



United Way
of Grayson County



**Request for Proposal
Spring 2017**

GUIDELINES

**Issue Date: January 1, 2017
Financials Due Date: January 15, 2017
Program Due Date: February 26, 2017**

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Core Funding Guidelines Spring 2017

BACKGROUND

United Way of Grayson County, hereafter referred to as UWGC, formerly funded agency programs that met various needs throughout the area. Like other local United Ways across the country, our organization emphasizes targeted funding toward community priorities. Rather than funding agencies, UWGC seeks to fund programs that best meet the stated goals of our Areas of Focus. In addition, the criteria for evaluating grant applications have shifted toward a greater emphasis on outcome measures and results.

It should be noted that past funding of any agency or program is not a basis for consideration of current funding.

PURPOSE

UWGC is committed to carrying out our mission and vision which requires a continued alignment of our total organization in order to deliver meaningful impact on priority problems identified by the community. Our success will open new opportunities for us and for those who provide critical services throughout Grayson County. We believe that our enhanced capability to document and communicate tangible evidence of impact will be welcomed by our stakeholders – donors, community leaders, and the general public – as we become a more viable force for creating and sustaining measurable change in our communities.

MISSION AND VISION

The Mission of UWGC is to raise funds to address community needs

The Vision of UWGC is to strengthen Grayson County by identifying critical needs and achieving the best community solutions possible with the greatest human impact

OBJECTIVE

The Grant Applicant, will complete the designated proposal *for each program* that funding is sought. There are three Focus Areas from which the applicant can choose. The applicant must pick one of these three areas to apply their program. The applicant may apply with as many as three (3) programs within which ever Focus Area(s) they choose. No more than two programs will be considered in any one focus area from Applicant. Each program may only be applied for one time in one Focus Area. No part of the application should be left blank.

THREE FOCUS AREAS

The Areas of Focus listed below with their goal statements. Proposed Strategies may include, but are not limited to, those listed. The proposal must address one of the following Focus Areas and align with at least one of the goals of that impact area.

1. Child and Youth Services

GOAL: To support children and youth opportunities and access to programs enabling safety, education, and future life success.

Strategies for Children and Youth programs *may* include, but are not limited to:

- Provide accessible programs that promote positive values and teach life skills.
- Involve volunteers as consistent, committed resources for children and youth
- Provide skills and support services for parents and all other caregivers to help ensure the cognitive, physical, social and emotional development of children
- Ensure availability of quality, affordable early childhood development centers that help children achieve the cognitive, physical, social and emotional growth necessary for success in school

2. Basic Needs

GOAL: To support programs that ensure all residents in our community can meet their basic needs.

Strategies for successful Basic Needs programs *may* include, but are not limited to:

- Provide for the basic needs of individuals and families in crisis especially food and shelter
- Increase public awareness of how to get information and assistance
- Promote collaboration and communication among organizations to better serve people in crisis
- Increase the self-sufficiency of families and individuals
- Support collaboration to maximize resources i.e. community clinics, health and other services

3. Health

GOAL: To support programs addressing community needs in the area of physical and mental health services.

Strategies for successful Health programs *may* include, but are not limited to:

- Provide basic dental care to children and adults
- Provide substance abuse treatment programs
- Increase public awareness of issues that addresses and reduce teen pregnancy
- Provide a counseling program addressing issues facing families today
- Provide program to reduce the barrier of transportation and access to services
- Provide a program and access to basic healthcare services
- Provide a program and access to basic mental health services.

ISSUING ENTITY

UWGC is a private, not-for profit organization with a tax designation as a 501(C) 3.

APPLICANT ELIGIBILITY

In order to apply for a Core Funding Grant, an organization must meet the following criteria:

- 1) Service area is Grayson County
- 2) Funding is limited to health or human service organizations
- 3) Applicant must be qualified as a tax exempt 501(C)3
- 4) Applicant's financial records, books and documents are open to monitoring and audit by the Fiscal Review Team or the Community Investment Oversight Committee during normal working hours.
- 5) The applicant must be current on federal tax filings (IRS Form 990).
- 6) The applicant must be current on filing and paying payroll taxes.
- 7) Organization must have three (3) months of operating expenses in reserve in cash and equivalencies. Cash means liquid assets, not building or land.
- 8) A returning program can only request an increase by 10%.
- 9) The total administrative costs as a percent of total revenues should not exceed 25% as measured on the IRS Form 990. If total for administrative and fundraising expenses is greater than 25% of total revenue, then an explanation of the agency's management, general and fundraising expenses is required with a plan to reduce expenses to 25% or less.

