



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

**ADDENDUM #003 to the following Request for Applications (RFA):
Criminal Justice, Mental Health, and Substance Abuse (CJMHSAs)
Reinvestment Grant
Advertisement Number: RFA06H16GS1**

Appendix C, Cover Page for Grant Application is hereby replaced by Appendix C, revised August 3, 2016. The revision includes the start date of the project and allows sufficient space to detail funding requested by state fiscal year.

Appendix E, Matching Funds, is hereby replaced by Appendix E, Matching Funds, revised August 3, 2016. The revision corrects an incorrect reference in the section 'Loaned/Donated Equipment or Space'.

Appendix I, Match Collection Summary Report, is hereby replaced by Appendix I, Match Summary, revised August 3, 2016. This revision corrects the form to match commitment instead of match collected.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

APPENDIX C – COVER PAGE FOR GRANT APPLICATION

Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant

PROPOSAL INFORMATION					
Project Title:					
County(ies):					
Project Start Date:					
GRANT POINT OF CONTACT					
Contact Name:					
Applicant:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
ADDITIONAL CONTACTS					
Contact Name:					
Co-Applicant:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
FUNDING REQUEST AND MATCHING FUNDS					
Grant Select: select one	Planning Grant <input type="checkbox"/>	Implementation and Expansion Grant <input type="checkbox"/>			
	Total Amount of Grant Funds Requested	Total Matching Funds (Provided by Applicant and partners):			
SFY 16-17					
SFY 17-18					
SFY 18-19					
SFY 19-20					
Total Project Cost					
CERTIFYING OFFICIAL					
Certifying Official's Signature:					
Certifying Official's Name (printed):					
Title:					
Date:					

APPENDIX E – MATCHING FUNDS

Grantee match is that portion of project property and services (staff time, fringe benefits, supplies, equipment, travel, rent, etc.) coming from other than State funds. The matching share must constitute a 100% of the grant amount. For Implementation/Expansion Grant Applicants, a cash match of 5 percent in the first Program year, 10 percent in the second Program year, and 15 percent in the third Program year is required; and the remaining balance for each Program year may be in-kind. The match may be derived from the county or private sources. Both “cash” contributions (provided directly by the grantee) and “in-kind” contributions (from a third party) may be utilized to satisfy the match requirement.

A cash match is not required for Planning Grant Applicants.

For fiscally constrained counties, and a consortium of fiscally constrained counties, the available match resources must be at least 50 percent of the total amount of the grant all of which may be in-kind. See **Appendix F** for a list of fiscally constrained counties.

“In-kind” means contributions of property or services that benefit this grant-supported project or program and that are contributed by the county or third parties without charge to the grantee. Neither the actual cost nor the value of third-party in-kind contributions may count towards satisfying a matching requirement of the CJMHS A Grant if it has been, or will be, counted towards satisfying a cost-sharing or matching requirement of another grant, a State procurement contract, or any other award of State funds.

If an applicant chooses to include in-kind contributions in its matching share, specific dollar values must be assigned. Applicants are required to use the **Commitment to Match Donation Forms (Appendix H)** to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A **Match Summary Sheet (Appendix I)** is to be used to show the proportions of cash and in-kind match.

Examples of in-kind contributions and methods for determining values are as follows:

Volunteer Services - Unpaid services provided to a grant awardee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grant recipient's organization. If the awardee does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount of fringe benefits may be included in the valuation.

Supplies - If the county or a third party donates supplies, the contribution shall be valued at the market value of the supplies at the time of donation.

Loaned/Donated Equipment or Space - If a county or a third party donates the use of equipment or space in a building but retains title, the contribution shall be valued at the fair rental rate of the equipment or space. If the county or a third party donates equipment and the title passes to the grant recipient, the market value of that equipment at the time of the donation that is applicable to the period which the matching requirement applies, may be counted toward matching in-kind funds. See Appendix G for worksheets to set the value.

Matching funds and grant funds used in the Administrative Costs of the budget need to adhere to the legislative cap of 10% of the requested state grant funds. For example, if an applicant applies for \$100,000 for a Planning Grant, \$10,000 is the total allowable portion of the entire budget for Administrative costs. This \$10,000 can be proposed in several ways:

- as grant funded entirely (with no matching funds in that line)
- as matching funds (with no requested grant funds in that line)
- or as a combination of match and grant funds to comprise the \$10,000.

Criteria for Allowable and Unallowable Match

1) **Allowable for Matching.** Matching requirements may be satisfied by any or all of the following:

- Allowable costs supported by the county and non-state or federal grants incurred by the county during the effective period of the contract;
- Funds from partnering organizations or units of government;

- The value of third-party funds and in-kind contributions applicable to the matching requirement period.
- The value of volunteer services up to and including 10 percent of the total budget.
- Costs supported by fees and program income.

2) Unallowable for Matching.

- Costs paid for by another state or federal contract or grant except as provided by State or Federal statute.
- Costs or third-party funds and in-kind contributions that are used to satisfy a matching requirement of another State contract or Federal grant.
- Income from sale of printed material, food, and books purchased with State funds.

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Appendix I -MATCH SUMMARY
(for the entire grant period)

Date - _____

County - _____

Type of Grant - _____

Match Requirement Percentage - _____

Total Match Required for the Grant \$ _____

Match Committed:

Cash	\$ _____
In-Kind	\$ _____
Total	\$ _____

Comments: _____

Prepared By _____

Approved By _____

