



# City Council Committee Meeting Notice

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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](http://www.topeka.org)

**Committee:** Social Service Grants  
**Meeting Date:** December 11, 2023  
**Time:** 11:00am  
**Location:** Virtual Meeting via Zoom Only

## **Agenda:**

1. Call to Order
2. Approval of November 20, 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



## SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL  
City Hall, 215 SE 7<sup>th</sup> Street, Suite 255  
Topeka, KS 66603-3914  
Tel: 785-368-3710  
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**Date:** November 20, 2023

**Time:** 9:00 a.m.

**Location:** 1<sup>st</sup> Floor Conference Room; Cyrus K. Holliday Bldg (620 SE Madison)

**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 9:00am Committee members, staff and staff from United Way introduced themselves.

### 2) Vendor Contract Renewal for 2024

Housing Services Division Director Carrie Higgins provided information to the Committee about the United Way of Kaw Valley's (UWKV) contract with the City. The original contract was from 2020-2021, with four optional renewals. The current renewal ends February 28, 2024. It can be followed by one last renewal, which would be a contract period of March 1, 2024 through February 28, 2025.

Committee member Hiller indicated she had been pleased with the service. She requested an overview of the four-year contract and renewal sequence. Division Director Higgins responded that the City has been through three of the four contract renewal cycles with UWKV. After February 28, 2025, a new Request for Proposals (RFP) would have to go out.

Committee member Hiller inquired about the rates and terms of the original contract as well as the three renewals. Staff did not have that information on hand, but would send it to the Committee and would have it available for the next meeting. Planning & Development Services Director Rhiannon Friedman noted that the contract is a continuation, so the amount has already been agreed upon when it was initially negotiated. This is the third term of the contract.

### 3) Approve Minutes from July 12, 2023 Meeting

Committee member Hiller made a motion to approve the July 12, 2023 meeting minutes. Chairwoman Ortiz seconded. Motion approved 2-0-0. Committee member Kell was absent during this vote.

#### 4) 2025 SSG Cycle Items

Brett Martin with United Way of Kaw Valley introduced the 2025 SSG Cycle items.

##### 2025 Priorities

Mr. Martin noted that the Priorities matched what had been approved for the 2024 process cycle, with the amendment of the increase to the General Fund amount, which increased the total from \$434,942 to \$491,904. The addition of \$24,047 was approved by the Governing Body [August 15, 2023], being the only change for the 2025 cycle process. The mission statement and priority areas, maximum amounts for Shawnee County Medical Society and Positive Connections, the continuation to have no untested programs, or set aside amount, and the requirement that those programs must be in operation for two years prior to the date of application, remain unchanged.

Committee member Hiller felt comfortable with the category remaining the same. She noted there had been an issue about the minimum grant language, when the process was done before, and felt it may need to be addressed. She inquired if there was perhaps a cost-of-living type of raise in the cap would be something to consider. Another consideration suggested was to revisit the grandfathering of two agencies that are allowed to request a higher maximum than the other program applicants. The maximum request is set at \$25K, however Shawnee County Medical Society's maximum request limit is \$50K, and Positive Connections maximum request limit is \$35K.

Committee member Hiller inquired about the definition of the minimum grant request, and asked if that meant programs should be asking for that much or if it meant that the SSG process will not give funds for less than that amount? She noted that that information ties into whether or not the application will even be accepted. She commented that there may be a concern that applications requesting less than \$10K may have been processed and considered in the past. Also, sometimes when the math happens, grants have been awarded with less than \$10K. Committee member Hiller recalled a conversation in a previous meeting that the \$10K minimum was set so that it was worth the agency's time to apply for the grant and worth the City's time to process that application and do the writing, processing, grant management. Mr. Martin suggested that if the Committee wanted to make an adjustment here, the language would say "the minimum grant request amount". If the language says a "Ten Thousand dollar grant award", it is likely that money would be left at the table annually, because there will be agencies that, when United Way takes their score and multiply it by the applicant's request, then subtract that from the total amount, there is no guarantee at the end that the last program will be awarded the minimum of \$10K.