INVESTMENT PROCESS

Agencies fall into 2 categories: Current and Non-Current.

- 1) A Current agency is to be defined as any agency receiving funding in the current biennial cycle.
 - 2) A Non-Current agency is to be defined as any agency that is not receiving funding through the current biennial cycle. This includes agencies that have received GCUW funding in previous biennial cycles and agencies that have never received GCUW funding.
- A) All Current and Non-Current agencies requesting funding will be required to meet the Request for Proposal Guidelines in order to request funding.
- 1) In order for Non-Current Agency applications to be accepted, the agency must attend the December Agency meeting that is held prior to the funding process. At this meeting the agencies will receive copies of the GCUW Request for Proposal Guidelines and the requirements defined in the agency agreement.
 - 2) A group of Oversight and Financial Committee volunteers (3-6 individuals) are tasked with ensuring 501s, 990's, reserves etc. are in place before an Agency can be considered for funding.
 - 3) Funding distributions for Current Agencies and Non-Current Agencies will be done by the Community Investment Volunteers.
 - 4) All Agency proposals must be explicitly aligned with community needs as defined by the 3 focus areas, Health, Youth and Basic Needs in order to receive funding.
- B) During the Biennial funding process, the Grayson County United Way Board of Directors will continue to provide the overall Budget and will also allocate a % of the budget to be used for Focus Areas. The Oversight Committee and CIT Director will communicate with agencies the budgeted amount available to ensure expectations are set appropriately.
- C) Utilizing the UWGC approved budget, Community Investment volunteers will determine funding levels for agencies and programs during the biennial process. This will apply to both Current and Non-Current Agencies.
- 1) Community Investment Volunteer recommendations will receive final approval by the GCUW Board of Directors.
 - 2) Agencies receiving UWGC funding will be subject to Oversight Committee review to ensure compliance to the Agency Agreement requirements.

The Oversight Committee has the responsibility to evaluate all proposals to ensure compliance prior to submitting them for Board Approval.

APPLICATION SUBMISSION INSTRUCTIONS

Response Deadline

The application and all attachments must be prepared and submitted online in accordance with all instructions. Grant applications, must be completed by specified date. All forms must be complete. E-mailed, faxed, or late applications will not be accepted. Applications received after this date and time will not be reviewed. Incomplete applications may not be considered.

Website Address:

<https://ctk.apricot.info/auth>

Proposal Format

Fiscal Review: Each agency will complete and submit the financial portion of the application by January 15, 2017.

Contents are:

Agency Intake

- F1- Fiscal Management
- F2- Annual Audit Upload (for period ending not more than 18mths prior to December 2016)
- F3- IRS Form 990 Upload (for period ending not more than 18mths prior to December 2016)
- F4- Management Letter Upload (for period ending not more than 18mths prior to December 2016)
- F5- Agency Budget Upload (most current approved budget)

Program Review- If Fiscal Portion is approved Applicant will be allowed to proceed to with RFP

- P1- Program Funding Application Agency Information
- P2- Optional Narrative
- P3- Goals and Measurements
- P4- Clients Served
- P5- Partnership Collaborations
- P6- Program Budget

AUDIT REQUIREMENTS OF FISCAL AGENT

- Applicants applying for less than \$25,000 of UWGC funds must submit a **compilation of a complete set of financial statements** by an independent Certified Public Accountant.
- Applicants applying for \$25,000 up to \$49,999 of UWGC funds must submit a **review or an audit of a complete set of financial statements** by an independent Certified Public Accountant.
- Applicants applying for \$50,000 and over of UWGC funds must submit an **audited set of financial statements** by an independent Certified Public Accountant.

