



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Mayor Diane Wolfe Marlin and Urbana City Council
FROM: John A Schneider, MPA, Community Development Manager
DATE: May 4, 2018
SUBJECT: Initial recommendations for Funding through the Consolidated Social Service Funding Pool (FY 2018-2019)

Description

The Guided Principles, as well as City Goals and Priorities for 2018-2021 that were developed by the Urbana City Council were used by City Staff and the Cunningham Township Supervisor to determine the initial recommendations for funding of agencies through the City of Urbana and Cunningham Township's Consolidated Social Service Funding Pool for FY 2018-2019.

Council/Township Board is asked to review the attached spreadsheet showing initial funding recommendations, provide feedback to staff, and begin the initial discussion toward final recommendations for funding.

Background

In September 1996, the City of Urbana and Cunningham Township established a Consolidated Social Service Funding (CSSF) Pool to provide grants to non-profit organizations that sponsor social services for Urbana residents. The consolidated fund combines funds from the following sources: City of Urbana general funds, Cunningham Township funds, and City of Urbana CDBG funds. This year, the total combined pool allocation available for FY 2018-2019 is \$250,000.

Using the Guiding Principles for Consolidated Social Service Funding (adopted March 4, 2013 and updated based on Council Goals and Priorities for 2018-2021) and the Grants Management Division Standard Operating Procedure for Scoring of Consolidated Social Service Fund Applications, staff from the City and Township reviewed 30 applications submitted by over 21 agencies.

Because one of the reviewers is a board member for an agency applying for funding, that reviewer recused himself during review and discussion of that application.

At this time, City staff and the Cunningham Township Supervisor are making tentative recommendations for funding of social service agencies, as staff from both offices have requested additional information from over half of the agencies regarding their application. The information requested from the agencies may affect the final recommendations made to City Council/Township Board; the final recommendations will be submitted for review to City Council at its May 21, 2018 meeting.

Memorandum Prepared By:

Kelly H. Mierkowski

Kelly H. Mierkowski, Manager
Grants Management Division

Attachments:

1. Guiding Principles for Consolidated Social Service Funding (Adopted March 4, 2013 and Updated based on Council Goals and Priorities for 2018-2021)
2. Grants Management Division Standard Operating Procedure for Scoring of Consolidated Social Service Fund Applications
3. Initial Funding Recommendations of Agencies

Guiding Principles for Consolidated Social Service Funding

(Adopted March 4, 2013)

(Updated based on Council Goals and Priorities for 2018-2021)

Our Consolidated Social Service Funding Program should focus on documented Urbana needs, with the goal of having long- term impact. It should be consistent with goals and strategies outlined in the Consolidated Plan 2015-2019, as well as City/Township Supervisor Goals.

1. We focus on these key service areas:

- ☐ Education
- ☐ Elderly services
- ☐ Employment
- ☐ Food security
- ☐ Healthcare

- ☐ Housing and Homelessness
- ☐ Physical disabilities
- ☐ Mental health / substance abuse
- ☐ Racial equity and Immigration
- ☐ Youth services

2. As a municipal entity, the City of Urbana is bound by the Constitution of the State of Illinois, specifically Articles I and X. Accordingly, agencies or programs that are religiously based, exist for the advancement of religious doctrine, or require participants to engage in religious activities or religious programs as a condition of assistance, may not be eligible to receive Consolidated Social Service Funding.
3. Agencies and programs shall not discriminate based on race, ethnicity, religion, sexual orientation, criminal conviction, family status, personal appearance or any other protected class, as consistent with the provisions of the City of Urbana Human Rights Ordinance.
4. Applicants must have experience with federal/state/local grant programs and proof of 501c3 status.
5. Consolidated Social Service Funding must increase agencies' services in Urbana rather than replace or supplant funding for services allocated to Urbana residents.
6. We aim to provide support for multi-year efforts, subject to availability of funds.
7. Grants will be prioritized to encourage partnerships and cooperation among agencies.
8. Preference will be given to previously funded agencies with a strong performing track record. We reserve the right to solicit and fund innovative new programs that meet identified needs, focus on targeted neighborhoods, or meet other city-identified priorities.
9. We will seek cooperation with the other municipalities if agencies serve clients outside of Urbana.
10. We will prioritize programs that are aligned with Council Goals & Priorities for 2018-2021 including:
 - a. [Grow] family-focused, transitional, affordable housing
 - b. Promote paths to employment for at risk youth
 - c. Eliminate housing discrimination on racial or ethnic grounds
 - d. Invest more heavily in social services starting with detox center

