

Heart of Florida United Way FY20 Investment Overview

Heart of Florida United Way (United Way) fights for the education, health and financial stability of every person in Central Florida. In this endeavor, United Way will invite nonprofit organizations to apply for Partner Agency status. Interested agencies may also contact United Way directly to learn about current strategies and investment opportunities. United Way investment amounts will be determined in relation to outcomes compared to other similar partners. Investments over multiple years are contingent on funds availability and Partner Agency performance. **The purpose of this document is to provide an overview of United Way's investment and partnership opportunities during the period of July 1, 2019 through June 30, 2020.**

Eligibility

All agencies interested in United Way partnership should review United Way's Partner Agency Memorandum of Agreement to review the policies, procedures, and requirements for United Way partnership. The minimum criteria to be considered for partnership includes, but is not limited to:

A. Non-discrimination Policies

Neither United Way nor its partner agencies shall discriminate in violation of law, with respect to employment, volunteer participation or the provision of services, on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, marital status, sexual orientation, gender identity, veteran or military status, or any other classification protected by federal, state, county or local laws, regulations, or ordinances. This policy shall be in writing and included in the official records of each organization.

B. Agency Governance and Tax-Exempt Status

- 1) Partner agencies are autonomous organizations, each governed by an active board of directors (or like governing body) whose members have no material conflict of interest and all of which serve without compensation, that oversees the agency's services, administration and finances. Boards must meet at least four times each year.
- 2) Partner agencies must currently be tax-exempt, charitable 501(c)(3) organizations and must comply with applicable federal and state laws to maintain this status.
- 3) Partner agencies are required to register with the Florida Department of State and be in compliance with all reporting and regulations of the State of Florida.

C. Financial Records and Annual Audit

- 1) Partner agencies must keep financial records and prepare standard financial reports as required by law and in accordance with generally accepted accounting principles, and on a regular basis to be accountable to their

constituents, funding sources and the community at large. These records and reports must be made available to United Way on request.

- 2) Each partner agency shall keep regular books of account in accordance with generally accepted accounting principles as promulgated from time to time by the American Institute of Certified Public Accountants and the Financial Accounting Standards Board and, where applicable, have such books audited annually by an independent certified public accountant.

D. Reporting and Compliance

1) Audit Summary and Audit

- a) Every year, the partner agency must submit an Audit Summary Form and final audit. These documents are due six months after the end of partnering agencies' fiscal years. (We recognize that different agencies have different fiscal years.)
- b) If agencies do not provide annual audits, payments will be held, although partner agencies may request extensions under special circumstances.
 - i. An agency requesting an extension must provide this request in writing and the request must be submitted by the Chief Professional Officer and the Board Treasurer. The request also should state when the audit will be complete.
 - ii. United Way may request supplemental information about agency financial health before releasing funds.
- c) Failure to submit audits may result in reduction, termination or suspension of funding.

2) Performance Data

- a) Partner agencies will provide reports in a United Way-prescribed format in all areas of contribution to United Way's impact agenda, including performance against outcome measures in which the agency is funded, capacity building and any other activities related to United Way financial investments. Reports will provide information that compares contribution targets with actual results, and an explanation of variances, course corrections, and lessons learned.
- b) Partner agencies will provide reports on participant demographics, board members, staff, volunteers and clients as requested.
- c) Failure to comply with these requirements may result in reduction, termination or suspension of funding.

Community Investment Committee

Actively guiding United Way's investment efforts, the Community Investment Committee (CIC) is comprised of United Way Board members, donors, community volunteers, and issue experts. The CIC's primary purpose is to identify the best practices and programs that will address United Way's Community Impact Agenda while providing engaged and informed leadership in planning and implementing community investment strategies and activities that align with the needs of the community.

Financial Review Committee

The purpose of the Financial Review Committee (FRC) is to act as stewards of the community's donated dollars by assessing the financial health of all United Way partner agencies. The FRC will review audited financial statements and IRS Form 990s from participating organizations and provide a summary report detailing any concerns that would be important to consider in the analysis of the agency's stability. Agencies with significant findings may be referred to the CIC for additional evaluation if necessary.

Process

United Way will establish the goals, strategies, and/or themes related to investment opportunities. For example, in FY20, the key theme is the ALICE (**A**sset **L**imited, **I**ncome **C**onstrained, **E**mployed) population and how proposed partners impact Heart of Florida United Way's Vector (see Attachment 1). These goals, strategies, and/or themes must be approved by United Way's Community Investment Committee. For more information on ALICE, please visit our website at www.StandWithALICE.org.

Interested agencies should visit United Way's website at <https://www.hfuw.org/partnerships/> to provide additional information on their programs and services. If there is interest to learn more about the agency and its work, select agencies will be sent a letter of invitation to share more information about their programs/services along with required documentation. Those agencies that show strong alignment with United Way goals, strategies, and/or themes will be invited to enter into an agreement with United Way, pending approval of the Community Investment Committee and recommendation to/approval by United Way's Board of Directors.

To indicate your organization's interest in partnering with United Way, please visit our website at www.HFUW.org and select the link for the partnership inquiry (or visit <https://www.hfuw.org/partnerships/>). Please complete the short questionnaire sharing more information about your organization, its programs and services, and alignment with United Way's goals and strategies.

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