

HUMAN SERVICES ADVISORY BOARD

# FY 2026 FUNDING APPLICATION WORKSHOP

Navigating the New Application Process with Bonfire

January 9, 2025

Presented by

Monroe County Board of County Commissioners

Budget and Finance Department

# Welcome

Welcome to the Human Services Advisory Board FY 2026 Funding Application Workshop! We appreciate your participation today as we navigate the new application process using Bonfire, our online platform designed to streamline submissions and enhance transparency.

During this workshop, we will provide you with an overview of the Bonfire application system, including step-by-step instructions on how to create, submit, and track your applications. We'll cover key features of the platform, tips for successful submissions, and the resources available to support you throughout the process.

Understanding this new process is crucial for ensuring that your organization can effectively apply for funding and contribute to our community's vital human services. We encourage you to ask questions and engage in discussions as we go along, ensuring that you leave with a comprehensive understanding of the application process.

Thank you for your commitment to serving Monroe County. Let's get started!



# Workshop Objective

The objective of this workshop is to ensure that by the end, participants will possess a thorough understanding of the new application process for the Fiscal Year 2026 funding cycle using the Bonfire platform. This will include essential steps such as creating, submitting, and managing applications.

The workshop is designed to equip the applicants with the skills and confidence they need to successfully participate in the funding process.



# Today's Agenda

-   FY 2026 Funding Cycle Schedule
-   HSAB Application Updates
-   What is Bonfire and Why the Change
-   Getting Started with Bonfire
-   Submitting Applications on Bonfire
-   Attachment & Documents
-   Deadlines & Reminders
-   Q & A Session





# FY 2026 FUNDING CYCLE SCHEDULE



# FY 2026 Funding Cycle Schedule

Budget Period: Oct. 1, 2025 – Sept. 30, 2026

## **FY 2026 Funding Cycle Workshop**

Date: January 9, 2025

Time: 10:00AM

Location: Hybrid meeting in-person at the Harvey Government Center, BOCC Meeting Room, 2nd Floor, 1200 Truman Avenue, Key West, or via the Zoom Webinar platform.

## **Application Period Opens**

Date: February 3, 2025

## **Deadline for Application**

Date: March 31, 2025 by 5:00 PM **Late or incomplete applications will not be considered for funding.**

## **HSAB Funding Meeting - FY2026**

Date: May 7, 2025

Time: 10:00AM

Location: Hybrid meeting in-person at the Marathon Government Center, BOCC Meeting Room, 2nd Floor, 2798, Overseas Highway, or via the Zoom Webinar platform.





# HSAB APPLICATION UPDATES



# HSAB Application Updates

- Applicants will be required to complete an application for the FY 2026 Funding Cycle on Bonfire, the County's electronic bidding platform at:

<https://monroecounty-fl.bonfirehub.com>

or

[www.monroecounty-fl.gov/bonfirebids](http://www.monroecounty-fl.gov/bonfirebids)

- Applicants must be registered for a vendor account before submitting an application. Instructions for creating a vendor account with Bonfire were emailed in November. A copy of the can also be found on our website at:

[Bonfire Vendor Registration Instructions](#)

- During the application meeting, several updates were made, including the removal of questions that were no longer relevant or deemed redundant. Additionally, some attachments were identified as unnecessary. If you were unable to attend the meeting, you can view the recording here: [Meeting Video](#)





# WHAT IS BONFIRE? & WHY THE CHANGE?



# What is Bonfire?

Bonfire is a cloud-based procurement and application management platform designed to streamline the submission processes for funding applications. Here are some of its key features:

- 1. User-Friendly Interface:** Bonfire boasts an intuitive design that simplifies navigation for users, making it easy for applicants to understand and engage with the application process.
- 2. Centralized Application Management:** The platform allows users to submit and manage all their application documents in one place, reducing the need for multiple submissions and enhancing organization.
- 3. Collaboration Features:** Bonfire supports teamwork by allowing multiple users to collaborate on a single application. This feature enables organizations to gather diverse input and enhance application quality.
- 4. Automated Notifications:** The platform sends reminders and notifications about deadlines, submission statuses, and required actions, helping applicants stay informed and organized.
- 5. Document Upload and Management:** Users can easily upload required documents and track their submission status. This feature ensures that all necessary information is included and accessible.
- 6. Feedback and Support:** Applicants can receive feedback on their submissions directly through the platform, fostering continuous improvement and engagement. Bonfire also includes access to support resources and FAQs.
- 7. Secure and Compliant:** Bonfire ensures that all data is stored securely and complies with relevant regulations, providing peace of mind for both applicants and funders.
- 8. Time Savings:** The number one benefit of using Bonfire's electronic submission reported by vendors is time savings.



# Why the Change?

The decision to transition to the Bonfire platform stems from the need to create a more efficient and effective application process for funding. This change aims to simplify and streamline submissions, reducing administrative burdens for applicants and ensuring a smoother experience overall. By improving communication and collaboration, Bonfire fosters a more transparent process that aligns with the application process needs. Additionally, the platform enhances accountability and responsiveness, ultimately fostering stronger relationships between the County and local agencies. This transition reflects our commitment to maximizing the impact of funding and supporting the vital work of nonprofits in our community..