Mr. Martin felt adding the clarifying language “minimum grant request amount” on the funding priority sheet, it will take care of any confusion that folks might have.

There was additional conversation about some programs possibly not needing \$10K, and what the history was on why that amount was set for the minimum request. The concerns were about if applicants would inflate their proposal in order to hit the threshold, and how it might affect the process for other applications. Committee member Hiller noted that part of the reasoning the Committee had come up with requiring a program to have at least two years of operation before they can apply, to show it has been tested and that the SSG money is not being used as startup money. The issue was there were many other small grants that would allow applicants to accomplish little things here and there, but that the idea of the SSG pool was to provide ongoing core program support for tested programs. Chairwoman Ortiz appreciated the idea of requiring programs to show at least a two-year history.

Circling back to the concern of requiring a \$10K minimum, even if a lesser amount would be sufficient, Mr. Martin noted that lowering the threshold may capture a very small number of non-profits, however it is his experience that they rarely see a program that wants or needs less than \$10K. It is possible that such programs exist, and that lowering the minimum amount to \$5K may bring in a few of the smaller non-profit programs. Mr. Martin cautioned that if a program needed \$5K, and they ask for \$5K, the inherent assumption is that they will score 100% and that is not always the case. It is more common that applicants ask for more money than they may need, because they understand that they may not receive that full amount, but that even if they receive less than their request, they will be able to cover their costs. The Committee felt leaving the minimum request threshold at \$10K was appropriate at this time. Mr. Martin clarified that the word “request” would be added to both the minimum and maximum thresholds for continuity and to keep applicants from requesting more than the \$25K maximum amount. Applicants can ask for no fewer than \$10K, and no more than \$25K.

Committee member Hiller inquired if there would be any consensus to want to raise the maximum request amount, since an additional \$57K had been approved to be added toward the SSG process? She did not want to push the suggestion, but noted it was an opportunity to consider it, and noted it would allow a little bit more to the regular agencies that have applied.

Correspondingly, Committee member Hiller inquired if the Committee would want to look at the exemptions for the two agencies that are being allowed to apply for more. Chairwoman Ortiz did not want to change the grandfathered agencies until

they had been given a full year of notice that this change may happen. Committee member Hiller stated she did not feel comfortable with making an exception just for two agencies, as every other agency is meeting important needs in the community and do their best to raise money, and that Topeka has growing needs. It is a matter of if the Committee wants to provide even support or even opportunity to everyone. Mr. Martin suggested that leaving the \$25K cap was a fairly good number, unless the Committee would want to prioritize areas based on a percentage, which has never happened. Having just under half a million dollars for the grant, allows for a good amount of core funding for capacity for organizations, while at the same time, not concentrating it into two or three agencies or two or three priority areas.

Committee member Hiller explained that the other side to the challenge for private businesses and non-profits is hiring good people. With salaries and people arguing for providing at least a livable wage, non-profits often struggle because they do not pay as much as other sectors do, and with inflation, \$3K would be a ten percent increase over ten years. In order to help to even continue that core offering to help meet the increased costs of running that business, was the reasoning Committee member Hiller was coming from. Chairwoman Ortiz voiced appreciation for that conversation. Mr. Martin added that, based on conversations UWKV has had with their non-profit partners, they note a competition to hire and retain social workers from a small pool of qualified individuals from larger entities such as the school districts or hospital systems that have a unique set of compensation resources that smaller non-profits likely do not have. He suggested the point that Committee member Hiller brought up was significant and something to be considered for later conversation.

#### Scoring Sheet [video 35:58 minute mark]

Mr. Martin stated there were no suggested changes for the scoring sheet. He noted that when UWKV hosts the training session through the grant workshop with the agencies in April, and talk about outputs and outcomes, the team will want to make sure that the agencies understand that those are annual, and that the application is requesting to see a full year of outputs and outcomes, and that should address the issues that had arisen this past year.