As well as those aligned with Township Supervisor priorities:

- e. Fill gaps in existing services for low-income residents
- f. Provide tangible benefits to low-income residents, enhancing their material well-being
- g. Support the homeless and housing insecure
- h. Reduce violence, harm and discrimination against vulnerable populations
- i. Grow accessible mental health services
- j. Support residents re-entering from jail or prison
- k. Boost child safety and well being



GRANTS MANAGEMENT DIVISION

Standard Operating Procedure

For: Scoring of Consolidated Social Service Fund Applications

Date: March 12, 2018

Prepared by: Matt Rejc, Community Development Coordinator

Pages: Two (2)

Approved by:

Kelly H. Markowski, Manager

Procedure:

Competitive grant evaluation criteria must be used to distribute funds from the Consolidated Social Service Fund (CSSF). The Scoring Committee, composed of staff from the City of Urbana Community Development Services Department and Cunningham Township, will oversee the funding allocation procedure.

Each applicant program will be evaluated according to the following criteria:

- **Need:** Identification of facts and evidence that demonstrate the proposal's alignment with the Guiding Principles of the CSSF. Need will be considered as the primary cost allocation criterion.
 - Funding amounts will be awarded based on how closely the applicant project meets applicable Council and Supervisor Goals and Priorities and/or key service areas as expressed in the CSSF Guiding Principles
 - Consideration of the applicant program's ability to meet other Guiding Principles must also be taken into account when determining funding allocations.
- **Capacity:** The ability of an agency to execute the grant project according to the CSSF's reporting and programmatic requirements will also inform funding allocation decisions. Capacity should be taken into account as a secondary consideration to Need. Factors to consider related to capacity include:
 - Completion of a full application by the established deadline
 - Sound financial health as determined through agency audit/financial statements
 - Responsiveness to requests for information
 - Any other meaningful and reliable information deemed appropriate by the Scoring Committee

Applicant programs cannot be awarded more funding than they have requested without written justification by the Scoring Committee. Any such written justifications must be included along with the final funding allocations brought to the Mayor and City Council/Town Board.

Each member of the Scoring Committee will make an initial evaluation of all applications in relation application information such as: need, alignment with priorities, capacity, budget, performance record, whether previously funded, number of Urbana residents served, expansion of service, household income levels served, measurable/tangible impacts, collaboration with other agencies, fee structure, board and staff diversity.

Proposals will be sorted highest scoring to lowest. Each member of the Scoring Committee will then determine a proposed funding amount for each applicant program. Then the proposed funding amounts from each member of the Scoring Committee will be averaged to create a cumulative funding allocation for each applicant program.

The cumulative funding cumulative for each applicant program will be entered into a spreadsheet, which will represent the draft funding allocation to be used as a starting point for discussion.

Concerning the overall program represented by the draft allocation, the Committee shall discuss such questions as:

1. Does it address council and Supervisor goals?
2. Does it provide for an appropriate and balance set of service types?
3. Does it serve diverse audiences?
4. Does it fill gaps in services?
5. Does it boost service provision in Urbana?

Any individual Scoring Committee members may propose revisions to the draft funding allocations. The draft funding allocations must also be reviewed and adjusted to ensure that the sum of the draft funding levels is equivalent to the amount of funding available.

The draft funding allocations must be approved by consensus of the Scoring Committee members. Once approved, the draft funding allocations will become the final funding allocations, which will be presented to the Mayor and the City Council/Town Board for approval and implementation.

Approval Information

Signature of the Manager of the Grants Management Division:

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