



## **Notice of Funding Availability for Human and Social Service Agencies The Promise Zone Targeted Grant Application Process**

The City of Tallahassee Commission and the Leon County Board of County Commissioners are coordinating with the United Way in a special grants process to allocate funding to private, nonprofit agencies that provide direct client services to residents in the proposed Promise Zone.

**Human Service Funding Categories and Overall Grant Requirements:** All eligible applicants must demonstrate the provision of direct client services in at least one of the following human service categories: (1) **youth services**, (2) **family services**, (3) **employment training and placement services**, and (4) **health services**. The Commissions will fund innovative, community-based and culturally relevant programs that can directly improve the lives of residents living in the Promise Zone. (Additional information is available on pages 5-12.)

This funding is targeted to serve residents living in the Promise Zone (PZ) using the boundaries approved by the City and County Commissions. Applicants are required to: **(1) demonstrate an increased level of services being offered to the targeted area; (2) develop partnerships and collaborations with organizations and groups located in the PZ; (3) participate in an independent program evaluation process conducted by educational institutions; and (4) enter into a legal contract with the City of Tallahassee and/or the Leon County Government.**

Furthermore, all funded organizations and collaborative partners will be required to comply with the following expectations:

- 1.) Successfully complete a general impact assessment and program evaluation training for project managers and relevant staff.
- 2.) Work with independent evaluators in the development of metrics, data collection techniques, and data analysis strategies for their proposed project.
- 3.) Maintain ongoing contact with independent evaluators to receive support regarding the implementation of the program and utilization of assessment tools.
- 4.) Provide final data, conclusions, and information for the development of a final report.

**Targeted Area Defined:** The Promise Zone (PZ) is comprised of 11 contiguous census tracts, which include 4, 5, 6, 10.01, 10.02, 11.01, 11.02, 12, 14.01, 14.02, and 19.01. Within the area are seven communities: the Greater Frenchtown Community on the north, Providence Neighborhood, Callen Neighborhood, and Liberty Park Neighborhood on the west, Bond Community, South City, and Apalachee Ridge neighborhoods in the south. The proposed Promise Zone encompasses communities that have an overall poverty rate of 51.58%.

**Specific Eligibility Requirements:** The agency applying for funding must meet the following CHSP, state and federal eligibility requirements:

1. The agency is a nonprofit corporation, incorporated in Florida or authorized by the **Florida Department of State** to transact business in Florida.
2. The agency has **bylaws** adopted by its board of directors.
3. The agency has obtained **501(c) (3) status** from the United States Department of Treasury.
4. The agency is authorized by the **Florida Department of Agriculture and Consumer Services** to solicit funds in Florida.
5. The agency has a governing **board of directors** that consists of at least five members, including a board president, treasurer and secretary. The board structure provides appropriate oversight and ensures that internal fiscal control standards are met.
6. The agency has obtained a sales tax exemption registration from the **Florida Department of Revenue**, pursuant to Section 212.08.
7. The agency has a **Fiscal Management Policy** that meets acceptable accounting standards.
8. The agency has a **Check Signing Policy** that requires two or more signatures based on certain fiscal thresholds approved by the board of directors. Furthermore, the policy specifies that no agency staff, including the executive director, can sign a check written to him/her or written for cash. The policy also includes specifications and internal safeguards (direct board oversight) regarding making withdrawals from the agency's account.
9. If required by the funding source, the agency has its books and records audited on an annual basis by an independent certified public accountant who has no affiliation with the agency and whose examination is made in accordance with generally accepted auditing standards. The **audit** report must include a management letter; financial statements showing all of the agency's income, disbursements, assets, liabilities, endowment, other funds, and reserves and surpluses during the period under study and be consolidated with the statements of any affiliated foundations or trusts.
10. **If the audit contains a schedule of findings, a corrective action plan was included with the audit.**
11. **The agency has a current IRS Form 990, 990EZ that was submitted to the IRS.**
12. The agency has an **administrative cost of 25%** or less as evidenced by the IRS Form 990 AR.
13. The agency has a **Nondiscrimination and Equal Opportunity Policy**.
14. The agency has a **Records Retention Policy**.
15. The agency has a **Conflict of Interest Policy**.
16. The agency must provide **direct client services**.
17. The agency has a local office located within the Tallahassee/Leon County area.
18. The agency has proof of **liability insurance coverage**.



