



Social Action Funding Guidelines

2024 – 2025

CITY OF ST. PETERSBURG

NEIGHBORHOOD AFFAIRS

VETERANS, SOCIAL AND HOMELESS SERVICES

Table of Contents

Application Review Process & Calendar.....	2
Purpose & Committee Review	3
Fatal Criteria & Exclusions	4
Eligibility Requirements & Funding Priorities	5
Application Instructions.....	6-10
Application Assembly Order	11-12
Proposal Rating Form	Appendix A
Glossary	Appendix B

Schedule – FY 2025
SOCIAL ACTION FUNDING
CITY OF ST. PETERSBURG CALENDAR

FRIDAY
MAY 3, 2024

NOTICE ALL NON-PROFIT AGENCIES -
APPLICATION, AVAILABLE ON CITY WEBSITE

TUESDAY
MAY 14, 2024

BIDDERS & TECHNICAL WORKSHOP
10:30 A.M. – 12:30 P.M.
Via Zoom

TUESDAY
MAY 28, 2024

QUESTIONS FROM BIDDERS DUE BY 4:00 P. M.

THURSDAY
JUNE 20, 2024

APPLICATIONS DUE BY 4:00 P. M.

FRIDAY
JULY 12, 2024

APPLICATIONS TO SSAC FOR REVIEW
City Hall 175 5th Street North, St. Petersburg
Room -100
1:00 P.M. – 3:00 P.M.

FRIDAY
AUGUST 2, 2024

APPLICATIONS DUE BACK FROM COMMITTEE
Due in online portal by 4:00 PM

TUESDAY
AUGUST 13, 2024

SSAC DELIBERATIONS & RECOMMENDATIONS
City Hall 175 5th Street North, St. Petersburg
Room - 100
9:00 A.M. – 11:30 A.M.

THURSDAY
SEPTEMBER 5, 2024

RECOMMENDATIONS TO CITY COUNCIL FOR
APPROVAL

FRIDAY
SEPTEMBER 20, 2024

FISCAL WORKSHOP FOR AWARDEES
City Hall 175 5th Street North, St. Petersburg
Room – 100
9:00 A.M. – 11:00 A.M.

MONDAY
SEPTEMBER 23, 2024

SSAC Debriefing
City Hall 175 5th Street North, St. Petersburg
Room – 100
9:30 A.M. – 11:30 A.M.

NOTE: Project funding cannot begin before October 1, 2024, nor extend beyond September 30, 2025

PURPOSE

The purpose of Social Action Funding is to provide financial support for social service programs that positively impact the lives of residents who are homeless and those at-risk of becoming homeless in the City of St. Petersburg.

Legal reference is found in St. Petersburg City Council Resolution No. 2019-204. Full copies of the Resolution may be obtained from Helen Rhymes, Manager of Veterans, Social and Homeless Services.

COMMITTEE REVIEW

All meetings of the Social Services Allocation Committee ("Committee") are open to the public. All eligible grant applications are distributed to Committee members for their individual review prior to the public review process.

The Committee will rate proposals. An average score will be calculated for each agency. *Note: An average score of **80 points** (80% of 100 possible points) must be obtained to move into Deliberations.*

After Committee members have reviewed and rated a program, the highest and lowest scores for that program are eliminated and not factored into the overall scoring. If there are identical high and/or low scores for the program, only one identical score will be eliminated (ex. If a program has scores of 100, 100, 94, 90, 85 and 85, one of the "100" and one of the "85" scores will be eliminated, still leaving one "100" and one "85" score).

Scores and reviewer feedback will aid the agencies in determining the strengths and weaknesses of their applications.

A high score on the rating of an application will not necessarily guarantee full funding for the program in its entirety. Other criteria; **including compliance with previous contract and expenditure of funds from previous years**, may be utilized by the Committee when making their funding recommendations.

A copy of the rating form is included for your reference – Appendix A.

COMMITTEE REVIEW PROCESS

- Each Committee member will independently review the applications in-depth.
- The Committee members will rate the applications independently and send their scores/ratings to the City staff, **who will remove the highest and lowest scores, average the scores**, and place on a spreadsheet in descending order.
- The Committee will convene and provide recommendations for funding at one public meeting only.
- Applicants will be notified of the Committee's funding recommendations within 2 business days of the Committee's Deliberations and Recommendations meeting.
- The funding recommendations will go to the St. Petersburg City Council for final approval.

FATAL CRITERIA

Applications will be rejected and not reviewed for funding if:

- The Program does not address the following: Homeless Prevention Services or Homeless Services, using a Housing First approach (please refer to attached Housing First – Low Barrier Questionnaire) for residents of St. Petersburg
- The Agency submits a proposal under the minimum of \$25,000 or over the maximum of \$100,000.
- The application is late (Due Date is June 20, 2024 at 4:00 PM)
- The Agency is not in compliance with a current City contract at time of submission
- The Agency does not have or submit a current State of Florida registration approval at time of Application Submission
- The Agency does not have a 501(c) (3) designation (or governmental agency)
- The Agency does not submit the most recent annual financial audit report, preferably for 2023. **Please note Audit must have been performed no later than three years prior to submitting application for funding (2021 or later).**
- Agency has an outstanding balance owed to the City from prior years
- If not currently entering client data into the Pinellas Homeless Management Information Network (PHMIS), agency does not provide a plan for implementation of PHMIS by October 1, 2024 (Note- domestic violence providers are the **ONLY** exceptions to this requirement)

All applicants must also attend a PHMIS System Performance Report training session provided by the Homeless Leadership Alliance of Pinellas prior to submission of the 2025 SAF application. The attendance in the PHMIS training is **REQUIRED** for all agencies which are applying for SAF grants, regardless if they are currently inputting data into PHMIS. PHMIS Training will be provided at the Bidders and Technical Workshop scheduled for May 14, 2024.

