

Carolyn's Heart Incorporated Response

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CONTACT INFORMATION

Company

Carolyn's Heart Incorporated

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Contact

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Submission Date

Jul 29, 2024 5:04 PM (Eastern Time)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Aug 1, 2024 8:21 AM by Romona Jackson

QUESTIONNAIRE

1. Corporate Resolution Granting Signature*

Pass Fail

The response must be submitted by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach or upon request provide a corporate resolution granting authorization to the representative to execute on behalf of the business. Are you authorized to submit this RFA?

Confirmed

Please Note: Responses to this question may be publicly displayed after the due date has passed.

2. Drug Free Workplace*

Pass Fail

In accordance with §287.087, Florida Statute

Do you certify that you meet the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Yes

Please Note: Responses to this question may be publicly displayed after the due date has passed.

3. Conflict of Interest*

Pass Fail

The bidder certifies that to the best of his knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order. (Select yes, if there is no conflict of interest)

Confirmed

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4. Responsible Agent Designation*

Pass Fail

The Consultant shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the County and the Consultant by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the Consultant.

RESPONSIBLE AGENT:

ADDRESS:

PHONE NO.:

EMAIL ADDRESS:

ALTERNATE RESPONSIBLE AGENT:

ADDRESS:

PHONE NO:

EMAIL ADDRESS:

Annette Kleckley

311 SE 44TH STREET

Gainesville, FL 32641

352 214 6225

Please Note: Responses to this question may be publicly displayed after the due date has passed.

5. Has your agency received funding in the Special Projects and Community Enhancements (SPACE) 24-416 RFA, CAPP or CHOICES?*

No Pass Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

6. How many permanent, full-time employees are employed with your agency?*

0 Pass Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

7. What is your agency's net worth?*

2500 Pass Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

8. Provide your Employer Identification Number (EIN)*

Do not include dashes.

Maximum response length: 9 characters

883579829

Please Note: Responses to this question may be publicly displayed after the due date has passed.

9. Provide physical address in Alachua County.*

Maximum response length: 200 characters

530 W. University Avenue Gainesville, FL 32601

Please Note: Responses to this question may be publicly displayed after the due date has passed.

10. Provide a mailing address.*

Maximum response length: 200 characters

942 Turkey Creek, Alachua, FL 32615

Please Note: Responses to this question may be publicly displayed after the due date has passed.

11. Project Name*

Empower Stability Program: Rental & Utility Assistance with Financial Literacy

Pass Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

12. Amount of funds being requested*

Pass Fail

Maximum of \$15,000

Maximum response length: 7 characters

15,000

Please Note: Responses to this question may be publicly displayed after the due date has passed.

13. Does your proposed project benefit residents of Alachua County living at or below 150% Federal Poverty Level?*

Yes Pass Fail

Please Note: Responses to this question may be publicly displayed after the due date has passed.

14. Does you proposed project fit into one of the BoCC's approved funding category?*

Pass Fail

Safe, Affordable Housing

Please Note: Responses to this question may be publicly displayed after the due date has passed.

15. Please describe the proposed project, and quantify the anticipated benefits to residents of Alachua County living at or below 150% Federal Poverty Level*

Maximum response length: 2500 characters Pass Fail

According to Alachua County data in 2022, 20.2% of the population lived below the poverty line, 16.2% being children, which is higher than the national average of 12.5%. Alachua County is home to a population of 280k people. 20% of the population was living with severe housing problems from 2014 to 2023. The average monthly income for a family of 3 living at 150% of the federal poverty level is \$3,227.00 The UF Shimberg Center for Housing Studies' most recent brief reported that 36% of Alachua County low-income renters put more than 40% of their income toward housing. "Affordable Housing" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent. We have families of three trying to provide for the basic needs of their family with \$1936.00 after paying rent. Based on this trend, it is getting harder for families to survive let alone thrive.

