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MONROE COUNTY
HUMAN SERVICES ADVISORY BOARD
Application for Funding
Application Due at Noon, Friday, April 26,2024*
Fiscal Year 2025
October 1, 2024 **– September 30,** 2025

Agency Name	Florida Keys Wild Bird Rehabilitation Center
Physical Address	92080 Overseas Highway
Mailing Address	same as above
City, State, Zip	Tavernier, FL 33070
Phone	(305) 852-4486
Email	erin@keepthemflying.org
Whom should we contact with questions about this application?	Erin Allison, Executive Director

Amount requested for the upcoming fiscal year and select the category that best matches the proposed services. If the proposed program involves more than one (1) category enter the budget request for each category.

	Amount of Request
Medical Services: Medical, mental, and dental care for the economically disadvantaged.	
Core Social Services: Essential services such as food, clothing, or housing; emergency disaster relief; family violence issues; and adult and child daycare.	
Quality of Life Improvement Services: Services provided to improve the quality of life for individuals or the communty such as educational, preventative, training, recreational and cultural services, etc.	$ 5,000.00
Note: Funding requested should equal the Budget Q.37 (pg. 15) Total FY25 Request	$ 5,000.00

For Fiscal Year 2025 , specifically how will the amount requested be utilized?

Monies will be used towards a portion of key personnel salary; (4) Avian Care Interns who support the community by physically responding to help people who find injured wild birds

*Applications received after 12:00 pm, Noon, April 26, 2024 will not be considered for funding

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.

Dear Human Services Advisory Board:

Part I: The Florida Keys Wild Bird Rehabilitation Center (FKWBC) is a non-profit dedicated to serving our community by rescuing, rehabilitating, and releasing sick or injured wild birds and educating the public on our sensitive environment. The Florida Keys is a migratory hot spot and key portion of the Atlantic Flyway; essentially a highway in the sky that billions of birds travel to overwinter in the south. During this arduous journey, it's common for birds to get hurt from a variety of human causes, such as collisions with windows, cars, or boats; being attacked by feral cats; or becoming entangled in fishing line.

Its the members of our community who encounter these unfortunate situations and know to call the Wild Bird Center for help. As experts who have been the sole providers of this service for over three decades, we have earned the community's trust and reliability. People feel morally responsible to help an injured bird and our response provides feelings of relief, hope, and the sense of 'doing the right thing.' Further, we extend an invitation to request patient updates and participate in releases so that the community can remain engaged throughout the process. These situations occur over 1,000 times per year in the Upper Keys alone.

Wild birds are a strong part of the culture of the Florida Keys. Fisherman use them as an aid in locating fish. Their presence helps draw millions of tourists from around the world and they are used as an icon in many businesses, neighborhood names, and logos. Overall, wild birds serve an important purpose in maintaining the beauty and health of the Florida Keys ecosystems. Ultimately, the FKWBC exists to improve the quality of life for our community through preserving wild bird populations and providing rapid response in wildlife emergencies.

Part II: We have not combined, consolidated, or merged with other agencies at this time. We do participate in collaborations and partnerships with other agencies to maintain designated ranges of service and prevent duplication of services.

Sincerely,
Erin Allison
Executive Director

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.

The Florida Keys Wild Bird Rehabilitation Center is commonly associated with the other wildlife non-profits of the Florida Keys, however, each organization is independent and services a different region. The Florida Keys Wild Bird Rehabilitation Center provides wildlife services to the Upper Keys, specifically from Homestead to MM 70. The Marathon Wild Bird Center reaches the Middle Keys, south of MM 70. The Key West Wildlife Center covers the Lower Keys. Although similar services are provided, all of these organizations are independent 501(c)(3) entities. We do not share funding or overlap in range.

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

The Florida Keys Wild Bird Rehabilitation Center (FKWBC) has network arrangements with multiple agencies that enable us to provide education to the communtiy and aid to over 1,000 cases of sick or injured wild birds.