Additional dates with Zoom links below:

June 12: 1:30 – 3:00 <https://us02web.zoom.us/meeting/register/tZErceyqqDIsHdAipTiHC4ozzrW95smFsTUj>
June 13: 10:30 – 12:00 <https://us02web.zoom.us/meeting/register/tZEtc-qorjwvHdTEG3Me0-CvKIZm5MW5uleQ>
June 17: 3:30 – 5:00 <https://us02web.zoom.us/meeting/register/tZYkd-qtpjMpHNBb0Lax81uLudz7OVtJz8XR>

Failure to attend PHMIS training **will disqualify** the Agency for funding in FY2025.

EXCLUSIONS

The following may lead to disqualification or reduction in scoring:

- Requests that fail to follow application instructions
- Requests that do not contain the required signatures
- Requests that do not include all required forms and verifications
- Excluded Funding Terms – The Committee shall not fund certain expenses which do not provide a direct benefit to the citizens of St. Petersburg with City funds. Examples of expenses which shall not be funded with City funds are: rental or repair of equipment, purchase or rental of motor vehicles, reimbursements for staff travel expenses (note: travel exclusion does not apply to volunteers or clients), anything to be given to clients for their personal use, or the renovation or repair of leased buildings. (Personal items that are permitted include items which are related to daily sustenance or health, such as meals, clothing or personal hygiene items).

ELIGIBILITY REQUIREMENTS

All organizations applying to the City for funding shall comply with the following:

- Agencies that provide **HOMELESS PREVENTION SERVICES** and/or **HOMELESS SERVICES** (please refer to Glossary for definitions).
- Programs must use a "housing first" and low barrier approach. Priority for funding will be given to programs which provide services to families with minor children; programs providing services to unaccompanied youth and/or youth aging out of foster care; programs which provide services to elderly over 62 years; programs providing services to chronically homeless living on the street as defined by HUD; programs providing services to veterans; programs which provide services to persons experiencing domestic violence; as well as homeless prevention/diversion services.
- There will be no bonus points for MATCH and SOLE SOURCE.
- **All** agencies must enter client data into the Pinellas Homeless Management Information System. (Note-domestic violence providers are the **ONLY** exceptions to this requirement).
- Services provided must be available to all residents in the City of St. Petersburg.
- The mission of organizations shall be to advance the health, economic, or social well-being of persons in need and who are homeless or are at-risk of becoming homeless.
- Agencies must make all program and financial information available and must permit on-site visits by staff and Committee members, if requested to do so.
- Agencies and their respective programs must be non-profit and incorporated under the State of Florida and have an IRS 501(c)(3) designation or be a governmental agency **at time of submission of application.**
- Agencies that engage in fundraising activities within the City of St. Petersburg must have a current State of Florida, Division of Consumer Services, State Solicitation of Contributions License.
- Agencies must be established for a minimum of one (1) year prior to date of application.
- Agencies must have a financial audit and submit the **full** audit report of the most recent completed fiscal year (FY2021 or more recent) with their application, **including the management letter**. Preferably, the Audit should be performed annually by an independent third party, in accordance with government auditing standards, from a licensed CPA firm with experience in conducting audits of non-profits. **Please note, the audit can be no more than three years old at the time of submitting the grant application.**
- If approved for funding, program must be operational by October 1, 2024.
- Programs must not be restrictive with regard to race, sex, age, religion, disability, sexual orientation/gender identity.
- Applicants must provide proof of general liability insurance-minimum of \$500,000 per occurrence. Policy must be in effect at time of application.
- Funding requests by the Agency must be for a minimum of \$25,000.

- Funding requests by the Agency must not exceed a maximum of \$100,000, except that an Agency may submit additional applications for up to \$100,000 each for programs providing any of the following critical services: storage units for personal items belonging to homeless individuals, call center to assist persons with prevention of homelessness or to assist those who are already homeless, and discretionary funds for street outreach to homeless individuals and families.

APPLICATION INSTRUCTIONS

PLEASE NOTE! FUNDING WILL BE CONSIDERED IN THE FOLLOWING AREAS:

HOMELESS PREVENTION and/or HOMELESS SERVICES

To ensure accurate submission of applications, please read and follow these instructions carefully.

SUBMISSION INSTRUCTIONS

- **Deadline:** Submit all applications by **4 p.m. on Thursday, June 20, 2024 via the OpenGov portal.** Applications will not be accepted after that time and date.