# GETTING STARTED WITH BONFIRE



# Getting Started with Bonfire

**How to Access Bonfire:** You can access the Bonfire platform through one of the following links:

- <https://monroecounty-fl.bonfirehub.com>
- [www.monroecounty-fl.gov/BonfireBids](http://www.monroecounty-fl.gov/BonfireBids)

**Account Creation Process:** To apply for the FY 2026 Funding Cycle, you must first create a vendor account on Bonfire. Once registered, log in to access the dashboard, where you'll find open funding opportunities. From there, select the relevant application and follow the step-by-step prompts to complete your submission.

Instructions on how to create a vendor account were sent out in November. If you did not receive this email or have not yet created your account, please inform us at the end of this workshop.

Be sure to familiarize yourself with the required documents and guidelines provided within the platform, as this will ensure a smooth application process. If you have any questions or need assistance, Bonfire offers helpful resources and support directly on the platform.





# SUBMITTING APPLICATIONS



# Submitting Applications

Next, we will walk through the process of submitting an application on Bonfire.

Bonfire provides additional resources on how to create and upload your submissions. You can access these resources here:

[Creating and Uploading a Submission](#)

## Accessing the Application (Listed as "Opportunity" in Bonfire)

To access the application, go to one of the following links:

- <https://monroecounty-fl.bonfirehub.com>
- [www.monroecounty-fl.gov/BonfireBids](http://www.monroecounty-fl.gov/BonfireBids)

Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. You can log in using the Log In tab or the Log in/Register button.

The screenshot shows the Bonfire Procurement Portal interface. At the top right, a red arrow points to a "Log in / Register" button. The main content area features a "Procurement Portal" header with a "cloud DEMO" logo. Below the header, there is a "Department" dropdown menu set to "All". There are three buttons: "Log in", "Open Public Opportunities", and "Past Public Opportunities". A section titled "Log in with your Bonfire Account" contains an "EMAIL" field and a "PASSWORD" field, both with red arrows pointing to them. Below the login fields are links for "Log in", "Forgot your password?", "New Vendor Registration", and "Need Help?". At the bottom, there is a "Help" button and links for "Technical Support", "Portal Security", "Terms of Service", and "Privacy Policy".



Click on **View Opportunity** for the project you are applying for. Public projects will appear under **Open Public Opportunities**. If you received a direct email invite from an organization, those opportunities will appear under **My Opportunities**. This will be the FY 2026 Funding Cycle HSAB Application.

The screenshot shows the Procurement Portal interface for Justine Phan. At the top right, it says 'cloud DEMO'. Below the header, there is a 'Department:' dropdown menu set to 'All'. Three tabs are visible: 'Open Public Opportunities' (selected), 'Past Public Opportunities', and 'My Opportunities'. A search bar is located on the right side of the table. The table lists four open opportunities:

Status	Ref. #	Project	Department	Close Date	Days Left	Action
OPEN	IFB-14136	Bulk Fluids	Purchasing	Jun 26th 2020, 3:00 PM EDT	18	<a href="#">View Opportunity</a>
OPEN	MX06	ERP Software Solution	Purchasing	Jun 26th 2020, 7:00 PM EDT	19	<a href="#">View Opportunity</a>
OPEN	MX05	Recruitment Services	Purchasing	Jul 5th 2020, 7:00 PM EDT	27	<a href="#">View Opportunity</a>
OPEN	RFP3948	Paper Products	Purchasing	Jul 6th 2020, 12:00 PM EDT	28	<a href="#">View Opportunity</a>

At the bottom of the page, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. The footer also includes 'Powered by Bonfire'.

## Navigating the Opportunity

Now that you have access to the opportunity, review the Project Details to get the full scope of the project. The Project Details outlines important information such as deadlines, downloadable documents, and mandatory information needed to complete your submission.



# Project Details & Important Events

Here you will see key info such as the project's Open Date, the Questions Due Date (if the Organization is accepting questions via Bonfire's Opportunity Q&A feature), and the project Closing Date.

**RFP3948 - Paper Products**
cloud DEMO

[Back to list](#)

**Project Details**

**Project:** Paper Products

**Ref. #:** RFP3948

**Department:** Purchasing

**Type:** RFP

**Status:** OPEN

**Open Date:** Jun 8th 2020, 12:00 PM EDT

**Questions Due Date:** Jul 6th 2020, 12:00 PM EDT

**Close Date:** Jul 6th 2020, 12:00 PM EDT

**Days Left:** 28

**Project Description:**  
CloudDemo is soliciting bids for a variety of paper products. Please refer to the attached RFP documentation for the full scope of work.

**June 2020** prev next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
12p OPEN						
14	15	16	17	18	19	20
OPEN						
21	22	23	24	25	26	27
OPEN						
28	29	30	1	2	3	4
OPEN						

Deadlines and additional events (if applicable) will also fall under Important Events.

Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jun 8th 2020, 12:00 PM EDT	N/A
UPCOMING	Intent to Bid Due Date	Online Portal	Deadline to indicate your intent to Bid	Jun 19th 2020, 12:00 PM EDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Jul 6th 2020, 12:00 PM EDT	N/A
UPCOMING	Questions Due Date	Online Portal	Deadline to submit Questions	Jul 6th 2020, 12:00 PM EDT	N/A



## Supporting Documentation

Downloadable documents provided by the Buyer are available under Supporting Documentation. This section can include pertinent information for the corresponding bid, such as bid specifications, appendices, addenda, and so on. To download any documents, simply click on **Download** in the far right column, or click **Download All Files** to download all available documents at once.