**PLEASE CAREFULLY REVIEW THE GRANT SUBMISSION REQUIREMENTS NOTED BELOW:**

- All agencies must meet the minimum legal and CHSP eligibility requirements.
- The **Promise Zone Targeted Grant Application** is available on the CHSP Portal at <https://www.chspportal.org>. On the website please click the icon entitled, **Partner Agencies**. Please download the application and save to your computer's hard-drive. The application is in Microsoft Word.
- Use the exact forms provided in the grant application; you are not allowed to modify any forms.
- Submit one hard copy of the **grant application**.
- Submit **one complete application along with the legal documents on a Jump-Drive with a minimum of 4GB**.
- The required legal documents that must be submitted along with the grant application are as follows:**
  1. Agency's current **by-laws**
  2. Registration letter with the **U. S. Department of Treasury, Section 501 (c) (3)**, Internal Revenue Service Code, for exempt status
  3. **Current IRS Form 990** or 990EZ
  4. **Current audit**, along with management letter and corrective action plan, if applicable
  5. Registration letter with the **Florida Department of Agriculture and Consumer Services**
  6. Registration letter with the **Florida Department of State, Division of Corporations**
  5. Registration letter with the **Florida Department of Revenue, F.S. State Sales Tax Exemption**
  6. Certificate of **liability insurance**
  7. **Statement of non-discrimination and equal opportunity policy** for employees, volunteers and clients
  8. **Fiscal Management Policy**, including a dual check signing policy/procedure (**The procedure must include the Check Signing Policy language noted in the Specific Eligibility Requirements, page two.**)
  9. **Records Retention Policy**
  10. **Conflict of Interest policy**
  11. **Local, state or federal licensures**, if required



**INSTRUCTIONS ON HOW TO PREPARE THE JUMP-DRIVE ARE AS FOLLOWS:**

- Utilize one Jump-Drive with a **minimum of 4GB**.
- Ensure that all documents are collated.
- Save all documents as **PDF file(s)**.
- **Develop two files** to store the information.
- **List the first file** as "**Agency Name and The Promise Zone Targeted Grant Application.**"
- **List the second file** as "**Agency Name and Legal Docs**" and save all required legal documents to this file.
- **Submit your Jump-Drive in a sealed envelope**, and **list the agency's name on the envelope**.

 **APPLICATIONS MUST BE SUBMITTED BY 5:00 PM, ON FRIDAY, NOVEMBER 20, 2015 to:**

**Anita Morrell, Human Services Analyst**  
(Direct: line: 891-6561 or switchboard: 891-6500)  
The City of Tallahassee  
Department of Economic & Community Development  
435 North Macomb Street, the Renaissance Building (3<sup>rd</sup> floor)  
Tallahassee, Florida 32301  
(Located in the historic Frenchtown Community)

**(Please note, the Renaissance building closes precisely at 5:00 PM., and applications will not be accepted after the due date and time.)**

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***For technical assistance, City and County staff can be reached at the following contact numbers and emails:***



<p><b>Pat Holliday</b>, City of Tallahassee Direct line: 891- 6524 or <a href="mailto:patricia.holliday@talgov.com">patricia.holliday@talgov.com</a> <b>Anita Morrell</b>: 891- 6561 <a href="mailto:anita.morrell@talgov.com">anita.morrell@talgov.com</a> Switchboard: 891- 6500 Fax Number: 891- 6592</p>	<p><b>Pam Tisdale</b>, Leon County Switchboard: 606-1900 Fax Number: 606-1943 <a href="mailto:tisdalep@leoncountyfl.gov">tisdalep@leoncountyfl.gov</a></p>
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**Special Instructions: please note that the next sections (pages 5 through 12 & the Promise Zone map) discusses the collaboration expectations, the four human service categories, and the overall demographic data pertaining to the entire Promise Zone.**

**The “Promise Zone” Targeted Grant Process**  
**Request for Proposals**

**APPLICATION OVERVIEW**

**Collaboration, an overriding principle:** Programs that integrate comprehensive, collaborative strategies in its program design will receive preferential consideration. When we target the community for change, our efforts are directed at causing that change. We may accomplish this through a number of methods which include: creating new services, improving the delivery of existing services, or implementing innovative intervention strategies, drawing upon the resources of the community. In summary, collaboration is based on the premise that groups of agencies (and collective resources) working together enhance each other’s chances of being successful at having an immediate, intermediate and long-term impact in any given community.