Criteria applicable to all audits:

- A management letter is required with every audit.
- The most recent, completed audit will be accepted, not to be older than eighteen (18) months. [audit has cannot be older than July 2015]
- You may not use the same audit two (2) consecutive years
- If funded, you will be required to submit an annual audit or financial statement, based on the above criteria, due by November 15th each year. If funded, you will be required to submit an IRS 990 (if required by the IRS) as well as a management review or compilation letters (for audit submissions).

TIMELINE

UWGC Fiscal Review and Community Investment Teams will review proposals. After a review of written proposals, the Committee *may* request a personal interview with the agency. Team recommendations will be presented to the UWGC Oversight Committee for preliminary approval and then to the UWGC Board of Directors for final approval. The committee anticipates the following timeline:

2016	
December 14 & 15	Meeting to discuss outline of 2017-2019 funding cycle
2017	
January 1	Fiscal Portion of Application Opens (https://ctk.apricot.info/auth)
January 15	Fiscal Portion of Application Due (See Audit Requirements)
February 2	Fair to the Community
February 1	Program Portion of Application Opens (If Fiscal Portion Approved)
February 26	Program Portion of Application Due
March 7	Presentations to Volunteers (Location at Grayson College)
April/May	Investment Funding Released
July	Investment Funding Begins

Note: UWGC reserves the option to revise this schedule if necessary.

ALLOCATION SCHEDULE

Funding will be for a period of two (2) years, and is contingent upon UWGC's ability to raise sufficient funds to maintain allocations at initially awarded levels. Funding is also subject to satisfactory service delivery, based on proven outcomes as well as continued availability of UWGC funds represented as a percentage of allocable dollars.

It should be noted that past funding of any agency or program is not a basis for consideration of current funding.

SCORING OF PROPOSALS

All proposals meeting stated criteria will be reviewed and scored by the UWGC Community Investment Team using the evaluative criteria and point system described in the attached Evaluation Attributes Forms. (See pages 10-11)

PROPRIETARY INFORMATION

All proposals and supporting documents submitted shall become the property of UWGC. All information submitted by the Applicant will be considered public information unless the Applicant specifically demonstrates, in writing, which information it considers to be proprietary along with a statement regarding the basis of the assertion.

CONDITIONS OF BID

Agreement

- The Applicant agrees to provide UWGC with additional documentation or information as requested.
- Funding recipients agree to submit status updates and financial information as requested by UWGC.
- Funding recipients will notify UWGC of any significant changes that might significantly affect capacity to achieve proposed outcomes.
- Funding recipients agree to notify UWGC in the event of inquiry by any regulatory agency.
- Applicants may be required to prepare and submit additional information and/or participate in an interview process prior to final execution of a written agreement in order to reach terms for the provision of services, which are agreeable to both parties.
- Upon request, funding recipients will provide UWGC with photographs, testimonials and other materials for marketing purposes.

Requirements

- Any grant resulting from the issuance of this RFP is subject to the terms and conditions as provided.
- Allocations are contingent upon the availability of funds.
- Public disparagement of UWGC may jeopardize funding.
- All aspects of the contract apply equally to services performed by any and all subcontractors.
- UWGC reserves the right to vary the provisions set forth herein at any time prior to the execution of a written agreement or contract, where UWGC deems such variance to be in the best interest of the residents of Grayson County.
- UWGC reserves the right to accept or reject any or all responses.
- UWGC is under no legal obligation to issue a written agreement on the basis of making this Request for Proposal, and intends for the material provided herein to serve only as a means of identifying the various alternatives and estimates of costs for the services requested.
- Applicant certifies that said this application is for a program that is in compliance with the USA Patriot Act, and confirms that they do not knowingly provide support of any kind to terrorist persons or terrorist organizations. (See www.treas.gov)
- Should a Community Partner fall out of compliance with the agreement and requirement UWGC has instituted a Performance Improvement Plan to assist Community Partners maintain compliance. (See Appendix B)

For full disclosure of the Community Partner Agreement and Requirements, please find a copy located in Appendix A.

