

Board of County Commissioners
Leon County, Florida

Policy No. 01-04

Title: Human Service Grant Review Committee

Date Adopted: May 24, 2016

Effective Date: May 24, 2016

Reference: N/A

Policy Superseded: Policy No. 81-3, Adopted March 24, 1981 and Amended May 11, 1981; April 30, 1985; December 16, 1986 and December 8, 1987. Revised Policy No. 01-04, "Human Service Grant Review Committee", Adopted May 8, 2001; and Amended November 30, 2004; and February 26, 2008

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 01-04, "Human Service Grant Review Committee," as amended on February 26, 2008, is hereby further amended as follows:

1. The purpose of the Human Services Grant Review Committee is to consider requests for Community Human Service Partnership funding submitted by local human service organizations and activities whose programs are designed to meet the needs of the Leon-Tallahassee area.
2. The Community Human Service Partnership is a grant distribution process partnered by Leon County, the City of Tallahassee, and the United Way of the Big Bend which distributes human service dollars to local non-profit organizations.
3. The Committee shall be responsible for reviewing and evaluating human service funding applications submitted to the Community Human Service Partnership, and making recommendations with regard to the allocation of public funds for human for human service programming.
4. The Committee shall use a systematic and unified approach to review and evaluate human service programs and the allocation of funding for the services.
5. The Committee shall consist of fourteen (14) members, each appointed for two-year terms.

6. Each County Commissioner shall make two appointments to the Committee and shall appoint a replacement when a member is no longer able to serve on the committee.
7. The Committee's funding application procedural process is as follows:
 - a. The Committee will consider requests for Human Service funding once a year, the timing of which will be in conformity with the County and Community Human Service Partnership budgetary cycle and will allow for a sufficient review and evaluation period prior to final consideration by the Board.
 - b. Applications will be submitted to the Community Human Service Partnership staff. Community Human Service Partnership staff will then provide the agency applications to the Committee members.
 - c. While serving on a team of community-wide volunteers, Committee members will be responsible for reviewing and evaluating their assigned agency's application, conducting a site visit to determine the merit of the application and agency, deliberating with other team members on the recommended allocation for each agency, and subsequently, reporting these findings and making a recommendation to the Committee. No more than one Committee member shall serve on one team.
 - d. The Committee will then submit recommended allocations to the Board of County Commissioners, through the Staff coordinator.
8. Appeals will not be considered by the Committee.
9. All uncommitted funds remaining in the Human Service account after the normal yearly cycle, and the subsequent appeals, will revert to the human services account.
10. There shall be no exceptions to the consideration of requests for Human Service funding outside the yearly funding application process.

Revised May 24, 2016