***Some of the benefits that can be actualized through collaboration are as follows:***

- Service capacity is improved when you have groups with different views, resources and skills applying their intelligence and strength to solve complex socio-economic problems.
- Increasing human service coordination, collaboration, and service integration can improve the quality and availability of social services for high-risk communities.
- Social service systems are able to meet the needs of clients and communities in a more efficient, comprehensive fashion.
- By networking, coordinating, and cooperating organizations working together can accomplish goals they couldn't reach working in isolation.
- Groups of people can work together to accomplish amazing tasks. They can figure out ways to garner the necessary skills, funds and time to solve community problems and improve the delivery of human services.
- Collaboration can improve individual or caseload outcomes, or expand service availability to particular categories of clients, compared to the performance of providers acting in an uncoordinated fashion.
- As we work together, we are not only accomplishing our goals, such as making health care more accessible or creating more jobs; we are also learning how to bring the local decision-making process into the hands of community members, thereby, promoting a sense of ownership and personal responsibility.
- Complex and intertwined problems require cooperation throughout a community in order to make positive changes. No one organization or even one sector can make significant movement without the help and cooperation of the other sectors.
- It requires that all parties give priority to the broader common good of the larger community.

***Organizations submitting an application for funding consideration must address at least one of the four human service funding categories:***

**1) Youth Services**

Youth development applies to a set of principles or approaches emphasizing active support for the growing capacity of young people by individuals, organizations, and especially at the community level. It refers to intentional efforts of others, including adults, communities, government agencies and schools to provide opportunities for youth to

enhance their interests, skills and abilities. This approach is rooted in a commitment to enabling all young people to thrive. It requires making communities more conducive to developing youth to their fullest potential.

Youth who live in deteriorating neighborhoods characterized by extreme poverty, poor living conditions, violence and high unemployment are more likely to develop problems with depression, alcohol and other drug use, delinquency, gang involvement, teen pregnancy and dropping out of school. Many such youth have witnessed violence and may be affected by Post Traumatic Stress Disorder. Beginning in elementary school, academic failure increases the risk of negative life outcomes. Young people who have lost commitment to school are at a higher risk of failure.

Early research in resiliency helped highlight that the presence of caring adult relationships, decision-making skills and other supportive interventions in a young person's life can offset the occurrence of negative outcomes even among youth considered to be at high risk. Youth serving programs need ways in which to measure the impact of their programs in order to provide quality services that meet the needs of youth.

***Below are examples of the types of services and outcomes that specifically address the needs of the target population in the Promise Zone:***

- a. Youth perform at or above grade level.
- b. Youth successfully pass the Department of Education's educational requirements.
- c. Youth are promoted to the next grade level.
- d. Youth graduate from high school.
- e. Youth enroll in postsecondary education.
- f. Youth complete some type of postsecondary credential.
- g. Youth develop employability skills.
- h. Youth are employed and develop life management skills.
- i. Youth avoid involvement in the juvenile delinquency or criminal system.
- j. Youth are diverted from gang involvement.
- k. Youth prevent, manage and resolve interpersonal conflicts in constructive ways.
- l. Youth develop critical thinking and decision-making skills.
- m. Youth use refusal skills and avoid risky behaviors such as drug use or early sexual involvement.
- n. Youth develop self-protective skills (i.e., how to thrive in an at-risk environment).
- o. Youth avoid teenage pregnancy.
- p. Youth develop coping skills and a strong sense of self.

## **2) Family Services**

The term family support services means community-based services provided for the safety and well-being of children and families. The advantages of family support services include: a) it helps to increase the strength and stability of the family; b) it helps to increase parent's confidence and competence in their parenting abilities; c) it helps to afford children a safe, stable, and supportive family environment; and d) it strengthens the overall community environment.

