



City Council Committee Meeting Notice

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: (785) 368-3710
Fax: (785) 368-3958
www.topeka.org

Committee: Social Service Grants
Meeting Date: November 20, 2023
Time: 9:00am
Location: 1st Floor Conference Room; Cyrus K. Holliday Building 620 SE
Madison (*virtual attendance option available*)

Agenda:

1. Call to Order
2. Approval of July 14, 2023 Minutes
3. Review & Approval of 2025 SSG Cycle Items
 - a. 2025 Priorities
 - b. 2025 Scoring Sheet
 - c. 2024 Calendar
4. Vendor Contract Renewal for 2024
5. Other Items
6. Adjourn

STAFF REQUESTED: United Way of Kaw Valley vendor staff
Housing Services Division Director Carrie Higgins

Members: Sylvia Ortiz (Chair) – District 3
Karen Hiller – District 1
Brett Kell – District 5

Contact: Liz Toyne
785-368-3710



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

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Date: July 14, 2023

Time: 10:00 a.m.

Location: Virtual meeting only, via Zoom platform

Committee members present: Councilmembers Sylvia Ortiz (Chair), Karen Hiller, Brett Kell

City staff present: Carrie Higgins (Division Director Housing Services), United Way of Kaw Valley vendor staff: Brett Martin, Jessica Lehnerr, Joyce Katzer, Juliet McDiffet, Audrey Mott

1) Call to Order

Chairwoman Ortiz called the meeting to order at 10:02am Committee members, introduced themselves. Committee member Kell was absent during this portion of the meeting.

2) Review & Approve Scoring and Funding Recommendations

Brett Martin, United Way of Kaw Valley, reviewed that at the conclusion of the July 10th meeting, they had been asked to provide three scenarios related to possible new scoring opportunities and options. In a later email conversation, City staff had identified some additional dollars that could be made available for this process. United Way then created an additional scenario to show what that allocation could look like, should those additional dollars be made available. The funding options would be for programs numbered 1-21 [reference made to the spreadsheet provided to Committee members] with program number 21 not receiving the full percentage of their request due to the amount of final dollars left over.

Chairwoman Ortiz appreciated the scenarios and that staff had been able to find some additional funding. She stated that when she had seen the additional amount of funding available, she felt the appropriate thing to do would be to send it back to the Committee for a review with the fourth scenario to present.

Committee member Hiller referenced some comments sent via an email to Liz Toyne, Executive Assistant, this morning prior to the meeting and asked if Chairwoman Ortiz had received it. Chairwoman Ortiz had not received the information. Committee member Hiller felt there should be some conversation by

the Committee about what, of the additional dollars found by staff, the Committee would want to recommend. The staff's suggestion is that the additional dollars could come from the 2023 funds, rather than the 2024 funds. If the Committee chooses to include in the recommendation to use the 2023 money, then when/if the Governing Body chooses to adopt the recommendation, the money would be certain for the agencies. The issue is, what would have been done should the additional funds from the 2023 budget not be available. Likely, the Committee would ask for additional funds to be added to the 2024 budget, but that will take more time and the agencies would have to then be left hanging and waiting to see if the funds were for sure going to be there. If the Committee is considering doing something and 2023 money can be used, the Governing Body can approve the recommendation and choose to obligate the 2023 money and it would be firm with the agencies knowing what their allocations would be.

Chairwoman Ortiz asked Adam Vaughn, Financial Services, to explain where the additional funding was from. Mr. Vaughn explained the additional \$45,000 would be available from the 2023 budget. This money is from cost savings due to vacancy credits in 2023. In preparing for the 2024 budget, he had been asked earlier on to see if an increase would be possible. He set a proposed increase of \$57,000 for 2024. The total general fund contribution in 2024 specifically for the grants would be \$425K, instead of the roughly \$370K. This amount does not include any federal monies that might also be made available.

Chairwoman Ortiz stated that once it was known that the additional \$45K would be available for this process, she asked United Way to move forward with creating the additional scenario.

