



**FY 2024/25
APPLICATION
FOR CONTINGENCY
FUNDING**

Application Instructions

Applications will not be accepted or considered for funding if it is incomplete or does not include the required information listed below. Hand-written applications will not be accepted.

Application for Contingency Funding submitted:

- Electronically (.pdf) with digital signatures submitted **on or before Friday, May 31, 2024 by 2:00 p.m.**

OR

- Electronically (.pdf) without signatures **and** a scanned copy of the signed application submitted **on or before Friday, May 31, 2024 by 2:00 p.m.**

The application is needed in an electronic format (.pdf) to meet ADA requirements.

The application and supporting documents may be emailed to Wmollentze@volusia.org. The application can also be submitted through the Community Assistance Division's secure portal at <https://vcservices.vcgov.org/secureupload/d/housing>.

A copy of the application may be submitted on a flash drive to William Mollentze at 121 W. Rich Avenue, DeLand, FL 32720 if the applicant is unable to submit via email or secure portal.

Printed copies are needed to provide to the Children and Families Advisory Board (CFAB).

- 12 printed copies of the signed application mailed, or hand delivered to William Mollentze at 121 W. Rich Avenue, DeLand, FL 32720.
- A copy of the agency's 501(c)(3) status determination letter.
- If applicable, new applicant training must be requested by **Friday, May 17, 2024.**
 - If you are not currently receiving contingency funding, please contact William Mollentze at (386) 736-5955 ext. 12965 for a training meeting. **This training is a prerequisite for all new applicants.**
- An agency representative must attend the CFAB meeting where contingency applications will be discussed and evaluated. The meeting will be at 1:30 p.m. on July 9, 2024, at the Daytona Beach Regional Library Auditorium, 105 Jackie Robinson Parkway, Daytona Beach, FL.

Applications for the services listed below **will not** be considered for contingency funding. These services are funded through a different funding mechanism, such as, the Request for Statement of Qualifications (RSQ).

*Services for persons with disabilities - providing individualized case management services for persons with disabilities to assist them with accessing support services, job and occupation supports, independent living supports, medical surrogates and legal guardianship

*Services for seniors - providing individualized case management services for seniors to assist them with accessing support services, including nutrition, personal care services, home modifications and medical transportation

*Youth development services (Kindergarten through high school graduation) – providing affordable, quality non-school hour programs, reducing transportation barriers to youth programs, providing youth programs that are accessible for youth with disabilities, providing youth development programming focused on leadership, learning and employability, engaging parents in youth programs and providing opportunities for job training and placement, including those that enhance vocational opportunities

*Basic needs – providing a centralized organization or a collaborative of many organizations to provide supplementary food and identify standard criteria and oversee distribution of rent/mortgage assistance funds and utility assistance for all populations

*Family support and services - providing generalized family case management and support services, including prenatal supports and parenting education and supports, providing specialized case management and cross-system coordination for the most vulnerable families and providing specialized trauma counseling and services.

See Attachment A: CFAB- RSQ Service Categories – Risk Factors & Scopes of Work for additional details.

Please note: Agencies recommended and approved for funding may be asked to provide documents for review, such as:

- *Administrative documents such as Articles of Incorporation, Bylaws, etc.*
- *Documents for regulatory compliance such as Florida Corporate Registration, licenses, etc.*
- *Financial documents such as financial policies, audits, etc.*



FY 2024/25

**Children and Families Advisory Board
Contingency Funding Application**

Agency Name:	
Address:	
City, State, Zip Code	
Telephone:	
Primary Point of Contact Name:	
Primary Point of Contact Telephone:	
Primary Point of Contact Email:	
Secondary Point of Contact Name:	
Secondary Point of Contact Telephone:	
Secondary Point of Contact Email:	
Executive Director:	
Board Chair:	

We hereby certify that all employees of any agency working directly with children have passed the Florida Department of Law Enforcement screenings.

Our signatures certify that this request is consistent with our organization's mission, Articles of Incorporation and Bylaws, and has been approved by a majority of the agency's Board of Directors or Advisory Board.

Agency Executive Director

Date

Board Chair, if applicable

Date

Program Narrative

Section A: Justification – RSQ Service Categories

Provide a detailed narrative that explains why the proposed program(s) do not fit into any of the RSQ service categories listed on page 3 and further detailed in Attachment A of the application (500 word limit). Your application will be disqualified if the description does not clearly state that the proposed program falls outside of an RSQ area.

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Section B: Program Description

Provide a detailed description of each program and the amount requested for funding with this application. Please include the areas of Volusia County and special populations that will be served through the program(s). Include the proposed number to be served with all funding, including CFAB if awarded. (500 word limit)

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Section C: Program Need

Provide a detailed description of the need for each program. If providing data to support, please indicate the source of the data and how current the data is. (500 word limit)

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Section D: Budget Template

Complete the budget template below for each program.

