



**Community Health Care**  
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**HEALTH AND HUMAN SERVICES DIVISION**

**EFFECTIVE DATE:** June 2021

**REVISED DATE:** June 28, 2024

**SECTION:** Community Health Care Administration

**SUBJECT:** Standard Operating Procedures for Funding Requests

**BACKGROUND:**

The mission of the Citizens Healthcare Oversight Committee (COC) is to ensure the integrity and service quality of indigent health care in Polk County through responsible stewardship of public funds. The Health and Human Services (HHS) Division's Community Health Care (CHC) program provides funding to community partner agencies for the purpose of providing health care services to eligible Polk County residents.

**PURPOSE:**

To establish uniform procedures for submission, review, and recommendation of Community Health Care funding requests. (These procedures are not applicable to funding designated for mandated programs or for the Polk HealthCare Plan.)

**PROCEDURE:**

The following procedures are required when an organization submits a request for modification to previously executed contracts or requests to fund new projects/programs:

**Modifications to Current Contracts**

Contact Paula McGhee, Provider Services Manager via email at [paulamcghee@polk-county.net](mailto:paulamcghee@polk-county.net) or telephone at (863) 519-2003 prior to the end date of current contract.

**Requests for New Projects/Programs**

- a. Submit a Letter of Inquiry form to Terri Saltzman, Grants & Project Development Specialist, via email at [fundinginquiry@polk-county.net](mailto:fundinginquiry@polk-county.net) during the months of August and September of each fiscal year. Please add "CHC Funding Request" in the subject line.
- b. Organizations whose projects/programs align with CHC funding priorities will be invited via email to submit a full proposal to CHC during the months of October through December 31. (Please note that CHC funding priorities are subject to change based upon current community needs.)
- c. CHC administration will review proposals January through April and make funding

recommendations in June.

### **Approval Pathways for Modifications and New Funding Requests**

**For Modifications and new proposals of less than \$100,000**, the approval path is as follows:

- a. CHC Administration provides funding recommendation to the Deputy County Manager for consideration of funding.
- b. Deputy County Manager approval.
- c. County Manager approval.
- d. Approved modifications and new project funding awards will commence at the beginning of the next fiscal year.
- e. Does not require a vote by the COC or the Board of County Commissioners.

**For Modifications and new proposals of more than \$100,000**, the approval path is as follows:

- a. CHC Administration provides funding recommendation to the Deputy County Manager for consideration of funding.
- b. Deputy County Manager and COC Chairperson consent for requestor to present request to full COC Board meeting for funding consideration and/or approval.
- c. COC recommends funding approval.
- d. Request routed through County Management to be placed on Board of County Commissioners meeting agenda for BOCC consideration and/or approval.
- e. Approved modifications and new project funding awards will commence the at the beginning of the next fiscal year.