Mr. Martin provided an overview of the three scenarios, with the assumption that the additional \$45K would not be available, and were based on the original \$434,904 that was set for process. For the fourth scenario, he added the original amount to the \$45 to come up with the new total \$479,904 and re-ran the calculations.

Committee member Hiller mentioned that she had previously brought up the possibility of increasing the amount for 2024. She stated it may be partly a decision to be made by the Committee for setting the bar for what would then be the reference number for the 2025 process, as that meeting gets closer. Chairwoman Ortiz responded that was the reason she had asked staff to see if there was some addition funding that would be available for this year.

[Committee member Kell joined the meeting at 10:15am]

MOTION: Committee member Kell made a motion to adopt scenario option four, as presented by United Way of Kaw Valley, to increase the total funding by \$45K and to accept the recommended scoring and funding allocations. Chairwoman Ortiz seconded the motion.

Chairwoman Ortiz sought clarification from Mr. Martin in an amount rewarded to Papan's Landing that they received in 2023, for \$22,153. She inquired if that was the amount they had requested on their application? Mr. Martin confirmed that was correct.

Committee member Hiller inquired if the vote was for option four, with the idea to use \$45K from the 2023 general funding dollars, and if the Committee wants to make that recommendation to the Governing Body to accept that. And what the Committee's position would be about staff's proposal to increase the amount on the 2024 Budget to allocate an additional \$57K toward it. Chairwoman Ortiz felt this could be a second recommendation to be voted on.

Chairwoman Ortiz inquired with Mr. Vaughn as to when the last time was that this SSG money was changed. Mr. Vaughn indicated the amount was adjusted for the 2020 SSG cycle. Committee member Hiller noted that 2020 was the year when \$45K/a year was added to pay for the third-party vendor to help run the process. She reminded the Committee that, in the operating documents, it is stated that requests for less than \$10K would generally not be considered, as it was felt that \$10K was a minimum threshold that would make it worth the responsibilities of an agency to manage the grant as well as for the City to manage the grant. With using the proposed \$45K, it will mean the last program on the list will only receive \$5k, which is less than the agency's ask and below the \$10K minimum threshold. She suggested that if the Committee stuck with approving the programs that would receive the full recommended funding, that only \$39,774 would be needed, and that then matching the difference from the last time, as an alternative for consideration for not making grants for under \$10K.

Mr. Martin walked through discussion that was had with the United Way team related to suggesting the award that will fall under the \$10K minimum. He stated that the RFP states that application requests cannot be less than \$10K as a way to ensure there was enough money for the programs, and that it was also not an undue burden on United Way as the vendor or for the City of Topeka. However,

there have been times where awards were made for less than \$10K because of what was remaining at the end of the piece.

FINAL MOTION: Committee voted 3-0-0 to approve the motion as stated above.

Mr. Martin spoke of next steps, stating that with this vote, United Way will send out an additional correspondence to the agencies related to this decision and will change the text to indicate that this is now contingent upon the final approval by the Governing Body, but that the process has now moved through the appeals and has received full approval by the SSG Committee.

Chairwoman Ortiz thanked the agencies and noted that the Committee is committed to finding as much money as is available to help support those programs that do good work in the community.

Committee member Hiller suggested providing communication to the Governing Body about whether the Committee wants to make one or both of the recommendations, one speaks to the offer from staff to use 2023 money but then also that the 2024 budget will include extra money as well.

MOTION: Chairwoman Ortiz made a motion to approve the increase of \$57K for 2024 budget. Committee member Brett Kell seconded the motion. Approved 3-0-0.

MOTION: Committee member Hiller made a motion to recommend to the Governing Body the \$45K in increased funding to be used from the 2023 General Funds. Chairwoman Ortiz seconded the motion. Motion approved 3-0-0.

