

MEMORANDUM



To: Mayor and City Commission

From: Sarah Hannah-Spurlock, Assistant City Manager *SHS*

Date: June 16, 2015

Subject: County's Process for Distribution of Funds to Non-Profits

At the June 2nd Commission meeting, staff was directed to obtain information regarding Monroe County's process for distributing funds to non-profit entities.

Funding Eligibility

The Board of County Commissioners (BOCC) provides funding to not-for-profit organizations that provide health and human services. The fiscal year 2015 budget for such funding was about \$3.1 million (the County's total budget is about \$442 million). The money is distributed in three ways. The first is through the Human Services Advisory Board (HSAB). The second is a non-discretionary distribution through the Substance Abuse Mental Health/Baker Act (SAMH) and the third is a discretionary line item directly from the BOCC.

Human Services Advisory Board

The County passed a resolution in 1991 creating the Human Services Advisory Board. The board consists of five members with each county commissioner appointing one member. Members serve two year terms or until the termination of the respective commissioner's term. The board's purpose is to review funding requests from non-profit human services agencies and make recommendations to the BOCC.

The HSAB traditionally meets twice a year. The first is an organizational meeting to elect officers and discuss the year's funding process. The second meeting is to discuss applicant requests and formulate a recommendation for funding to the BOCC.

Application Process

The BOCC determines a budget amount available for funding through the HSAB application process. The fiscal year 2016 budget was set at about \$1.8 million. The applications for funding requests are available for interested and relevant non-profits in March and are due to the County in April. The applications are then reviewed by the HSAB in late May. Applications are evaluated based on weighted criteria in three categories: medical services receive 65% of the total available funding, core social services receive 35%, and quality of life improvement services receive 5%. A recommendation for funding is presented to the BOCC.

Awarded recipients must enter into a contract with the BOCC for the funds. Payment is on a reimbursement basis and certain expenses are not eligible. Recipients must also

complete an annual performance report before they are awarded for funds the following fiscal year.

Substance Abuse Mental Health Funding

SAMH is a comprehensive category of mental health funding that includes Baker Act Services. Florida Statute requires a local match for SAMH funding. The County is one revenue source that contributes to the local match. The County provides matching dollars to the Guidance Care Center and the Lower Keys Medical Center. The County also provides funding for Baker Act Transportation services. The total amount provided for SAMH in fiscal year 2015 is just over \$1 million.

BOCC Direct Line-Item Funding

There are organizations outside the HSAB process that receive funds directly from the BOCC through the annual budget process. These organizations, which have historically included youth and recreational organizations, AARP's, and arts organizations, must also enter into a contract with the BOCC and satisfy certain requirements. The total amount provided for this funding in fiscal year 2015 is about \$332,000.

cc: Jim Scholl, City Manager