Furthermore, family supportive services include the following principles: 1) they are family driven; 2) services are comprehensive, flexible, and individualized to each family based on their culture, needs, values and preferences; 3) they build on strengths to increase the

stability of family members and the family unit; and 4) they utilize informal and formal family supports to address the needs of the family.

United States has a higher poverty rate than many other advanced countries, and many Americans reach adulthood without the tools they need to succeed in the workforce. The most common measure of poverty in the U.S. is the *poverty threshold* set by the U.S. Government. This measure recognizes poverty as a lack of those goods and services commonly taken for granted by members of mainstream society. Various programs and policies, especially in areas such as job training and education, could be reformed and strengthened. Poverty reduction is a term that describes the promotion of various measures, both economic and humanitarian, that will permanently lift people out of poverty. Making employment opportunities available is just as important as increasing income and access to basic needs. It is also important to recognize that some individuals may need ongoing support due to experiencing chronic poverty; this is particularly true for the elderly and special needs populations who often rely on fixed incomes.

***Below are examples of the types of services and outcomes that specifically address the needs of the target population in the Promise Zone:***

- a. Provide housing assistance that enables families to move to areas with high levels of upward mobility; this strategy improves the opportunity for college enrollment, adult earnings, and marriage rates, etc.
- b. Provide supportive services that strengthen families and promote self-sufficiency.
- c. Develop job opportunities that allow families to increase their earnings to livable wages.
- d. Provide emergency, cash assistance to help families obtain or remain in stable, long-term housing.
- e. Provide consistent, supplemental food support to reduce the cost of living for families. This measure reduces the challenges that low-income households face regarding *food insecurity* (e.g., having to decide how to use limited income in reference to making choices about paying for food, medicine, utilities or housing).
- f. Increase the number of children who benefit from early childhood education programs, ensuring that the children meet appropriate developmental milestones. These programs increase the individual's long-term, positive outcomes such as higher earnings and educational attainment. Moreover, such supportive services assist families in obtaining and sustaining employment.
- g. Enhance health, growth and development of children and adults in the family unit.

h. Promote safe, stable and supportive families who are connected to their communities.

**3) Job Training and Placement:** Preparing people for the job market is a critical task for all modern societies. The objectives are: 1) to give people the opportunity to attain their career potential while meeting the demands of the labor market, and 2) to minimize the number of long-term joblessness or poor career outcomes. Critical to a nation's success in achieving both goals is an effective training and placement system, as well as sound programs targeted to the structurally unemployed and economically disadvantaged. The program model must be designed to engage low-income youth and adults in work and/or related project activities, teach fundamental job readiness skills training and world-of-work awareness through meaningful experiences.

***Below are examples of the types of services and outcomes that specifically address the needs of the target population in the Promise Zone:***

- a. Provide effective and innovative year-round employment and training services to at-risk youth and adults.
- b. Jobseekers have improved skills for employment. (Jobseekers are more likely to find and enter employment as a result of improved functional skills, interpersonal skills, motivation and skills for finding work.)
- c. Jobseekers have improved occupation-specific skills and work experience. (An example of one measurement within this category is the number of jobseekers gaining accredited vocational qualifications.)
- d. Increased numbers of jobseekers enter and sustain (quality) paid employment: (An example of one measurement within this category is the number of jobseekers who enter paid work of a specified quality in reference to wages, etc., as well as the duration of employment.)
- e. Jobseekers complete high school or a GED (if applicable)
- f. Jobseekers are enrolled and successfully complete post-secondary educational opportunities.
- g. Jobseekers obtain summer employment opportunities, including apprenticeships and job shadowing.

#### **4) Health Services**

According to the World Health Organization (WHO),

“Health services include all services dealing with the diagnosis and treatment of disease, or the promotion, maintenance and restoration of health. They include personal and non-personal health services. Health services are the most visible functions of any health system, both to users and the general public. Service provision refers to the way inputs such as money, staff, equipment and drugs are combined to allow the delivery of health interventions. Improving access, coverage and quality of services depends on these key resources being available; on the ways services are organized and managed, and on incentives influencing providers and users.”

Integrated health services encompass the management and delivery of quality and safe health services so that people receive a continuum of health promotion, disease prevention, diagnosis, treatment, disease-management, rehabilitation and palliative care services, through the different levels and sites of care within the health system, and according to their needs throughout the life course.”

