



**Interoffice Memorandum**

January 31, 2019

**AGENDA ITEM**

**TO:** Mayor Jerry L. Demings  
-AND-  
Board of County Commissioners

**THRU:** Lonnie C. Bell, Jr., Director *Lonnie C Bell*  
Community and Family Services Department

**FROM:** Donna Wyche, MS, CAP, Manager  
Mental Health and Homeless Issues Division  
**Contact: (407) 836-7608**

**SUBJECT: Consent Agenda Item – February 12, 2019**  
Agreement between Orange County Government, Florida and Central Florida Foundation regarding the acceptance of the Community Investment Grant

In August 2013, the Youth Mental Health Commission (YMHC) began to examine the youth mental health system of care in Orange County. After meeting for over a year, the commission produced a detailed report on the state of youth mental health services in Orange County and recommendations for improvement. One of their top recommendations focused on simplifying the way clients navigate and access behavioral health services. In response to that recommendation, the YMHC adopted the use of a web-based centralized community resource program "Spirit" to be the foundation of the pilot project connecting a network of preferred providers. Spirit allows service providers to send and receive referrals connecting youth and families with partnering agencies based on a single assessment and a universal release of information.

By accepting this grant, The Youth Mental Health Commission will be able to add additional service providers to the Spirit navigation system allowing more youth and families to access needed services.

Central Florida Foundation requires that the Mayor or their designee sign this agreement and any future amendment(s) to this agreement.

**ACTION REQUESTED:** Approval and execution of Community Investment Grant Agreement between Central Florida Foundation, Inc. and Orange County, Florida regarding a Community Investment Grant of \$50,000 and approval for the Mayor or designee to sign future amendments to this Agreement. **(Mental Health and Homeless Issues Division)**

DW/as:jam  
Attachment

c: Randy Singh, Deputy County Administrator

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: February 12, 2019

**CENTRAL FLORIDA  
FOUNDATION**

**2018 Community Investment Grant Round**  
To purchase the Spirit Software Program for 262 OCPS  
schools to act as a navigation system for school children referred for mental health issues.

***Orange County Board of County Commissioners***

201 South Rosalind Avenue  
Orlando, FL 32801

---

Donna.Wyche@ocfl.net

Form

---

## Community Investment Grant Agreement

### ***Foundation***

By signing this Grant Agreement, the Central Florida Foundation, Inc. (the Foundation) guarantees that it will make the grant described below to the organization named below as Grantee (the Grantee).

### ***Grantee***

To accept this grant subject to the Grant Requirements, and to be therefore eligible to receive funds, the Grantee organization must have the organization's executive director and board chair sign this Grant Agreement and submit it within 10 days of receipt. Payment for the grant will be issued upon the Start Date set by the Grantee below, unless determined otherwise by the Foundation.

The Grantee acknowledges that it will accept such a grant, for the explicit purposes described in the Grantee's Proposal Narrative and summarized below, subject to the terms of this Grant Agreement.

### ***Grant Information***

#### **Grant Number**

2019

#### **Amount Awarded**

\$50,000.00

#### **Designation\***

Name of Project

To purchase the Spirit Software Program for 262 OCPS schools to act as a navigation system for school children referred for mental health issues.

#### **Date Authorized**

12/06/2018

#### **Grant Period Start Date**

12/31/2018

#### **Grant Period Completion Date**

12/31/2019

### ***Grant Requirements***

The following is a list of Grant Requirements. Review each item and indicate your agreement by selecting the corresponding radio button.

In accepting this Grant from the Central Florida Foundation, the Grantee hereby agrees to the following:

#### **Public Announcement\***

Public recognition of this grant is required as a term of this grant. Please see the *Grant Communication Guidelines* below for further instruction on how to recognize this grant. Paid advertising is not appropriate

acknowledgment.

I agree to the above.

**Grant Disbursement\***

The Foundation must have received the complete and signed Grant Agreement, and must receive notice that the Grantee has complied with any Required Reporting and Special Conditions noted in this Grant Agreement, if conditions must be met prior to disbursement. Disbursement of the grant will be made at the start of the grant period, unless otherwise determined by the Foundation.

I agree to the above

**Expenditure of Funds**

This grant is to be used only for the purposes described under the Grant Information section of this Agreement. Modification of the Grantee's expenditure of funds must have the Foundation's written approval, prior to expenditure of the funds.

A. The Grantee shall return to the Foundation any unexpended funds:

1. Upon the completion date of the grant period.
2. If the Foundation determines that the Grantee has not performed in accordance with this Grant Agreement.
3. If the Grantee loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, or is no longer an organization described in Section 170(c) of the Internal Revenue Code.

B. No funds provided by the Foundation to the Grantee may be used for any political campaign or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study and research.

C. Expenses charged against this grant may not be incurred prior to the Start Date of the grant or subsequent to the Completion Date, and may be incurred only as necessary to carry out the purposes and activities of the approved objectives of the Project Description and the proposal submitted by the Grantee.