3) Approval of July 10, 2023 Minutes

Committee member Hiller reviewed some amendments to the phrasing in the minutes. She will send her corrections via email to the Council's Executive Assistant to correct. On page 7, the text talks about changing the total of SSG money available and it states "Councilmember Hiller noted the total amount of dollars requested for the SSG program has not changed in some time. She had spoken about this to City Manager Wade, and he had said 'no'. Committee member Hiller requested that we increase the amount of money..." Continuing, "...the reference is made that the Committee could ask to have money to add back in to avoid cutting three agencies that were going to be cut." Committee member suggested the following change to state "...asked City Manager Stephen Wade in last year's SSG allocation money if there would be a possibility to increase and his answer had been 'no'. She stated the Committee could recommend increasing the

amount of funding during the Governing Body's process for the next year for the 2024 grants". Committee member Hiller stated the minutes had erroneously said "2025". Continuing, "Councilwoman Ortiz inquired how much increase Councilwoman Hiller was interested in requesting. Councilwoman Hiller stated a cut of roughly \$25K had been made. The Committee could ask to add that back so that we did not have to cut the agencies that would have been cut..."

Committee member Hiller made a motion to approve meeting minutes, provided her suggested changes be reflected for accuracy. Chairwoman Ortiz seconded the motion. Motion approved 3-0-0.

4) Other Items

Committee member Hiller referenced the process calendar noting there is an option to do a study session in September or October, and prior to starting deliberations for the recommendations for the future year. With no meeting currently scheduled, before September, she would like to identify a topic today and begin looking at dates.

Mr. Martin stated that in terms of the September meeting, what has been done in the past was to take a look at process or taking a look at data that has come forward and they have shared it with the Committee. As far as this year is concerned, Untied Way does not have any new data to share or any major recommendations for the SSG process. They do have a few recommendations as they relate to scoring, however that is usually reviewed at a later meeting.

Chairwoman Ortiz stated there would not be a September meeting. Committee member Hiller suggested having the fall meetings get scheduled so all parties can plan accordingly. Chairwoman Ortiz agreed.

Interim City Manager Richard U. Nienstedt provided some closing comments thanking the Committee for inviting him to attend.

5) Adjourn

Chair adjourned the meeting at 10:34am

Meeting video can be viewed at: <https://youtu.be/0Wj3p9yKvtI>

City of Topeka - Social Services Funding Priorities - Year 2025

Mission Statement: Outcome based, quality, cost effective social services to handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success.

- Senior citizen neighborhood-based programming to include – meals, activities, transportation
- Medical assistance for low-income individuals
- Programs for at-risk youth
- Emergency housing and utility assistance
- Neighborhood and independent living based services for persons with severe and persistent mental illness
- Support services for residents whom are non-English-speaking

Social Services Grant Detail

Minimum Grant Amount \$ 10,000 Maximum Grant Amount \$ \$25,000

- * Two agencies with maximum grant amounts Shawnee Medical Society maximum amount at \$50,000 and Positive Connections maximum amount at \$35,000

New untested programs Yes _____ No _x_ Set-aside Amount No

Agency program must be in operation for 2 years prior to date of application.

Recommended Social Services Funding for Year 2025

Social Services Grant Total:	\$ <u>491,904</u>
• General Fund	\$ <u>424,047</u>
• CDBG	\$ <u>67,857</u>

The City will accept applications for new programs with the knowledge if funding is exhausted on established programs, new programs will not be funded. Applications will be scored and the percentage of their score multiplied by the amount requested will be the total funding allocation. For example: Request for \$25,000 and they got a 95% the agency would receive \$23,750. Once the threshold is met the funding will be cut off based on ranking.

* The City of Topeka is committed to following all guidelines as set forth in this Request for Proposal. If issues arise, the Social Service Grants committee reserves the right to choose not to recommend any agency or program(s), any new program(s) or may fund programs with provisos.

City of Topeka - Social Services Funding Priorities - Year ~~2024~~2025

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Minimum Grant Amount \$ 10,000 Maximum Grant Amount \$ \$25,000

- * Two agencies with maximum grant amounts Shawnee Medical Society maximum amount at \$50,000 and Positive Connections maximum amount at \$35,000

New untested programs Yes _____ No _x_ Set-aside Amount No

Agency program must be in operation for 2 years prior to date of application.