- Florida Fish and Wildlife Commission defer hundreds of individuals to the FKWBC's emergency hotline for assistance with wild birds

- Monroe County Sheriff Office supports the FKWBC in safely rescuing and obtaining injured birds through traffic control

-Everglades Outpost in Homestead serves as a drop off local for individuals seeking assistance who are outside of our range of service

- Dolphins Plus Bayside, Dolphins Plus Marine Mammal Responder, and Island Dolphin Care gift the FWKBC with unused fish every day which is utilized in diet prep for our hospital patients. Key Largo Fisheries serve as a depository for the FKWBC's old or damaged fish which is processed into chum for a zero waste cycle.

-The FKWBC have working relationships with Marathon Wild Bird Center and Key West Wildlife Center who provide wildlife rehabilitation services in the middle and lower Keys. Through these partnerships, agencies provide referrals for community members located in respective regions.

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

The Florida Keys Wild Bird Rehabilitation Center is the sole provider of terrestrial wildlife rescue services in the Upper Keys. Imagine an osprey collides into a window and falls into a canal at your Key Largo home. It is struggling to escape the water and appears to be drowning. Most people feel a moral responsibility to take action. Without the FKWBC, there would be no one to help in this situation. The FKWBC is the only resource in the Upper Keys that provides direct assistance around the clock, are experts in this niche field, and are permitted to provide medical care to wildlife.

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

The Florida Keys Wild Bird Rehabilitation Center, Inc. is a not-for-profit organization dedicated to the rescue, rehabilitation, and release of native and migratory wild birds that have been harmed or displaced; providing or locating a humane shelter for those birds that cannot be released; and educating the public towards the importance of coexistence with all wild bird species.

6. List the services your agency provides.

1) Solutions, physical response, and rescue for all types of wildlife conflicts and emergencies.
2) Education and outreach programs and community events.
3) A free wild bird sanctuary that is open to the public 365 days a year.
4) Monofilament recycling and recovery throughout the Upper Keys.
5) Medical services to sick and injured wild birds.
6) Professional development and training to interns and other wildlife professionals.

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

Funds requested will cover a portion of avian care intern salaries. Interns are key personnel that 1) answer calls from the community and deliver solutions to wildlife situations 2) are physically dispatched to safely contain injured wild birds from public and private property

8. Have you previously been funded by HSAB? 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 2024, please briefly and specifically explain:

a. How have the FY 2024 HSAB funds been spent?

The Florida Keys Wild Bird Center has not received HSAB funds in the past.

b. Were all HSAB funds awarded in FY 2023 spent? Will all HSAB funds awarded in FY 2024 be spent?

Not applicable.

c. Were HSAB funds used to leverage additional funding in FY 2024 and if so how?

Not applicable.

d. How much additional funding was received?

$ 0.00

e. How was the additional funding spent?

Not applicable.

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 2024? Yes ◯ No ◉

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 ◉ No ◯

Please include these on the Agency Revenue form.

Sheriff's Shared Asset Forfeiture Fund (pending)	8,000
Tourism Development Council - Capital Funding (pending)	50,000
Source	Amount
Source	Amount

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

Without the Florida Keys Wild Bird Center, hundreds of Keys residents who encountered injured birds would be left without help. Ultimately, one thousand wild birds would likely succumb to their injuries. By providing access to wildlife rehabilitation services, we are able to preserve wild bird populations, prevent their decline, and deliver aid to community members who encounter these unfortunate situations.

17. What statistical data support the needs listed in Question #16? (Provide statistics: Attachment Checklist, Item O)

Not applicable. Applying for $5,000. (Response not required if applying for $5,000 or less)

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

Not applicable. Applying for $5,000. (Response not required if applying for $5,000 or less)

19. Describe your target population as specifically as possible.

Any individual who encounters an injured bird between North Key Largo and MM70.

20. How are clients referred to your agency?

Most individuals are referred by word of mouth, social media, and Google.