D. The Grantee is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with accounting principles generally accepted in the United States of America. A full accounting of how funds were spent is required as part of the Grant Evaluation.

\*

I agree to the above.

**Reports to the Foundation\***

Included with this Grant Agreement is a Grant Evaluation to be completed upon completion of the grant to assist the Foundation and the Grantee to evaluate the success of the grant. In some cases, the Foundation may also request quarterly or semi-annual reports. If interim reports are required, it has been noted in the Required Reporting section of this Grant Agreement. Such reports shall supply sufficient information as necessary for the Foundation to determine that the grant is being used for the purposes intended and for the Foundation to fulfill its own public reporting responsibilities.

I agree to the above.

**Governing Law\***

This Grant Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

I agree to the above.

**Indemnification\***

The Grantee shall indemnify and hold harmless the Foundation, and its directors, trustees, officers, employees, agents, and representatives, from and against any claim, loss, liability or damage (including attorneys' fees incurred by the Foundation in connection with the defense of any action based on any such alleged act or omission) incurred by reason of an act performed, or omitted to be performed, be it in good faith on behalf of the Grantee and in a manner reasonably believed by the Foundation to be within the scope of the authority conferred on the Foundation by this Grant Agreement and in the best interests of the Grantee, provided that such indemnification is not prohibited by law or the act or omission does not amount to gross negligence or willful misconduct.

I agree to the above.

**Nondiscrimination\***

The Foundation as an organization does not discriminate on the basis of race, ethnicity, national origin, gender, sexual orientation, religion, marital status, age or disability, nor does it make portfolio grants to organizations that do so. (Faith-based organizations and organizations or programs providing mission-defined, demographically targeted services may be excepted). The Grantee shall indicate acceptance of this statement by signing below.

I agree to the above.

**Required Reporting**

Below are a list of outcomes the Grantee agrees to report on throughout the grant a period. Each grant has at least one outcome. If one of the outcome sections is blank, refer to the previous fields for the outcomes to measure.

**Intended Outcome 1**

"Intake requests" to the OCPS Mental Health team will be responded to within 24 hours or less to schedule a meeting with the youth and family at a time and location that meets their needs.

**Intended Outcome 2**

If families consent, OCPS will administer the following assessments within the online Navigation System:

- Child and Adolescent Needs and Strengths
- Cultural Discovery Assessment
- Lifestyle Questionnaire
- Hobbies and Interests Questionnaire

**Intended Outcome 3**

Responses to the assessments will generate an assigned severity level that will inform how quickly referrals must be responded to.

Mild- 72 hour referral response time. First appointment must take place within 15 days or less from receipt of referral.

Moderate- 48 hour referral response time. First appointment must take place within 10 days or less from receipt of referral.

Severe- 24 hour referral response time. First appointment must take place within 5 days or less from receipt of referral.

#### **Intended Outcome 4**

If the families are engaged with referred provider services, OCPS mental health team member will actively work to connect with service provider(s), family, teacher(s) (when necessary), and other natural supports that may be needed to help family achieve their goals of better mental health.

#### **Intended Outcome 5**

If families do not show up to appointments or do not respond to providers to schedule appointments, the navigation system will generate an email notification to the OCPS mental health team member who is working with family so that they can follow up with the family about this concern.

#### **Other Outcomes**

System sustainability

#### **Progress Report Due Date**

Progress Reports are due on or before the date listed below. Submit the Progress Reports using MyGrant. The forms can be found on your organization's MyGrant Dashboard in the "Follow Up" section.

06/28/2019

If you agree with this date, indicate so below.

\*

I agree to the above.

#### **Final Grant Evaluation Due Date**

Final Grant Evaluations are due on or before the date listed below. Submit the Final Grant Evaluation using MyGrant. The form can be found on your organization's MyGrant Dashboard in the "Follow Up" section.

12/31/2019

If you agree with this date, indicate so below.\*

I agree to the above.

#### **Follow-up Report**

Follow-up Report is due on or before the date listed below. Submit the Follow-up Report using MyGrant. The form can be found on your organization's MyGrant Dashboard in the "Follow Up" section.

If no date is listed, a report is not required.

If you agree with this date, indicate so below.\*

**In addition to the reports listed above, Grantee agrees to provide periodic informal updates.\*** Periodic updates may be initiated by either the Grantee or Foundation. These updates will allow the Foundation to provide up to date progress towards the grant outcomes to its Board of Directors, committee members or other stakeholders as needed.

I agree to the above.

The reports listed above must be provided to the Foundation as defined above, on or before the dates indicated. Your organization has a maximum of one year from the Start Date to complete the terms of this Grant Agreement.

### ***Special Conditions***

---

**If this grant has a contingency or challenge attached to it, they are listed below.**

If not, this section will be blank.