Recommended Social Services Funding for Year ~~2024~~2025

Social Services Grant Total:	\$ <u>434,904,491,904</u>
• General Fund	\$ <u>367,047,424,047</u>
• CDBG	\$ <u>67,857</u>

The City will accept applications for new programs with the knowledge if funding is exhausted on established programs, new programs will not be funded. Applications will be scored and the percentage of their score multiplied by the amount requested will be the total funding allocation. For example: Request for \$25,000 and they got a 95% the agency would receive \$23,750. Once the threshold is met the funding will be cut off based on ranking.

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United Way of Kaw Valley

United Way of Kaw Valley
REQUEST FOR PROPOSAL
FUNDING ANNOUNCEMENT

2025

SOCIAL SERVICES

Community Development Block Grant
& General Fund

DATE ANNOUNCED: April 15, 2024

DATE DUE: May 27, 2024

THIS FUNDING ANNOUNCEMENT CONTAINS THE FOLLOWING ELEMENTS:

PART 1: APPLICATION INFORMATION

PART 2: TECHNICAL INFORMATION

PART 3: THRESHOLD ELIGIBILITY CRITERIA

PART 4: COMMITTEE CRITERIA: REVIEW

PART 1: APPLICATION INFORMATION

Section 1 Available Funds

Approximately \$440,000 will be made available for Social Services Grants in calendar year 2025. The City of Topeka and United Way of Kaw Valley cannot be held to this amount as Congressional allocations and City budget constraints may cause the amount to change. United Way of Kaw Valley and the City of Topeka reserve the right not to allocate all funds available depending on the number and quality of applications received.

Section 2 Funding Mechanics

A. Eligible applicants

For all priority areas, any state recognized non-profit corporation is eligible for these funds. These organizations must make services available to all Topekans, or make services available to a specific group with specialized needs, i.e. the elderly, children, disabled adults, homeless, low-income families/individuals, etc. Funds can be used only to serve persons who reside within the city limits of Topeka. Emergency Services and Preventive/Counseling are defined as follows:

- **Emergency Aid** - Programs which provide assistance given to cover essential needs on an emergency or crisis basis
- **Preventive/Counseling** - Programs which provide services on an ongoing or as-needed basis to help at-risk individuals and families stabilize their lives and avoid or overcome emergencies

The Grantee understands that as a recipient of funds from the city, that grantee must be in compliance with Title II of the Americans with Disabilities Act and the implementing regulations 28 C.F.R. Part 35 as to all of its facilities and programs.

Resolution 7580 applies to agency eligibility. "No grant or loan or financial assistance shall be authorized or made from funds administered by any city department to any person, firm, partnership, for-profit corporation, not-for-profit corporation, joint venture or other association of persons who owes any debt to the City of Topeka or who owes any delinquent real estate taxes or personal property taxes or special assessments at the time of entering into a contract." Further, the requirements of Resolution 7580 apply to the agency, not to the individuals served by the funded service.

B. Timetable

Request for Proposal (RFP) Issued – April 15, 2024

Submission Deadline – May 27, 2024

Initial scoring – Approximately June 7, 2024

Recommendations developed – Approximately August 1, 2024

C. Priorities

Two funding sources are combined to make these grants possible: (1) City General Funds and (2) Community Development Block Grant (CDBG) Funds

Community Development Block Grant (CDBG) Funds Requirement.

The primary objective of CDBG funding is the development of viable urban communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. To meet the objectives of the CDBG program, all activities funded with CDBG under this RFP must benefit low and moderate-income persons (Regulations listed here can be found at 24 CFR 570.2 and 570.200 (2)).

Applicant should be aware CDBG will not be available until Congressional appropriations are made and written agreements are executed between HUD and the City, which will likely be well after January 1, 2025.

City of Topeka Priorities

The following categories have been established by the City Council as priorities for 2025, see page 7.

D. Eligible expenses

Expenses eligible for funding under the Social Services Grants include the operating expenses, staff salaries and direct service costs of the program, including, but not limited to: supplies, transportation expenses, child care, health care services, substance abuse services, employment services and recreational services. This also includes lease of a facility, equipment or other property needed for the service. Provision of emergency "income payments" for shelter (rent, mortgage and/or utility payments) is eligible if the payments do not exceed two months and the payments are made directly to the provider of such services. In addition, food is not an allowable expense.