Please do not wait until the last minute, should corrections need to be made. After the deadline, applications stand as submitted and corrections are not permitted.

FOR QUESTIONS: Contact Helen Rhymes, Social Services Planning Manager (727) 893-4149 or helen.rhymes@stpete.org, no later than 4:00 pm on May 28, 2024. Written questions sent via email are preferred.

GENERAL APPLICATION GUIDELINES

Please review the **Eligibility Requirements** and **Funding Policies** to insure that your application meets the criteria set forth.

Leave nothing blank. If an item does not apply, write or type "N/A."

PAGE-BY-PAGE GUIDELINES AND REQUIRED ATTACHMENTS 📌

Agency Information and Funding Requests and Priorities

- Provide complete and accurate contact information for your agency and programs. If approved for funding, legal agreements will be executed using this information.
- If the funding request is for more than one program, the agency must prioritize requests.

STAFF REVIEW SHEET

- For staff use only-do not complete (you do not need to include a copy in your submission)

Certificate of Review

- 📌 This form should include signatures of the agency director (or person authorized by the board to sign). **ATTACH** a current copy of the agency's **IRS designation letter/501(c)(3)**; a copy of the **State Solicitation of Contributions**; a copy of current the **Florida Department of State Registration**; a copy of the agency's current **Certificate of Insurance**; a copy of the **last agency financial audit and management letter** (if findings/issues are identified) no older that three years (2021 or more recent); **and** a copy of **Family Shelter Entrance Criteria** (if applicable).

Board of Directors

- ☞ Refer to Rating Form (Appendix A) box 1. Address related items contained in that box.
- Identify the minimum and maximum number of board members required in your by-laws.
- Describe how your board is representative of the agency's consumers; e.g. "Sue Marshall is formerly homeless." or "Multiple members of our board are living with a persistent mental illness or have a family member living with a mental illness." If this question does not fit your agency, or if you are unable to provide this information, please explain why.
- Describe the diversity of your board, including race, ethnicity, gender. If appropriate, explain your attempts to increase the diversity of your board.
- Under "City of Residence", how many of your board members reside in St. Petersburg? If none, describe your attempts to recruit members from the City of St. Petersburg.
- Under "Number of Meetings attended in Last 12 Months" provide the number of board meetings attended by each member in the past 12 months, the minimum number required to remain in good standing, and, if appropriate, measures taken to improve attendance. If a board member joined in mid-year, provide this information to explain number of meetings attended.

Agency Capacity

- ☞ Refer to Rating Form (Appendix A) boxes 2 & 3. Address related items contained in these boxes.
- Describe how your agency provides services to the homeless and/ or the prevention of homelessness.
- ☞ Refer to the Glossary (Appendix B) for the definition of "Homelessness" and "Prevention of Homelessness".

Program Narrative

- ☞ Refer to Rating Form (Appendix A) boxes 2, 3 & 4. Address all related items contained in these boxes. Utilize this page to provide an overview of your agency and a description of the proposed program.
- Describe how services will be provided, target population, eligibility criteria, partners you collaborate with and the projected number of clients to be served.
- Provide a list of service location(s), days/hours of operation, and staffing model (including volunteers).
- Describe the need for these services. For example, waiting lists, surveys, Homeless Point-in-Time Count, calls to 2-1-1 for assistance. Explain how clients are identified/referred for services.
- Describe your agency's participation in the Homeless Leadership Alliance of Pinellas (HLA). How does the proposed program support the work of the COC's goal of making "Homelessness Rare, Brief and Non-Recurring". What role does this program play in the redesigned Continuum of Care service delivery model (coordinated entry, prevention/diversion, rapid rehousing, emergency shelter/transitional/bridge housing, permanent supportive housing)?
- 📎 **ATTACH** both an agency and program organization chart. The chart should show staff relationships within the program (both paid and volunteer) and lines of authority. If your program is the same as your agency organization chart, please indicate this in your narrative; e.g., "Our program organization chart is the same as agency organization chart."

Program Outcome Objectives Matrix

☞ Refer to Rating Form (Appendix A) box 5. Address related items contained in this box.

- **Measurable Objectives:** Provide detailed and measurable outcomes, for which you will be able to document your progress and achievements during the course of the year.
- **Evaluation Methods:** Describe the tracking system you will use to measure your progress towards the stated objectives– i.e. specify the quantitative and qualitative indicators used to measure program performance and effectiveness.

Outcome Objectives-Progress Report

☞ Refer to Rating Form (Appendix A) box 5. Address related items contained in this box.

- Agencies funded in FY 2023 are to complete this page showing the progress they are making in meeting the outcome objectives stated in their FY 2023 application.
- **Note:** New applicants should use the current program goals and objectives established by the agency for FY 2024.
- Reporting period is October 1, 2023 – May 31, 2024
- If not on track to meeting stated objectives by September 30, 2024, explain reasons and corrective measures taken to achieve these objectives by end of FY 2024.

HUD Performance Measures/Outcomes

These measures/outcomes apply to the program(s) which you are applying Social Action Funding for in FY 2025. Applicants should use PHMIS System Performance Reports to obtain the outcomes (if PHMIS report for the specified outcome is available). If a PHMIS report is not available, use agency/program data. Please ensure you provide outcomes for FY 2021 and 2022. Use Fiscal Year (October 1 to September 30). Also, please note the numbers for St. Petersburg residents.