COMMUNICATIONS

From the issuance date of this RFP until an actual grant is awarded, there may be limited communications concerning the RFP between any Applicant and UWGC involved in the issuing of the RFP or consideration of funding requests.

WRITTEN QUESTIONS

If the Applicant finds any question regarding perceived conflict, error, omission or discrepancy between grant documents, then he/she should submit a written request via email for clarification. All questions must be submitted in writing. UWGC will send an email response to all questions regarding perceived conflict, error, omission or discrepancy between grant documents to all Applicants. Requests for interpretation or clarification must be received by December 31, 2016. All responses will be uploaded to apricot's bulletin's webpage.

Send written questions via email to: edwin.clark@unitedwaygrayson.org

GRIEVANCES

There is no provision for grievances. The recommendations of each Community Investment Team will be approved by UWGC's Oversight Committee and submitted to the UWGC Board of Directors for a vote. No Applicant is required to accept the grant amount awarded. Refusal to accept the allocation will result in no further consideration until the next RFP process begins. UWGC reserves the right to not select any Applicant.

Thank you for your interest in United Way of Grayson County funding.

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EVALUATION ATTRIBUTES

Your application should address the following attributes. See the criteria for evaluation that will be used by the Community Investment Teams below.

ATTRIBUTES	Total 100 Points
1. Demonstrated Performance	20 Points
2. Results/Outcomes	35 Points
3. Sustainability	20 Points
4. Community Partnerships	20 Points
5. Matching Funds	5 Points

1. **Demonstrated Performance:** refers to the provider's prior experience in related programs with the target population and in providing services similar to those requested in this Request for Proposals.
 - Did the Applicant demonstrate prior successful experience?
 - Did the Applicant provide references?
 - Were past outcomes reasonable?
 - Were past outcomes measurable?
 - Is data available to show outcome?

2. **Results/Outcomes:** application should describe the projected results/outcomes of this program
 - Did the Applicant adequately describe the outcomes of the program?
 - Are the outcomes measurable?
 - Are the outcomes meaningful according to the goals & objectives of the Focus Area?
 - Are the outcomes attainable during the grant period?
 - Does the Applicant describe how the outcomes will be tracked?

3. **Sustainability:** Respondents should describe plans to meet the resource needs of this program.
 - Did the Applicant demonstrate the ability to sustain the project?
 - Did the Applicant describe a strategic plan for the future fundraising for the project?

4. **Community Partnerships:** Considers the collaborative efforts involved in this program, including the roles of each entity.
 - Has the Applicant developed partnerships/collaborations with other agencies?
 - Are the roles of each partner significant?
 - Did the Applicant adequately describe the role of each partner?
 - Do the partnerships contribute financially to the goals & objectives of the program?

5. **Matching Funds:**
 - Does the Applicant show the ability to provide matching funds?
 - Has Applicant obtained matching funds?
 - Are the matching funds documented?
 - Does the Applicant have plans to receive funds from sources other than donors?

FISCAL MANAGEMENT REVIEW AND EVALUATION
(To be completed by CIT Volunteer)

Agency Name: _____

Reviewer: _____

QUESTIONS	YES	NO	COMMENTS
1. Are there complete financial statements-compilations, review, or audit, as determined by their level of United Way funding or prepared by an independent CPA?			
2. Has IRS Form 990 (Tax Return) been filed for the most current year-end? If not, is it explained?			
3. Does agency have 3-6 months of reserves or more. If excess, is part of the excess designated by the Board &/or is it explained?			
4. Is the agency's use of funds such that a minimum of 75% of annual expenses are applied to the program? If not, is it explained?			
5. Does the report of the certified public accountant note any material weakness?			

This evaluation has been completed on _____ (date) by the Fiscal Review Team.

In our opinion, fiscal management of the agency is _____ acceptable or _____ unacceptable.

