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MONROE COUNTY
HUMAN SERVICES ADVISORY BOARD
Application for Funding
Fiscal Year 2020
October 1, 2019 – September 30, 2020

Agency Name	Heart of the Keys Recreation Assoc (Marathon Rec Center)
Physical Address	810 33rd Street Gulf, Marathon, FL 33050
Mailing Address	PO Box 500836
City, State, Zip	Marathon, Florida 33050-0836
Phone	(305) 743-4164
Fax	
Email	marathonreccenter@comcast.net
Whom should we contact with questions about this application?	Diane Culver

Amount received for prior fiscal year ending 09/30/18	$	$ 40,000.00
Amount received for current fiscal year ending 09/30/19	$	$ 40,000.00
Amount requested for upcoming fiscal year ending 09/30/20	$	$ 40,000.00

For Fiscal Year 2020 , specifically how will the amount requested be utilized?

This year, HSAB funds will be used to pay for Program Related salaries, Summer Camp expenses, field trips, transportation to and from outside activities, learning experiences and client supplies.

COVER LETTER (REQUIRED)

PART I: Provide a brief overview of your organization.
PART II: Indicate any change in organizational structure specific to services or method of providing services. The intent is to inform the HSAB of any consolidating, combining, or merging with other agencies to avoid duplication of services.

PART ONE

Working parents in Monroe County are desperately seeking safe, secure, affordable and certified daycare and after-school services. Sadly, most salary categories in Monroe County have never kept pace with the rising costs of living here. It is very seldom that a day goes by without hearing some kind of conversation involving the lack of affordable housing for hardworking Monroe County residents. The Heart of the Keys Recreation Association, (Marathon Rec Center) has been providing these services at drastically subsidized prices in Marathon, Florida, since 1993. Along with recreational and sports based initiatives, the primary goal of the Marathon Rec Center is to offer a safe and structured after-school educational environment for the children of working parents.

Our After-School program offers tutored homework assistance, book clubs, computer research and educational games along with a host of supervised activities. Additional activities include billiards, board games, arts and crafts, video games, movies, ping-pong and table hockey. Dances are held on weekends for teens and Friday Fun Nights are held for children in grades three through six. Special events such as talent shows, skits and youth seminars are also hosted by Marathon Rec Center. Cultural and educational activities include ballet, jazz and hip-hop dance, tumbling, aerobics and field trips to museums, municipal aquatic centers and zoos. **Our Summer Camp program has grown by leaps and bounds** and is extremely sought after. We are very proud of comments and reviews from clients and their families.

Volunteer professionals, and community members, provide valuable information and mentoring as guest speakers on topics concerning safety; health; drugs and alcohol; and careers. Marathon Rec Center also sponsors competition cheer-leading, dance teams a Debate Club, Fashion Club and Interior Design Club. Marathon Rec Center programs successfully provide opportunities for our young clients to improve their education, physical fitness and confidence to acquire jobs and/or assume leadership roles after graduating from school. The Marathon Rec Center strives to reach vulnerable youth by helping them meet the daunting challenges of adolescence and adulthood. The Marathon Rec Center unfailingly commits to providing services to all economic classes, races and genders.

A published 2018 article appearing in "You Are Mom" titled "Latchkey Kids. The Problem with Leaving Children Alone at Home" reports:

Concerns about latchkey kids allude to something very important for children: spending time with their parents. This is a key part of their psychological and physical development. Balancing family and work life means that, sometimes, parents aren't able to spend as much time as they'd like to with their children. Being left alone for a large part of the day can lead to behavioral disorders, obesity, depression and difficulty expressing feelings, among other issues. Latchkey Kids can also suffer physical symptoms. These include altered sleep patterns, appetite loss, weight loss and gastrointestinal disorders. As a result, academic performance and behavior at school are also likely to be negatively affected. April 18, 2018. (see complete article in attachments)

With your much-needed financial support, the Marathon Rec Center has helped thousands of Middle Keys girls and boys survive in a world of growing dangers and pitfalls for young people to fall prey to predators, drug culture, drinking, smoking and dangerous sexual behavior. We are proud of what we have done through the years and are proud that the Monroe County HSAB has been a valuable supporter.

PART TWO

There are no changes in our organizational structure or procedures to report.

1. Who prepared your application?
   - ○ Application was prepared by an internal source(s)
   - ○ Application was prepared by an external source(s)
   - ● Preparation of the application was a collaborative effort with an external source.
   - ○ Other (explain): _____

2. Please list below any overlap, common associations, common services, working relationships or sub-contractor relationships with any other organizations i.e., board members, personnel or shared services.