Providers of Homeless Housing Services

- Number Served: Provide the total number of people served by program. Data source: **PHMIS Report** _____
- Housing Exit Success: Provide % of successful exits to permanent/permanent supportive housing. Data source: **PHMIS Report** _____
- Employment and Income Growth: Provide % of persons (adults) who gained income, from employment or other sources, during the time they were in your program. Data source: **PHMIS Report** _____
- Recidivism-Returns to Homelessness: Provide % of persons who returned to homelessness within 6 months of exiting your program. Data source: **PHMIS Report** _____
- Average Length of Stay in Program: Provide average number of days people resided in your program. Data source: **Agency/Program data.**

Providers of Homeless Prevention Services

- Number Served: Provide total number of people assisted with homeless prevention services. Data source: **Agency/Program data.**
- Successful Resolution of Housing Crisis: Provide % of persons assisted with housing related services who successfully resolved their housing crisis. Data source: **Agency/Program data.**
- Timeliness: Average number of days it takes to provide homeless prevention services: Data source: **Agency/Program data.**

Note: Homeless Leadership Alliance of Pinellas staff will offer training/support on how to run and interpret the PHMIS System Performance Reports. Applicants are strongly encouraged to attend one of these trainings. This page will not be scored on the Rating Form (Appendix A) but will be utilized by the Social Services Allocations Committee during their Deliberations and Recommendations Meeting.

Efforts to Secure Other Funding

- ☞ Refer to Rating Form (Appendix A) box 6. Address related items contained in that box.
- List all efforts to obtain other funding during FY 2024. Include efforts to obtain funding for your entire agency, not just the program for which funding is being requested.
- Under the 4th column, "Type of Funding", please identify if the revenue generated was from 1) Fund Raising -or- 2) Contracts/Grants.

Program Salary / Benefit Preparation

- Only complete this form if you are requesting funding to be used for salaries.
- This table should reflect all staff participating in the program, including those for which you are and are not requesting funding support. Include the position titles, last names (if the position is filled) and the percentage of time allocated to the program.
- Please provide job descriptions for staff positions for which you are requesting funding.
- The funding request(s) reflected in the last column may be for part or all of the projected salary shown in the fourth column (FY25).
- 🔗 **ATTACH** job descriptions of every position for which you are requesting funding. Do not include descriptions for other positions.

Total Agency Budget and Projected Program Budget

- ☞ Refer to Rating Form (Appendix A) box 6. Address all related items contained in that box.
- ☞ Also, refer to the Glossary (Appendix B) for definitions of budget line items.
- Identify your agency's fiscal year at the top of each column.
- Do not leave any lines blank; if not applicable, show "0" (zero).
- Be sure to specify In-Kind costs in the Revenue and Expenses. Be sure to specify Misc. costs & Other in Revenue and Expenses.
- **Note:** Check your math-it is your responsibility to ensure the figures you provide are accurate.

Agency and Program Budget Information / Match Requirements

Budget Information:

- ☞ Refer to Rating Form (Appendix A) box 6 and to the Glossary (Appendix B) for definitions of budget line items.
- If there are significant changes, projected deficits or surpluses in the current fiscal year (FY 2025) please explain. If there is a significant increase or decrease in the proposed program budget (FY 2024) as compared to the current budget (FY 2025), please explain. You may also use this space to provide additional information regarding your agency's finances. If no changes or additional information to report, state "no significant changes".
- Please provide total FY23 Program Year End Revenue and Expenses and Total FY23 Agency Year End Revenue and Expenses
- Please include the percentage of the funding request to be used for the program and the percentage to be used for the agency in FY25.

Match Requirement

- ☞ Refer to the Glossary (Appendix B) for a definition and examples of “Match.”
- Only complete this section if your funding request will fulfill a “match requirement” —that is, you need to secure these local funds to provide required match from some other funding source, such as a state or federal grant or a foundation challenge grant. Match will not be counted as extra points.
- 🔗 Note: if you are claiming a match, and if your funding request is approved, you will be required to provide verification of this when your signed contract is returned to the city.

REVIEW OF REQUIRED ATTACHMENTS

Your application should include the following ATTACHMENTS:

A current copy of the agency's – **1) IRS 501(c)(3) designation letter; 2) State Solicitation of Contributions License; 3) State of Florida Registration; 4) Certificate of Insurance;** a copy of the **5) last agency financial audit with management letter** (if findings/issues are identified); **and** a copy of **6) Family Shelter Entrance Criteria** (if applicable)

An **agency and a program organizational chart**. If agency and program chart are the same, you only need to provide one chart.

Job descriptions (only if applicable) for every position which you are requesting funding for *(Include in all applications submitted if applicable.)*

If your agency is currently entering data into the Pinellas Homeless Management System (PHMIS) please attach the PHMIS report cards for Timeliness and Completeness for the time frame October 1, 2023 – May 31, 2024. Please include the summary page for each program you are applying for. Please explain your current score and how you plan to improve it (if appropriate).

