PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date:

August 17, 2010

[X] Consent
[] Workshop

[] Regular

[] Public Hearing

Department

Submitted By:

Community Services

Submitted For:

Community Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Memorandum of Agreement with Quantum Foundation, the Palm Health Care Foundation, United Way of Palm Beach County and the Children's Services Council of Palm Beach County, providing for the creation and implementation of the Florida Common Application, a web-based funding application intended for use by all participating funders.

Summary: This Agreement formally establishes a collaboration among funders to create and adopt a common funding application available to all non-profit and public agencies submitting applications under various programs. For the County, this would include the Financially Assisted Agencies Program and programs established with Community Services Block Grant funds. The funders have determined that the common application will improve efficiency and lower costs to agencies by eliminating the need for multiple applications. It is also expected to facilitate the application review process and the coordination among funders evaluating proposals. The agreement obligates the County to pay Quantum Foundation \$7,750 in onetime customization costs and to contract with CyberGrants, Inc., a Massachusetts based internet company, to host and maintain the system on an annual basis. The County will pay CyberGrants, Inc. \$2500 in start up costs and approximately \$2000 annually. The contract for this service will be negotiated and authorized in accordance with Purchasing Code procedures and ISS requirements. The Memorandum of Agreement, which has been executed by all parties other than the County, defines a one (1) year term ending December 31, 2010. The Agreement will automatically renew for all parties unless a party gives 90-day prior notice of desire not to renew. In that event, the Agreement will automatically renew for all remaining parties. (Community Services) Countywide (TKF).

Background and Justification: During a time of exponentially increasing service demands, nonprofit service providers are operating with skeletal staffing who are focused primarily on programming. Nonprofit staffs are being loaded with many responsibilities while already overburdened with existing responsibilities. At the same time, CSBG and FAA staff and community funders are experiencing very similar challenges; experiencing slashed budgets, increasingly minimal staffing, and extraordinary increases in support and funding requests. Together, these partners have developed a common application form accepted by each of the collaborative funders as well as an innovative online submission process. The website will be designed to highlight and centralize funding information related to each of the collaborative funders and to be easily navigable.

Attachments:

Memorandum of Agreement

Recommended by:

Department Director

Date

Approved By:

County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:					
Fiscal Years	2010	2011	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures			<u></u>		Marie Control of the
Operating Cost	<u>12,250</u>	2000	2000	2000	2000
External Revenues	(9,800)				
Program Income (County)				***************************************
In-Kind Match (County)			****		
NET FISCAL IMPACT	2,450	2000	2,000	3,000	2,600
# ADDITIONAL FTE POSITIONS (Cumulative					
Is Item Included in Currer Budget Account No.: Fur Prog		Yes <u>X</u> _ Dept_ 473	No 145	Unit <u>Var</u>	Object <u>Var</u>
B. Recommended Sources of Funds/Summary of Fiscal Impact:					
C. Departmental Fiscal Review: Jauwa Walhota					
III. REVIEW COMMENTS					
A. OFMB Fiscal and/or Contract Administration Comments:					
OFMB 7/23/10 3	3/10		Contract De	A and Control E Jenes 7/2	7(26)10 4 af
B. Legal Sufficiency:	ับ		Agn	early Co.	aplies with
Abostont County Att			The	recen en	ray coments
A&sistant County Attorne	;y		13	retrac	replies with requirements.
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 (1/5th 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 <u>January 1</u>, <u>2010</u> and ending <u>December 31, 2010</u>. 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

of Palm Beach County
Gaetana D. Ebbole - CEO

Palm Healthcare Foundation

Suzette Wexner - President & CEO

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

3/31/10 [2] FCA MOU

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			