



September 22, 2008

The attached Request for Proposal, RFP, has been issued by the Florida Disaster Recovery Fund to the recognized Long-Term Recovery Organizations, LTROs, in counties sustaining the most damage from Tropical Storm Fay, according to data issued by FEMA. The LTROs in these counties -- Brevard, Duval, St. Lucie and Volusia -- may apply for Phase I of the Tropical Storm Fay Recovery Program.

This RFP provides up to \$25,000 for Phase I, Part A, funding for short-term staffing to put a recovery system into place. The deadline for the LTROs to submit their proposals to the Governor's Volunteer Florida Foundation, manager of the fund, is October 6, 2008.

In November, a second RFP will be issued for Phase I, Part B, to fund direct assistance to residents most affected by the storm and most in need of help in the four counties. This grant will be used for needs not met by others.

The Disaster Recovery Fund will be issuing an RFP for Phase II funding for LTROs in counties which further analysis by FEMA determines also received significant damage by Tropical Storm Fay.

Questions regarding the RFP and funding system should be directed to Barbara Gershman at (850) 877-6506. Questions about the Florida Disaster Recovery Fund should be asked of Roosevelt Alexander, director of the fund, at (850) 488-0790. Kay Kammel is president of the Governor's Volunteer Florida Foundation. She may be reached at (850) 410-0696.

Governor's Volunteer Florida Foundation
Elliot Building
401 South Monroe Street • Tallahassee, Florida 32301
850-410-0696
www.volunteerfloridafoundation.org



REQUEST FOR PROPOSAL

Phase I of the Tropical Storm Fay Recovery Program Long-term Recovery Organizations in Brevard, Duval, St. Lucie and Volusia Counties

BACKGROUND

Since its inception in August 2004, the Florida Disaster Recovery Fund, formerly the Florida Hurricane Relief Fund, has received more than \$27 million in private contributions, allocated to more than 300 nonprofits and organizations working on long-term recovery around the state. The Florida Disaster Recovery Fund is administered by the Governor's Volunteer Florida Foundation (VFF) to address unmet needs of Floridians following disasters. The fund is chaired by Senator Connie Mack, retired.

FUNDING PURPOSE

The goal of the Tropical Storm Fay Recovery Program is to address unmet needs of storm-affected residents in making their homes safe, sanitary and habitable. This initial grant, Phase I, is targeted to counties with the most damage, according to the latest analysis by the Federal Emergency Management Agency, FEMA. These counties are Brevard, Duval, St. Lucie and Volusia. This Request for Proposal covers Part A of Phase I, to grant funds for the recognized Long-term Recovery Organizations (LTROs) in these counties. Part A provides a maximum of \$25,000 in operating funds for each LTRO which is actively assisting households most severely affected by the storm.

In November 2008, a second Request for Proposal will be issued for Phase I -- Part B, direct assistance to clients. This program component will provide direct assistance for case management, purchase of materials and supervision and support of volunteers.

ELIGIBLE APPLICANTS

The only eligible applicants for Phase I are the recognized LTROs in Brevard, Duval, St. Lucie and Volusia Counties, respectively.

FUNDING LIMIT

The budget for Part A, start-up, is limited to no more than \$25,000.

FUNDING PERIOD

Projects will begin November 3, 2008 and end by June 30, 2009.

DEADLINE FOR PROPOSAL SUBMISSION

Proposals must be received by 5:00 p.m., EDT, Monday, October 6, 2008.

ALLOWABLE AND UNALLOWABLE EXPENSES

The budget, not to exceed \$25,000, is to be used for staffing, supplies and administrative expenses. This grant may not be used to reimburse expenses incurred by the applicant prior to the contract date or for expenses outside the contract budget. Unallowable expenses in Part A are client assistance, repair materials and other costs which will be addressed in Part B.

SUBMISSION REQUIREMENTS

Proposals must be typed in a 12-point font, either Arial or Times Roman, have at a minimum 1" margins, and consists of no more than five pages, inclusive of the budget. Not counting toward the five pages are the following which also must be submitted:

- The cover page on the template provided
- A list of the Board of Directors, with the organization each member represents
- A copy of the LTRO's 501(c)(3) determination letter from the Internal Revenue Service (or that of the fiscal agent, if applicable)
- The organization's latest financial statement, audited if available
- Proof of liability insurance

Send an original and four copies of the proposal portion of the application along with a version written to a CD.

CONTACT PERSONS

For questions about this Request for Proposal or grantmaking process, contact Barbara Gershman at (850) 877-6506 or barbaragershman@embargmail.com

For questions about the Florida Disaster Recovery Fund, contact Roosevelt Alexander, Chief Financial Officer, VFF, at Roosevelt.alexander@vfffund.org or (850) 488-0790

Kay Kammel, President of VFF, may be reached at kay.kammel@vfffund.org or (850) 410-0696.

INSTRUCTIONS FOR WRITING THE PROPOSAL PHASE ONE, PART A: START UP AND SHORT-TERM STAFFING

1. Plan for Staffing

Provide a detailed plan for staffing Part A of the project. Provide titles, duties and qualifications for each staff member who will work on the project; the amount of time weekly to be provided by each respective staff member; and the hourly wage rate for each staff member. If you expect the weekly hours to change in subsequent months, indicate how.

Criteria

The applicant assigns the staff positions, roles and time on the project which are relevant and necessary. The qualifications and wages are appropriate.

2. Volunteers

Describe your current use of volunteers. Provide your plan to recruit, manage and support volunteers for assistance in Part B. Provide estimated numbers and roles of volunteers to be recruited and used. (Keep in mind that volunteers will be used to repair houses in Part B and that you can budget for a volunteer manager or coordinator. Also remember, that you might get help from groups of out-of-area recovery volunteers whose housing and food expenses you should plan to budget in Part B.)

