

**ST. JOHNS COUNTY
HEALTH AND HUMAN SERVICES
INDEPENDENT AGENCY FUNDING APPLICATION INSTRUCTIONS
FY 2026**

Applications are due by **MAY 30, 2025**, at **3:00 PM**

Submit one (1) electronic copy of the application accessed through the eCivis grants network:
[eCivis Portal](#)

INTRODUCTION:

The primary goal of the St. Johns County Health and Human Services Department (HHS) and the St. Johns County Health and Human Services Advisory Council (HHSAC) is to assist families and individuals to lead healthy, stable lives, and to achieve the maximum level of self-sufficiency possible. The SJC Health and Human Services Independent Agency Funding Program is a reimbursement program that aims to provide social services to St. Johns County residents in need. The funding will provide necessary financial assistance to non-profit agencies that serve eligible county residents. The Independent Agency Funding Program has **approximately \$1,500,000** available for Fiscal Year 2026 (October 1, 2025 – September 30, 2026), **pending BCC budget approval**.

Based on the 2023 Flagler Health + St. Johns County Community Health Needs Assessment, together with current working knowledge of service gaps and needs in the community, Health and Human Services has identified the following three funding objectives as high priorities and service gaps that must be addressed in our community:

- 1. Community Healthcare (including Aging)**
- 2. Affordable Housing and Homelessness**
- 3. Employment Opportunities**

To address these issues, HHS and the HHSAC are seeking to fund eligible projects that are accessible, responsive, meet or exceed best practice standards, and are results-oriented. **To be considered for funding, applications must meet one of the identified funding objectives.**

MINIMUM REQUIREMENTS:

Proposing agencies must submit applications in accordance with the following requirements:

- Agencies must submit an application that addresses a specific funding category as stated in this application.
- Agencies must submit a complete electronic application package by completing all sections of the application through the eCivis portal, including all required forms, program documents, and organizational attachments that are applicable to the agency's status and the funding category applied for in this application.
- Applications must be received by the date and time specified.
- Proposed program/project must benefit residents of St. Johns County.

NO project applications will be accepted after the deadline.

FUNDING OBJECTIVES/AVAILABILITY:

Approximately **\$1,500,000.00** is anticipated to be awarded under this grant application process. **These funds are estimates only, and are contingent upon the BCC approved budget for Fiscal Year (FY) 2026.** Please note that the available funds listed may be increased or decreased at any time without notice at the sole and absolute discretion of St. Johns County. Additionally, the County intends to fund one or more agencies up to the estimated available dollar amount(s).

HHS and the HHSAC have identified and are requesting applications for the delivery of health and human services that address the health and welfare of St. Johns County residents in the following funding categories:

- 1. Community Healthcare:** The Community Health Care funding category administers funds dedicated to providing the highest quality, consumer-friendly, and cost-effective services to low-income and/or under-served SJC residents with primary health, oral health, mental health, and substance abuse needs. Substance abuse and mental health services must be implemented through Evidence-Based Practices (EBP). Included in the Community Healthcare funding category are supportive services provided to senior SJC residents, age 60 years and older. Services provided should assist seniors in accessing and maintaining the resources necessary to achieve health and stability. Examples of aging services/programs may include, but are not limited to, personal care, respite, case management, chores, meals, transportation, outreach, and adult day care.
- 2. Affordable Housing and Homelessness:** This funding category intends to provide programs and services that increase and/or maintain affordable housing stock and/or alleviate and prevent homelessness and its causes. Affordable Housing projects should serve very low, low, and/or moderate-income St. Johns County residents. Homelessness programs should serve homeless or at-risk of homeless individuals and families residing in St. Johns County.
- 3. Employment Opportunities:** The Employment Opportunities funding category provides services to SJC individuals and families who lack economic stability that enables self-sufficiency. Services may include, but are not limited to, child-care, job training, self-sufficiency programs, interviewing skills, personal hygiene, and presentation coaching.

To be considered for funding, applications must meet one of the identified funding objectives. In addition, for those programs seeking funding in the Affordable Housing and Homelessness category, it is important to note that the only Transitional Housing programs that will be considered for funding are those providing services to domestic violence victims and/or youth.

APPLICATION SUBMISSION PROCEDURES:

Applicants seeking funding must complete and submit one electronic application, including all required documents, forms, and attachments, **for each proposed project/program, through the eCivis portal.** Applications must be submitted by 3:00p.m. on May 30 2025; no applications will be received after the deadline.

To begin the application process, follow the application link to the eCivis website: [eCivis Portal](#)

Applicants should review each of the five tabs shown on the funding page before starting the application to ensure project eligibility. The **Files** tab contains all documents that are required to complete and submit with the application. The files **must** be downloaded and completed before they can be uploaded into the application. When ready to start the application, click on the **Apply** button on the top left side of the screen. This will take you to the grant application portal where you gain access to the application.