Marathon Rec Center works with all Monroe County schools to provide safe after-school care for children of working parents. Children are brought by school bus to Marathon Rec Center or walk directly from Stanley Switlik Elementary School under the watch of school personnel.

Marathon Rec Center maintains working relationships with Monroe County HSAB, Monroe County Sheriff's Office, the City of Marathon, local public schools, area business people, area attractions for field trips and local individuals.

Referrals come from schools, word of mouth, current clients and social media.

3. Describe any networking arrangements that are in place with other agencies.

****Marathon Rec Center networks with the Monroe County School District, Monroe County, the City of Marathon, the Monroe County Sheriff's Office, Grace Jones Community Center, other daycare facilities and local civic organizations to identify and offer services to those children most in need.

4. What unique role in the community does the proposed program fulfill that no one else does?

****The main goal of the Marathon Rec Center is to provide safe, structured and education-focused after-school care to the children of working Monroe County parents.

In order to maintain this focus, Marathon Rec Center offers an incredibly low tuition fee of only $5.00 per week.

One of the Marathon Rec Center's proudest achievements is the well-established daily Homework Assistance initiative in which Diane Culver tutors students in a structured environment to complete, or at least begin, their regular school homework assignments.

5. Insert your agency's board-approved mission statement only.

The mission of the Marathon Recreation Center is to provide safe, drug-free supervised activities and programs of an athletic, cultural and educational nature for the youth of the Middle Florida Keys.

6. List the services your agency provides.

Founded in 1993, The Marathon Recreation Center, a 501c3 non-profit organization, offers a safe and drug-free after-school environment for the youth of the Middle Keys. Our recreational activities are provided year-round and offer school-aged students a positive place to engage in healthy, socially invigorating activities. Marathon Recreation Center's sports programs include basketball, kickball, flag football, dodge ball and volleyball.

The daily After-School Program offers homework assistance, book clubs, computer research and games along with a host of supervised activities at the center. Additional activities include billiards, board games, arts and crafts, video games, movies, ping-pong and table hockey. Dances are held on weekends for teens and Friday Fun Nights are held for children in grades three through six. Special events such as talent shows, skits and youth seminars are also hosted by the center. Cultural and educational activities include ballet, jazz and hip-hop dance, tumbling aerobics and field trips to municipal pools, museums, attractions and zoos.

Volunteer professionals and community members provide valuable information as guest speakers on topics concerning safety, health, drugs and alcohol, and careers. The center also sponsors competition cheer and dance teams. Summer Camp offers full-day opportunities to arrange more involved programs and travel.

7. What specific services will be funded by this request?

All of the above services will funded, directly or indirectly, by the HSAB's grant award, including a portion of the program-related salaries of the two Marathon Rec Center employees (Diane and Anthony Culver). HSAB funds will not be used for capital improvements.

8. Have you previously been funded by HSAB? Yes ☐ No ☐

Would you like the HSAB to consider changing your funding category? Yes ☐ No ☐

9. Will County HSAB funds be used as match for a grant? Yes ☐ No ☐

10. If your organization was awarded HSAB funds in FY 2019, please briefly and specifically explain:

a. How have the 2019 HSAB funds been spent?

In 2019, HSAB funds were used to help provide all of the services we have mentioned in this grant proposal to upwards of 450 unduplicated Monroe County boys and girls of working parents.

b. Were all HSAB funds awarded in FY 2018 spent? Will all HSAB funds awarded in FY 2019 be spent?

ALL 2018 HSAB funds were spent. ALL 2019 HSAB funds will be spent.

c. Were HSAB funds used to leverage additional funding in FY 2019 and if so how?

Indirectly yes, by making your support known to prospective parents, prospective funders and people interested in volunteering for the Marathon Rec Center.

d. How much additional funding was received?

It is hard to estimate between money donations and in-kind donations. Maybe, up to $20,000.

e. How was the additional funding spent?

Marathon Rec Center has very low administrative overhead, so most grant awards go directly toward programs and client services.

11. Have you experienced any changes specific to:

a. Mission Statement. Yes ○ No ◉

b. Goals. Yes ○ No ◉

c. Expansion or contraction of services, staff or location. Yes ○ No ◉

d. How prior year funds were spent. Yes ○ No ◉

12. Did your agency lose any funding, or partial funding in 2019? Yes ◉ No ○

How much?

Approx. $6,000

From what source?