**Supporting Documentation:**

Download All Files
Search

File	Type	Description	Date Created	Actions
RFP - Waste Removal Services.pdf	Documentation	Please refer to this main RFP document.	Jul 19th 2022, 11:13 AM EDT	Download
Submission Instructions.pdf	Documentation	Please refer to these submission instructions.	Jul 19th 2022, 11:13 AM EDT	Download

## Requested Information

This section outlines the documents you will need to upload as part of your bid package, the corresponding file type, and number of files you are permitted to submit. If the project requires a **Questionnaire** you can download the templates under this section. Questionnaires will have a **Download** button under the Actions column.

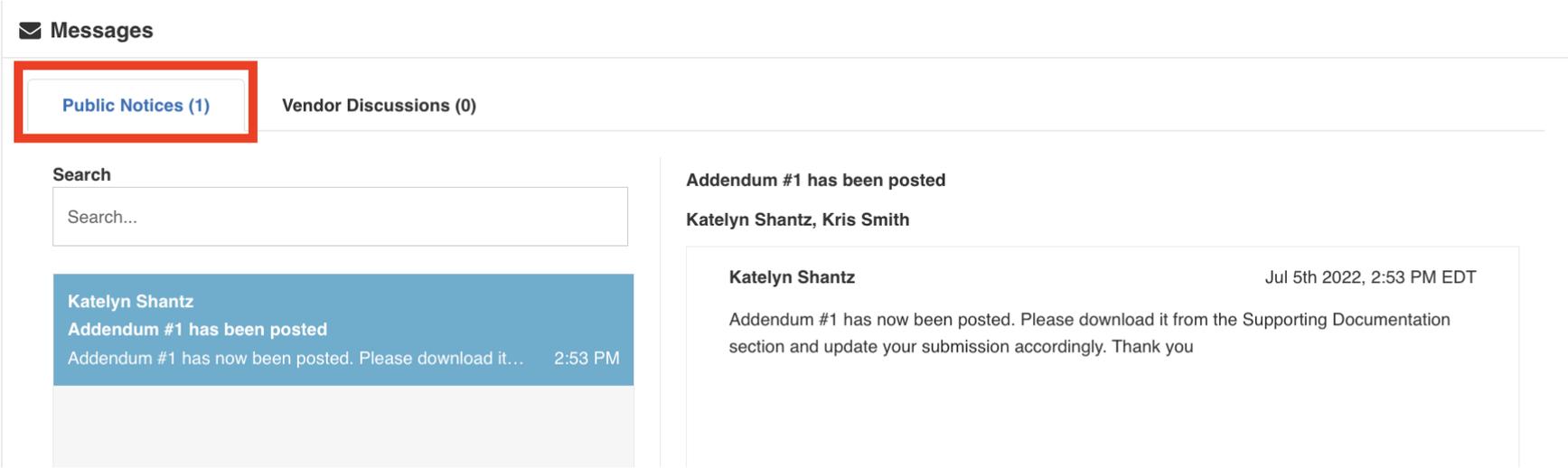
**Requested Information:**  
Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement	Instructions	Actions
<b>Proposal</b>	File Type: PDF (.pdf)	Multiple	REQUIRED		
<b>Appendix A</b>	File Type: PDF (.pdf)	Multiple	REQUIRED		
<b>Appendix B</b>	File Type: PDF (.pdf)	Multiple	REQUIRED		
<b>Appendix C</b>	File Type: PDF (.pdf)	Multiple	REQUIRED		
<b>Paper Products Pricing Sheet (BT-02HR)</b>	<u>Bid Table</u> : Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	Download
<b>Do you have a WBE certification?</b>	Data Type: Yes/No	N/A	REQUIRED		



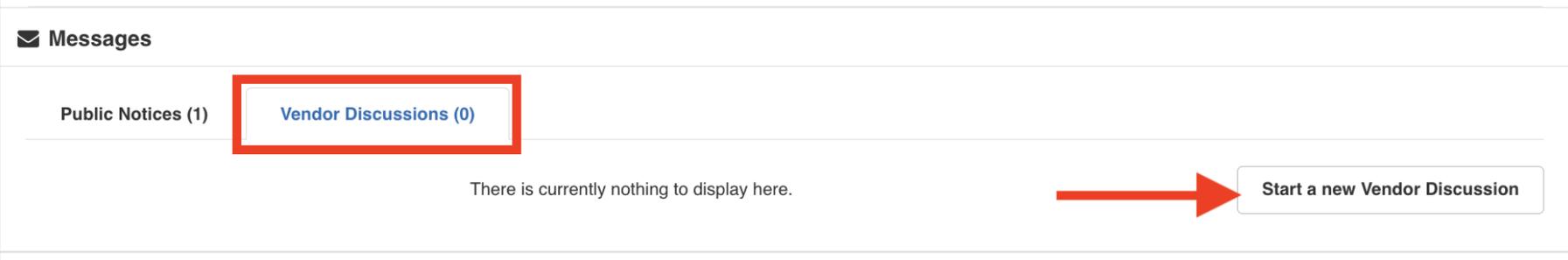
# Messages

The Messages sections includes communication tools that allow Buyers and Vendors to communicate directly in Bonfire. The **Public Notices** tab acts as a bulletin board where Buyers can issue changes or new information about the project. In the event that there are numerous public notices, you can use the Search bar to search for keywords and filter down your results.