Committee member Hiller pointed out a mistake on the application form, which has the score sheet on the back, needs to be updated with the total dollars available. Mr. Martin noted that correction to be made.

Committee member Hiller suggested that, on the application, in Section 2 of Page 2, that there is some explanation about the difference between emergency aid and preventative counseling, and she found it interesting, from the conversation

earlier. There used to be a separation of emergency aid and preventive counseling and have a set total for each separate category. The decision to get rid of that happened some years ago, and she was not sure if it was still necessary to keep it. Mr. Martin felt it was a vestige of the old application and noted they would remove it from the application.

Chairwoman Ortiz inquired if there was any language in the RFP that makes clear it is the applicant's responsibility to ensure the correct contact information is in the application and on file? Mr. Martin provided two responses. In the grant workshop, when the RFP is introduced, UWKV encourages every agency to go into EcImpact and update their contact information. And, secondly, when the applicants sign the contracts, there is an item in the contract that talks about updated contact information and they it is incumbent on the agency to make those changes, and if there is a major change in personnel, they are required to make that notification and change.

Chairwoman Ortiz inquired if there was anything within the RFP or contract that provides contact information to the applicant, should one of the UWKV staff leave or be out of the office during the application process, to ensure continuity of the process for the applicants? Mr. Martin stated there are multiple contacts from UWKV that are listed in the EcImpact, based on title and relationship to the organization. So UWKV is in communication with programs throughout the grant year. Mr. Martin included that there is also a mechanism within EcImpact that will flag the UWKV team if an individual from an application agency is no longer working with that agency so UWKV can reach out to another individual at the agency to ensure they go into the system on their end and update the information. The applicant agencies typically have multiple contacts on their EcImpact, and they are able to determine who receives those emails, and how frequently they are received. This helps to not bombard everyone within the agency with those emails.

[Calendar \[video 46:12 minute mark\]](#)

Mr. Martin noted there were no major changes to the 2024 Calendar. The proposed changes are based on the change in the calendar year.

Chairwoman Ortiz read information that she received from the City Council Assistant, Liz Toyne, during the meeting that referenced the grandfathering of the two agencies. These were approved by the SSG Committee on November 8, 2017. Chairwoman Ortiz stated she would like to give this current process in place at least one more year, and to hold a discussion on it next year.

Megan Skaggs, Executive Director of the Shawnee County Medical Society Health Access program provided information about the program. Funding received

through the SSG funds the prescription program for uninsured, low-income residents of Shawnee County. To qualify for the program, clients must be under the 150% federal poverty guidelines, they must be uninsured and not eligible for Medicaid or Medicare services. The medical services are donated from the partner physicians. The program is funded operationally by fundraisers and other grants. Many of the physicians donate themselves to the program. Money that is received by the City of Topeka is solely dedicated to the prescription funding. Ms. Skaggs stated that prior to the maximum threshold being set for other agencies at \$25K, the Medical Society had been receiving up to \$100K from the City. The program would likely not be able to continue without the ability for them to request a maximum amount of \$50K.

Sandra Knox with Valeo spoke on behalf of the Medical Society, as she oversees the LINK program, which is a partnership between Valeo and Health Access. In addition to prescriptions, the program also helps with the underinsured that are suffering from mental illness.

Kathleen Link, Executive Director of Positive Connections provided information about their programs. About 90% of the SSG funds that are received covers salary for case managers. Positive Connections currently has three case managers for the 236 HIV positive clients on the caseload. That equals out to about 80 clients per case manager. Industry standard is about half of that per case manager. Ms. Link stated that reductions in funding from the SSG, would mean layoffs would happen and that would lead to putting the HIV community in Topeka and Shawnee County at risk. The case managers do everything from keeping clients enrolled in medical services, to medications, doctor's visits, and more and provide it for free. Case managers also help with housing. She noted that a lot of the clients are enrolled in the Shelter Plus Care program and other housing services through the City's Housing Services programs. Keeping the HIV infection from spreading is the main thing. Keeping the clients undetectable by ensuring they are going to their doctors' visits and taking their medications properly, helps keep the clients undetectable, which also means untransmittable. The goal is to have no new infections. For 2023, there are 10 new diagnosed infections, which is the highest it has ever been.