City of Marathon

Why was funding lost?

Marathon City did not provide grants to 501c3s in 2018. We just learned they were not making grants in 2019.

13. Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization?
Yes ○ No ◉

Please include these on the County HSAB Funding Budget form under "Grants to Other Organizations."

14. Does your organization allocate sub-grants to other organizations using other (non-County) sources of funding? Yes ○ No ◉

Please include these on the Agency Expenses form, under "Grants to Other Organizations."

15. Will you or have you applied for other sources of County funding? Yes ◉ N ○
Please include these on the Agency Revenue form.

Source Sheriff's Asses Forfeiture Fund (SAFF)	Amount $3,800
Source	Amount
Source	Amount
Source	Amount

16. What needs or problems in this community does your agency address?

All but the very-highest-paid working parents in Monroe County are hard-pressed to pay for after-school care for their children. Of course, without secure and nurturing after-school care, these boys and girls would be at extreme-high-risk for exposure to sexual predators, scam artists, drug dealers, criminals, on-line predators, bad role models and a constant barrage of dangerous temptation and lurking criminal types.

Marathon Recreation Center relieves Monroe County children and families of these dangers through a dedicated and focused program of caring, camaraderie, structure and positive leadership. Working parents are thrilled to learn there is an extremely low cost alternative to leaving their children unattended, or in homes by themselves during what the Department of Juvenile Justice (DJJ) reports as the Danger Zone. DJJ has written, "The most frequent time of day for juvenile crime peaks around 3 P.M., right after school lets out." This is where Marathon Recreation Center steps in to help the working parents of our young school students.

17. What statistical data support the needs listed in Question #16?

As discussed in our cover letter, Concerns about latchkey kids allude to something very important for children: spending time with their parents. This is a key part of their psychological and physical development. Balancing family and work life means that, sometimes, parents aren't able to spend as much time as they'd like to with their children. Being left alone for a large part of the day can lead to behavioral disorders, obesity, depression and difficulty expressing feelings, among other issues. Latchkey Kids can also suffer physical symptoms. These include altered sleep patterns, appetite loss, weight loss and gastrointestinal disorders. As a result, academic performance and behavior at school are also likely to be negatively affected. April 18, 2018. (see complete article in attachments)

18. What are the causes (not the symptoms) of these problems?

Basically, the high cost of living and the relatively low pay scales in Monroe County make it difficult for working parents to afford quality after-school care while they work. May new job opportunities have been opening up with new hotels and other development projects recently being completed.

Unfortunately, many of these new jobs are entry-level positions and most times low paying. Younger people are attempting to move to the Florida Keys to offer their school-age children an opportunity to grow up in an ecologically desirable location.

But this becomes problematic quickly when new residents try to factor after-school care into the family budget. Sadly, many of these families financially "crash and burn." They abandon their dream of a life in the Fabulous Florida Keys and subject their children to "mainland" hustle and bustle, and less desirable lifestyle.

With your critical financial support, the Marathon Rec Center can offer up to 100 children and their families an affordable alternative.

19. Describe your target population as specifically as possible.

The target population for the Marathon Rec Center is any youth ages 8-18 years – especially those from disadvantaged circumstances. The after-school and summer program targets ages 8-13 years. Teen programs target grades 6-12.

In more specific detail this population is made up of approximately 450 unduplicated children annually: 40% male, 60% female, 15% African-American, 40% Caucasian, and 45% Hispanic.Character Limit 450

20. How are clients referred to your agency?

Clients are referred primarily by school guidance counselors, teachers, Wesley House Family Services, the Early Learning Coalition, Department of children & Families, the Guidance Care Center, parents, law enforcement, former and current clients or their parents and/or any concerned citizen or organization. Referrals range from in-person visits to social media contacts and word-of mouth introductions.

21. What steps are taken to ensure prospective clients are eligible and the neediest clients are given priority?

Each child and his/her parents are required to complete an application form and an in-person interview. Each family is required to complete and sign a Marathon Recreation Center Membership form, a Marathon Community Center Policies and Rules Agreement, and a Medical Emergency form. We have a strict non-discrimination policy and NEVER turn a child away due to an inability to pay.

22. List all sites and hours of operation. Please note which of these sites will be using HSAB funding.

The center has one location at 810 33rd Street Gulf in Marathon, FL 33050. The hours of operation are as follows:
Regular school days: 3pm – 6 pm
Early Release School Days: 11:30 am – 6 pm
Summer program: 8:30 am – 5 pm & 7 pm – 10 pm

23. What financial challenges do you expect in the next two years, and how do you plan to respond to them?

In recent years, the Marathon Rec Center has begun charging a modest fee for services to the parents of our young clients. This has helped to minimize the effect of losing the City of Marathon as a regular funding source. Of course, everyday costs and prices continue to rise steadily.

The Marathon Rec Center management and Board are constantly striving to identify ways to lower our expenses and increase our funding streams.

We have done this with great success since 1993 and are very confident that we will continue providing our life-changing secure, educational and life-enhancing services while our young clients' parents are at work.

Your ongoing support and partnership are vital to the Marathon Rec Center and we thank you from the bottom of our hearts.

24. What organizational challenges do you expect in the next two years, and how do you plan to respond to them?

The Marathon Rec Center continues to recruit local volunteers.

Unfortunately, recruiting the parents of our clients is very difficult because, of course, of their work schedules. The parents are willing to help out whenever possible but most of time this only happens on weekends.

Volunteer recruiting will remain ongoing, as volunteers move out of the area or their work situations change. However, we see this as a regular part of life, and something we are very committed to and capable of handling.

25. How are clients represented in the operation of your agency?

Student members represent themselves through the Marathon Recreation Center's Internal Youth Advisory Group. This advisory group offers suggestions, asks questions and participates in the selection of scheduled activities for the Center. Marathon Recreation Center staff are always available for clients and parents in need, or wanting to talk.

26. Is your agency monitored by an outside entity? If so, by whom and how often?

Of course, the State, the Health Department and the HSAB make site visits and/or have reporting/reimbursement requirements. The Marathon Rec Center is subject to all rules and regulations of the City of Marathon and the County. The United Way of the FL Keys conducts annual site visits and the Monroe County School District teachers and representatives make frequent visits to discuss individual cases involving public school students.

27. 1,000 hours of program service were contributed by 20 volunteers in the last year.

28. Will any services funded by the County HSAB award be performed under subcontract by another agency? If so, what services, and who will perform them?

No.

29. What measurable outcomes do you plan to accomplish in the next funding year?

* 85% of participants will satisfy grade requirements and promotion displaying increases in knowledge.
* 75% of participants will maintain, or develop, a positive attitude toward school, learning and life.
* 75% of participants will build better relationships with teaches and have fewer unexcused absences.
* 70% of teen and younger participants will benefit from training that focuses on bullying and underage drinking.
* 75% of participants will learn to ask questions and and also accept answers that might help them better shape their futures.

30. How will you measure these outcomes?

Diane and Anthony Culver are the only paid employees of the Marathon Rec Center, and have been since its inception in 1993. They are in daily personal contact with the boys and girls under their care. They develop very strong and very close relationships. Because the Marathon Rec Center is not burdened with the usually high turnover rates in childcare/after-school care, the Culvers are able to watch their clients grow and mature. Attitudinal outcomes are measured by their personal and frequent contact. "It is heart warming and fulfilling for me to hear the children discuss the benefits they receive from the Marathon Rec Center, especially the way those benefits change to meet their needs as they mature and are exposed to more adult life situations," Diane says.
Public School teachers are in very close contact with the Culvers and discuss their students that attend the Marathon Rec Center on an ongoing basis. This back-and-forth sharing of information helps to determine which goals are being met and where adjustments may need to be made in programming.

31. Provide information about units of service below. (Response not required if applying for $5,000 or less).

Service:	Unit (Hour, session, day, etc.)	Cost per unit (current year)
After-School program	All school days (per day)	$ 5
Homework assistance	All working hours by volunteers	$ 0
Field trips and day trips	From $25 per day	$ 25
Regularly scheduled speakers	Performed by volunteers	$ 0
Summer Camp	During School Bread (per week)	$ 60

32. Address any topics not covered above (*optional*).

Character Limit 450

BOARD INFORMATION

You must have at least five directors

33.

Name/Board Position	Affiliation/Title	City/State	Telephone No.	Years Served	Current Term Expiration Date
Maria Banks, President					Oct-2020
Grimilda Betancourt, V.P.					Oct-2020
Kelly Qualls, Sec/Treasurer					Oct-2020
Steve Hawse, Director					Oct-2020
Paul Davis, Director					Oct-2020

AGENCY COMPENSATION DETAIL

Include each position in the entire agenc
Put an " ✓ " next to each position directly related to program for which funding is requested.
A 40-hour/week employee would be 1.00 FTE; a 20-hour/week employee would be .5 FTE, etc.
Indicate whether the position is programmatic or administrative, with a "P" or "A" next to that position.