Comment

GLOSSARY

Activities:	Verbs of program. What the program does with to achieve its purpose or mission. Examples are shelter, training, education, counseling, mentoring.
Agency Budget:	Total agency financial budget report
Applicant:	A grant applicant or proposer for program UWGC Core funding. Must be a Health & Human Service Non- Profit 501(C) organization that provides services to Grayson County.
CIT	Community Investment Team. A group of UWGC volunteers aligned with an area of need. Responsibilities include research related to their focus area, review of programs and allocation recommendations to UWGC Oversight Committee.
Core Funding:	Basic program funding linked to one of three focus areas and intended to produce measurable results for target population.
Data Source:	Who provides the data? Examples include clients, family members, volunteer observers, existing project records, project staff observers. Must be unbiased and reliable.
Data Collection Method:	How you will collect the data. Identifies how the outcome will be measured. Examples are review of project records, questionnaire or survey, interviews, rating by trained observer
Fiscal Review Team	Volunteers with financial backgrounds from the community that will review the financial status of each agency.
Initiative Funding:	Addresses unmet identified needs in the community on a short –term basis, not to exceed four years.
Inputs:	A resource dedicated to or consumed by the program. Examples are money, staff and staff time, volunteers and volunteer time, facilities, equipments & supplies.
Outcomes:	Benefits or changes for individuals or populations during or after participating in program activities. Examples include new knowledge, increased skills, changed attitudes, modified behavior or improved conditions.
Oversight Committee:	The governing committee for the CITs. Members include CIT Chairs, UWGC board members, CEO UWGC and staff liaison as non-voting participants. Determine percentage of allocable dollars each CIT receives, approves CIT plans, reports of UWGC Board of Directors. This team also allocates Initiative funding.
Program Budget:	Each program’s financial budget report. (Prepare one for each program submitted.)
Request for Proposal (RFP):	Funding opportunities advertised by UWGC with a defined purpose, statement of conditions and priorities for funding, eligibility requirements, audit requirements, distribution of funds schedule, and a grant application

Appendix A

Community Partner Agreement

The United Way of Grayson County (UWGC) and its affiliated agencies are fundamentally individual and autonomous organizations joined together in a partnership to meet the health and human-service needs of the community. In awarding and accepting allocations, UWGC and funded agencies shall annually review an agreement to clarify conditions of their relationship.

- I. This agreement shall begin **July 1, [date]**, and be in force for a term of two years (July 20[xx] - June 20[xx]) unless terminated by either the agency or UWGC. The party to whom such notice is given shall have the right to a hearing before the governing board of the other to request consideration of such action.

Funding to the agency is not an entitlement, but a determination made annually for the years of this agreement based on funds raised by UWGC and also on the agency's performance and evaluation by Community Investment Team (CIT) Oversight volunteers. Problems perceived by UWGC CIT Oversight volunteers will be addressed in writing to the agency and its Board. Failure to correct the problems addressed may result in reduced funding or the elimination of funding.

- II. Both UWGC and the Agency Agree:

- To maintain exempt status under Section 501(c)(3) of the Internal Revenue Code so that gifts are deductible by the donor for federal income tax purposes.
- To remain legally constituted, in most cases, to mean being incorporated as a non-profit organization.
- To maintain responsible governance by an active, voluntary board that serves without compensation and meet at least quarterly for policy setting, fiscal guidance and regular review of operations.
- To maintain a formal policy of nondiscrimination.
- To communicate and work together on matters of common concern in an effort to achieve maximum service to those in need.
- To review annually the terms and conditions of this UWGC/Agency Agreement.
- To submit an annual financial report audited by an independent public accountant in compliance with generally accepted accounting procedures
 - Agencies with UWGC funding less than \$25,000 will submit at least a compilation
 - Agencies with UWGC funding \$25,000 - \$50,000 will submit at least a review
 - Agencies with UWGC funding in excess of \$50,000 will submit a full audit

- III. UWGC agrees:

- To recognize and respect each agency's autonomy in determining policies for administering and managing its program(s).
- To conduct an annual community-wide campaign that strives to generate maximum funds from voluntary contributions for meeting the health and human-service needs of Grayson County.
- To promote the identity of each funded agency in communications to donors and the general public.
- To allocate funds through a process of citizen review that strives to be responsive to needs, accountable to donors and fair to agencies.