Committee member Hiller suggested having additional conversation at the next meeting as to whether the Committee would want to consider raising the cap from \$25K to \$27K.

Chairwoman Ortiz inquired what Mr. Martin's thoughts were toward raising the maximum request amount to \$27K. Mr. Martin stated that, with the additional \$57K for the SSG funds, was about a 15% increase to the maximum grant amount,

which would take it to \$28,750. He stated if the Committee would want to raise the cap to \$27K or \$28K, it would be reasonable and would not be disproportionate to the amount that would be seen with inflation.

MOTION: Chairwoman Ortiz made a motion to raise the maximum request amount from \$25K to \$27K. Committee member Hiller seconded. Motion approved 2-0-0. Committee member Kell was not present during the vote.

Division Director Higgins began to read through the contract, however it was discovered that the amount of money paid to UWKV had been increased from the copy that Division Director Higgins had on screen. Staff will locate the current contract and present it to the Committee at the next meeting.

### **5) Adjourn**

Chair adjourned the meeting at 10:18am

Meeting video can be viewed at:

<https://youtu.be/yOSUPNCyMGY?si=0eRISkRKc3nQpw55>



## 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 Request Amount \$ 10,000 Maximum Grant Request Amount \$ 27,000

- \* 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 \$27,000 and they got a 95% the agency would receive \$25,650. 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.

## 2025 - Grant Process Timeline Social Services Grants

<b>Communication</b>	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 <sup>st</sup> , 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
<b>Intake of Applications</b>	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
<b>Review</b>	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
<b>Recommendation</b>	<b>By August 1st, 2024, recommendation ready for City Council</b> (per Finance.) Allocation recommendation contingent upon budget approval. If approved budget contains less than recommended grant awards, awards will be reduced proportionately.
<b>Approval</b>	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



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.

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 29<sup>th</sup> at 10:00am. Please RSVP to [amott@uwkawvalley.org](mailto:amott@uwkawvalley.org)

Further questions regarding the funding process should be directed to Brett Martin at [bmartin@uwkawvalley.org](mailto: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](mailto: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](mailto: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.

- 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 who are non-English-speaking

#### Social Services Grant Detail

Minimum Grant **Request** Amount \$ 10,000 Maximum Grant **Request** Amount \$ \$27,000

- \* 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 **\$27,000** and they got a 95% the agency would receive **\$25,650**. 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.

# Social Services Scoring Sheet

Reviewer \_\_\_\_\_

Agency \_\_\_\_\_

## Need - 15 points

Project has demonstrated need (Program Narrative Question #1)		<b>15 pts</b>	
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	<b>10 pts</b>	

### 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	<b>10 pts</b>	
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	<b>5 pts</b>	
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	<b>5 pts</b>	
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	<b>20 pts</b>	
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.

CONTRACT NO. 51075

ADDENDUM NO. 3 TO CITY OF TOPEKA CONTRACT NO. 48541

THIS ADDENDUM entered into this 2/22/2023 by and between the City of Topeka, a duly organized municipal corporation, hereinafter referred to as "City" and **United Way of Kaw Valley**, hereinafter referred to as "Contractor."

