

Requests for Funds to Maximize Revenue

The intent of this Procurement Exemption is to maximize Federal, State, and Private Revenue opportunities to bring new resources to Broward County that benefit the Children & Families in our community.

1. An agency that is competitively or non-competitively applying for a grant or other additional funding from a Federal, State, or local government, or a private local or national foundation may be eligible for leverage funds from the Children's Services Council (CSC). Procured programs may also be eligible if the programs are being enhanced or expanded.
2. Leverage requests cannot take the place of a competitive procurement within the community.
3. Joint Funding/Community Collaborative projects are addressed in a separate Section.
4. All requests for CSC leverage funds must be consistent with and relevant to the current Goals and Objectives of the CSC and must contain measurable outcomes and fill an identified community need.
5. Agencies preparing for competitive or non-competitive grant(s), for which they plan to seek leverage funds from the CSC, should include CSC in the application process prior to the grant proposal submission, whenever feasible.
6. The total amount of leverage funding must be in the form of cash and represent at least 35% of the total project budget. In-kind leverage/match funding will not be considered.
7. Term: Not to exceed 5 years, subject to the limitation outlined in Number 8 below. Annual renewals of leverage contracts are based on satisfactory utilization and outcome performance and continuation of the competitive or non-competitive grant award, as well as on-going commitments by leverage funding sources.

Requests for Funds to Maximize Revenue

8. If during the term of this leverage, a CSC competitive procurement is released for which this program is eligible to be funded, the Agency must submit an application. If the Agency does not submit an application or is not recommended for funding, then the Agency's leverage program would end at the natural end of the program, i.e., school based programs would wrap up at the end of summer and other programs would finish at the CSC fiscal year end. Exceptions to a premature end may include commitments to an external 3rd party where match is involved
9. All competitive and non-competitive leverage funding requests must be submitted in a format that address the issues in the rating tool matrix (see the Rating Tool at the end of this Policy) and include supporting documentation. Supporting materials, including the budget summary and proposed outcome measures, shall be submitted in the Council's prescribed format, are subject to Council negotiation and approval; and must be submitted for CSC review 30 days prior to the next regular Program Planning Committee or Council meeting at which it will be considered.
10. Agencies requesting funds from CSC must submit a copy of the most recent financial statements audit completed by an independent Florida Certified Public Accountant (CPA), including single audit and management reports if applicable and demonstrate fiscal solvency, utilizing CSC's financial viability test based on audited financial statements and compiled financial statements for smaller agencies.
11. Agencies must provide CSC with documentation verifying the total leverage funding commitment as soon as it becomes available and CSC will in turn verify actual receipt of committed funds throughout the project. Leverage funds not actually received may result in a CSC funding reduction and/or the return of funds previously disbursed.
12. Agencies must provide CSC with copies of competitive or non-competitive grant related correspondence, proposed budget, and other related materials; and ongoing information on the status of the proposal on a regular basis until the application is either funded or denied.

Requests for Funds to Maximize Revenue

13. CSC funding shall not exceed 65% of the total project budget. This must be a cash award, not in-kind.
14. Distribution of CSC leverage funds must be in accordance with a CSC-approved contract including a Scope of Work, expected outcomes and payment/deliverable schedule.
15. Once the Award is established, the agency must comply with all of CSC's financial and administrative requirements and guidelines in compliance with the Contract.
16. CSC shall monitor the agency's programmatic, administrative and outcome based performance as well as the utilization of leverage funds.
17. Contracts for leveraged funds shall comply with CSC data reporting and all other contract requirements.
18. Program Design - If applying for a service category previously funded under a CSC Procurement, programs must:
 - a. Meet the same requirements as specified in the Procurement for similar services, and provide comparable, quality services.
 - b. Utilize, Evidence-Based Best Practice service models, when applicable, with service strategies to ensure fidelity throughout replication and implementation.
 - c. Demonstrate a positive Agency service delivery history.
 - d. Demonstrate a positive Agency administrative and utilization history.

Requests for Funds to Maximize Revenue

<i>Proposal meets the following Leverage Funding Requirements:</i>	Yes	No	Rating			Comments
			1.Minimal	2.Sufficient	3.Highest	
Proposer is applying for a grant or other additional funding from a Federal State or local government, or private local or national foundation.						
The total amount of leverage funding to be provided is in cash (not in-kind) and represents at least 35% of the total project budget. Leverage commitment is documented in writing.						
Proposal is consistent with and relevant to the current goals of the CSC and fills an identified community need.						
Proposal contains the most recent financial statement audit completed by an independent Florida CPA, including single audit and management reports, as applicable; and demonstrates fiscal solvency pursuant to the CSC Fiscal Viability Test. The most current audit is defined as an audit that covers the agency's latest fiscal year end. This audit should be completed and available within 120 days from the date of the agency's fiscal year end. Thus, if the Leverage Request is submitted on April 30, 20X4, the most current audited financial statements would be from the fiscal year that ended prior to December 31, 20X3.						

Requests for Funds to Maximize Revenue

<p>Program design and strategies appear to meet the needs of the target population. The response indicates a good understanding of how to implement best and/or promising practices that align with the selected service area.</p>				
<p>Target population to be served is fairly well defined and the needs of this population are adequately described and culturally competent. The numbers of youth appear realistic and some referral sources are identified.</p>				
<p>Program service components appear to meet the needs of the target population. The manner in which services will be provided is addressed. Service locations and hours of operation are well-planned and appear convenient for the population to be served.</p>				
<p>Collaborative and inter-agency partnerships and knowledge of resources are appropriate, clearly defined, and appear to ensure that comprehensive services from multiple sources would be provided. The response reflects in depth participation in local strategic planning efforts. There is significant prior involvement in the system of care for the selected population.</p>				
<p>Staff positions are clearly described, and education and experience appear reasonable for job duties. The number of professional staff is sufficient for the number of participants to be served.</p>				



Policy & Procedures Manual

PURCHASING

Requests for Funds to Maximize Revenue

Budget appears complete and accurate. Costs appear reasonable and support the proposed program. Budget detail clearly describes and justifies anticipated expenses.				
The response reflects in depth participation in local strategic planning efforts. There is significant prior involvement in the system of care for the selected population.				
			Total Score:	

Rater's Name, Title

Date