

LETTER OF INTENT WORKSHOP
UNITED WAY OF VOLUSIA-FLAGLER COUNTIES, INC
United Way Board Room, Daytona Beach, FL
December 5, 2018

MINUTES

Present: Courtney Edgcomb, Robin King and Taylor Duguay

The meeting was called to order at approximately 9:00 am by Taylor Duguay and she introduced herself as the contact person for Community Impact. After introductions I will do a review of the Letter of Intent process. She then asked everyone to introduce themselves. Duguay thanked everyone and then showed everyone how to access the Community Force website and said she will review the eligibility requirements and the Letter of Intent. The time for program related questions has passed. She went through the web-site and explained how it works and said if you have questions they are answered on the site or I can answer them for you. She referred to the bit.ly/grant-process or unitedwayfc.org, then you choose/click on 2019-21 Community Impact Funding Cycle. We have the RFP questions online. She then went through the Letter of Intent outline. She reviewed page 5, the eligibility requirements. Before going through the process, please make sure your organization and programs are eligible for funding. She then explained requirements: 1. your organization must be adjusting community needs, 2. it must align with our priority areas and 3. You have to be in good financial standing and you have to have a Board of Directors.

The organization requirements are; you must be a 501(c)3; you have to be involved in providing services that are primarily Education, Financial Stability or Health related and you have to be providing services in Volusia and/or Flagler Counties. You have to have a registration with the Florida Secretary of State office. You have to have an independent governing Board that has at least nine (9) voting members. You have to have a non-discrimination policy. You have to have a minimum revenue of at least \$100,000 and this does not include in-kind contributions. You must provide annual financial reports. If your revenue is \$200,000 or more, you must provide an audit. If under \$200,000, you must provide at least a financial review. You have to be providing services to the Volusia/Flagler area for at least 2 years, since at least 2017. There was a question and answer session afterwards in which Duguay answered questions. Attendees asked what constitutes proof of operation for at least two years. Duguay and other attendees suggested Articles of Incorporation or Board minutes.

Duguay then reviewed program requirements. She said you can apply for 1 or 2 programs for funding, but they must be in Education, Financial Stability or Health. The requests can be from \$10,000 to \$100,000 per program, per RFP. The program requirements are; you must be providing services to Volusia and Flagler Counties, United Way can only be 70% of that program budget. The program should have at least one other funding source. The program has to align with at least one of our priority areas, which are listed on the website. These areas are based on needs assessment and are the same as the last grant cycle, as we're still working to address areas of need in the community. The Education priorities are children enter kindergarten ready to succeed; and you make successful transition into, thru, and out of K-12 system. Financial Stability; focuses on families and individuals, has access to sustaining income, safe and affordable housing, and individuals can capably manage their income and expenses. In Health; 1. Individuals have access to affordable and quality health and wellness services, 2. Individuals have access to behavioral health services, and 3. Communities are healthy, safe and free from crime. You can apply for two programs in one focus area, but not the same priority area.

She then referred to the Grant Process page and said I would suggest you review Outcomes by Priority Area if you do not know which priority to apply under. She then reviewed the timeline. Our Letter of Intent went out on November 26th and is due **December 21st at 5:00 pm by our computer's time. It will lock at this time and you must have hit submit by this time.** January 11th we will send out letters to let you know whether or not you have been accepted. January 14th the RFP will be released on Community Force; however, the outline is already available on the website. January 23rd, we will have a training on the RFP at 10:00 am here. **February 22nd by 5:00 pm the RFP is due and you'll be locked out – HARD DEADLINE.** (SEE TIMELINE) April 12TH we will have a recommendation of funding and we'll review this with you. The next week you bring in your people for contract negotiations so that we are all on the same page. April 15th to May 3rd, keep your calendar free because you will have to come in. After contract negotiations our cabinet will make their final recommendations to our Board. The Board will vote on them on May 20th. We will notify you on May 31st as to whether or not you have been awarded your funding. June 30th you have your signed contract due to us. Funding will start July 1, 2019 and will run until June 30, 2021.

The other major change 2019-2021 is outcomes. We will be measuring at least one shared outcome for each priority area. She then reviewed the Outcomes by Priority section. When you submit your RFP select a priority area and select one of the shared

outcomes you will measure. You may be able to measure multiple and we highly recommend you do that, but we want you to at least measure one so we can compare apples to apples. Please look at Shared Outcomes and decide which you can measure. Your shared outcome has to match your logic model and RFP. Look at Logic Sample Model. This webpage is your greatest resource.

Our Letter of Intent is on Community Force and it is very user friendly. I've included the link on your agenda and it is on the website. She then reviewed the Letter of Intent on the Community Force Landing page and went through the steps to apply on the webpage. The sites are free, no charge for signing on. The system will automatically time out after 20 minutes of inactivity, so hit save. Write your answers in a word processor and copy them over, please. Save your work as you go so you don't lose anything. This is very important. If there is no red asterisk, it is not required. All required fields must be filled out. Duguay walked through each field of the form for description of organization and explained how to fill it out.

Proposed Programs, she explained how to fill out this section. Select how many programs you will be submitting for funding. Some of your programs will overlap, list the one that most fits this program. Your choice of program can change come the RFP, it is not written in stone.

Attachments is another change for our grant process, you now have to upload these attachments and they must be included. I am here for any technical issues. You must provide proof of 501(c)3, Articles of Incorporation, the most recent 990 you have. You must provide a roster of your Board of Directors, Board of Directors Bylaws and most recent financial audit or review. If your revenues are \$200,000 or above, you must submit an Audit by an independent CPA. Under \$200,000 you must submit an audit or review of your financials. You must also submit registration with the Division of Corporations, your Solicitation License with the Department of Agriculture, your Drug Free Workplace Policy and then your ADA Policy (American Disabilities Policy).

Courtney Edgcomb introduced herself and said **EVERYTHING has to be in by December 21st.** The Letter of Intent is now set up so our cabinet can review it ahead of time. **It is very important and all of these attachments are required for the process.** I am trying to be as clear as possible on that. **The correct attachments are required for this LOI process.** Do not fill in a "placeholder" just to get to 100%, you won't be accepted if you do.

The last section is your Budget. Upload your current agency budget. For this section, submit your actual 2018 current budget as is, as a PDF, then save. If you've done everything, on the bars you will see 100%. **You cannot edit after you have pressed submit.** You can preview your application and print it for your records.

The section - ***Add Collaborator*** can be the most confusing; but, you can add a collaborator to your account to help. To add a collaborator, go to the grant dashboard and select "Add Collaborator" from the "Actions" drop-down menu. Type in that person's name. If they are not in the system, you can add them from here. You also need to assign sections for the collaborator. If you have been added as a collaborator, you will see a "My Collaborations" tab when you log in. Click on this tab to access the LOI. Duguay gave onscreen instructions of each section for all to see. Edgecomb said collaborators are good if you have a finance person fill in the info. She then explained the status of the Letter of Intent as it is reviewed and said minutes from this meeting will be on our website next week.

Meeting adjourned at 9:55.

Respectfully submitted,

Katie Williams
Office Manager