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

We define our neediest clients as those individuals located within our range of service (from Homestead to MM 70) who are unable to contain injured wildlife and/or do not have the means to transport injured wildlife to our hospital. To assist needy clients, we dispatch staff to the site of a wildlife emergency and provide rescue and transport services to our hospital. Prospective clients are defined as individuals whom possess injured wildlife outside of our service range. We ensure these clients receive assistance by providing the following options 1) a drop off location in Homestead in which staff are dispatched to (Everglades Outpost) or 2) a referral to their nearest wildlife hospital.

22. List all sites and hours of operation. Please note if these sites will be using HSAB funding and whether or not each site is currently utilized by your organization.

The Florida Keys Wild Bird Center has two locations:
1. Mission Wild Bird Hospital (7 days a week) - Hours of Operation: 8am-4pm; *HSAB funding
2. Laura Quinn Wild Bird Sanctuary (7 days a week) - Hours of Operation: 7am-7pm

23. Have you failed to submit any monthly reimbursement request or the annual performance report as required by the grant agreement? Yes ○ No ◉

If yes, please explain why you failed to meet the deadline.

Not applicable.

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

A significant financial challenge faced by the FKWBC is meeting the demands of budget increases. The services we provide to wildlife are completely free to the community and do not produce revenue, which proves a difficult challenge for fundraising. We plan to respond to this challenge by diversifying revenue streams, such as increasing marketing and inventory of our gift shop; forming mutualistic partnerships with local businesses; and expanding our outreach and events Additionally, we hope to obtain county funding and grants.

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

We anticipate challenges with employee retention directly related to high cost of living in the Florida Keys. Over 80% of staff live in shared housing and struggle to pay their rent despite our salary range being higher than industry standards. Longterm plans include acquiring employee housing that can be offered for free or little cost. Additionally, we hope to increase fringe benefits to offset the cost of health insurance and ultimately we hope to provide salary increases.

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

Clients gain no-cost professional help in wildlife emergencies. Clients have access to a 24/7 wildlife emergency hotline and free in-person dispatch services to assist at the scene. Essentially clients are able to solicit solutions in our niche area of expertise with ease and accessibility.

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

Yes, our organization is permitted, licensed, and inspected by the following agencies on a yearly basis: Florida Fish and Wildlife Commission (FWC), United States Fish and Wildlife Service (USFWS), and United States Department of Agriculture (USDA)

28. 989 hours of program service were contributed by 51 volunteers in the last year (FY2023 - October 1, 2022 through September 30, 2023).

29. Will any services funded by the County HSAB award be performed by an independent contractor and/or under a subcontract? If yes, what services, and who will perform them? (Report in Budget Q37 and Q38)

No. All services funded by the HSAB will be performed by staff members.

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

Goal #1: To provide a resource for the community that is informative in its response to questions and efficient in its response to dispatch calls.

Goal #2: To maintain a state-of-the-art hospital facility outfitted with the equipment, supplies, and staff necessary to carry out the Bird Center's mission.

31. How will you measure these outcomes?

Goal #1: This can be measured by tracking an average amount of time that it takes between the time a call comes in and the time the animal is picked up by dispatched staff. Can also be measured in qualitative reviews given by the community on the staff's helpfulness in response to questions and by supervisor reviews of staff performance in these areas.

Goal #2: Track inventory of supplies, effectiveness of crucial medical equipment, and require that rehabilitators maintain an active state license and are sub permittees on a federal permit.

32. 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)
Wildlife Rehabilitation	Hour	$ 25
Wildlife Rescue & Transport	Hour	$ 20

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

Not applicable.

BOARD INFORMATION

You must have at least five directors

34.

Name/Board Position	Affiliation/Title	City/State	Telephone No.	Years Served	Current Term Expiration Date
Dennis Caltagirone / Chairman	Rotary Club / District Govenor	Key Largo, FL	(305) 331-0525	11	
Roberto Alonso / Vice Chairman	Borland & Associates / Owner	Key Largo, FL	(305) 331-0525	5	
Penelope Hatten / Director	Louis Foundation / Trustee	Punta Gorda, FL	(406) 580-3347	10	
Sara Hamilton / Director	FL Keys Electric Co-Op / Supervisor Biological Affairs	Key Largo, FL	(305) 360-7727	10	
Normand Gonsalves / Director	Gonsalves Electric / Owner	Tavernier, FL	(305) 451-7610	10	
William Legg / Director	ArcBest Corporation / Director (retired)	Key Largo, FL	(443) 253-3194	4	
Ty Harris / Director	Ty Harris PA / Owner	Tavernier, FL	(386) 956-8776	1	

AGENCY COMPENSATION DETAIL

Include each position in the entire agency

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.
Note: Dates correspond with your fiscal year

35.