- Current eCivis users must log in by entering the agency's current username and password, and clicking on **Portal Login**, to gain access to the application. Contact ktanner@sjcfl.us with questions regarding eCivis account status.
- If an applicant is not a current eCivis user, a free eCivis Portal account must be created to gain access to the application. Click the green **Create an account** button to get started. After you create an account, log in by entering your username and password, and click on the **Portal Login** button.
- For technical questions regarding the submission portal, contact support@ecivis.com.
- Once you log in, you will be brought to the submission portal. Click the green **Create New Application** button to access and complete the application.
- The application process consists of two steps: "Organization Information" will be completed first, and you may then proceed to "Application Information." Click on the form you wish to complete. You will

then need to click the blue EDIT button on the top right to type into the fields. Complete all fields and select Save. Until the application is submitted, you can return to the draft forms for any edits.

BUDGET GUIDELINES:

Applicants must complete the Program Budget Summary Form in Excel format. The form must be downloaded from the **Files** tab on the application webpage: [eCivis Portal](https://www.sjcfl.us/eCivis). Applicants must complete the appropriate non-shaded fields. All budget items requested in the program budget summary must be adequately described and justified in the Budget Narrative form. Contact ktanner@sjcfl.us for technical assistance.

Disallowed Expenses for all programs include: property or income taxes; auto, liability, commercial, or professional insurance; audit expenses; fundraising; entertainment; decorative items; client incentives; or food for non-clients. Applicants requesting these types of expenses will not receive funding for these items.

Personnel Expenses may include salaries and fringe benefits of staff performing services directly related to the proposed program. **Salaries** requested on the budget summary form must correspond to the positions listed on the job descriptions template (Program Document 1). **Fringe benefits** are provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits can include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, unemployment benefit plans, and FICA.

Program Expenses are the direct costs required to carry out the program.

Administrative Costs must not exceed **5%** of total personnel and program expenses requested. Admin costs typically include general operating expenses or overhead costs such as, but not limited to, building expenses, executive and/or clerical salaries, office supplies, other expenses not directly related to the program.

****All requested expenses must be justifiable and adequately described in the budget narrative form. This includes Fringe Benefits and Admin Costs.****

CONTACT:

Questions related to the application should be directed to Katrina Tanner via email at ktanner@sjcfl.us by **Friday, May 16, 2025**. Application questions and answers will be posted to the HHS website on May 19, 2025.

EVALUATION PROCESS:

Evaluation Committee members will individually review applications with no discussion amongst themselves. Final scores will be compiled, summarized, and announced at the St. Johns County Health and Human Services Building, 200 San Sebastian View, St. Augustine, FL 32084, on August 7, 2025, at 4:00PM. This meeting will be held in accordance to all applicable Sunshine Laws according to Florida Statutes. Award of this funding application shall be made to the applicants who, in the sole opinion of the County, are deemed the most advantageous for the County. Upon selection of the recommended applicants, St. Johns County will negotiate the specific terms of the contracts.

The competence, responsiveness, and responsibility of the applicants, and cost to the County, will be considered in making the awards. Agencies are required to submit information with their application in regard to their qualifications as a service provider, including experience.

The applicant declares that the amount and nature of the materials/services to be furnished is understood and that the nature of this application is in strict accordance with the conditions set forth and is a part of this application, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the applications are submitted.

TERMS OF AGREEMENT:

Agencies receiving project funding are expected to enter into an agreement with the County on the scope, implementation plan, and general requirements of the project. Legal contracts are required for non-profit organizations, and liability insurance is mandatory. Typically, funds will be provided on a reimbursement basis; however, direct payment may be made if special arrangements are made in advance. Applications should specifically justify reimbursement based upon documentation of costs.

For agencies awarded funds pursuant to this application, the initial term of the Service Agreement is anticipated to be from October 1, 2025 to September 30, 2026, or upon Board approval of the FY 2026 Budget. The agreement may have the possibility of funding for two (2) subsequent one-year periods.

*Mandatory use of a **Homeless Management Information System (HMIS)** will be implemented for all resulting homeless and/or homeless prevention agreements under this application.*

The St. Johns County Board of County Commissioners reserves the right to reject any or all applications, waive minor formalities, or award to and negotiate with the agency(ies) whose application best serves the interest of St. Johns County. St. Johns County also reserves the right to award applicants in any combination that best suits the needs of the County.

LOBBYING:

Any applicant, or any person acting on behalf of an applicant, is prohibited from lobbying the County with respect to a funding application. Applicants shall not contact, lobby, or otherwise communicate with any SJC employee including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the application until contracts are executed by all parties. If an applicant has any questions regarding the announcement of availability of funds, the applicant shall contact the person identified in the announcement as the contact person for the County. Applicants who fail to comply with this prohibition are subject to automatic rejection of their application, without further recourse, and disqualification from consideration for funding.