E. Submission format and deadline

Beginning April 15, 2024, the Request for Proposal (RFP) and application are available by accessing the following link: <https://agency.e-cimpact.com/login.aspx?org=18530F> Applicants may submit multiple applications under this Request for Proposal Proposals are due no later than 5:00 p.m., May 27, 2024.

F. Application screening process

Request for Proposal responses will be screened for threshold compliance based on the criteria included in Part 3 of this Funding Announcement. Proposals that do not meet minimum standards for submission will not be considered.

United Way of Kaw Valley will provide initial scoring to the City of Topeka Social Service Grant Committee (SSG). The SSG Committee will finalize scoring and develop a funding recommendation for consideration by the City Council. These allocations then become final subject to appropriations by both the city and the U.S. Department of Housing and Urban Development. Once funding allocations are final, contracts will be initiated based on the approved allocations.

Section 3 Application Development Assistance

A. Technical Assistance

An "Application Workshop" will be held on April 29th at 10:00am. Please RSVP to amott@uwkawvalley.org

Further questions regarding the funding process should be directed to Brett Martin at bmartin@uwkawvalley.org

B. Request for additional information

United Way of Kaw Valley reserves the right to request additional information as necessary.

C. Applicant debriefings

Once grant awards have been made final, United Way of Kaw Valley will schedule debriefings for any interested applicants who wish to ask questions regarding the scoring of the applications or to discuss ways to improve next year's submission. Applicants may request a debriefing by sending their request in writing to Juliet McDiffett at jmcdiffett@uwkawvalley.org.

PART 2: TECHNICAL INFORMATION

Section 1 Conflict of Interest and Disclosure

In awarding and managing contracts to operate youth and social service programs, United Way of Kaw Valley will not engage in and will not condone on the part of contractors any form of undisclosed conflict of interest. United Way of Kaw Valley employees and both the employees and board members of contracting agencies and organizations will not use their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest or gain.

This includes but is not limited to actions that involve the use of contract funds in ways that provide advantage or benefit to United Way of Kaw Valley and contractor employees and their immediate families and/or to the members of boards of directors of contracting agencies and their immediate families in regard to (a) the acquisition of goods and services, space or amenities in any form, (b) employment or consulting services, (c) program and project participation, and (d) the receipt of gifts or gratuities. (Immediate family is defined as legal or common law husband or wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.)

Any potential or suspected conflict of interest or appearance of conflict of interest must be brought to the attention of the United Way of Kaw Valley officials in writing as part of the application process.

Similarly, any potential or suspected conflict of interest or appearance of conflict of interest that arises after an application is submitted must be brought to the attention of the United Way of Kaw Valley officials in writing prior to any action that might constitute or result in a conflict of interest.

Section 2 Other Information

A. Sub-contracting and delegation of funds

In general, sub-contracting and delegation of funds by applicants submitting successful responses to this request for proposals will not be permitted. However, this may be acceptable if the benefit to the City and City residents is clear and compelling. Applicants interested in sub-contracting or delegating funds should clearly indicate their intention to do so in their request for proposal response. Written confirmation from United Way of Kaw Valley that this is an acceptable option will be required before any sub-contracting or delegation of funds occurs.

B. Program and project budget periods

Program and project budget periods will be one (1) year in length unless otherwise specified in contracts. Expenditures cannot be made before or after any contract period. Extension of any contract period must be requested and approved in writing.

C. Fiscal and program accountability

To meet minimum eligibility requirements applicants must (a) have or acquire the capacity to receive, spend, and account for public funds in a manner consistent with generally accepted accounting principles and practices, and (b) have the capacity to accomplish the program objectives set forth in their request for proposals response.