		Proposed - Upcoming Fiscal Year Ending: 12 / 31 / 2024			Projected - Current Fiscal Year Ending: 12 / 31 / 2025			
			Total Compensation			Total Compensation		
Position Title	"✓"	# FTE'S	Salaries	Benefits Package*	# FTE'S	Salaries	Benefits Package*	"P" or "A"
Executive Director	☐	1.0	$ 75,000	$ 840	1.0	$ 75,000	$ 840	P & A
Operations Director	☐	1.0	$ 65,000	$ 840	1.0	$ 65,000	$ 840	P & A
Rehabilitation Manager	☐	1.0	$ 45,000	$ 840	1.0	$ 45,000	$ 840	P
Wildlife Rehabilitator	☐	1.0	$ 40,000	$ 840	1.0	$ 40,000	$ 840	P
Outreach Coordinator	☐	1.0	$ 40,000	$ 840	1.0	$ 40,000	$ 840	P
Maintenance Staff	☐	1.0	$ 45,000	$ 840	1.0	$ 45,000	$ 840	P
Avian Care Interns	✔	5.0	$ 40,000	$ 0	5.0	$ 40,000	$ 0	P
	☐							
	☐							
	☐							
	☐							
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	1	11.00	$ 350,000	$ 5,040	11.00	$ 350,000	$ 5,040	

Please list benefits included:

Permanent employees are reimbursed up to $70 monthly for their cellphone. Avian Care Interns receive free on-site housing.

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

36.

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 4 / 12 / 202
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*
WILDLIFE EMERGENCY RESPONSE	General public who have no support with injured wildlife	99,254	Upper Keys	7 days/24 hours	1,000	209

Total number of unduplicated clients for the entire agency served during most recent completed fiscal year	1,000
Current number of unduplicated clients for the entire agency ("snapshot") as of 4 / 12 / 2024	209
How many clients served are Monroe County residents:	900

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

1) Provide clear and logical solutions to clients who call our hotline in need of assistance with wildlife conflicts.
2) Dispatch staff to rescue and transport injured wildlife when appropriate.
3) Communicate in detail and compassion to clients requesting a patient update.
4) Invite clients to participate in releasing wildlife patients back into the wild.

COUNTY HSAB FUNDING BUDGET

Show the proposed budget detail for the County HSAB funds requested. Total Expenses must equal Amount Requested on page 1. **Please note**: HSAB Funding shall not be used to purchase capital assets.

37.

Proposed Grant Budget	Proposed County Funded Expense Budget for Upcoming Fiscal Year Ending: September 30, 2024	
Expenditures	**Total**	%
Salaries - Program	$ 5,000.00	1.00
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/Staff	$ 5,000.00	100.00%
Office Supplies		0.00
Telephone		0.00
Professional Fees		0.00
Independent Contractor: Enter Name		0.00
Independent Contractor: Enter Name		0.00
Condo Association Fees		0.00
Utilities		0.00
Repairs & Maintenance		0.00
Travel		0.00
Grants to Other Organizations		0.00
Loan(s)		0.00
Bank Charges		0.00
Rent Expense - Currently Utilized Property		0.00
Rent Expense - Not Currently Utilized Property		0.00
Other Expenses (Describe Below)		
		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	$ 5,000.00	100.00%

AGENCY EXPENSES

38.