Provide a written explanation of how your organization implements PHMIS. Include the number of PHMIS licenses you currently hold and if you utilize staff or volunteers (or both) to enter the data.

If not permitted to enter into PHMIS, please explain how you track the clients you are serving, and the services provided.

If you are not currently entering into PHMIS, please describe plan for how you will implement by October 1, 2024. **Note: Entry of client data into the PHMIS system is a requirement for ALL funding (unless legally prohibited from doing so).**

Exhibit B: Homeless Leadership Alliance of Pinellas Housing First-Low Barrier Questionnaire

Appendix A	Social Action Funding Proposal Rating Form	Board Member			
Agency		Program			
Record #					
1. Board of Directors - Diversity		<i>(10 points possible)</i>			
	A. Board of Directors: Diversity of Board, attendance at board mtgs, membership reflects population served				
	B. Attempting to diversify the board				
				SUBTOTAL	
2. Agency Capacity		<i>(10 points possible)</i>			
	A. Agency demonstrates capacity to effectively operate proposed program				
	B. The agency collaborates with others in terms of meeting client needs				
	C. Experience/expertise dealing with target population				
				SUBTOTAL	
3. Service Strategies		<i>(10 points possible)</i>			
	A. Client/community needs are well assessed, e.g. surveys, waiting lists				
	B. "Needs" and service strategies are clearly described				
	C. Methodology for service delivery is efficient and effective				
	D. Location(s)/days/hours of operation, staffing model, use of volunteers maximize service delivery				
	E. Program uses a Housing First approach to support homeless services or prevention				
				SUBTOTAL	
4. 2024 COC Priorities		<i>(5 points possible)</i>			
	A. Coordination with COC Service Delivery Model (1 point)				
	B. Agency is an active COC participant including any Committees as well as other engagements with community partners (1 point)				
	C. Program aligns with COC identified priority populations (3 points)				
				SUBTOTAL	
5. Goals/Program Objectives		<i>(35 points possible)</i>			
	A. Objectives support the agency's mission				
	B. Outcome objectives are detailed with specific time frames, measurable numbers and percentages				
	C. Measurement tools are clearly described				
	D. Achievement levels from current year goals and objectives (range from did not meet to exceed)				
				SUBTOTAL	
6. Budget		<i>(20 points possible)</i>			
	A. Agency and program budgets are balanced, justifiable and able to support the program				
	B. Agency demonstrates efforts to obtain additional support and funding				
	C. Funding request is reasonable and reflective of actual need and agencies prior SAF award spending performance				
	D. Changes that impact the agency or program budget are clearly explained				
				SUBTOTAL	
7. Application Completeness and Accuracy		<i>(5 points possible)</i>			
	A. Application contains all required info/documentation, submitted in proper order, includes all attachments				
				SUBTOTAL	
8. PHMIS Performance		<i>(5 points possible)</i>			
	A. Agency is licensed and entering required data elements into PHMIS (1 point)				
	B. Score on Data Completeness Report October 1, 2023, through May 31st 2024 (2 points)				
	C. Score on Timeliness Report October 1, 2023, through May 31st 2024 (2 points) or				
	D. Agencies not permitted to enter into PHMIS: Score (up to 5 points) based on agency's description of alternative data system for tracking clients and services or				
	E. Agencies not currently entering into PHMIS: Score (up to 5 points) based on agency's described plan for implementation by Oct 1, 2024.				
				SUBTOTAL	
PLEASE SEE COMMENTS ON THE BACK				TOTAL POINTS	

Reserved for board comments / notations

Board Member _____

Appendix B

General Glossary & Revenue & Chart of Accounts Definitions

<u>501(c)(3)</u>	Section of the IRS Code that designates an organization as charitable and tax-exempt.
<u>509(a)</u>	Section of the tax code that defines public charities (as opposed to private foundations).
<u>990/990F (form)</u>	IRS forms filed annually by public charities and private foundations respectively; utilized to assess compliance with IRS Code. Both forms list organization assets, receipts, expenditures, and compensation of officers.
<u>Accounting and Auditing</u>	Generally includes all services received from <u>independent certified public accountants</u> .
<u>Administrative Cost</u>	Those expenses that cannot be assigned to a specific cost center or program activity; e.g., management, financial or other expenses supporting the overall goals of agency). This cost is a fixed percent of the program budget, determined by a direct/indirect cost rate calculation based on the total agency budget.
<u>Advertising/Promotional Activities</u>	Includes any type of advertising on behalf of the entity, newspaper ads, Internet and web site advertising, etc. <u>Excludes recruiting expenses.</u> Includes any type of promotional activity on behalf of the entity (logos, T-shirts, pencils) and costs associated with fund raising events.
<u>Allocation/Reimbursement</u>	Funds recommended by a funding organization for support of a service contract.
<u>Annual Report (financial)</u>	A voluntary report published by a foundation, organization or corporation describing its grant activities, revenues and expenses. It may be a simple, typed document listing the year's grants or an elaborately detailed publication.
<u>Articles of Incorporation</u>	A document filed with the Secretary of State or other appropriate state office by persons establishing a corporation.
<u>Assets</u>	Cash, stocks, bonds, real estate or other holdings of an organization.
<u>Asset Statement</u>	Document assets of community, program or agency as related to a specific project.
<u>Bank Services</u>	Fees paid to a bank for checks and service charges.
<u>Benchmarks</u>	Performance data used for comparative purposes.
<u>Books & Subscriptions</u>	Includes books or sets of books (not to exceed \$750), subscriptions, journals, etc.
<u>"Bricks & Mortar"</u>	An informal term indicating grants for buildings or construction projects.

