

Council Agenda Report

Date: April 10, 2017

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

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. On March 27, 2017, City Council asked for a simpler application. 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:

1. Need for Services: up to 25 points:

The Committee will consider the need for the proposed services in assigning points. Priority will be given to programs that address City Council's tentative Council Goals:

- Child and Youth Development, including, but not limited to: recreation, youth employment and pre-school education
- Housing repairs or other housing assistance for low-income people and seniors

Other services will be considered as well.

2. Strength of Program Plan: up to 25 points

The Committee will consider the following in assigning points for strength of program plan:

- a. Program - as designed – will have a positive impact/achieve intended results.
- b. Program staff are qualified to deliver this program.
- c. Clear method of collecting and reporting data on results.
- d. Program will be reasonably cost effective

3. Organizational Strength: up to 25 points

The Committee will consider the following in assigning points for strength of program plan:

- a. Complete application.
- b. Organization has a track record of providing services.
- c. There will be adequate administrative and supervisory capacity to implement program and manage funds.
- d. Funds from other sources or in-kind services are available to support this program.
- e. Collaborative efforts between two or more organizations will be given preference.

4. Diversity: up to 25 points

The Committee will consider the following in assigning points for diversity of the program:

- a. Plan for reaching underserved and ethnically diverse people.
- b. Plan for providing services to residents of more than one ward
- c. Track record in reaching underserved and ethnically diverse people.

Recommended Schedule:

- April 17, 2017: Notice of availability of applications, selection criteria, and schedule.
- May 1, 2017:
3 pm to 4 pm Human Services Grants Orientation Meeting, including assistance filling out the application form.
- 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. Organization:

a. Name:

b. Address:

c. Contact Person (1) – name and title in organization:

1) Phone number:

2) Email address:

d. Contact Person (2) – name and title in the organization:

1) Phone number

2) Email address:

2. Name of Program:

3. Funding amount being requested as a grant from the City: \$

4. 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:

5. 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?

6. Demographic Breakdown:

Please provide the following if you can estimate what they will be:

- a. Ages of program participants:
- b. Race/Ethnicity:
 - Caucasian:
 - Afro-American:
 - Hispanic:
 - Other:

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 keep a record of those you have served – for example: enrollment list, sign in sheets, daily count?

16. Organization Management:

Who serves as executive director:

Who serves as treasurer and/or finance director?

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

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

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

****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