

## **Board of County Commissioners Leon County, Florida**

### **Policy No. 01-04**

Title: Human Service Grant Review Committee

Date Adopted: February 26, 2008

Effective Date: February 26, 2008

Reference: N/A

Policy Superseded: Revised Policy No. 01-04, "Human Service Grant Review Committee", adopted November 30, 2004; Policy 01-04, Adopted May 8, 2001; Policy No. 81-3, Adopted March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

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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County, Florida, that Policy No. 01-04, "Human Service Grant Review Committee," adopted November 30, 2004, is hereby superceded and amended as follows: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 Joint Planning Board is the policy board of the Community Human Service Partnership, composed of two representatives each from Leon County, the City of Tallahassee, and the United Way of the Big Bend. The two representatives from Leon County shall be the Chairman of the Board of County Commissioners or designee and the County Administrator or designee.
4. 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.

5. The Committee shall use a systematic and unified approach to review and evaluate human service programs and the allocation of funding for the services.
6. The Committee shall consist of fourteen (14) members, each appointed for two-year terms.
7. 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.
8. 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, by the deadline determined by the Joint Planning Board earlier in the year. 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.
9. Appeals will not be considered by the Committee, but the Joint Planning Board.
10. 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.
11. There shall be no exceptions to the consideration of requests for Human Service funding outside the yearly funding application process.