Complete this worksheet for the entire agency

Florida Keys Wild Bird Rehabilitation Ce

Note: Dates correspond with your fiscal year

Proposed Budget vs. Current Budget:	Proposed Expenses Budget for the Upcoming Fiscal Year:		Projected Expenses for the Current Fiscal Year:	
Budget Period:	Beginning: ____/____/_____ & Ending: 12 / 31 / 2025		Beginning: ____/____/_____ & Ending: 12 / 31 / 2024	
Expeditures	**Total**	**%**	**Total**	**%**
Salaries - Program	$ 306,000.00	0.48	$ 306,000.00	0.48
Payroll Taxes - Program	$ 24,480.00	0.04	$ 24,480.00	0.04
Employee Benefits - Program	$ 4,500.00	0.01	$ 4,500.00	0.01
Salaries - Administrative	$ 44,000.00	0.07	$ 44,000.00	0.07
Payroll Taxes - Administrative	$ 3,520.00	0.01	$ 3,520.00	0.01
Employee Benefits - Administrative	$ 504.00	0.00	$ 504.00	0.00
Subtotal Personnel/Staff	**$ 383,004.00**	**0.61**	**$ 383,004.00**	0.61
Office Supplies	$ 7,700.00	0.01	$ 7,700.00	0.01
Telephone	$ 1,380.00	0.00	$ 1,380.00	0.00
Professional Fees	$ 5,000.00	0.01	$ 5,000.00	0.01
Independent Contractor: (Enter Name)		0.00		0.00
Independent Contractor: (Enter Name)		0.00		0.00
Condo Association Fees		0.00		0.00
Utilities	$ 26,700.00	0.04	$ 26,700.00	0.04
Repairs & Maintenance	$ 16,400.00	0.03	$ 16,400.00	0.03
Travel	$ 1,000.00	0.00	$ 1,000.00	0.00
Grants to Other Organizations		0.00		0.00
Loan(s)		0.00		0.00
Bank Charges	$ 4,500.00	0.01	$ 4,500.00	0.01
Rent Exp. - Currently Utilized Property		0.00		0.00
Rent Exp. - Not Currently Utilized Property		0.00		0.00
Mortgage Exp. Currently Utilized Property		0.00		0.00
Mortgage Exp. - Not Currently Utilzed Property		0.00		0.00
Other Expenses (Describe Below)				
Animal & Veterinary Care	$ 35,000.00	0.06	$ 35,000.00	0.06
Automobile Expenses	$ 8,600.00	0.01	$ 8,600.00	0.01
Insurance Policies	$ 28,270.00	0.04	$ 28,270.00	0.04
TDC Capital Projects	$ 50,000.00	0.08	$ 50,000.00	0.08
Volunteer Program	$ 1,000.00	0.00	$ 1,000.00	0.00
Indirect Staffing Expenses	$ 16,500.00	0.03	$ 16,500.00	0.03
Outreach Program Expenses	$ 14,100.00	0.02	$ 14,100.00	0.02
Membership Dues & Fees	$ 1,500.00	0.00	$ 1,500.00	0.00
Board of Directors	$ 2,100.00	0.00	$ 2,100.00	0.00
Annual Audit & 990	$ 6,500.00	0.01	$ 6,500.00	0.01
Incidentals	$ 10,000.00	0.02	$ 10,000.00	0.02
Bookkeeping Services	$ 12,000.00	0.02	$ 12,000.00	0.02
		0.00		0.00
Total Expenses	**$ 631,254.00**	100%	**$ 631,254.00**	100%
Revenue Over/(Under) Expenses	**$ 746.00**		**$ 746.00**	

AGENCY REVENUE

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

Note: Dates correspond with your fiscal year.
Dates of FY end will auto-fill (below) to correspond with dates entered from Q.38

39.