Criteria

The applicant demonstrates the ability to recruit volunteers, use them in roles which are important to the project and manage their activity.

3. Partnerships

Identify organizations you will ask to assist with the project and ways each organization can be of service.

Criteria

The applicant has knowledge of and/or has established a working relationship with relevant organizations which have a history or capability of helping storm-impacted households. The applicant identifies useful services and resources that can be contributed.

4. Budget (Not to exceed \$25,000)

Break down each line item into units, cost per unit and multiply by the number of units.

Staff: using the information in #1, above, provide the title of each staff person, wage rate and number of weeks to be used in Part A of the project.

Fringe benefits: Identify which fringe benefits, or employer costs, are included in this estimate.

Travel: Break down projections for any staff travel by average miles per week multiplied by the number of weeks and by the state approved mileage rate of \$.445/mile.

This information can be provided in a chart, using a smaller size font, similar to the following:

Staff Position	Wage Rate	Time on the Project	Subtotal

Justification or explanation for staff

Staff Position for Whom Fringe Benefits Are Provided	%age or Actual Cost of Benefits	Subtotal of Fringe Benefits for This Position	Subtotal of All Fringe Benefits

Justification or explanation for fringe benefits

Travel by Position	Average # of Miles	X\$.445 per mile	Subtotal of All Travel

Justification or explanation for travel

Other Expense	Reason for/use of Expense	Item Cost	Subtotal of Other Expenses

Justification or explanation for other expense(s)

Administrative Expenses Itemized or as a %age of wages	Subtotal of Administrative Expenses

TOTAL BUDGET: _____

Criteria

The budget is realistic, sufficient but not excessive; and provides accurate estimates of costs.

5. Project Time Line

Provide a time line of major activities for Part A

Criteria

The time line anticipates major tasks to be accomplished for Part A. The nature and sequence of tasks are accurate. Part A will be completed efficiently so that direct assistance is not unnecessarily delayed.

DISTRIBUTION OF FUNDS

Depending upon need, up to 50% of the project budget may be provided upon execution of the grant agreement. Subsequent payments will be issued following approval of invoices with complete and proper documentation of expenses. Details regarding distribution of funds and reporting will be provided in the grant agreement. Timely reporting is necessary for continued funding.

PROJECT REQUIREMENTS

The following requirements must be met to receive and retain funding from the Disaster Recovery Fund. Any organization receiving a grant from the fund must:

- Establish or utilize a restricted account, or create a separate cost center within the existing accounting system, for the Designated Funds.
- Be incorporated or chartered under appropriate state or federal statutes.
- Maintain its recognition by the Internal Revenue Service as an organization exempt from federal income tax under Section 501(c)3 as amended, and as a publicly supported organization of the type described in Section 170(b)(1)(A)(vi) Internal Revenue Service Code.
- Have a local governing body of voting members serving without compensation, which has ultimate authority for the organization's service, administration, financing and stewardship of funds. The governing board must monitor compliance with the agency's role, mission statement, and bylaws.
- Have an annual examination performed by an independent certified public accountant in accordance with Standards of Accounting and Financial Reporting.
- Maintain appropriate records to enable the organization to make regular assessments of its financial condition, the volume and effectiveness of its services and to provide accountability to the organization's constituency, its sources of support and the community-at-large.
- Utilize the VFF reporting forms.
- Not discriminate on the basis of race, color, religion, sex, national origin, age or disability in providing services, employment, promotion of personnel, election to the Board of Directors, selection of volunteers and choice of vendors.
- Comply with the media guidelines and protocol as outlined in the Florida Disaster Recovery Media Guide, appended to the grant agreement.
- Provide a link to <http://www.FlaDisasterFund.org> on any existing website or any website that is developed during the grant period for the duration of the grant period.



COVER SHEET

Tropical Storm Fay Recovery Program Phase 1 Part A

Organization Legal Name: _____

FEID No: _____ Phone Number: () _____

Authorized Contact Person
Name and Title _____

Mailing Address: _____

City/State/ZIP: _____

Physical Address: _____

City/State/ZIP: _____

Website: _____ E-mail: _____

Counties / Cities
To Be Served: _____

Chair of Governing Board
Name and Title
and e-mail _____

Proposed Project Dates: November 3, 2008 – June 30, 2009

AMOUNT OF FUNDS REQUESTED: _____

To the best of my knowledge and belief, all data in this proposal is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with all applicable state laws and regulations, and the Volunteer Florida Foundation harmless against all claims of whatever nature arising out of our performance of work under this proposal to the extent allowed and required by law.

Authorized Signature **Date**

Title

-VFF use only-

Date Rec'd: _____

App. ID: _____

Complete Proposal Checklist

- ☐ Submitted to arrive no later than October 6 2008, 5:00 pm, EDT
- ☐ Submitted one original, 4 copies and complete proposal on CD
- ☐ Program Narrative in 12-point font, either Arial or Times Roman, 1" margins
- ☐ Program Narrative and Budget do not exceed five pages
- ☐ Proposal does not include brochures, tapes or other information not requested.

Completed Proposal Contains:

- ☐ Signed & Completed Cover Sheet
- ☐ Program Narrative
- ☐ Budget with narrative detail of expenses
- ☐ Listing of Board of Directors, labeled Attachment A
- ☐ 501(c)(3) Determination Letter, labeled Attachment B
- ☐ Prior Year Audit or latest financial statement, labeled Attachment C
- ☐ Proof of Liability Insurance, declaration page, labeled Attachment D