***Below are examples of the types of services and outcomes that specifically address the needs of the target population in the Promise Zone:***

- a. Health care is more accessible to community members.
- b. Residents reduce the risk, duration and effects of acute and episodic health conditions such as asthma or diabetes.
- c. Improve the health and quality of life for area residents.
- d. Low Income, uninsured patients gain access to health care.
- e. Residents receive basic screenings such as physicals, blood pressure, diabetes, hearing, vision and scoliosis screenings.
- f. Residents receive dental care coordinated through community service providers.
- g. Residents are better health care consumers and advocates through increased utilization of services and better self-care and management of chronic diseases.
- h. To improve access to medical and dental care.
- i. To organize and coordinate the delivery of specialty medical and dental care to low-income, uninsured residents.
- j. To create and maintain a system of service delivery that encourages health care providers to volunteer and provide needed services.
- k. To improve medical outcomes for uninsured patients through donated care and prescription and transportation assistance.

**Attachments:** Promise Zone Description and Maps

## ATTACHMENT 1: Targeted Communities

The City of Tallahassee's proposed Promise Zone (PZ) is comprised of 11 contiguous census tracts. Within the area are seven communities: the Greater Frenchtown Community on the north, Providence Neighborhood, Callen Neighborhood, and Liberty Park Neighborhood on the west, Bond Community, South City, and Apalachee Ridge neighborhoods in the south.

The proposed Promise Zone encompasses communities that have an overall poverty rate of 51.58%; the highest poverty rate in one census tract is 69.4%. The employment rate in the Promise Zone area is 79.74% which translates into a 29.26% unemployment rate for the labor force age 16 and above, which is four times higher than the unemployment rates of the city (6.2%) and the county (7.0%). In the Promise Zone 14.9% of the residents age 25+ do not possess a high school diploma, and 5% of the population has less than a 9th grade education. Over 12,421 occupied households live within the boundaries of the Promise Zone, 65% of those households are headed by single-females with children under 18-years of age, which is significantly higher than the City average of 29.3%, 36% of the households are headed by single-males with children under 18-years of age, and 36.7% of the households are managed by married couples with children under the age of 18.

The demographics of the Promise Zone (PZ) show that the population is young, largely minority, and has a significant number of children. The majority of the residents are African American, representing 63.9% of the PZ population. Overall, African Americans make up 34.1% of the City population. According to the U.S. Census Bureau, 2007-2011 ACS, the area composition also includes 27.4% White, 5.3% Hispanic (of any race), 3.8% Asian, 0.5% American Indian and Alaska Native, 1.9% some other race, and 2.6% of persons of two or more races. The breakdown of the population by age group is as follows: 18 to 24 (13,005/40.4%), 25 to 34 (4,619/14.4%) and children and youth 17% (5,461). Overall approximately 72% of the population is 34 or younger.

According to the ACS 2011, 51.6% of the Promise Zone population (31,059) lives below the Federal Poverty Guidelines, three times the rate of Florida (14.7%). In comparison, the overall rate of poverty for the City of Tallahassee is 29.4%, while Leon County's rate is 22.3%. Seven schools located in the Promise Zone (PZ) have free and reduced lunch eligibility rates exceeding 80% or above. Although the area median household income for the Tallahassee, FL HUD Metro FMR Area is \$64,800, South City, an area included in the PZ, has a median household income of \$14,487.

As was noted earlier the poverty rate in the PZ is almost twice the citywide average, the unemployment rate is over three times greater than the City average and the rates for serious crime are amongst the highest in the City.

**Employment Indicators:** The overall unemployment rate for the PZ is 20.3% compared to 6.2% for the City and 7.0% countywide. South City for example, has an unemployment rate of 25.1%.

**Crime Statistics:** The Promise Zone represents 17% of the total City population; however, the area accounts for a significant portion of all reported Part 1 crimes. Specifically, 41.1% of reported aggravated assaults, 25.7% of burglaries, 26.5% of forcible sex offences, 46.7% of murders, 32.6% robberies, and 30.3% of motor vehicle theft occurred in the promise zone during 2011-2013.

Below is a map of the Promise Zone area:

