



Community Health Care
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HEALTH AND HUMAN SERVICES DIVISION

EFFECTIVE DATE: June 2021

REVISED DATE: Jan. 16, 2025; Oct. 10, 2025

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:

Requests for Modifications to Current Contracts

Contact Paula McGhee, Provider Services Manager via email at CHCProviderServices@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 via email at fundinginquiry@polk-county.net during the months of August and September of each fiscal year. Please add "CHC Funding Request" in the subject line.
 1. The letter should be on the letterhead of the organization, have the current date, address, salutation, body and be signed and dated by an executive within the organization all within two to three pages, with one-inch margins, in 12-point type and in the following structure:

BODY

Paragraph 1: Introduce the need and impact of the problem to be addressed. Provide brief statistics or supportive data.

Paragraph 2: Briefly introduce the solution to the problem, the goal of the project, anticipated outcomes, the target audience and the specific amount of funds being requested from CHC. Indicate whether you will be soliciting other organizations or whether this is the only organization from whom you are requesting funding and if so, why. Indicate whether this is a one-time request or a request for ongoing funding.

Paragraph 3: Describe the project objectives and related activities needed to implement the objective(s). Identify the planned outputs (website, brochures, classes, research, programs, services, etc.) and the anticipated outcomes (changes in attitude or behavior, improved self-worth, increased respect for self and others, discipline, literacy, individual and societal benefits, etc.) in measurable terms. Provide timelines for accomplishing activities and/or benchmarks for achieving outcomes.

Paragraph 4: Describe the organization requesting funding and include qualifications, knowledge or experience relative to the proposed project.

Paragraph 5: Briefly describe what types of costs would be supported by the requested funds (personnel, equipment, supplies, services, etc.)

- 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 Dec. 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 at the beginning of the next fiscal year.