The screenshot shows the 'Messages' section with two tabs: 'Public Notices (1)' and 'Vendor Discussions (0)'. The 'Public Notices (1)' tab is highlighted with a red box. Below the tabs is a search bar with the placeholder text 'Search...'. A message card is displayed with the following details: 'Katelyn Shantz', 'Addendum #1 has been posted', and 'Addendum #1 has now been posted. Please download it... 2:53 PM'. To the right of the message card, the text reads: 'Addendum #1 has been posted', 'Katelyn Shantz, Kris Smith', 'Katelyn Shantz', 'Jul 5th 2022, 2:53 PM EDT', and 'Addendum #1 has now been posted. Please download it from the Supporting Documentation section and update your submission accordingly. Thank you'.

If the project has enabled the **Vendor Discussions** feature, this is where you can directly message the Project Owner up until the Questions Due Date. You can begin a new conversation by clicking the **Start a new Vendor Discussions button**. If you would like more detailed instructions, check out <https://vendorsupport.gobonfire.com/hc/en-us/articles/6832480724503-How-do-I-contact-the-Project-Owner->



The screenshot shows the 'Messages' section with two tabs: 'Public Notices (1)' and 'Vendor Discussions (0)'. The 'Vendor Discussions (0)' tab is highlighted with a red box. Below the tabs, the text reads: 'There is currently nothing to display here.' To the right of this text is a button labeled 'Start a new Vendor Discussion', which is pointed to by a red arrow.



# Uploading Your Submission

To begin uploading your submission, navigate to the **Submissions** section (which you will find at the bottom of the page). Click on **Prepare Your Submission** to begin the upload process.

The screenshot shows a web interface for a submission. At the top, there is a tab labeled 'Submission'. Below it, a 'Prepare' tab is active. The main heading is 'Prepare Your Submission'. Underneath, there is a 'Prepare as:' section with a dropdown menu showing 'ABC Inc.' and a 'Prepare Your Submission' button. A red arrow points to this button. To the right, there is a video player with a play button and the text 'New to Bonfire? Here's a quick overview of the submission process.' The video player shows a video thumbnail with a play button.

This will direct you to the **Complete Your Submission** page. You will see the current time, the closing time, and a numeric value for days remaining. You will also see your information below, which you can change at any time by clicking **Edit Contact Info**.

The screenshot shows the 'Complete Your Submission' page. At the top, there is a 'Back to Opportunity' link and a 'cloud DEMO' logo. Below this, there is a 'Project Details' section with a search icon. The 'Official Time' is 'Jun 8th 2020, 5:55 PM EDT' and the 'Closing Time' is 'Jul 6th 2020, 12:00 PM EDT'. A 'a month Remaining' indicator is shown. Below this, there is a form with the following fields: Project: Paper Products, Ref. #: RFP3948, Organization: ABC Inc., First Name: Angela, Last Name: Martin, and Email: example@gobonfire.com. An 'Edit Contact Info' button is located at the bottom right of the form.



# Step 1: Provide Submission Information

Upload your files for the corresponding Requested Document by clicking **Upload File**. Ensure that you have the correct file type and template (if applicable).

**Step 1: Provide Submission Information**

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a data or text answer.

<b>Proposal</b> <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	<b>Upload File...</b>
<b>Appendix A</b> <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	<b>Upload File...</b>
<b>Appendix B</b> <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	<b>Upload File...</b>
<b>Appendix C</b> <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	<b>Upload File...</b>
<b>Do you have a WBE certification?</b> <b>REQUIRED</b> Data Type : Yes/No <input type="radio"/> Yes <input type="radio"/> No	<b>Save</b> <b>Cancel</b>
<b>Paper Products Pricing Sheet (BT-02HR)</b> <b>REQUIRED</b> BidTable # Files: 1	 <b>Upload File...</b>

When uploading a BidTable or Questionnaire, ensure that your file matches the most up-to-date template provided by the Buyer. You can download BidTable and Questionnaire templates at this stage by clicking on the download icon.

**NOTE:** Uploading an incorrect template will result in errors and will prevent you from completing your submission.

**Paper Products Pricing Sheet (BT-02HR)**  
**REQUIRED** BidTable # Files: 1

 **Upload File...**

**Download Template**

 **Upload File...**



If a Requested Information slot is denoted by Data Type, fill in the information according to the corresponding Data Type (ex. Numeric, Text, True/False, and/or Yes/No).

Do you have a WBE certification?  
**REQUIRED** Data Type : Yes/No  
 Yes  No  
Save Cancel

Once you have uploaded all your documents and inputted your information successfully, you will receive green validation circles (found to the left of each Requested Information). If you still receive red validation circles, please review the corresponding error messages and update your information accordingly.

### Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a data or text answer.

<input checked="" type="checkbox"/> Proposal <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	Upload File...
<input checked="" type="checkbox"/> Test_Document_-_Assignment.pdf	
<input checked="" type="checkbox"/> Appendix A <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	Upload File...
<input checked="" type="checkbox"/> Test_Document_-_Assignment.pdf	
<input checked="" type="checkbox"/> Appendix B <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	Upload File...
<input checked="" type="checkbox"/> Test_Document_-_Assignment.pdf	
<input checked="" type="checkbox"/> Appendix C <b>REQUIRED</b> File Type: PDF (.pdf) # Files: Multiple	Upload File...
<input checked="" type="checkbox"/> Test_Document_-_Assignment.pdf	
<input checked="" type="checkbox"/> Do you have a WBE certification? <b>REQUIRED</b> Data Type : Yes/No	Edit Delete
<input checked="" type="checkbox"/> Yes	
<input checked="" type="checkbox"/> Paper Products Pricing Sheet (BT-02HR) <b>REQUIRED</b> BidTable # Files: 1	Upload File...
<input checked="" type="checkbox"/> Paper_Products_Pricing_Sheet_(BT-02HR).xlsx	



## Step 2: Submit & Finalize

Check mark "I understand that I can't change any of the submission details or documents once the project closes." and click on **Submit & Finalize My Submission**.

