

## Council Agenda Report

**Date:** March 27, 2017

**Prepared and Submitted by:** Sandra Tripp-Jones, City Manager 

**SUBJECT:** Human Services Grants

**Recommendation:** That Council:

- A. Approve a Human Services Grants application, process, and selection criteria;
- B. Authorize staff to publish a notice of availability of applications; and
- C. Authorize formation of an ad hoc committee to be approved by Council, to review applications and make recommendations to the City Council for grant awards in July 2017.

**Discussion:**

Council has conceptually approved including funding for reestablishment of a program to make grants to local organizations in the Proposed FY 2018 Operating Budget and directed staff to bring back a recommended process for making the grants, pending approval of the FY budget. The City Manager will be recommending \$25,000 for this purpose. The following describes a proposed process for Council grants.

**Proposed Process:**

**Applications:** It is proposed that any organization interested in receiving a grant be asked to complete an application – see Attachment 1. Staff will post the availability of the applications in newspapers and on the website, which will include criteria for selection.

**Eligible Organizations:** Not for profit organizations and churches in good standing with IRS and State of Maryland. Organizations or individuals with proposals that do not have not-for-profit status will be encouraged to find a not-for-profit to umbrella/sponsor them.

**Human Services Committee of 6:** Each Commissioner will recommend one person from his/her own ward plus one Mayoral recommendation for Council approval. The individuals should not be connected with organizations that will submit applications. Ideally, they should have some background in human services. The Committee will review the applications and interview each proposer. They will evaluate proposals using criteria and then make recommendations to Council for the distribution of up to \$25,000 in one-year grants. The Committee will be supported by City Staff - the City Manager, and representatives of Finance and Public Works.

Council Approval: The City Council will consider the recommendations of the Committee and award grants in July – assuming approval of funding for the program in the FY 2018 budget. Staff will work with organizations to execute simple contracts and issue awards by August 1, 2017.

Follow-Up: Grantees will be required to submit a report on their programs at the end of the program, but no later than March 30, 2018. The reports will document use of funds and inform the following year's Committee when they consider new grant applications.

**Criteria:**

The following are proposed selection criteria:

**A. Needed Services: up to 25 points:**

- **Council Goals (tent.) Priority Services: up to 25 points:**
  1. Child and Youth Development, including, but not limited to: recreation, youth employment and pre-school education
  2. Housing repairs or other housing assistance for low-income people and seniors
- **Other Needed Services: up to 15 points, such as:**
  3. Services for low income people.
  4. Chesapeake Bay water quality improvement
  5. Other demonstrated needs

**B. Strong Program Plan: up to 25 points**

1. Intended results are clear.
2. Program - as designed - can achieve results.
3. Experience providing this kind of program.
4. Program staff are qualified to deliver this program.
5. Clear method of collecting and reporting data on results.

**C. Cost Effectiveness: up to 15 points**

1. Reasonable cost per person served or reasonable cost for documentable results.

**D. Organizational Strength: up to 20 points**

1. Complete application.
2. Track record providing services.
3. Adequate administrative and supervisory capacity to implement program and manage funds.
4. Funds from other sources or in-kind services available to support this program.

E. Diversity: up to 15 points

1. Plan for reaching underserved and ethnically diverse people.
2. Plan for providing services to residents of more than one ward
3. Track record in reaching underserved and ethnically diverse people.

**Recommended Schedule:**

- April 10, 2017: Notice of availability of applications, selection criteria, and schedule.
- April 18, 2017: Human Services Grants Orientation Meeting  
3 pm to 4 pm
- May 22, 2017: Appointment of FY 2018-Human Services Committee (ad hoc).
- May 26, 2017: Applications due.
- May 27 – June 23: Ad Hoc Committee reviews applications, interviews applicants and formulates recommendations to City Council for grants.  
June 10 and/or June 17: interviews
- July 10 (tent.): Council approval of grants.
- August 1 (tent): Grants available, with properly executed contract.
- March 30, 2018: Final date that reports on program are due.

**Fiscal Impact:** The Council has conceptually approved including in the FY 2018 budget \$25,000 for a Human Services Grants program.

**City of Cambridge**  
**FY 2018 Human Services Grant Application (draft)**

- 1. Name of Organization:**
- 2. Address:**
- 3. Contact Person (1) – name and title in organization:**
  - a. Phone number:
  - b. Email address:
- 4. Contact Person (2) – name and title in the organization:**
  - a. Phone number
  - b. Email address:
- 5. Organization IRS Tax ID Number:**
- 6. MD Tax ID Number:**
- 7. Name of Program:**
- 8. Amount requested as a grant from the City: \$**
- 9. Type of service – check and describe briefly**

Development of Children:

Development of Youth:

Housing repair for low income or seniors:

Other services for low-income people:

Services for low-income people:

Chesapeake Bay Water Quality:

Other:

**10. Program Description:**

- a. Number to be people to be served:
- b. Where will the program be located?
- c. Describe the program – what services will be provided?

**11. Demographic Breakdown:**

- a. Age range - percentage:  
Children:  
Adults:  
Seniors
- b. Race/Ethnicity:  
Caucasian:  
Afro-American:  
Hispanic:  
Other:
- c. What is your plan for serving a diverse population with this program?

**13. What is your organization's experience providing this kind of program?**

**14. Who will be the program staff and what are their qualifications in providing this kind of program?**

**15. How will you document your services and your results?**

**16. Describe your organization's management and financial administration.**

**17. What is your organization's total annual budget?**

**18. Budget for this program (please fill in the table below)**

| <b>Cost Items</b>     | <b>City Funds</b> | <b>**Other Cash Funds</b> | <b>In-kind Services (value)</b> | <b>\$ Total Budget</b> |
|-----------------------|-------------------|---------------------------|---------------------------------|------------------------|
| Salaries and Benefits |                   |                           |                                 |                        |
| Program Materials     |                   |                           |                                 |                        |
| Equipment (list):     |                   |                           |                                 |                        |
| Client Transportation |                   |                           |                                 |                        |
| Insurance             |                   |                           |                                 |                        |
| <b>TOTAL</b>          |                   |                           |                                 |                        |

**\*\*What will be the source of Other funds for this program, if needed? \_\_\_\_\_**

**19. Please attach your most recent IRS filing.**

**20. NOTE: copies of general liability and worker's compensation insurance policies naming the City as co-insured, will be required with contract execution.**

**21. Signature of person authorized to submit grant application:**

\_\_\_\_\_  
Name and Title (printed)

\_\_\_\_\_  
Signature