IV. The Agency Agrees:

- To utilize revenue with maximum efficiency and expend funds for program costs only (not capital expenses) and in accordance with the budget presented to UWGC.
- To submit financial, service, and program outcome reports, on a semiannual basis. Failure to comply will result withholding of Agency's monthly allocation payment until reports are received.
- To comply with UWGC policy related to agency self-support and/or supplemental fund-raising activities (agencies based in GC).
- To support the annual UWGC campaign by encouraging financial contributions from agency staff and board members (agencies based in GC).
- To communicate the agency's services and UWGC funding by providing tours for contributors and potential contributors, speaking to employee groups or other constituencies and participating in other promotional activities.
- To encourage and promote the Agency's affiliation with UWGC in communications to the public through use of the United Way logo on items, when it does not involve undue cost or expense.
- To maintain cooperative relationships with other service providers to coordinate programming and avoid duplication of effort.
- To engage in no expansion of services that will have a material effect on other UWGC agencies or future financial requirements from UWGC without prior consultation with the affected organizations.
- To provide updated and/or revised annual budget with prior year actuals to United Way within 45 days after the start of the new funding year. This will include an updated Organizational budget, and program budgets.
- To United Way's right to request reimbursement of funds not used in accordance with the approved program budget.

V. The agency also agrees to notify UWGC of matters that would have a material effect on the agency's financial condition, such as:

- irregularities involving management or employees
- termination of key personnel
- communications from regulatory agencies concerning deficiencies in financial reporting practices
- violations or possible violations of laws or regulations
- requirements of regulatory agencies and material regulatory matters with which the agency is not in compliance.
- pending or threatened litigation, claims, or assessments or unasserted claims or assessments.

Breach of this agreement may result in a reduction of or elimination of funding.

This agreement has been read and approved at the meeting of the governing body of this agency on this date.

Appendix B

Performance Improvement Plan

Missing Reports

United Way will withhold one month's payment for every month the agency does not provide the required report on time. Withheld payment cannot be recouped.

PIP - Performance Improvement Process:

1. Organization must inform United Way CEO and Community Investment Team (CIT) Director of matters that would have a material effect on the agency. Notification can be made by semiannual report, formal or informal communication. Issues may include adhering to United Way requirements located within the Agency Agreement, Section V.

2. United Way CEO or CIT Director will inform the CIT Oversight and Board of Directors of any issues that must be addressed.

3. If recovery plan is provided (9-month process)

A. CIT will review recovery plan to determine if recovery plan makes sense. If approved follow steps listed below.

1. Written guidance: 3 months - Review status of meeting their recovery plan at 3-month point. If agency successfully resolves concern no further PIP steps required.

2. Probation: 3 to 6 months - If agency did not complete their recovery plan during the written guidance period, CIT will do a monthly monitoring of the agency. If agency successfully resolves concern no further PIP steps are required.

3. Withhold funding: 6 to 9 months - If agency did not complete their recovery plan during probation period – the CIT will recommend to the Board of Directors to withhold 50% of monthly funding. Withheld funding cannot be recouped.

4. Decision to drop agency: 9 months+ - United Way will make a decision to release or retain the agency to the Board of Directors. Board of Directors will determine the action to be taken. Agency that has been released can reapply at next full funding cycle if evidence shows issues have been resolved.

B. If a recovery plan is not approved by CIT and Board of Directors, the United Way CEO and/or CIT Director will provide feedback to the agency of the issues with the recovery plan. Agency has 1 month to address issues.

C. If a revised recovery plan is provided follow steps in 3A.

4. If no plan submitted (5-month process):

A. Request recovery plan 0 to 2 months - Must submit plan and CIT must approve plan when submitted. If approved follow process in 3A.

B. No recovery plan submitted 2-month point - If no plan is submitted the CIT will recommend to the Board of Directors to withhold 50% of monthly funding. Withheld funding cannot be recouped.

C. Decision to drop organization: 5 months+ - United Way will make a decision to release or retain the agency. Board of Directors will determine the action to be taken. Agency can reapply at next funding cycle if evidence shows issues have been resolved.

Notes