The grantee must comply with the contingencies listed and strive to achieve the challenges.

Orange County Creates an MOU with OCPS in order to be able to obtain reporting information to share with the Central Florida Foundation within 2 months of the grant.

\*

I agree to the above.

#### **Nonprofit Search Status\***

Grantee must maintain *Reviewed* status of its Nonprofit Search Portrait during the grant period.

I agree to the above.

#### **Outcomes in Grantee's Nonprofit Search Portrait\***

Grantee must report grant outcomes in its Nonprofit Search portrait.

I agree to the above.

### ***Grant Communication Guidelines***

---

**\*\*Please route this information to the person who is responsible for communications in your organization\*\***

We have created these tips and resources for you to share the news about your grant with the community. You'll find a press release template, social media tips and other guidelines to help you tell the story of your grant and how it impacts your nonprofit. Know that we are here to help. If you have any questions about how to publicize or publicly acknowledge your grant, contact Rachel Calderon, our Marketing and Communications Manager at 407.872.3050 ext. 111 or [rcalderon@cffound.org](mailto:rcalderon@cffound.org).

#### **Press Kit & Social Media Tips\***

Press releases are a great way to share news about your grant with the community. We encourage you to use the **press release template** we have created as your guide.

We would love to help publicize your work through this grant by highlighting it on Facebook, Twitter and LinkedIn. If your nonprofit uses any or all of these social media sites, like us at [www.facebook.com/cffound](http://www.facebook.com/cffound), follow us at [www.twitter.com/cffound](http://www.twitter.com/cffound) and connect with us at <https://www.linkedin.com/company/central-florida-foundation>. Mention us or tag us and we will do our best to re-post information you share about the grant.

I agree to the above.

**Grant Acknowledgement Language**

Please use the following language to acknowledge your Central Florida Foundation grant:

This project was made possible in part with a grant from the Adam, Geraldine and John W. Eisenhower Fund at the Central Florida Foundation.

Please always refer to the Foundation as "Central Florida Foundation." You may use "Foundation" on second reference.

\*

I agree to the above.

**Foundation Description\***

If you need a further description of the Foundation, please use the following:

Central Florida Foundation is the place for people who want to invest in their community. The Foundation serves as the region's community foundation and is home to more than 400 charitable funds. The Foundation manages and invests funds, offers personalized service and expert giving advice, connects caring people, businesses, governments and organizations to local initiatives that build and inspire community, and empowers them to make informed decisions that make a difference now and in the future. Central Florida Foundation works with individuals, families, businesses, professional advisors and nonprofits. For more information on the Foundation, please visit [www.cffound.org](http://www.cffound.org).

I agree to the above.

**Logos\***

We encourage you to use our logo, with written approval, where suitable. Please let us know how you plan to use the logo so we can send you the appropriate file format. If you are using the logo on the web, it should be linked to the Central Florida Foundation's website: [www.cffound.org](http://www.cffound.org).

I agree to the above.

**Submitting Materials\***

We encourage you to send us copies of publications or media coverage that mention your grant. Please submit photographs – one or two images that best show your grant project, plus a brief description – that could be used for the Foundation's website or newsletter.

I agree to the above.

***Story and Photo Release Agreement***

**Accessing the Story and Photo Release Agreement\***

When submitting success stories and photos with your Progress Report and Final Grant Evaluation, use the Foundation's Story and Photo Release Agreement to gain approval by project participants and/or parents/legal guardians. It may be found here.

I Agree To The Above



**Acceptance of Grant Agreement**

By signing this Grant Agreement, the Foundation hereby agrees to provide the Amount Awarded for the Project Description set forth in this Grant Agreement.

By signing this Grant Agreement, the Grantee hereby agrees to comply with all of the terms set forth in this Grant Agreement. The Grantee also agrees to notify the Foundation promptly of any changes to the status of the Grantee or the ability of the Grantee to carry out the terms of the grant.

**Signing Instructions:**

- After you have reviewed and accepted the aforementioned grant agreement, please scroll to the top of this page and click on "Follow Up Packet" to create a .pdf of this form.
- Once you have the .pdf, print it out, sign and date the document along with your board chair.
- Once signed and dated, scan the document and upload in the upload section below and click submit at the bottom of the page.
- The Foundation will apply its signature and upload the executed copy back into the system for your records.

Grantee Executive Officer Name **BYRON W. BROOKS**  
Grantee Executive Office Signature **[Signature]**  
Title **County Administrator**  
Date **13 February 2019**  
Grantee Board Chair Name  
Grantee Board Chair Signature  
Title  
Date



Foundation President/CEO Name **MARK BREWER**  
Foundation President/CEO Signature **[Signature]**  
Date **2/19/19**

Upload Signed and Dated Grant Agreement\*

Once you and your board chair have signed and dated the grant agreement, please upload it here.

Files

---

***File Uploads***

---

*No files were uploaded*