<u>Budget</u>	Actual and projected annual income and expenses approved by the Board of Directors.
<u>Capital Outlay</u>	The acquisition of land or buildings, cost of renovations, purchase of books, furniture, equipment and machinery with an individual cost over \$1,000.
<u>Cash Forward from Fund Balance of Organization</u>	The amount of funds transferred from the agency's general fund balance.
<u>Challenge Grant</u>	A grant made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.
<u>Communications</u>	Telephone, pager, cellular telephone, telegraph charges, and long-distance telephone charges.
<u>COOP (Continuity of Operations Plan)</u>	A set of procedures and preparations to take before, during and after a disaster, to ensure that essential functions are accomplished.
<u>Collaboration</u>	A group of individuals representing various organizations (possibly with similarities in mission) coming together for the purpose of sharing resources and enhancing services to the community. For example: provide methods of collaborations by providing list of MOU's with other organizations; provide information regarding coalitions, organizations and regularly attended meetings by staff; sub-contracting that your agency has involvement; tangible commitments of time, money, etc.
<u>Conference Expense</u>	Includes all costs associated with a conference, such as registration, transportation, meals, lodging and incidentals incurred by employees in the performance of their duties.
<u>Conflict of Interest</u>	A conflict of interest exists where a public official promotes, advocates, or advances his own interests or the interests of any person or business to which the public officer has a material interest, within the scope of his/her responsibility as a public official. (For this application process, this includes being on a Board of Directors for an organization.)
<u>Contributions/Donations</u>	Monetary or in-kind revenues, usually citizen driven.
<u>Deadline</u>	The date by which requested material is due, without exception.
<u>Depreciation</u>	Depreciation of fixed assets as recorded in the entity's accounting system.
<u>Designated Funds</u>	A type of restricted fund in which the fund beneficiaries are specified by the grantors.
<u>Discretionary Funds</u>	Grant funds distributed at the discretion of one or more trustees that usually do not require prior approval by the full board of directors. The governing board can delegate discretionary authority of staff.
<u>Direct Program Costs</u>	Costs that can be clearly identified and directly accounted for in support of a specific program.

<u>Dues and Memberships</u>	Includes membership fees or dues to professional affiliations for the organization.
<u>Educational Materials</u>	Includes costs of goods and training materials needed for training and educational assistance. Includes all books, publications, and other media.
<u>Educational Training</u>	Includes educational/training costs for staff and honorariums/stipends for speakers/facilitators and/or trainers.
<u>Endowment</u>	Legally-designated fund held in perpetuity, whereby investment income only may be spent.
<u>FICA Taxes</u>	Employer Medicare and Social Security matching.
<u>Financial Audit</u>	A report by an independent certified public accountant that accompanies the financial statements and contains the accountant's opinion regarding the fairness of presentation of the financial statements.
<u>Food and Nutrition</u>	Food or meal costs for clients or staff (only when supervision of meals is a required job duty).
<u>Foundations</u>	Any funds applied to the program that originates from various private foundations.
<u>Fundraising</u>	Any funds applied to the program that are collected by the agency through solicitation, special events, or by memberships, which do not entitle the donor to program services.
<u>Goal</u>	Broad, overall statement describing desired proposed result of the project/program that supports the mission of the organization.
<u>Governmental</u>	Any funds or grant awards that originate from governmental sources and are applied to the program, e.g.: Federal, County, State, City.
<u>Homelessness</u>	<p>HUD has issued the following definitions of homelessness, effective January 4, 2012. The definition affects who is eligible for various HUD-funded homeless assistance programs. The new definition includes the following categories of homelessness:</p> <ol style="list-style-type: none"> 1. People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or exiting an institution where they resided for 90 days or less and were in shelter or a place not meant for human habitation immediately prior to entering that institution. 2. People who are losing their primary nighttime residence within 14 days and lack resources or support networks to remain in housing. 3. Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. It applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment. 4. Homeless or unaccompanied youth means a person under 25 years of age or younger who is unaccompanied by a parent or guardian and is without shelter where appropriate care and supervision are available, whose parent or legal guardian is unable or unwilling to provide shelter and care or who lacks a fixed, regular and adequate nighttime residence.

5. People who are fleeing or attempting to flee domestic violence or other dangerous or life-threatening conditions in the individual's or family's current housing situation, have no other residence, and lack the resources or support networks to obtain other housing.