(a) In the case of agencies and organizations that have been recipients of City, state or federal funds in any combination this fiscal management requirement can be met by providing evidence in the form of certified audits or similar documentation sufficient to indicate to United Way of Kaw Valley that contract funds will be spent and accounted for appropriately. In the case of agencies or organizations that have not received City, state, or federal funds this fiscal management requirement can be met by providing evidence sufficient to indicate to United Way of Kaw Valley that either arrangements have been made to acquire accounting and fiscal management

services from a private firm or non-profit organization that has the capacity to receive, spend, and account for public funds in a prudent manner or that the applicant has in place and is using a financial management system adequate for this purpose.

b) In the case of agencies and organizations that have been recipients of city, state or federal funds in any combination this program management requirement can be met by providing evidence of successful completion of previous performance-based contract obligations. In the case of agencies or organizations that have not previously received city, state, or federal funds this program performance requirement can be met by providing evidence sufficient to indicate to United Way of Kaw Valley that performance-based contract obligations will be met.

Request for proposals responses from applicants that do not meet minimum eligibility requirements will not be reviewed, and these applicants will not be eligible for funding. Applicants that have not met program and financial management obligations under the terms of previous City of Topeka grants and contracts will not be eligible for funding.

D. Reporting & Monitoring

Funded agencies will provide program, financial, and participant information on a quarterly basis online using e-C Impact. Detailed instructions relating to these requirements will be provided separately. In some instances, United Way of Kaw Valley will require more frequent reporting in the interest of prudent contract management.

United Way of Kaw Valley staff will work cooperatively with grantees to ensure successful contract completion. United Way of Kaw Valley activities will include, but will not be limited to, in-depth review of all submissions, on-site visits and consultation, and routine performance troubleshooting. As necessary United Way of Kaw Valley will use progressive sanctions to ensure successful completion of contracts.

E. Audits

Successful agencies will provide financial audits under the terms and conditions included in contracts. In general, the intent will be to ensure that all funds provided by the City are handled and accounted for in a manner that meets generally accepted accounting principles. When appropriate, United Way of Kaw Valley staff may conduct program and project performance audits or arrange for performance audits to be conducted.

F. Applicable federal, state, and City laws and regulations

Individual contracts may involve the use of one or more types of federal, state and City funds that carry special requirements. These requirements will be referenced in contracts as appropriate, and conformance to applicable laws and regulations will be required.

G. Appeal Process

Once grant applications have been received by United Way of Kaw Valley, a review committee will be formed for initial scoring. The scores will be presented to the Social Service Grant Committee (SSG) for consideration. The SSG committee will then make their recommendations for funding. Grant applicants who disagree with scoring may appeal. The application packet must be the basis for the appeal. The request for appeal shall be made, in writing or by email within 7 calendar days, to United Way of Kaw Valley, 1527 SW Fairlawn Road, Topeka, KS 66604. Attn: Juliet McDiffett at jmcdiffett@uwkawvalley.org.

Once all appeals have been received, a meeting will be scheduled with the SSG committee. Each agency will have an opportunity to present justification for their appeal. The SSG committee will consider the request and United Way of Kaw Valley report back to agencies, within 7 calendar days.

PART 3: THRESHOLD ELIGIBILITY CRITERIA

TIMELINESS

Yes / No The application was received before the submission deadline.

COMPLETENESS

Yes / No The Request for Applications response are complete in all material respects.
(Legal and governing body information, Program/project information, **Outcomes**,
Budget information)

CONFLICT OR APPEARANCE OF CONFLICT OF INTEREST

Yes / No The Applicant has identified and addressed any conflict of interest or appearance of
conflict of interest in a manner that insures the ethical and prudent use of and
accounting for public funds.

COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Yes / No The proposed use of funds is consistent with CDBG regulations (when applicable) and
City of Topeka priorities as listed in the RFP Funding Announcement, including
Resolution 7580.

IS THIS AN ELIGIBLE APPLICANT?

Yes / No Reviewers will determine that all answers to the questions above are positive.
(Questionable answers will be up to United Way of Kaw Valley's discretion.)

PART 4: REVIEW COMMITTEE CRITERIA

City of Topeka - Social Services Funding Priorities - Year 2025

Mission Statement: Outcome based, quality, cost effective social services to handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success.