34.

		Proposed - Upcoming Year Ending:			Projected - Current Year Ending:			
		8 / 31 / 2020			8 / 31 / 2019			
			Total Compensation			Total Compensation		
Position Title	"✓"	# FTE'S	Salaries	Benefits Package*	# FTE'S	Salaries	Benefits Package*	"P" or "A"
Executive Director (12.5% Admin.)		.125	$ 3,802		.13	$ 3,692	$ 0	A
Executive Director (87.5% Programs)	✔	.875	$ 25,449		.87	$ 24,708	$ 0	P
Program Manager (12.5% Admin.)		.125	$ 3,802		.13	$ 3,692	$ 0	A
Program Manager (87.5% Programs)	✔	.875	$ 25,449		.87	$ 24,708	$ 0	P
	2	2.00	$ 58,502	$ 0	2.00	$ 56,800	$ 0	

Please list benefits included:

PROFILE OF CLIENTS, CLIENT NUMBERS AND SERVICES
(Performance Report)

35.

List Services Here	Target Population	# of Persons in Target Population	Area	Days/Hours	Total Number of Clients Served during most recent completed fiscal year	Current # of Clients ("snapshot") as of _____/_____/_____
SAMPLE SERVICE 1	*homeless adults with no support from family or friends*	*800*	*county-wide*	*7 days/24 hours*	*200*	*75*
SAMPLE SERVICE 2	*mentally ill minors and adults*	*2,000*	*Marathon*	*8 AM - 5 PM*	*100*	*65*
After-School Program	All school-age children of working parents/parent	1,000	Middle Keys	Mon - Fri. 3-6 pm	150	150
Teen Programs	all teenage children	500	Middle Keys	Mon-Fri 8 to 5	300	300
Summer Programs	All school-age children of working parents/parent	1,000	Middle Keys	Mon-Fri 9 to 6	100	100
Field trips, events, dances,sports	All school-age children of working parents/parent	1,000	Middle Keys	As per schedule	100	100

Total number of unduplicated clients for the entire agency served during most recent completed fiscal year	450
Current number of unduplicated clients for the entire agency ("snapshot") as of 03 / 29 / 2019	450
How many clients served are Monroe County residents:	450

Please list or describe achieved measurable outcomes for your target populations:

Keeping our young clients safe and secure after school while their parents work, on school holidays and during summer break is our number one priority. We have met this priority by providing a safe and secure shelter for more than 450 young boys and girls per year. We also provide homework assistance in a teaching and caring environment. Most children have completed their homework by the time their parents come to pick them up. This takes the burden of pressing-homework-deadlines off of the children as well as their harried parents. Children of working parents display increased sociability through interactive events, performances, dances and sports activities with other children from their peer group. This is a win-win situation all around and keeps our clients out of the clutches of child abusers, drug dealers, predators and contact with dangerous, unsavory or illegal activities.

COUNTY HSAB FUNDING BUDGET

Show the proposed budget detail for the County HSAB funds requested.

Total Expenses must equal Amount Requested on page 1.

36.

	Proposed County Funded Expense Budget for Upcoming Year Ending: 08 / 31 / 2020	
Expenditures	**Total**	%
Salaries - *Program*	$ 35,000	0.88
Payroll Taxes - *Program*		0.00
Employee Benefits - *Program*		0.00
Salaries - *Administrative*		0.00
Payroll Taxes - *Administrative*		0.00
Employee Benefits - *Administrative*		0.00
Subtotal Personnel	$ 35,000	0.88
Postage		0.00
Office Supplies		0.00
Telephone		0.00
Professional Fees		0.00
Rent		0.00
Utilities		0.00
Repair and Maint.	$ 2,000	0.05
Travel		0.00
Miscellaneous		0.00
Grants to Other Organizations		0.00
List others below		
Field trips, school supplies, sports equipment	$ 3,000	0.08
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
Total Expenses	$ 40,000	101.00%

AGENCY EXPENSES

Complete this worksheet for the entire agency.

37.

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	08 / 31 / 2020		08 / 31 / 2019	
Expenditures	**Total**	**%**	**Total**	**%**
Salaries - *Program*	$ 52,500	0.62	$ 50,898	0.61
Payroll Taxes - *Program*		0.00		0.00
Employee Benefits - *Program*		0.00		0.00
Salaries - *Administrative*	$ 7,800	0.09	$ 7,532	0.09
Payroll Taxes - *Administrative*		0.00		0.00
Employee Benefits - *Administrative*		0.00		0.00
Subtotal Personnel	$ 60,300	0.71	$ 58,430	0.70
Postage		0.00		0.00
Office Supplies	$ 100	0.00	$ 70	0.00
Telephone		0.00		0.00
Professional Fees	$ 3,000	0.04	$ 3,000	0.04
Rent		0.00		0.00
Utilities	$ 2,000	0.02	$ 2,000	0.02
Repair and Maint.	$ 2,000	0.02	$ 2,000	0.02
Travel		0.00		0.00
Miscellaneous		0.00		0.00
Grants to Other Organizations		0.00		0.00
List others below				
Insurance	$ 1,600	0.02	$ 1,500	0.02
Program expenses	$ 15,500	0.18	$ 17,000	0.20
		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
Total Expenses	$ 84,500	0.99	$ 84,000	1
Revenue Over/(Under) Expenses	$ 0		$ 0	

AGENCY REVENUE

Complete this worksheet for the entire agency. In-Kind will not be included in percentages.

38.

	Proposed Revenue Budget for Upcoming Year Ending:			Projected Revenue for Current Year Ending:		
	08 / 31 / 2020			08 / 31 / 2019		
Revenue Sources	Cash	In-Kind	%	Cash	In-Kind	%
LOCAL GOVERNMENT:						
Monroe County	$ 40,000		0.47	$ 40,000		0.48
City of Marathon	$ 5,000		0.06	$ 6,000		0.07
Sheriff's Shared Assets	$ 3,500		0.04	$ 3,000		0.04
			0.00			0.00
			0.00			0.00
			0.00			0.00
STATE:						
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
FEDERAL:						
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
FOUNDATION:						
United Way	$ 20,000		0.24	$ 20,000		0.24
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
ALL OTHER SOURCES:						
Donations	$ 6,000		0.07	$ 5,000		0.06
Client Fees	$ 10,000		0.12	$ 10,000		0.12
			0.00			0.00
			0.00			0.00
			0.00			0.00
Total Revenue	$ 84,500	$ 0	1	$ 84,000	$ 0	1.01

EMPLOYEE INFORMATION

39. What is the current number of employees, full-time and part-time, on the payroll for the entire organization?

There are 2 employees ("snapshot") as of today's date 03/29/2019

40. Please list the positions, if any, within your organization that are currently vacant and explain why each position is vacant.

NONE

ATTACHMENT CHECKLIST

Item	Help	ATTACHMENT TITLE	ATTACHED		ATTACHMENT	COMMENTS
			YES	NO	How To Attach	IF NOT ATTACHED,PLEASE EXPLAIN
EX		SAMPLE ITEM ***WITH*** ATTACHMENT	●	○		
EX		SAMPLE ITEM ***WITHOUT*** ATTACHMENT	○	●		This does not apply to our org.
A		Evidence of Annual Election of Officers	●	○		
B		Unqualified Audited Financial Statement* or Statement of Functional Expenses	○	○		
C		Copy of submitted IRS Form 990 for most recent fiscal year (2016).	●	○		
D		Copy of current fee schedule	○	○		
E		Proof of Registration with Fl. Department of Agriculture & Consumer Services.	●			
E.1		Proof of Exemption with Fl. Department of Agriculture & Consumer Services.	●			We are registered, Letter Attached
F		Copy of IRS Letter of Determination indicating 501 C 3 status	●			
F.1		Copy of GUIDESTAR printout	●			
G		Copy of Personnel Manual for hiring policies, drug free workplace and EEO provisions.	●	○		
H		Copy of Florida Dept. of Children And Families License or Certification	○	●		This does not apply to our org.
I		Copy of any other Federal or State Licenses	○	●		This does not apply to our org.
J		Copy of Florida Dept. of Health Licenses/Permits	○	●		This does not apply to our org.
K		Copy of Current Occupational Licenses	●	○		
L		Audit Documentation, for recipients of $100k + from Monroe County	○	●		This does not apply to our org.
M		Copy of Organization's Corporate Bylaws	○			
N		Copy of Summary Report of most current Evaluation/Monitoring **	○	●		This does not apply to our org.
O		Data showing need for your program	●	○		
P		Certification Page - Blank Page is available Here	○	○		
Q		Other - If additional space is needed to address earlier questions please label and include here.	○	○		

* If qualified, include a statement of deficiencies with corrective actions recommended/taken.

** Must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.