



LEON  
**CARES**



**CITY OF  
TALLAHASSEE**

# Tallahassee-Leon County Nonprofit Services Grant Program Contract Webinar

**September 1, 2021**

# Congratulations!

- 281 applications submitted; 152 preliminarily approved
- Preliminarily approved:
  - Eligible Nonprofit Organization
  - Intend to utilize funding to provide essential human services needs to Tallahassee-Leon County residents impacted by COVID-19.
    - *Human services are those services or programs provided to meet basic health, welfare and other needs of a society or group.*
- Federal Guidance will require further review and documents

# Additional Information for Application

Due to federal reporting requirements, some agencies will be required to provide more information before beginning the contract process, including:

- Intended use of funds for COVID-19 specific program, service, and/or project (B.4.)
- Budget breakdown of request (up to \$20,000), which must correspond to intended use of funds (B.5.)
  - Example - Personnel Costs but no paid staff
  - **DEFINITION OF PERSONNEL:  
full and/or part-time staff of the organization**

# Risk Assessment

- Evaluate an organization's ability to administer federal funds in accordance with program guidelines and federal requirements
- Risk Assessment Monitoring Questionnaire Booklet
  - May require further information and documentation
  - Written responses and documents will be incorporated in case file
- Potential Results of Risk Assessment:
  - Proceed to Contracting
  - Request for additional information and documentation, or
  - Denial

# Contract

- **Contracting:** Due to federal reporting requirements, awardees will be required to enter into a contract with the City of Tallahassee or Leon County and submit invoices for funding disbursement.
- Contract Contents:
  - Contract Period: through September 30, 2023
  - Award Amount
  - Use of Funds (in the application)
  - Distribution of Funds
  - Reporting Requirements
- Contract Generated through Neighborly
- W-9 Forms

# Requirement for City Contracts

- In order to execute the contract with the City and disburse payment, the agency must be a registered supplier with the City of Tallahassee.
- If the agency is not currently a supplier, you should have received an email from the City of Tallahassee Procurement division to set-up an agency profile and complete all necessary forms.
- **Note: This is for City contracts only, agencies contracting with the County need the Substitute W-9 submitted in the initial application.**

# Funding Distribution

- May receive up to 50% of total funding allocation following full execution of contract
  - An activity report and invoice must be submitted
  - Additional documentation may be required (i.e. bank statements, check stubs, etc.)
- Remainder of funds may be allocated following the distribution of the initial 50%
  - An activity report and invoice must be submitted
    - Details on services performed with the initial funds distributed
  - Additional documentation may be required (i.e. bank statements, check stubs, etc.)
    - Details on the initial funds expended

# Contract Information

## Information and Data

- CEO/Executive Director/Board Chair Name
- Title
- CEO/Executive Director/Board Chair Email
- Agency's Registered name in the federal System for Award Management (SAM) or the Data Universal Numbering System (DUNS) (if applicable)
- Agency's DUNS Number (if applicable)



# Step-by-step instruction

## Start a New Application

### Tallahassee-Leon County Nonprofit

#### Services Grant Program

The Tallahassee-Leon County Nonprofit Services Grant Program seeks to provide direct assistance to support Leon County's local nonprofit community to continue to meet the immediate demand for essential human service needs. Eligible non-profit trust, corporation (501(c)(3)) and (501)(c)(19)) organizations based in Leon County, including those located within the City of Tallahassee, can apply to receive one-time to provide human services/programming to Leon County residents impacted by COVID-19.

# Required Reporting

**Reporting:** Every awardee will be required to submit activity reports in compliance with the U.S. Department of Treasury's American Rescue Plan Act guidelines.

Three (3) Reporting Windows:

- Initial Activity Report and Invoice to receive up to 50% of approved amount
- Activity Report and Invoice to receive remainder of funding
- Final Activity Report and Invoice to close out contract
  - Nonsubmittal of a final activity report shall constitute a breach of the agreements as to which the County or City may require the return of distributed funds and/or prohibition of future funding to the Subrecipient from the County or City.



EXHIBIT B



EXHIBIT C

### American Rescue Plan Act (ARPA) Agreement Activity Report

This form must be submitted to the City of Tallahassee and Leon County with each invoice for payment by the Contractor.

Organization Name: \_\_\_\_\_

**Activity Type (Check One):**

- Food Distribution and Enhancement
- Healthcare/Mental Health
- Homeless/Housing Services
- Legal Services
- Non-profit Services
- Vaccine Hesitancy Outreach

Number of Clients Served: \_\_\_\_\_

Number of Goods Distributed (if applicable): \_\_\_\_\_

Describe activit(ies) performed (including dates and times):

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ORGANIZATION NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

INVOICE#: \_\_\_\_\_

Task #	Description	Amount
<b>TOTAL</b>		

# Next Steps

- Next week, City and County staff will send out emails:
  - Request additional information as part of the application review and/or risk assessment, or
  - Confirm opening of Contracting page of Neighborly piece of application
- Once contracts are executed, applicants can submit an activity report and invoice on the application portal
- Upon receipt of activity report and invoice, the City or County will make payments of up to 50% of the awarded amount

# Technical Assistance and Support

- **The Council on Culture & Arts (COCA)** - (850) 224-2500  
[info@tallahasseearts.org](mailto:info@tallahasseearts.org)
- **The Institute for Nonprofit Innovation & Excellence (INIE)** - (850) 201-9766  
[grants@myinie.org](mailto:grants@myinie.org)
- **United Partners for Human Services (UPHS)** - (850) 296-8330  
[info@uphsfl.org](mailto:info@uphsfl.org)
- **United Way of the Big Bend (UWBB)** - (850) 487-8091  
[communityimpact@uwbb.org](mailto:communityimpact@uwbb.org)



**Questions?**