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Social Services Grant Detail

Minimum Grant Amount \$ 10,000 Maximum Grant Amount \$ \$25,000

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New untested programs Yes _____ No x Set-aside Amount No

- * Agency program must be in operation for 2 years prior to date of application.

Recommended Social Services Funding for Year 2024

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• General Fund	\$ <u>367,047</u>
• CDBG	\$ <u>67,857</u>

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Social Services Scoring Sheet

Reviewer _____

Agency _____

Need - 15 points

Project has demonstrated need (Program Narrative Question #1)		15 pts	
15	Need is clearly stated and ties directly to the outputs/outcomes of the program		
10	Need is clearly stated, and program somewhat ties to the outputs/outcomes		
5	Need is not clear and/or does not tie to the outputs/outcomes		
0	Need was not defined, and does not tie to the outputs/outcomes		

Issues and Outcomes – 50 points

Outputs are clear and related to identified needs (Services & Outcomes Section Logic-Form Outputs)

10	Outputs are described in detail and are achievable.		
8	Outputs are general or vague		
5	Outputs are not described in detail		
0	Outputs are unclear	10 pts	

Outcomes are clear and related to identified needs (Services & Outcomes Section Logic- Form Outcomes)

10	Outcomes are strong and measurable and related to identified need.		
8	Outcomes are moderate and measurable and related to identified need		
5	Outcomes are weak and not related to identified need	10 pts	
0	Outcomes are unclear		

Plan has been identified to measure outputs and outcomes (Services & Outcomes Section-Logic Form Source Question)

5	Measurements are clear and appropriate		
3	Only some measurements are clear and appropriate	5 pts	
0	No meaningful measurement has been established		

Unduplicated services OR any duplication with other services is explained and adequately defended (Program Narrative Question #2)

5	Services are not duplicated, or duplication is justified		
3	Duplication is explained but not satisfactorily justified	5 pts	
0	Duplication is not explained		

Applicant has achieved outputs and outcomes on prior grants – per meaningful measures (Column #1 Logic Model)

20	90% of outcomes and goals are met.		
15	75% of outcomes and goals are met		
10	50% of outcomes and goals are met		
5	25% of outcomes and goals are met	20 pts	
0	No goals achieved		

Capacity – 30 points

Organization has the resources to produce the proposed outcomes efficiently and effectively (Budget, program narratives, program overview and history capacity)

- 10 Program budget is clear, adequate, and reasonable to accomplish grant outcomes. Expenditures are cost effective and clearly linked to grant activities. Organization shows strong evidence of financial stability and program sustainability.
 - 5 Program budget is complete but may be difficult to distinguish from organization budget. Expenditures are clearly linked to grant activities but may not be adequate, reasonable, or cost-effective. Organization shows moderate evidence of financial stability and program sustainability.
 - 0 Program budget is included in application but seems incomplete or not reflective of actual costs, activities, or outcomes. Organization shows little evidence of financial stability or program stability.
- 10 pts** _____

Organization manages program effectively (Budget, program narratives, program overview and history capacity)

- 5 There is history of effective program management, cost effective and quality service delivery and evaluation/planning.
 - 3 Limited evidence of agency effective program management, cost effective and quality service delivery and evaluation/planning.
 - 0 Program management, cost effective and quality service delivery and evaluation/planning are weak or not apparent.
- 5 pts** _____

Agency has formal process and is using client input (History & Capacity, Question #3)

- 5 Client input is formalized, and input used
 - 3 Client input is not formalized, described in general terms
 - 0 Client input is not addressed in the proposal
- 5 pts** _____

Org. Leadership is strong and maintains community-based representation

- 5 At least 20% is made of racial or ethnic minorities, is less than 70% of one gender, meets regularly with quorum of board members in attendance at least 80% of the time and has a healthy mix of needed skills and resources
 - 3 Three of four criteria have been met
 - 0 Less than three criteria have been met
- 5 pts** _____

Past grant administration is effective (*Reviewers CANNOT answer this question. This score will be prepopulated for the volunteers.*)