Homeless Prevention

According to HUD, those at-risk of becoming homeless fall into three categories:

Category 1: Individuals and Families - An individual or family who: (i) Has an annual income below 30% of median family income for the area; AND (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND (iii) meets one of the following conditions:

1. Has moved 2 or more times during the 60 days immediately preceding the application for assistance
2. Is living in the home of another because of economic hardship
3. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance
4. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals
5. Lives in severely overcrowded housing, such as a single room occupancy or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room
6. Is exiting a publicly funded institution or system of care
7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Consolidated Plan

Category 2: Unaccompanied Children and Youth - A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute

Category 3: Families with Children and Youth - An unaccompanied youth who does not qualify as homeless under the homeless definition but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

*Also see the definition on Homelessness found in this Glossary.

Housing First

Is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent **housing** without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.

Indirect Costs

Costs that cannot be clearly identified or accounted for in an individual program, e.g., management costs, general, etc. Also, see *Administrative Costs*.

In-Kind

Includes the value of time donated by volunteers, donated space, services and materials that are utilized by the program. (Note: volunteer hourly values can be estimated by using the most recent national valuation of volunteer services, as provided by the Independent Sector or 211-Tampa Bay Cares.)

<u>Input</u>	Resources dedicated to or consumed by the program, e.g., money, staff, volunteers, facilities, equipment, etc. A program uses inputs to support activities.
<u>Insurance</u>	Includes all insurance carried for the protection of the entity such as fire, theft, casualty, general and professional liability auto coverage, surety bonds, etc.
<u>Interest and Other Earnings</u>	Any funds applied to the program that were derived from interest, stocks, bonds or other earnings, other than Medicare/Medicaid, or program fees.
<u>Interfund Transfer</u>	Any funds transferred from another department or program that are applied to the program and are not delineated as cash forward.
<u>Internet</u>	Communications charges associated with the Internet.
<u>Investigations</u>	Includes the costs for background checks, fingerprinting, drug and urine testing, blood testing, applicant screening and testing, and lie detector test/testing. Costs incurred for confidential matters handled pursuant to criminal investigations.
<u>Letter of Intent</u>	A grantor's letter of brief statement indicating intention to make a specific gift(s).
<u>Leverage</u>	Leverage occurs when an amount of money is given with the express purpose of attracting funding from other sources or providing the organization with the tools it needs to raise other kinds of funds. Sometimes called "multiplier effect."
<u>Life and Health Insurance</u>	A fringe benefit of life and health insurance premiums and benefits paid for employees.
<u>Loans</u>	This includes the program's share of payments made on loans.
<u>Local Revenue</u>	Any funds or grant awards that originate from local sources and are applied to the program: Juvenile Welfare Board, School Board, United Way, Cities, etc.
<u>Maintenance and Repair Services</u>	<p><u>Agency Vehicle</u> – The costs incurred for the repair and maintenance of vehicles owned by the agency, fuel and all maintenance and service contracts.</p> <p><u>Building and Grounds</u> – The costs incurred for the repair and maintenance of buildings and property owned by the agency, including all maintenance and service contracts. Can include custodial or janitorial services, unless they are recorded under contractual services.</p> <p><u>Equipment</u> – The costs incurred for the repair and maintenance of equipment owned by the agency, including all maintenance and service contracts.</p>
<u>Matching Funds</u>	Monies received from government entities, including district school boards, special taxing districts, private sources (both individual and corporate) and

bequests and funds received from community sources that are conditional based on securing another source of revenue.

Medicare/Medicaid

Any funds applied to the program that were derived from Medicare/Medicaid.

Objectives

Qualitative and quantitative measures. Specific items to be accomplished during the course of the project or funding period. This should include a projected timetable for accomplishing each objective, as well as defining specific measurable actions, and persons responsible (not to be confused with "outcome").

Office Supplies

This includes materials and supplies, such as, stationary, preprinted forms, paper, charts, maps (items less than \$1,000).

Operating Expenditures/ Expenses

Includes expenditures for goods and services that primarily benefit the current budget period and are not defined as personal services or capital outlays.

Operating Supplies

All types of program supplies consumed in the conduct of operations. This category may include food, tickets for field trips, fuel, household items, institutional supplies, computer software and hardware, uniforms and other clothing. Also includes recording tapes and transcript production supplies (items less than \$1,000).

Operating Support

Funding that covers an organization's day-to-day expenses, e.g., salary, utilities, office supplies, etc.

Other (specify)

Client-Related Line Items – Other client related expense(s).

General Operating (Administrative) Line Items – Other general operating expense(s).

Occupancy Line Items – Other occupancy expense(s).

Office Expense Line Items – Other office expense(s).

Personnel Expenses – Other personnel expense(s).

Staff-Related Line Items – Other staff-related expenses(s).

Other Revenues (specify)

Any sources of funds applied to the program that were not identified in the other categories, including endowments and bequests.

Outcomes

Benefits or changes in individuals or population during or after participation in program activities, which are influenced by outputs. May relate to changes in behavior, skills, attitudes, conditions, etc.

Outcome Indicators

Specific items of information that track a program's success on outcomes, e.g., measurable, observable, specific, and time-bound.

Output

Direct product of program activities. Intended to lead to a desired benefit or change for participants or target population, e.g., # meals provided, brochures distributed, etc.