	Proposed Revenue Budget for Upcoming Fiscal Year Ending:			Projected Revenue for Current Fiscal Year Ending:		
	12 / 31 / 2025			12 / 31 / 2024		
Revenue Sources	Cash	In-Kind	%	Cash	In-Kind	%
LOCAL GOVERNMENT:						
HSAB	$ 5,000		0.01			0.00
SAFF	$ 0		0.00	$ 8,000		0.01
TDC	$ 50,000		0.08	$ 50,000		0.08
			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:						
Spurlino Foundation	$ 50,000		0.08	$ 100,000		0.16
Batchelor Foundation	$ 75,000		0.12	$ 75,000		0.12
Higgins Foundation	$ 50,000		0.08	$ 50,000		0.08
McBride Foundation	$ 30,000		0.05	$ 30,000		0.05
Louis Foundation	$ 30,000		0.05			0.00
ALL OTHER SOURCES:						
Individual Donors	$ 202,000		0.32	$ 200,000		0.32
Gift Shop Revenue	$ 20,000		0.03	$ 15,000		0.02
Outreach Program	$ 10,000		0.02	$ 7,000		0.01
Grants	$ 40,000		0.06	$ 30,000		0.05
Other Foundations	$ 70,000		0.11	$ 67,000		0.11
Total Revenue	$ 632,000	$ 0	1.01	$ 632,000	$ 0	1.01

EMPLOYEE INFORMATION

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

There are 11 employees ("snapshot") as of today's date 04/12/2024

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

No positions are vacant.

ADDENDUM TO THE FY2023 HSAB APPLICATION
COVID-19 ASSISTANCE

A.1. Did your organizaton receive any local, state, federal assistance (i.e. Paycheck Protection Program, EIDL, CARES Act) or insurance for your COVID-19 related impacts? Yes __X__ (Describe Below) No_____

Revenue Sources/ Award Title	Jan 2021 - Dec 2022 Cash	Jan 2021 - Dec 2022 In-kind	Jan 2023 -Dec 2023 Cash	Jan 2023 -Dec 2023 In-kind	Is Payback Forgiven? Yes/ No/Pending	Purpose:
LOCAL GOVERNMENT:						
STATE:						
FEDERAL:						
Paycheck Protection Program	$ 42,073.00				Yes	Payroll assistance in April 2020
FOUNDATION:						
ALL OTHER SOURCES:						
Total Covid-19 Assistance	**$ 42,073.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**		

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	◉	○	📎	2022 Audit (2023 coming soon)
C		Copy of submitted IRS Form 990 for most recent fiscal year (Enter Period Date in Comments)	◉	○	📎 📎	Jan-Dec 2022 (2023 coming soon)
D		Copy of current fee schedule	○	◉		Services are free of charge.
E		Proof of Registration with Fl. Department of Agriculture & Consumer Services.	◉		📎	We are exempt, Letter Attached
E.1		Proof of Exemption with Fl. Department of Agriculture & Consumer Services.	◉		📎	
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 & Families (DCF) License or Certification.	○	◉		This does not apply to our org.
I		Copy of any other Federal or State Licenses.	◉	○	📎 📎 📎 📎 📎	
J		Copy of Florida Department of Health Licencses/Permits.	○	◉		This does not apply to our org.
K		Copy of Current Occupational Licenses for Organization & Independent Contractors	○	◉		This does not apply to our org.
L		Audit Documentation, for recipients of $100K+ from Monroe County.** (See Instructions)	○	◉		This does not apply to our org.
M		Copy of Organization's Corporate Bylaws.	◉		📎	
N		Copy of Summary Report of most current Evaluation/Monitoring.***	◉	○		
O		Data showing need for your program. (Q.17)	○	◉		N/A - Applying for $5,000 or less
P		Certification Page - Blank Page is available here. 📎	◉	○	📎	*******NEED TO ATTACH
Q		Other - If additional space is needed to address earlier questions please label and include here.	○	◉		Not applicable.

(B)*Resolution No. 277-2009 - For organizations with total annual expenditures of $150,000, including the amount of the County grant, an annual audited financial statement from the organization's most recenlty completed fiscal year and an IRS Forrm 990 also from the organization's most recently completed fiscal year. (If the audit is qualified, the organization must include a statement of deficiences with corrective actions recommeded/taken. (L)**Proof CPA who performs audit is a member of the AICPA, malpractice insurance & County considered "intended recipient" of said audit. (N) *** Must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.