### Step 2: Submit & Finalize

I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

## Submission Receipt

Upon completion, you will be directed to your Submission Receipt. This provides a comprehensive breakdown of all the information from your submission (a Submission Receipt will be sent to your email as well). This is where you can download a copy of all your submission files. If you did not receive this email, you can click **Send Email** at the bottom of the page to have it re-sent.

**SUBMISSION COMPLETE!**

Your submission has been finalized. Please see below for your confirmation details.

#### Confirmation Details

Project:	Paper Products
Ref. #:	RFP3948
Submission Time:	Jun 08, 2020 6:26 PM EDT
Name:	Angela Martin
Email:	[redacted]@gobonfire.com
Organization:	ABC Inc.
Requested Documents:	<b>Proposal - Required</b> Test_Document_-_Assignment.pdf <b>Appendix A - Required</b> Test_Document_-_Assignment.pdf <b>Appendix B - Required</b> Test_Document_-_Assignment.pdf <b>Appendix C - Required</b> Test_Document_-_Assignment.pdf
Requested BidTables:	<b>Paper Products Pricing Sheet (BT-02HR) - Required</b> Paper_Products_Pricing_Sheet_(BT-02HR).xlsx
Requested Data:	<b>Do you have a WBE certification? - Required</b> Yes
Confirmation Code:	NzYyMzk=
Download All Files	

**Send Email** Click to send an email to [redacted]@gobonfire.com. A confirmation email has already been sent.



By scrolling down, you will see a number of options on this page. You are given the option to **Return** to Portal Listing, and view more bid opportunities; **Provide Feedback** to Bonfire Support regarding your submission experience, or **revise your submission** to go back and make changes..

### Return to Portal Listing

If you need to access the project details you can find them on the Portal Listing.

[Return to Portal Listing »](#)

### We Need Your Feedback!

We are continually improving the digital submission process at **Justine Phan**, but we need feedback from suppliers like you.

[Provide Feedback »](#)

### Need to Revise Your Submission?

[Click here to un-submit your submission.](#) Note that only submissions that have been finalized and submitted will be considered.

If you need to revise your submission, remember that you will need to re-submit and finalize your submission for it to be considered; past submissions that have been un-submitted will not be reviewed by the Buyer.

**NOTE:** You can revise a submission as long as the opportunity is still open. For more please see, [Can I revise my submission?](#)





# ATTACHMENTS & DOCUMENTS



# Required Attachments & Documents

To ensure a complete application for the FY 2026 funding cycle on Bonfire, please include all required attachments and documents. It is not the County's responsibility to find and notify you of errors or omissions or to ensure they are corrected. Your application may not be considered if it is incomplete or if any required documentation is missing at the time of the application deadline. For any attachments that are not relevant to your organization, you must attach a document stating that the requirement is not applicable to your organization:

- A. Unqualified Audited Financial Statement Or Statement of Functional Expenses\*
- B. Copy of Submitted IRS Form 990For the most recent fiscal year (Enter Period Date in Comments)
- C. Copy of Current Fee Schedule
- D. Proof of Registration with Florida Department of Agriculture & Consumer Services
- D.1 Proof of Exemption with Florida Department of Agriculture & Consumer Services
- E. Copy of IRS Letter of Determination Indicating 501(c)(3) status
- E.1. Copy of GUIDESTAR printout
- F. Copy of Personnel Manual Including hiring policies, drug-free workplace, and EEO provisions
- G. Copy of Florida Department of Children & Families (DCF) License or Certification
- H. Copy of Any Other Federal or State Licenses
- I. Copy of Florida Department of Health Licenses/Permits
- J. Copy of Current Occupational Licenses For Organization & Independent Contractors
- K. Audit Documentation For recipients of \$100K+ from Monroe County.\*\* (See Instructions)
- L. Copy of Organization's Corporate Bylaws
- M. Copy of Summary Report of Most Current Evaluation/Monitoring.
- N. Certification Page Blank page available here.
- O. Other If additional space is needed to address earlier questions, please label and include here.

## Notes:

Ensure all documents are formatted according to Bonfire's requirements (e.g., file type, size limits).  
Double-check that all required attachments are included before submitting your application.



# Item A. Unqualified Audited Financial Statement or Statement of Functional Expenses

**Attachment Item A- Audited Financials** A copy of your organization’s unqualified audited financial statement for the most recent fiscal year (2024) is required if your organization’s expenses are \$150,000 or greater, or if you received \$100,000 or more in grants from Monroe County. If applicable, please include a statement of deficiencies with recommended or taken corrective actions.

If your organization’s expenses are less than \$150,000, a Statement of Functional Expenses for the most recent fiscal year is required.

