



**II. FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Cost	<u>12,250</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
External Revenues	<u>(9,800)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>2,450</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>

# ADDITIONAL FTE  
POSITIONS (Cumulative)

Is Item Included in Current Budget?    Yes X    No  
 Budget Account No.: Fund 1003    Dept 145    Unit Var    Object Var  
 Program Code C473

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: Gauna Malhotra  
7/19/10

**III. REVIEW COMMENTS**

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 7/23/10  
 OFMB  
 7/23/10    7/23/10

[Signature] 7/26/10  
 Contract Dev. and Control  
 E-Jones 7/26/10

B. Legal Sufficiency:  
[Signature] 7/27/10  
 Assistant County Attorney

The Memorandum of Agreement complies with our review requirements. The effective date is retroactive.

C. Other Department Review:

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.

## MEMORANDUM OF AGREEMENT

The following funding organizations have agreed to collaborate in the creation and implementation of a Common Application process for use by nonprofit and public agencies to request funds. The Florida Common Application (FLCA) initial funders include Palm Healthcare Foundation, Quantum Foundation, United Way of Palm Beach County, Children's Services Council of Palm Beach County, and Palm Beach County Board of County Commissioners through its Community Services Block Grant and Financially Assisted Agencies programs.

### PURPOSE

The FLCA initial funders collaborated in order to simplify and make consistent the process of applying for funding. For the agencies who apply, the use of a web-based common application will improve efficiency by eliminating the need to learn multiple application processes and forms. For the funders, the common application will improve efficiency by facilitating the comprehensive review of proposals.

### COMMON APPLICATION

The project will consist of a single website that will act as an entry point to the common application, a source of basic funding information and link the applicant to the funders' websites for detailed funding information. Agencies will register to use the common application and include commonly requested information about their organization. From the website, an agency interested in applying to one or more of the participating funders will first complete an eligibility quiz that will determine to which funders they are eligible to submit an application.

The submission process is as follows:

- The applicant completes the online forms for a Letter of Inquiry (LOI) that briefly describes the project for which the applicant is seeking funding. The LOI is then sent to each funder selected by the applicant and for whom the project was eligible. The funder(s) then individually review the LOI, directly correspond with the applicant, and make a determination whether to decline the LOI, hold it pending, approve funding for the project, or request that the applicant submit a Full Proposal.
- If invited by a funder, applicants will complete the online forms for a Full Proposal (FP). Where appropriate, information submitted within their LOI will be used to pre-populate sections of the FP. The FP will have a set of common fields in addition to customized fields tailored for each funder to capture funder-specific information. The FP is then sent to the inviting funder(s). The funder(s) then individually review the FP, directly correspond with the applicant, and make a determination whether to decline the FP, hold it pending, or approve funding for the project.

### ROLE OF THE PARTICIPANTS

(1) Each participating funder in the FLCA agrees to directly contract with Cybergrants, Inc. to pay the applicable start-up (\$2,500) and annual ongoing (\$2,000 per user) fees directly.

(2) Quantum Foundation agrees to be the lead entity in contracting with Cybergrants, Inc. for customization costs, including: the initial creation of the web portal, eligibility quiz and shared components of the common application.

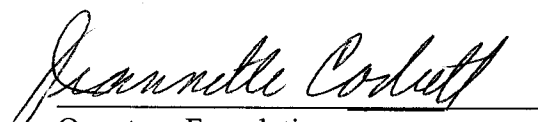
(3) All initial funders agree to pay to the Quantum Foundation a proportionate share of the customization costs (1/5<sup>th</sup> of \$38,750, or \$7,750).

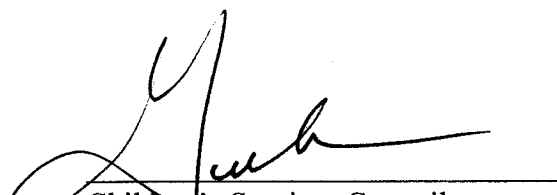
(4) Each party agrees that it is solely responsible for its actions hereunder and in connection with its use of the Florida Common Application and that no party to this Memorandum of Agreement shall have any liability for the actions or omissions of any other party. This Memorandum of Agreement is not intended for the benefit of any third party, and no such other party may enforce any rights or obligations arising under this Memorandum of Agreement against any of the parties to this Memorandum of Agreement as a third party beneficiary. Under no circumstances whatsoever shall this Memorandum of Agreement be construed as creating either a partnership or an employment relationship between the parties to this Memorandum of Agreement.

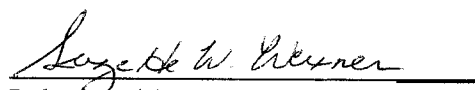
(5) This Memorandum of Agreement shall be for a term of one year commencing January 1, 2010 and ending December 31, 2010. This Memorandum of Agreement shall automatically renew for successive one-year terms as to all parties unless a party gives written notice to all other parties at least 90 days prior to the end of the then-current term that it does not desire to renew. In that event the Memorandum of Agreement will automatically renew for all parties with the exception of any party giving timely notice of non-renewal.


(6) Any party may terminate its rights and obligations under this Memorandum of Agreement by giving all other parties 90 days written notice of termination. The terminating party shall be responsible for its share of costs accrued through the date of termination.

SIGNATURES

  
Quantum Foundation  
Jeannette Corbett – President/CEO

  
Children's Services Council  
of Palm Beach County  
Gaetana D. Ebbola - CEO

  
Palm Healthcare Foundation  
Suzette Wexner – President & CEO

  
United Way of Palm Beach County  
Charles Anderson – President & CEO

**ATTEST:**

Sharon R. Bock, Clerk & Comptroller

PALM BEACH COUNTY, FLORIDA, a  
Political Subdivision of the State of Florida

BOARD OF COUNTY COMMISSIONERS

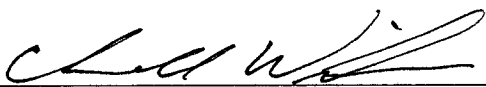
BY: \_\_\_\_\_  
Clerk & Comptroller

BY: \_\_\_\_\_  
Burt Aaronson, Chair

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND CONDITIONS  
Department of Community Services

\_\_\_\_\_  
Assistant County Attorney

By:   
Channell Wilkins, Director