- 5 Reporting and invoicing is on time and paperwork is accurate
 - 3 Reporting on time but paperwork is not accurate
 - 0 Grant administration is not effective
- 5 pts** _____

Collaboration & Partnerships – 5 Points

Partnerships (Collaborations & Partnerships Section)

- 5 Meaningful collaboration with 6 or more entities
 - 3 Meaningful collaboration with less than 6 entities
 - 0 No partnerships
- 5 pts** _____

Total
(Out of 100, _____)

* The City of Topeka is committed to following all guidelines as set forth in this Request for Proposal. If issues arise, the Social Services Grants Committee reserves the right to choose not to recommend any agency or program(s), any new program(s), or may fund programs with provisos.

2025 - Grant Process Timeline Social Services Grants

Communication	Social Service Grant (SSG) Committee reviews outcomes develops testimony, develops priorities and a budget recommendation for next funding cycle – November 2023
	City Council adopts Priorities, Process and Budget Recommendation for next Funding cycle prior to December 31 st , 2023
	Training for SSG Committee on grant process immediately following appointments in March 2024
	2025 Request for Proposal released by April 15, 2024
	Application Workshop held by the vendor on April 22, 2024
Intake of Applications	Applications are due May 24, 2024 by 5:00 p.m. to the vendor office through e-CImpact
	Proposals that do not meet minimum standards for submission will not be eligible for funding. Applicants will be notified by June 5, 2024
Review	Three to five reviewers are secured by the vendor by May 10th, 2024
	By June 21, 2024, application scoring, as well as year-end performance report for prior year grants, will be provided to the SSG Committee members by the vendor.
	Week of June 24th, 2024, SSG Committee will meet for approval of review committee scoring and recommendations
	Week of July 8th, 2024, appeal process closes
Recommendation	By August 1st, 2024, recommendation ready for City Council (per Finance.) Allocation recommendation contingent upon budget approval. If approved budget contains less than recommended grant awards, awards will be reduced proportionately.
Approval	By October 1st, 2024, City Council adopts City Budget
	After City budget adoption late August, the SSG Committee affirms or adjusts recommendations based on adopted budget

2024-2025 - Grant Process
Timeline Social Services
Grants

Communication	Social Service Grant (SSG) Committee reviews outcomes develops testimony, develops priorities and a budget recommendation for next funding cycle – October 21, 2022 <u>November 2023</u>
	City Council adopts Priorities, Process and Budget Recommendation for next Funding cycle prior to December 31 st , 2022 <u>2023</u>
	Training for SSG Committee on grant process immediately following appointments in March 2023 <u>2024</u>
	<u>2024-2025</u> Request for Proposal released by April 17 <u>15</u> , 2023 <u>2024</u>
	Application Workshop held by the vendor on April 24 <u>22</u> , 2023 <u>2024</u>
Intake of Applications	Applications are due May 26 <u>24</u> , 2023 <u>2024</u> by 5:00 p.m. to the vendor office through e-CImpact
	Proposals that do not meet minimum standards for submission will not be eligible for funding. Applicants will be notified by June 7 <u>5</u> , 2023 <u>2024</u>
Review	Three to five reviewers are secured by the vendor by May 12th <u>10th</u> , 2023 <u>2024</u>
	By June 23 <u>21</u> , 2023 <u>2024</u> , application scoring, as well as year-end performance report for prior year grants, will be provided to the SSG Committee members by the vendor.
	Week of June 26th <u>24th</u> , 2023 <u>2024</u> , SSG Committee will meet for approval of review committee scoring and recommendations
	Week of July 10th <u>8th</u> , 2023 <u>2024</u> , appeal process closes
Recommendation	By August 1st, 2023<u>2024</u>, recommendation ready for City Council (per Finance.) Allocation recommendation contingent upon budget approval. If approved budget contains less than recommended grant awards, awards will be reduced proportionately.
Approval	By October 1st, 2023 <u>2024</u> , City Council adopts City Budget
	After City budget adoption late August, the SSG Committee affirms or adjusts recommendations based on adopted budget