**Resolution No. 277-2009:** For organizations with total annual expenditures of \$150,000 or more, including the County grant, an annual audited financial statement from the most recently completed fiscal year and an IRS Form 990 for the same fiscal year are required. If the audit is qualified, the organization must include a statement of deficiencies with recommended or taken corrective actions. For a copy of the resolution click here:



Adobe Acrobat Document

## CONSOLIDATED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

YEAR ENDED DECEMBER 31, 2022



# Item B. Copy of submitted IRS Form 990 for most recent fiscal year

**Attachment Item B- IRS Form 990** - For FY26, you are required to submit your 2024 IRS Form 990. If the 2024 form is not yet available, please specify the reason in a Word document attachment. If you have filed for an extension, please include the extension letter along with your 2024 form. The Form 990 **must be the version that was filed with the IRS.**

Form <b>990</b>  Department of the Treasury Internal Revenue Service	<b>Return of Organization Exempt From Income Tax</b>	OMB No. 1545-0047
	Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) Do not enter social security numbers on this form as it may be made public. Go to <a href="http://www.irs.gov/Form990">www.irs.gov/Form990</a> for instructions and the latest information.	<b>2022</b>
	<b>A</b> For the 2022 calendar year, or tax year beginning 07-01, 2022, and ending 06-30, 2023	Open to Public Inspection



# Item C. Copy of Current Fee Schedule

Attachment Item C - Fee Schedule – A copy of your current fee schedule is required (if applicable).

## Fee Schedule

Fees are not charged to clients served under Community Based Care, Family Services and Healthy Families.

Fee Schedule - [REDACTED]

Daily Rates:

Toddler to 2 years	\$	31.00
3-4 Years	\$	31.00
Voluntary Pre-K	\$	25.14
Potty Training	\$	1.00



# Item D. & D.1 Proof of Registration or Exemption with FL. Department of Agricultural & Consumer Services.

Attachment Item D and D.1, Proof of Registration or Exemption with the Fl. Dept. of Agriculture & Consumer Services – Please provide proof of registration with the Florida Department of Agriculture & Consumer Services as required by Florida Statute 496.405, or proof of filing documentation as required by Florida Statute 496.406 for exemption from registration. Alternatively, a sworn statement from the organization’s representative confirming that it does not engage in solicitation activities will be accepted.

**Note:** Pursuant to F.S. 496.403, Florida Statute 496.405 does not apply to religious institutions, educational institutions, state agencies, or other governmental entities, and therefore, this requirement is not applicable to those organizations.

DIVISION OF CONSUMER SERVICES  
(850) 410-3800



THE RHODES BUILDING  
2005 APALACHEE PARKWAY  
TALLAHASSEE, FLORIDA 32399-6500

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER WILTON SIMPSON

December 11, 2023      Refer To: [REDACTED]

[REDACTED]  
KEY WEST, FL 33040-4008

RE: [REDACTED]  
REGISTRATION#: [REDACTED]  
EXPIRATION DATE: December 28, 2024

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.



# Item E. & E.1 Copy of IRS Letter of Determination indicating 501 C 3 Status & Copy of Current GuideStar printout

Attachment Item E and E.1, IRS Letter of Determination & GUIDESTAR – In addition to providing a copy of the IRS Letter of Determination confirming your 501(c)(3) status, please also provide a current printout from GUIDESTAR showing that your organization maintains its 501(c)(3) status. This can be a printed copy of the online screen, but please ensure that the printout clearly indicates your current status with the IRS.


**IRS** Department of the Treasury  
 Internal Revenue Service  
 OSDEN UT 84201-0046  
 In reply refer to: 0423373795  
 Apr. 23, 2009 LTR 252C ED  
 59-2678740 000000 00 000  
 00004022  
 800C: TE

  
 1300  
 Taxpayer Identification Number:   
 Dear Taxpayer:  
 Thank you for the inquiry dated Apr. 01, 2009.  
 We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.  
 If you need forms, schedules, or publications, you may get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-5678).  
 If you have any questions, please call us toll free at 1-877-829-5500.  
 If you prefer, you may write to us at the address shown at the top of the first page of this letter.  
 Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.  
 Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

## Candid. GuideStar Charity Check

Generated on April 23, 2024


- ✓ Foundation Status Code: PC\*
- ✓ Public charity described in section 509(a)(1) or (2)

IRS Publication 78 Details			<input checked="" type="checkbox"/> IRS Pub 78 verified
Organization name	Location	Most recent IRS Publication 78	
	Key West, FL	April 2024	
EIN	<u>Deductibility status description</u>	Verified with most recent Internal Revenue Bulletin	
	A public charity (50% deductibility limitation).	April 22, 2024	



# Item F. Copy of Personnel Manual for hiring policies, drug free workplace and EEO provisions

**Attachment Item F, Personnel Policy and Procedures Manual** – Please provide documentation of the hiring policies for all staff, drug and alcohol-free workplace provisions, and equal employment opportunity provisions is required.

Monroe County

Personnel Policies & Procedures Manual



February 21, 2024



# Items G. through J. Copy of County/State/Federal Licenses/Permits

Attachment Items G through J, Copy of County/State/Federal Licenses/Permits - Please provide a copy of the Monroe County and City occupational licenses for the organization, as well as for all Independent Contractors. Additionally, include any relevant State and/or Federal licenses, permits, or certifications in the appropriate field. If any of these do not apply to your agency, please provide documentation explaining why.