Housing instability and utility disconnections are critical issues that exacerbate poverty, Oftentimes families are unable to pay their rent or utilities and have to make hard decisions when it comes to caring for their family. Some families find themselves facing eviction and staring at the possibility of transitional homelessness, which is "a state of homelessness that's a result of a major life change or catastrophic events such as job loss, unexpected medical expenses or divorce. The **Empower Stability program** provides rental and utility assistance to alleviate the financial burden on low-income households with the goal of stabilizing housing and preventing utility disconnections. Financial literacy focusing on debt management will be a requirement to receive assistance. Clients will have to take a mandatory money management class to create an action plan to build a sustainable plan to care for their families.

Quantified Anticipated Benefits: Housing Stability: Prevent eviction for 50-75 households, approximately 225 individuals (assuming an average household size of 3) annually. **Utility Access:** Ensure continuous utility services for 50-75 households, improving their living conditions. **Financial Literacy and Economic Self-Sufficiency:** Train 100-250 households in financial literacy, focused on increasing budgeting and saving skills. Increase disposable income by implementing an effective budget and savings plan for 50 to 75 households, allowing for better allocation towards food, healthcare, and education.

16. Please describe how your project will build capacity, enhance effectiveness and/or efficiency of your agency's service delivery*

Maximum response length: 2500 characters

Pass Fail

Training Programs: Regularly scheduled training sessions for staff on topics such as case management, financial literacy, and client intake. Attend workshops, conferences, and webinars relevant to the organization's mission and vision.

Board Development: Annual board training to keep the board informed of duties, and responsibilities. Conduct targeted recruitment, training, and development initiatives to ensure diverse skills and perspectives.

Client Intake and Assessment: Review and assess the intake process to ensure a consistent and comprehensive evaluation of client needs. Implement a client management system to track applications, manage client data, and generate reports efficiently.

Diversified Funding Streams: Develop a dedicated grant writing team to identify and apply for local, state, and federal grants, as well as foundation and corporate grants. Implement fundraising campaigns, including the Amazing Give, and Giving Tuesday, host events to build rapport with prospective business partners, and appeal to individual donors. Form strategic partnerships with local businesses, other non-profits, and government agencies to leverage resources and expand service reach.

Financial Management: Create a finance and budget committee to establish a comprehensive budgeting process and long-term financial planning to ensure sustainability and effective resource allocation. Hire an Accountant to review financial reports and perform audits to maintain transparency and accountability.

Community Engagement and Outreach: Establish a public relations team and secure marketing and public relations interns from the local colleges to develop a strategy to raise awareness about Carolyn's Heart Incorporated, and its impact through media outreach, social media, and community events.

Client and Community Feedback: Implement systems to gather feedback from clients and the community to continuously improve services and address emerging needs.

Monitoring and Evaluation: Conduct regular program evaluations to assess service delivery effectiveness and identify areas for improvement and measure the impact of services provided.

Reporting and Accountability: Produce annual reports detailing the organization's activities, outcomes, and financial status and make them available to key partners, grant funders, contributors, and the public upon request. Use evaluation and feedback data to make informed decisions and implement continuous improvement processes.

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17. Describe measurable outcomes for the project.*

Pass Fail

Maximum response length: 2500 characters

Timely Assistance Delivery- Outcome: Provide timely emergency rental and utility assistance to clients. **Measure:** Average time from application submission to assistance delivery. **Target:** 85% of clients receive assistance within two weeks of application submission.

Client Satisfaction- Outcome: Ensure high levels of client satisfaction with the services provided. **Measure:** Client evaluations **Target:** 90% of clients report being satisfied or very satisfied with the services received.

Financial Health- Outcome: Improve financial literacy for clients. **Measure:** The number and percentage of clients who report improved debt and money management within six months of receiving assistance. **Target:** 60% of clients report improved financial stability within six months post-assistance.

Increased Funding- Outcome: Increase overall funding to support program growth. **Measure:** Total annual funding received from grants, donations, and fundraising activities. **Target:** 20% increase in total annual funding year-over-year and at least 30% of total funding from diverse sources beyond grants.

