



United Way
of Central Florida

Polk County Unites - Request for Proposals

Intent to apply is due by 5 pm on 5/13/2020; Applications must be submitted by 5 pm on 5/14/2020. No extensions will be granted.

Section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act")

(Contingent on a signed contract between the Polk County Board of County Commissioners ("BoCC") and the United Way of Central Florida)

United Way of Central Florida is pleased to offer a *Request for Proposals* from **Polk County Unites**, a partnership with the BoCC and United Way of Central Florida. The partnership aims to provide economic relief to Polk County residents recently laid off, furloughed or have recently lost wages as a result of the impact of COVID-19.

The CARES Act established the Coronavirus Relief Fund (the "Fund"). Please refer to the Coronavirus Relief Fund released April 22, 2020.

Priorities

This RFP is open only to 501(c)(3) organizations in Polk County addressing the following priorities as specifically defined in the CARES Act and subject to the conditions set forth therein:

- Rent and Mortgage Assistance
- Utility Assistance
- Food Assistance
- Childcare and Adult Care Assistance
- Emergency Needs (needs to be clarified in RFP application)

Qualified applicants should provide direct economic assistance to clients in need as a result of the COVID-19 crisis.

Eligibility

Grants from **Polk County Unites** will be available only to organizations qualified by the IRS as a tax exempt 501(c)(3) public charity. Grants will be administered through the United Way of Central Florida to qualified nonprofit organizations.

I. Grants may be awarded to applicants with the proven capacity to:

- a. Demonstrate organizational sustainability, experience and bandwidth to serve a large number of clients in service area.
- b. Provide case management and fund allocation to individuals in target areas of Polk County.
- c. Carry out the requested project to completion including bi-monthly BoCC reporting and federal reporting requirements.

II. Audit Requirements: Any partner expending an amount of \$750,000 or more in aggregate federal grant funding (Polk County Unites or other federal funding) within their fiscal year will be subject to a Uniform Guidance Audit. **All recipients are subject to comply with the Uniform Guidance for federal funding and should consult their auditors before applying.**





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III. Qualifying requirements for individuals served by Polk County Unites:

- a. Household income of \$75,000 or less;
- b. Individuals who have had a reduction in income or lost their job due to COVID-19;
- c. Polk County resident and US citizen;
- d. Confirmation from individual they did not receive additional County or Federal COVID-19 assistance.

IV. Required Documentation of individuals being served by Polk County Unites:

- a. Valid Photo ID (also proves Polk County resident);
- b. Copy of any bills to be considered in applicants' name (Also proves Polk County resident);
- c. Copy of last tax return or last two paystubs; and
- d. Statement from employer that they were laid off, furloughed, or had a reduction in wages.

V. Ineligible Residents of Polk County Unites:

- a. Employees who have not lost their job or have not had a reduction in income due to COVID-19.
- b. Individuals of households with annual income greater than \$75,000.
- c. Individuals who live outside of Polk County.
- d. Individuals who are not legal United States citizens.

Application Requirements

I. General Organizational Information*

- a. Name and address of organization;
- b. Federal employer ID number;
- c. DUNS number;
- d. Contact person, title, e-mail address and telephone number;
- e. Organization's mission statement;
- f. Years of operation with brief background of organization's operations;
- g. Years of experience with Federal Grants; and
- h. Describe organization's current work in 25 words or less.

Applicants who do not already receive funding from United Way of Central Florida must provide:

- i. Copy of your current fiscal year budget;
- j. Copy of your last audit;
- k. List of board members with at least one member living in Polk; and
- l. Brief history of the program including services provided and numbers of families served.

**Additional information may be requested, if needed, prior to awarding of funds.*

II. Request Proposal

- a. Amount Requested (up to \$1,000,000).
- b. What is your service area (check all that apply)?



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- i. Auburndale
 - ii. Bartow
 - iii. Davenport
 - iv. Dundee
 - v. Eagle Lake
 - vi. Fort Meade
 - vii. Frostproof
 - viii. Haines City
 - ix. Highland Park
 - x. Hillcrest Heights
 - xi. Lake Alfred
 - xii. Lake Hamilton
 - xiii. Lakeland
 - xiv. Lake Wales
 - xv. Mulberry
 - xvi. Polk City
 - xvii. Winter Haven
 - xviii. Other?
- c. Describe how your organization would provide economic assistance to your clients.
- i. Direct assistance through vendors/lenders/landlords (preferred method).
 - ii. Direct assistance to the individuals.
- d. Provide a project budget and narrative of how your organization would market and reach community members in your target area (i.e. how would you make yourself accessible to those that need assistance the most).
- e. How many community members do you anticipate to serve (\$2,000 max per household)?
- f. Does your organization currently have bandwidth, capacity, and ability to fulfill project needs, if funded (i.e. case managers, reporting staff, and processing)? Please explain.
- g. What additional administrative funding would be required to fulfill grant requirements (additional administrative fees are funded through a separate funding source; maximum request of 5% of total allocation, but partners are not guaranteed additional funding)?
- h. What is your anticipated timeline for the utilization of the funds (deadline by federal government is December 30, 2020, but agencies are encouraged to utilize funds as quickly as possible due to need and the impending hurricane season)?
- i. What other funding sources will be used to support this project? Include any low-cost and no-cost resources (i.e. grants, SBA Loans, gifts- in-kind, volunteers).

How to Apply

To move resources quickly, we have developed a simple application process.

- I. **The intent to apply must be submitted by 5 pm on Wednesday May 13, 2020 through the United Way of Central Florida's online portal www.liveuwcf.org/INTENT.**





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- II. **Applications must be submitted by 5 pm on Thursday May 14, 2020 through the United Way of Central Florida's online portal. We are not able to grant any extensions to this deadline.**
- III. You may request up to \$1,000,000. Note that the **Polk County Unites Committee** reserves the right to award partial funding. Please note that your organization will be subject to additional audits if you receive any of the CARES Act federal funds. Please contact your auditing firm for more information.
- IV. The **Polk County Unites Committee** will notify organizations of awards as funding decisions are made. Grant recipients will be required to enter into a memorandum of understanding to receive the grant funds.
- V. Grant awards will be sent by ACH (electronic payment). Grant recipients will be required to send information to receive an ACH deposit.

Reporting Requirements

If funded, a bi-monthly report must be submitted to the online portal outlined in your award letter and memorandum of understanding. Reporting requirements will include items such as:

- How were grant funds utilized;
- Amount of funds dispersed to date;
- Population served;
- Number served;
- What type of assistance; and
- Zip codes of those served.

Additional reporting may be required by the United Way of Central Florida or BoCC which will be included in the final memorandum of understanding.

Questions may be sent to: Scott.Lonsberry@uwcf.org