WHEREAS, the parties hereto have previously entered into City of Topeka Contract No. 48541, as amended by City of Topeka Contract No. 49313 and 50002 provide **Socials Services Grant Program Administration** for the **Planning and Development** of the City of Topeka;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. City of Topeka Contract No. 48541, as amended, is hereby specifically amended to change Business name, United Way of Greater Topeka, Inc to United Way of Kaw Valley effective September, 28, 2022 as per Attachment A.
2. City of Topeka Contract No. 48541, as amended, is hereby specifically amended to extend the contract through **February 28, 2024**.
3. All other terms and conditions of City of Topeka Contract No. 48541, as amended, not specifically amended herein shall remain in full force and effect.
4. This Agreement may be signed by faxed or electronic signature, which will be deemed to be an original signature. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

**CITY OF TOPEKA, KANSAS**

*Stephen Wade*

Stephen Wade, City Manager

**UNITED WAY OF KAW VALLEY**

*Jessica Lehnherr*

Jessica Lehnherr, CEO

ATTEST:

*Brenda Younger*

Brenda Younger, City Clerk

APPROVED AS TO FORM AND LEGALITY

DATE 2/21/2023

BY *Mary Ann*

C&P DIRECTOR

*Jp Beli*



9/28/22, 1:52 PM

<https://www.kansas.gov/sos-namechange/displayCover.do?lid=yf0dledzxjfq2qe>

SCOTT SCHWAB  
Secretary of State



Memorial Hall, 1st Floor  
120 S.W. 10th Avenue  
Topeka, KS 66612-1594  
(785) 296-4564

STATE OF KANSAS

[Go Back](#)

Print this page

## Name Change Amendment

September 28, 2022

United Way of Kaw Valley, Inc  
1527 SW Fairlawn Rd  
TOPEKA, KS 66604

RE: United Way of Kaw Valley, Inc

Identification/File Number: 0211607

A Name Change Amendment was filed online on September 28, 2022 with the Kansas Secretary of State for the entity listed above. The business entity's record and additional information regarding business filings are available through the Kansas Secretary of State's website: [sos.kansas.gov](https://sos.kansas.gov).

If you have questions regarding this filing, please contact the Business Services Division at (785) 296-4564 or by email at [kssos@ks.gov](mailto:kssos@ks.gov).

Sincerely,

Business Services Division  
Kansas Secretary of State



## ADDENDUM NO. 2 TO CITY OF TOPEKA CONTRACT NO. 48541

THIS ADDENDUM entered into this 12/29/2021 by and between the City of Topeka, a duly organized municipal corporation, hereinafter referred to as "City" and **United Way of Greater Topeka**, hereinafter referred to as "Contractor."

WHEREAS, the parties hereto have previously entered into City of Topeka Contract No. 48541, as amended by City of Topeka Contract No. 49313 to provide **Social Services Grant Program Administration** for the **City Manager's Office, formerly Department of Neighborhood Relations** of the City of Topeka;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. City of Topeka Contract No. 48541, as amended, is hereby specifically amended to extend the contract through **February 28, 2023**.
2. Effective immediately upon execution by both parties, the following payment schedule, as shown on **Attachment A**, will take effect.
3. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The nonperforming party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party. City may terminate or suspend performance of this Agreement for City's convenience upon written notice to Contractor. Contractor shall terminate or suspend performance of the Services on a schedule acceptable to City. If termination or suspension is for City's convenience, City shall pay Contractor for all Services performed prior to the date of the termination notice.
4. All other terms and conditions of City of Topeka Contract No. 48541, as amended, not specifically amended herein shall remain in full force and effect.
5. This Agreement may be signed by faxed or electronic signature, which will be deemed to be an original signature. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

**CITY OF TOPEKA, KANSAS**

**UNITED WAY OF GREATER TOPEKA**

*Brent Trout*

\_\_\_\_\_  
Brent Trout, City Manager

*Jessica Lehnherr*

\_\_\_\_\_  
Jessica Lehnherr, CEO

ATTEST:

*Brenda Younger*

\_\_\_\_\_  
Brenda Younger, City Clerk



APPROVED AS TO FORM AND LEGALITY

DATE 12/23/2021 BY *mf*

C&P  
Director  
*JH*

## ATTACHMENT A



United Way  
of Greater Topeka

October 12, 2021

City of Topeka  
Brent Trout  
215 SE 7<sup>th</sup> St  
Topeka, KS 66603

To. Mr. Brent Trout,

This letter is in reference to the Social Service Grant Program Administration we currently provide for the City of Topeka (Contract No. 48541). United Way of Greater Topeka is requesting the reimbursement amount to be increased to \$45,000. After almost two years of providing the administration of the grant program, we have a clearer understanding of what the expectations are from the City of Topeka and Social Service Grant Committee members. The scope of services we have provided are more than what was originally outlined, and, as a result our administrative costs are far above our current reimbursement rate. To continue to provide the high-quality grant management services for the City, we are requesting a reimbursement amount that will allow us to continue this work.