Increased Community Awareness- Outcome: Raise awareness about the organization's mission and services in the community. **Measure:** The number of community outreach events held and the number of individuals reached through these events. **Target:** Conduct at least 10 outreach events annually, reaching a minimum of 500 to 750 community members.

Enhanced Community Partnerships- Outcome: Develop and strengthen partnerships with other community organizations. **Measure:** The number of active partnerships and collaborations with other non-profits, local businesses, and government agencies. **Target:** Establish and maintain at least 10 active community partnerships and host at least 5 collaborative events with an average attendance of 75-100 people per event annually.

Board Effectiveness- Outcome: Improve the effectiveness of the board of directors. **Measure:** Board meeting attendance rates and board member participation in governance activities. **Target:** 90% board meeting attendance and 100% participation in governance activities.

Annual Impact Report- Outcome: Publish an annual impact report detailing Carolyn's Heart achievements and areas for improvement. **Measure:** Completion and dissemination of the impact report to stakeholders. **Target:** Publish and distribute the annual impact report to 100% of grantors and community partners.

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18. Describe the timeline and anticipated milestone dates for the project.*

Pass Fail

Maximum response length: 2500 characters

September 2024: Planning and Setup

- Week 1: Project kickoff meeting with Board and Staff.
- Week 2: Develop a detailed project plan and timeline.
- Week 3: Introduce organization and the program to local community partners
- Week 4: Finalize outreach materials, financial literacy presentations, and client workbooks.

October 2024: Staff Training and Initial Outreach

- Week 1: Train staff on client and case management protocols and software.
- Week 2: Conduct community outreach. Attend tabling events, community roundtables, press releases, and radio interviews,
- Week 3: Set up project monitoring and evaluation tools.
- Week 4: Finalize client intake and assessment procedures with an official audit by a consultant

November 2024: Soft Launch of Services

- Week 1: Begin accepting applications for rental and utilities assistance.
- Week 2: Start providing assistance to the first cohort of clients.
- Week 3: Monitor initial service delivery and gather feedback.
- Week 4: Submit the first monthly report to the board.

December 2024: Full Launch

- Continue providing rental and utilities assistance to eligible clients.
- Conduct monthly team meetings to review progress and address issues.
- Enhance community outreach to ensure broad awareness of services.
- Collect and analyze data on service delivery and client satisfaction.

January 2025: First Quarterly Review

- Conduct a first-quarter review of outcomes and sustainability.
- Prepare and submit the first quarterly report to the board and grantors.
- Adjust project plans based on feedback and data analysis.

February 2025: Ongoing Service Delivery

- Maintain steady client assistance services.
- Continue monitoring and adjusting the program as needed.
- Connect with community partners for referrals to reach more people

March 2025: Mid-Project Evaluation

- Conduct a mid-project evaluation and review.
- Gather extensive feedback from clients and community partners
- Prepare a comprehensive mid-term report to the board and grantors.
- Adjust strategies based on the evaluation findings.

April-May 2025: Ramp up outreach and Service Delivery

- Focus on broadening reach to underserved populations.
- Conduct ongoing monitoring and evaluation to ensure project goals are being met.

June- July 2025: Project Completion and Final Review

- Finalize all service delivery activities.
- Conduct surveys with clients.
- Prepare the final project evaluation report.
- Hold a closing meeting with the project team to review lessons learned.

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19. SGI Budget Template for which grant funds will be used and the dollar amount anticipated for each.*

Download and fill out the SGI Budget Template provided in the attachments, and upload it here.

Pass Fail

 [Empower_Stability_BudgetR.pdf](#)

 [Empower_Stability_Budget_Breakdown_-_Capacity_.pdf](#)

 [Grant_Budget_Proposal_-_Infrastructure.pdf](#)

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20. Acknowledgement of Requirements*

Pass Fail

Did you review and complete all the required documents, attachments, addenda and questions and answers?

Confirmed

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