be completed during the months of April and May. Only those who can commit to this schedule are encouraged to apply. If the review process extends into the summer months, committee members tend to miss meetings due to other commitments, vacations, etc. It is difficult to finalize the process without all members completing the evaluations and attending all meetings. If a quorum of members cannot be established, the funding recommendation process cannot be completed.
- Extending the process for some agencies could be perceived as an unfair advantage by those agencies that met the required deadlines and result appeals to the process and final funding recommendations.
- This is a highly competitive process that needs to be administered equitably and fairly for all agencies involved.
- The impact of opening up the process is unknown. Twenty-one agencies that were mailed the NOFA on January 20, 2005 did not submit the required Letter of Intent by the February 7, 2005 deadline. In addition, nothing would prevent other agencies that were not originally notified from applying.
- The importance of attention to details and following instructions needs to be reinforced with applicant agencies in order for them to become successful in obtaining other sources of funding. State and Federal grants do not allow for such exceptions to the established process. If an agency misses Federal or State grant deadlines they are not considered for funding. Exceptions are not allowed.
- All agencies need to be accountable and responsible for securing adequate funding for their operations. It is not the funding entities responsibility to ensure they are aware of grant deadlines. DHS has historically gone above and beyond in notifying agencies of the funding process.
- Adherence to the established process should be enforced without making exceptions for agencies that are non-compliant. When such exceptions are made, we reinforce and encourage agencies behavior of going outside of the process.



Notice of Funding Availability Partnering for Results Request for Proposals

The Lee County Department of Human Services requests proposals from non-profit organizations. The maximum amount of funding projected for FY 2005-2006 is \$ **3,580,154** contingent on approval by the Board of County Commissioners.

The RFP will be released on-line **Monday, January 31, 2005** on the County web site: **dhs.lee-county.com/rfp**. Proposals **must** be submitted electronically.

A letter of intent to bid **must** be submitted to the Department of Human Services **Monday, February 7, 2005 by 5:00 p.m.** for proposals to be considered.

Completed proposals must be submitted on-line to the Department of Human Services by **noon Friday, March 18, 2005**.

ELIGIBLE REQUESTS

- 1) Service must be based on a unit rate and produce measurable outcomes that support one of the following Priority Outcome Areas:
 - Supportive Housing/Living – Special populations achieve their highest potential.
 - Economic Opportunity – People have the job skills and economic opportunities they need to be self-supporting and self-sufficient.
 - Activities for Youth – Youth make safe responsible decisions.
 - Basic Assistance – Families and individuals meet their subsistence needs.
- 2) Agency must be private non-profit entity with tax-exempt status under Section 501 (c) 3.
- 3) Agency must have completed twelve months of operation and service delivery prior to proposal release date.
- 4) Agency must have an independent financial audit of the prior fiscal year (or most current audit), including the management letter and written response.
- 5) Agency must have CPA's Peer Review Letter. The accountant must have received an unmodified opinion on their review.
- 6) Agency must provide direct services to clients.
- 7) Services must benefit residents of Lee County.
- 8) Minimum program proposal amount - \$15,000.
- 9) Program must receive cash to support operations from sources other than Lee County.

INELIGIBLE SERVICES

- Mental health or substance abuse treatment programs
- Medical education or services
- Construction or purchase of capital equipment
- Programs requiring religious participation
- Educational or extracurricular programs for youth operating during the school day

Reasonable accommodations and alternative accessible format of proposal will be made upon request. For additional information call (239) 652-7944.

**PUBLISHED IN THE LOCAL SECTION OF THE FORT MYERS NEWS PRESS
JANUARY 20, 2005 AND JANUARY 27, 2005
TOTAL COST OF BOTH ADVERTISEMENTS \$964.80**

**Lee County Board Of County Commissioners
Agenda Item Summary**

January 11, 2005

Blue Sheet No. 20050043

1. REQUESTED MOTION:

ACTION REQUESTED: Approve criteria for the Partnering for Results Request for Proposal (RFP) process and approve FY 2005-06 funding amount not to exceed \$3,622,154. Approve a maximum of \$42,000 of the \$3,622,154 to be allocated to United Way of Lee County for the Information & Referral (211) services for FY 2005-2006.

WHY ACTION IS NECESSARY: To provide policy direction and establish budget for the Partnering for Results Request for Proposal process.

WHAT ACTION ACCOMPLISHES: Establishes the RFP guidelines and funding amount for FY 2005-2006 Partnering for Results and approves a maximum of \$42,000 to be allocated to United Way.

2. DEPARTMENTAL CATEGORY 05

COMMISSION DISTRICT # CW

C5B

3. MEETING DATE:

01-25-2005

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER N/A
- B. DEPARTMENT Human Services
- C. DIVISION N/A
- BY: Karen B. Hawes, Director

gma

7. BACKGROUND: The Partnering for Results Request for Proposal (RFP) process provides general fund dollars to not-for-profit human service agencies to purchase services, which demonstrate a measurable outcome.