The collage contains the following elements:

- Florida Department of Children and Families:** Logo on the left and contact information in the center: **ANNUAL LICENSE**, **State of Florida**, Department of Children and Families, OFFICE OF LICENSING, 401 NW 2nd Avenue Suite N-314, Miami Florida 33128, 786-257-5207. Below this is a green bar with the text **Child Care Facility**.
- Florida Health:** Two logos, one above and one below the center text.
- Operating Permit:** Text: STATE OF FLORIDA, DEPARTMENT OF HEALTH, Operating Permit. Includes a stamp: DELIVERED AUG 26 2020.
- HIV/AIDS SECTION:** Logo on the right side.
- Florida Department of Health:** Text at the bottom: FLORIDA DEPARTMENT OF HEALTH, DIVISION OF DISEASE CONTROL AND HEALTH PROTECTION.



# Item K. Audit Documentation

**Attachment Item K, Audit Documentation** - If you receive \$100,000 or more in grant funding from the County, an audit must be conducted by an independent certified public accountant (CPA). Please attach the following documents from the auditor performing the audit:

- 1. A copy of the current, valid CPA license issued by the State of Florida Board of Accountancy.
- 2. A copy of the membership document with the American Institute of Certified Public Accountants (AICPA).
- 3. A copy of malpractice insurance coverage for the audit services provided.
- 4. A letter from the auditor confirming that the County is considered the "intended recipient" of the audit.

4. SMITH, BUZZI & ASSOCIATES, LLC.  
CERTIFIED PUBLIC ACCOUNTANTS  
9425 SUNSET DRIVE, SUITE 180  
MIAMI, FLORIDA 33173  
TEL. (305) 598-6701  
FAX (305) 598-6716

JULIO M. BUZZI, C.P.A.  
JOSE E. SMITH, C.P.A.

MEMBERS:  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
FLORIDA INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

March 14, 2024

To whom it may concern:

Smith, Buzzi and Associates, LLC states that Monroe County is an "intended recipient" of our audit report dated August 15, 2023 for the year ended June 30, 2023.

*Smith, Buzzi & Associates, LLC.*

SMITH, BUZZI AND ASSOCIATES, LLC.



# Item K. Audit Documentation

1. A copy of the current, valid CPA license issued by the State of Florida Board of Accountancy.

3/14/24, 3:04 PM

DBPR - SMITH BUZZI & ASSOCIATES LLC, FIRM

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



[HOME](#) [CONTACT US](#) [MY ACCOUNT](#)

### ONLINE SERVICES

- [Apply for a License](#)
- [Verify a Licensee](#)
- [View Food & Lodging Inspections](#)
- [File a Complaint](#)
- [Continuing Education Course Search](#)
- [View Application Status](#)
- [Find Exam Information](#)
- [Unlicensed Activity Search](#)
- [AB&T Delinquent Invoice & Activity List Search](#)

### LICENSEE DETAILS

3:03:57 PM 3/14/2024

Licensee Information	
Name:	SMITH BUZZI & ASSOCIATES LLC (Primary Name)
Main Address:	PO BOX 144633 CORAL GABLES Florida 33114
County:	DADE

License Information	
License Type:	FIRM
Rank:	CPA Firms
License Number:	AD67057
Status:	Current
Licensure Date:	03/10/2011
Expires:	12/31/2025

Special Qualifications	Qualification Effective
Corporation	03/10/2011

Alternate Names



# Item K. Audit Documentation

2. A copy of the membership document with the American Institute of Certified Public Accountants (AICPA).



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

August 19, 2021

Julio Buzzi  
Smith Buzzi & Associates, LLC  
3661 S Miami Ave Ste 104  
Miami, FL 33133-4206

Dear Julio Buzzi:

It is my pleasure to notify you that on August 19, 2021, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is June 30, 2024. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Ileana Alvarez

Firm Number: 900255105800

Review Number: 584675



# Item K. Audit Documentation

3. A copy of malpractice insurance coverage for the audit services provided.

POLICY NO. 107885974

**Travelers Casualty and Surety Company of America**  
**Hartford, Connecticut**  
 (A Stock Insurance Company, herein called the Company)

**Important note: This is a claims-made policy. To be covered, a claim must be first made against an Insured during the policy period or any applicable extended reporting period.**  
**The limit of liability available to pay settlements or judgments will be reduced by defense expenses. The deductible applies to defense expenses.**

This policy is composed of the Declarations, the Professional Liability Coverage, the Professional Liability Terms and Conditions, and any endorsements attached thereto.

<b>ITEM 1</b>	<b>NAMED INSURED:</b> SMITH, BUZZI & ASSOCIATES, LLC  DBA:  Principal Address: 9425 SW 72ND ST STE 180 MIAMI, FL 33173-3290
<b>ITEM 2</b>	<b>POLICY PERIOD:</b> Inception Date: August 01, 2023      Expiration Date: August 01, 2024 12:01 A.M. standard time both dates at the Principal Address stated in ITEM 1.
<b>ITEM 3</b>	ALL NOTICES PURSUANT TO THE POLICY MUST BE SENT TO THE COMPANY BY EMAIL, FACSIMILE, OR MAIL AS SET FORTH BELOW:  Email: BS1claims@travelers.com  Fax: 1-888-460-6622  Mail: Travelers Bond & Specialty Insurance Claim P.O. Box 2989 Hartford, CT 06104-2989  Overnight Mail: Travelers Bond & Specialty Insurance Claim One Tower Square, S202A Hartford, CT 06183  For questions related to claim reporting or handling, please call 1-800-842-8496.