Partnership

A contractual or verbal agreement entered into generally by 2 or a few persons (agencies), in which each agrees to furnish a part of an agreed-upon effort. (An agency usually may have multiple partnerships in place. This is different from a collaboration where there are typically numerous agencies with scheduled on-going meetings.)

Pass-Through

Foundations or organizations that receive monies and make distributions to donors with little or no principal remaining with the foundation or organization.

Payout Requirement

The minimum amount that a private foundation is required to expend for charitable purposes, including grants and necessary and reasonable administrative costs.

Personnel Expenses

Expense for salaries, wages, and related employee benefits for all persons employed (as defined by IRS rules) by the reporting entity whether on full time, part-time, temporary, or seasonal basis. Employee benefits include employer contributions to a retirement system, social security, insurance, sick leave, terminal pay, and similar direct benefits, as well as other costs such as Worker's Compensation and Unemployment Compensation Insurance.

Postage/Shipping

Freight and express charges, postage, messenger services.

Problem Statement

Documentation of problems identified or needs to be met through the implementation of the proposed project.

Professional/Contractual Services

Medical, dental, engineering, architectural, appraisal, technology, and other services procured as independent professional assistance. Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include specific services defined in other line items.

Program Service Fees/Contributions

Any funds applied to the program that were derived through program fees, charges, or dues that entitle the payer to program services.

Printing and Binding

Costs of printing, binding, and other reproduction services that are contracted for or purchased from outside vendors.

Rapid Rehousing

Rapid re-housing is an intervention, informed by a Housing First approach that is a critical part of a community's effective homeless crisis response system. Rapid re-housing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid rehousing programs help families and individuals living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term. Rapid re-housing is an important component of a community's response to homelessness. A fundamental goal of rapid rehousing is to reduce the amount of time a person is homeless.

Recruitment Costs
(under Operating Expenditures/Expenses)

Costs associated with recruiting staff, such as advertising.

Regular Salaries & Wages

See *Salaries & Wages*.

Rentals and Leases
(under Operating Expenditures/Expenses)

Amounts paid for the lease/rent of buildings & land, equipment, and/or vehicles.

<u>Reserve</u>	A planned fund that the agency is holding for a particular use in some future endeavor, e.g., building maintenance, operating emergencies, or specialized equipment, etc.
<u>Residential Per Diem</u> (under Operating Expenditures/Expenses)	Costs reimbursed on a per day/per bed basis for residential services, such as 24-hour care. Derived calculation for this cost must be shown.
<u>Restricted Funds</u>	Assets whose use is subject to constraints that are either (a) externally imposed by grantors, or (b) imposed by law through constitutional provisions or enabling legislation.
<u>Retirement Contributions</u>	Amounts contributed to a retirement fund.
<u>Salaries & Wages</u>	Includes all part-time and full-time employees who make up the regular work force. Includes all temporary and seasonal employees who are not part of the regular work force (does not include fees paid to speakers or contractors).
<u>Seed Money</u>	A grant/contribution used to start a new project/organization.
<u>Site Visit</u>	A Visit by a donor organization, which may include a meeting with staff, directors, recipients of services, or volunteers for the purpose of evaluating the program.
<u>Social Investing</u>	The practice of aligning a foundation's investment policies with its mission. Also called ethical investing.
<u>Sole Source</u>	An agency or program that provides a service unique in the geographic County. No other agency in the County provides this service.
<u>Specific Assistance to Individuals/Participants</u>	Payments made on the behalf of participant(s) in need of assistance, such as clothing, utilities, special items, baby supplies, cash assistance, etc.
<u>Supporting Services</u>	Agency activities that do not provide a direct service to the community, but support the agency's ability to provide programs.
<u>Target</u>	Quantifications of indicators; numerical standards for a program's level of achievement on its outcomes.
<u>Technical Assistance</u>	Operational or management assistance given to an organization. This may include budget assistance, program planning, legal advice, program compliance assistance, etc.
<u>Third Party Payments (Insurance)</u>	Any payments received from insurance carriers other than Medicare/Medicaid.
<u>Transportation</u>	Cost of transporting a particular client/child/volunteer from one place to another, e.g. taxis, bus tickets, travel stipends/vouchers.

<u>Travel</u>	Routine costs of public transportation, motor pool charges, mileage reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses. (It excludes costs associated with a conference.)
<u>Unduplicated # Served</u>	The number of individuals served in a program during a particular period of time. If a person is served more than once in a program or service area, he/she is counted only once.
<u>Unemployment Compensation</u>	Unemployment Compensation benefits provide temporary financial benefit assistance to workers unemployed through no fault of their own that meet Florida's eligibility requirements.
<u>Unit Costs</u>	Cost of providing program services to each client per episode. (Unit Cost = the program/functional cost divided by the number of instances/units of client service.) This should not include Administrative and Fund-Raising costs.
<u>Unit of Service</u>	Single episode of delivery or program service(s) to client.
<u>Unrestricted Funds</u>	Funds which are not specifically designated to particular uses by the donor, or for which restrictions have expired or been removed.
<u>Utility Services</u>	Electricity, gas, water, sewer, sanitation or other utility services.
<u>Workers' Compensation</u>	Premiums and benefits paid for Workers' Comp Insurance.