The Partnering for Results RFP will include the following criteria:

- Services must be based on a unit rate and produce measurable outcomes that support the departmental outcomes.
- Bidders must be private non-profit entity with tax-exempt status under IRS Internal Revenue Code Section 501(c) 3 of the Code. The IRS must have acknowledged this ruling in writing.
- Bidders must have completed twelve months of operation and service delivery prior to proposal submission date.
- Bidders must have an independent financial audit of the prior fiscal year (or most current audit), including the management letter and written response. The Peer Review letter for the audit firm must be provided. The accountant must have received an unmodified opinion on their review.
- Bidders must provide direct services to clients.
- Services must benefit residents of Lee County.
- Minimum amount for each program proposal considered is \$15,000.
- Proposed programs must not be fully dependent of County funding to operate. (continued page 2)

RECEIVED
LEE COUNTY
DEPARTMENT OF
HUMAN SERVICES
2005 JAN 26 PM 11:59
County Manager

8. MANAGEMENT RECOMMENDATIONS:

Approve the action

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			
<i>[Signature]</i>	N/A	N/A	N/A	<i>[Signature]</i>	OA	OM	Risk	GC
					<i>RK/12</i>	<i>AM/11/2</i>	<i>OR/11/2/05</i>	<i>RS/11/2/05</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

after disc.

Rec. by CoAtty
Date: <u>1/12/05</u>
Time: <u>1:55</u>
Forwarded To: <u>Admin 1/12/05</u>

RECEIVED BY COUNTY ADMIN:
<u>1/12/05</u>
<u>2:05 pm 54</u>
COUNTY ADMIN FORWARDED TO:

Blue Sheet Number:

- Proposals for mental health or substance abuse prevention or treatment programs, medical education or services, construction or purchase of capital equipment, programs requiring religious participation, and educational or extracurricular programs for youth operating during the school day will not be considered.

Agencies will be required to submit a letter of intent by specified due date along with required documentation. Department of Human Services staff will verify receipt of letter of intent and required supporting documentation. If any supporting documentation is missing, agencies will be notified of the missing document(s) via fax and may submit the document(s) within three (3) working days of the fax notification

Proposals with disqualifying events will be rejected and a notice sent via certified mail stating the reason. Disqualifying events are as follows:

- Mandatory Letter of Intent including all required attachments is not submitted to the Lee County Department of Human Services by February 7, 2005 by 5:00 p.m.
- Agency does not fulfill all the bidder qualifications.
- Proposed program does not provide direct services.
- Proposed program does not benefit residents of Lee County.
- Amount requested from Lee County for proposed program is less than \$15,000.
- Proposal is for ineligible services which are mental health or substance abuse treatment programs, medical education or services, construction or purchase of capital equipment, programs requiring religious participation, educational or extracurricular programs for youth operating during the school day.
- Proposed program must not be fully dependent of County funding to operate.
- Proposal is not received on-line by March 18, 2005 by 12:00 p.m. (noon).

The remaining proposals will be evaluated by the Partnering for Results Proposal Review Panel.

The RFP for FY2005-2006 will be available on-line. Agencies will be required to submit proposals on-line by the determined due date. Workshops will be held to assist agencies with the on-line proposal. Agencies must attend workshops to receive a user ID and password to access the on-line proposal.

Staff is recommending continuation of core level service guidelines for the FY 2005-2006 RFP process. Funds will be made available in the FY 2005-2006 budget in an amount not to exceed \$3,622,154.

ATTACHMENTS: Calculation of General Fund Dollars
Proposal criteria

FY2004 Partnering for Results Proposal Rejection Notice

Date: April 4, 2003

Agency: Our Mother's Home of Southwest Florida, Inc.

Program: Group Home/Life Skills

Referenced Guideline	Agree	Disagree
Fatal Criteria B. Complete and organized in the manner specified on the proposal checklist (all questions answered and all current forms utilized).		
Reason(s)		
1) The amount being requested from Lee County is the total amount of the budget. Exhibit 8 "Program Revenue" shows 100% of funding from Dept. of Children & Families and In-kind revenue. Lee County is not listed on this exhibit as an anticipated source of revenue. It cannot be determined what is being asked of Lee County. 2) Exhibit 4 "Program Staffing Plan" – Salaries were not totaled. Salaries do not agree with salaries on Exhibit 7 "Program Expenses" 3) Allocation of salaries is not clear. \$20,000 is being allocated for each staff position for this program. It cannot be determined what the FTE's are for staff. Another proposal submitted under "Activities for Youth" show the same positions and \$7,500 allocated for each staff position in the youth program. For example: (A House Mother position is shown at \$9.00 per hour on both proposals. The annual salary computed at 2,080 hours equals \$18,720, which is less than what is being allocated to both programs. (\$20,000 plus \$7,500 equals \$27,500). 4) Salaries on Exhibit 4 do not agree with salaries on Exhibit 7. 5) Unit description is unclear for this program. 6) Units and unit costs are unclear. Page 6 of the narrative shows 8 units times 365 days for a total of \$340,000 and the unit cost at \$116.44. Exhibit 7 shows 8 units and the unit cost at \$42,500.		

Indicate next to each referenced guideline if the agency agrees or disagrees with the determination.

Does the agency wish to appeal this decision?

Yes No

If yes, clearly state how the proposal was in compliance with each program guideline listed. No new information may be submitted for consideration.

Signature

Date

Must be returned to the Department of Human Services within ten days of the date of this notice.