# Item K. Audit Documentation

4. A letter from the auditor confirming that the County is considered the "intended recipient" of the audit.

**SMITH, BUZZI & ASSOCIATES, LLC.**  
CERTIFIED PUBLIC ACCOUNTANTS  
9425 SUNSET DRIVE, SUITE 180  
MIAMI, FLORIDA 33173  
TEL. (305) 598-6701  
FAX (305) 598-6716

JULIO M. BUZZI, C.P.A.  
JOSE E. SMITH, C.P.A.

MEMBERS:  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
FLORIDA INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

March 14, 2024

To whom it may concern:

Smith, Buzzi and Associates, LLC states that Monroe County is an "intended recipient" of our audit report dated August 15, 2023 for the year ended June 30, 2023.

*Smith, Buzzi & Associates, LLC.*

SMITH, BUZZI AND ASSOCIATES, LLC.



# Item L. Organization's Corporate Bylaws

Attachment Item L, Organization's Corporate Bylaws - Please provide a copy of the current bylaws.

## Bylaws of the Health and Human Services Advisory Council

Created: March 1, 2016

Revised:

### **ARTICLE I**

#### **PURPOSE**

The health and wellbeing of a community is a function of its quality of life, including the delivery of health and human services supported by public policy and funding those in need of such services. The purpose of the Health and Human Services Advisory Council is to be responsive to those needs and to recommend funding programs worthy of public support for citizens of St. Johns County. The Health and Human Services Advisory Council primary responsibility is to evaluate human services programs in the community, assists in determining the effectiveness of programs, reduces duplication of services and assures the health and human services needs of the residents of St. Johns County are met. The Advisory Council reviews applications requesting county funding for programs that provide health, mental health, substance abuse and social services and submit recommendations to the Board of County Commissioners.



# Item M. Evaluation or Monitoring Reports

**Attachment Item M, Evaluation or Monitoring Reports** – Please provide a copy of your most recent evaluation or monitoring report. The report should include a summary of deficiencies and suggested corrective actions. You may also include your responses and the actions taken to address the deficiencies.



## **Florida Network of Youth and Family Services Quality Improvement Program Report**

Review of Florida Keys Children's Shelter, Inc. - Tavernier, Florida  
CINS/FINS Program

January 31-February 1, 2024

Compliance Monitoring Services Provided by



# Item N. Certification Page

**Attachment Item N, Certification Page** – Please download the blank certification form and complete it. Ensure that all required signatures, including the witness signatures, are obtained. Once the form is signed and completed, scan it and save it to your computer. Then, attach the scanned form and upload it in the corresponding field.

**CERTIFICATION**

To the best of our knowledge and belief, the information contained in this application and attachments is true and correct. Monroe County is hereby authorized to verify all information contained herein, and we understand that any inaccuracies, omissions, or any other information found to be false may result in rejection of this application. This certifies that this request for funding is consistent with our organization's Articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors.

We affirm that the Agency will use Monroe County funds for the purposes as submitted in this Application for Funding. Any change will require written approval from the Monroe County Board of County Commissioners.

We understand that the agency must substantially meet the eligibility criteria to be considered for Monroe County funding and that any applicable attachments not included disqualify the agency's application.

We understand that all funding received through this opportunity must be spent for the benefit of Monroe County.

We further understand that meeting the Eligibility Criteria in no way ensures that the agency will be recommended for funding by the Human Services Advisory Board. These recommendations are determined by service needs of the community, availability of funds, etc. HSAB funding recommendations must be approved by the Monroe County Board of County Commissioners.

**We certify the number ("snapshot") of active employees on payroll, identified on Q1.3.12, is true and correct.**

(Print) Name of Executive Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

(Print) Name of Board President/Chairman



# Item O. Other

**Attachment Item O, Other** - You may include an attachment of your choice as Attachment O. This could include a brochure, letters of support, or additional responses to earlier questions that you were unable to include in your application due to character limitations. Please ensure that all additional responses clearly reference the question number they correspond to. Remember, all required documents must be included as attachments to the application.





# DEADLINES & REMINDERS



# Important Deadlines & Reminders

## 1. Application Period Opens

- Date: February 3, 2025
- Start preparing your application and gathering necessary documents.

## 2. Application Submission Deadline

- Date: March 31, 2025
- All applications must be submitted through Bonfire by this date. **Late submissions will not be considered.**

## 3. Application Review Period

- Dates: April 1 – April 14, 2025
- Applications will be reviewed by staff and HSAB Board

## 4. HSAB Funding Meeting

- Date: May 7, 2025
- Applicants will be notified of funding decisions via email following the funding meeting.
- The funding meeting will take place prior to this notification, where final decisions on awards will be made.

## 5. Reminders:

- Ensure all required attachments are included with your application.
- Review your application for completeness and clarity before submission.





# Q & A SESSION



# This completes the workshop

If there are any Questions, Comments, or Concerns, please reach out to the Budget & Finance office for assistance.

Andrew Roltsch-Financial Analyst

Email: [Roltsch-Andrew@monroecounty-fl.gov](mailto:Roltsch-Andrew@monroecounty-fl.gov)

Phone: 305-292-4476

Lynn Gonzalez-Administrator, Business Services

Email: [Gonzalez-Lynn@monroecounty-fl.gov](mailto:Gonzalez-Lynn@monroecounty-fl.gov)

Phone: 305-292-4467