Program Budget for FY 2024/25

		Program:	Program:	Program:
	Revenues:			
1	Government Funding			
	City of			
	City of			
	Volusia County (CFAB)			
	Volusia County (ADM match)			
	Volusia County (Special Contracts)			
	Volusia County (JAG)			
	Volusia County (Other)			
	Federal:			
	Medicare			
	Other:			
	Other:			
	Other:			
2	Government Subtotal			
3	United Way			
	United Way of Volusia-Flagler			
	Other United Ways:			
4	United Way Subtotal			
5	Agency Generated Income			
	Contributions/Fundraising			
	Trusts/Bequests			
	Foundation Funding			
	Membership Dues/Client Fees			
	Product/Service Sales			
	Investment Income			
	Other Income:			
	Other Income:			
	Other Income:			
6	Agency Generated Income Subtotal			
7	Total Revenue:			
	Expenses:			
8	Administration Expenses			
9	Program Expenses			
10	Total Expenses:			
11	Total Revenue:			
12	Total Expenses:			
13	Excess/(Deficit):			

Section E: Agency Capacity

Provide the following information regarding the agency's capacity to provide services:

1. Provide the number of years the agency has provided the program(s). If the program is a new service being provided please include any relevant background information about the program(s).
2. Provide the number of clients served by the program(s) annually.
3. Provide a detailed description of the program(s)' successes. (250 word limit)

4. Provide a detailed description of the managerial expertise and staff qualifications that allow the agency to effectively implement the proposed program(s). (250 word limit)

5. Has the agency ever had a contract cancelled for cause and if so, why? (250 word limit)

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Section F: Measurable Goals, Objectives and Outcomes

In the table below, please indicate specific goals, objectives and outcomes that the agency utilizes in the development and implementation of the program(s). For numbers to be served, include only the number served with CFAB funding.

(If applying for more than one service, please number and describe each one).

Program	Goals and Objectives (Measurable benefit to program participants, numbers to be served per month and at the close of the program)	Strategy (How will you achieve the expected outcome and evaluate progress including benchmarks and timeframes)

Attachment A: CFAB - RSQ Service Categories – Risk Factors & Scopes of Work

Service Category	Risk Factors	Scope of Work
1.) Services for persons with disabilities	<p>1.) Lack of services to match the specific needs of persons with disabilities to promote their desired level of independence (case management, medical services, job and occupational supports, medical surrogates and legal guardianship)</p> <p><i>Disability: The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity.</i></p>	1.) Provide individualized case management services for persons with disabilities to assist them with accessing support services, including: medical services; job and occupational supports; independent living supports; medical surrogates; and legal guardianship
2.) Services for Seniors	1.) Lack of services to match the specific needs of seniors to promote their health and desired level of independence (case management, nutrition, personal care services, home modifications and medical transportation)	1.) Provide individualized case management services for seniors to assist them with accessing support services, including: nutrition; personal care services; home modifications; and medical transportation
3.) Youth Development Services (Kindergarten through high school graduation)	<p>1.) Lack of affordable, quality non-school hour care (including weekends, after school, non-school days and summer)</p> <p>2.) Lack of transportation to youth programs/services</p> <p>3.) Lack of youth programs that are accessible for youth with disabilities</p> <p>4.) Lack of youth development services to promote leadership, learning and employability</p> <p>5.) Lack of parent engagement in youth programming</p> <p>6.) Lack of opportunities for adolescents to learn employability skills through paid internships and work experience opportunities</p>	<p>1.) Provide affordable, quality non-school hour programs</p> <p>2.) Reduce transportation barriers to youth programs</p> <p>3.) Provide youth programs that are accessible for youth with disabilities</p> <p>4.) Provide youth development programming focused on leadership, learning and employability</p> <p>5.) Engage parents in youth programs</p> <p>6.) Provide opportunities for job training and placement, including those that enhance vocational opportunities</p>
4.) Basic Needs	1.) Lack of services and supports for individuals, families, and pregnant and post-partum women who are at risk of homelessness or who are literally homeless	<p>1.) Provide a centralized organization or a collaborative of many organizations to:</p> <ul style="list-style-type: none"> a. Provide supplementary food b. Identify standard criteria and oversee distribution of rent/mortgage assistance funds and utility assistance for all populations
5.) Family Support and Services	<p>1.) Lack of individualized case management and supports and services for vulnerable families</p> <p>2.) Lack of sexual abuse treatment and trauma counseling/services</p>	<p>1.) Provide generalized family case management and support services, including prenatal supports and parenting education and supports</p> <p>2.) Provide specialized case management and cross-system coordination for the most vulnerable families</p> <p>3.) Provide specialized trauma counseling and services</p>