The increase for reimbursement will allow for the following:

- Salary support for a part-time position that can focus on all aspects of the grant administration. This will be in conjunction with the current support staff administering the grant program.
- Financial support for the grant management system, e-CImpact. Once we moved the City of Topeka's accounts and agency information to our system, we were charged an additional fee for the number of agencies using the program and for the City of Topeka to be sublicensed under our account.

Some additional thoughts for consideration include amending the scope of services as follows:

- Attendance at all Social Service Grant Committee meetings.
- Ongoing technical support and training for agencies in completing the RFP and quarterly reports.
- Fulfilling all contract requirements – obtaining required documents and signatures.

We value our partnership with both the City and all the social service grantees. Continuing to work together will mutually benefit all of us and people we serve.

Thank you for your thoughtful consideration. I am happy to answer any further questions you may have.

Sincerely,

Jessica Lehnherr  
CEO/President

GIVE. ADVOCATE. VOLUNTEER.  
**LIVE UNITED**™

United Way of Greater Topeka  
1527 SW Fairlawn Road  
Topeka, Kansas 66604  
785.273.4804 | [www.unitedwaytopeka.org](http://www.unitedwaytopeka.org)

***Leave a legacy of impact. Please consider including United Way of Greater Topeka in your estate plan.***



## UWGT Pricing Proposal to administer City of Topeka Social Service Grant Funds

Item Description	Price
Salaries (includes employee benefits)	\$40,598.00
Grant Management System (e-CImpact)	\$4,176.00
Food for investment panels	\$144.00
Office Supplies	\$82.00
<b>Total Costs</b>	<b>\$45,000.00</b>

### Budget Narrative

Salaries- To continue this program with the high level of detail and attention to customer support and satisfaction we need to hire an additional employee. We do not have the capacity to carry out all functions of the scope of service without additional staff. This proposal includes a part-time salary for a new employee and continued support from the VP of Community Impact, Director of Community Impact and Director of Applications.

Grant Management System- To help cover the additional cost to have the City of Topeka be sublicensed under our current contract.

No changes proposed to the food for investment panels and office supplies.

### AMENDED SCHEDULE OF SERVICE FEES

1. 2022 Annual Fee \$40,000
2. 2023 Annual Fee \$45,000
3. 2024 Annual Fee \$50,000

### Acceptance of Amended Schedule of Service Fees

City of Topeka, Brent Trout BT

United Way of Greater Topeka, Jessica Lehnerr Jessica Lehnerr

# ADMINISTRATIVE ACTION FORM

Contact Person:	Sasha Haehn	Date:	3/20/2020
Document Type:	Contract/Agreement (involving C & P)	Document #:	48541
Second Party:	United Way of Greater Topeka, Jessica Lehnherr	Project #:	
Subject:	Social Services Grant program outsourcing	HTE #:	
Department/Division:	Department of Neighborhood Relations - DNR	CIP Project?	
Category/Subcategory:	007 Contracts and Amendments / 005 Professional Services		

Requested Action: Approve and Execute Document      Open Record Exception? NO

**Financial Implications:**

The contract total is \$21,000 and will be paid from our Housing Services Division federal funding; program delivery. Accounting Unit 7007171105 Account 53400 and Activity: CD2020.3535 for \$20,856. The contract fees for 'Food for investment panels' will be taken from Accounting Unit 1017010100 Account 54400, General NR.

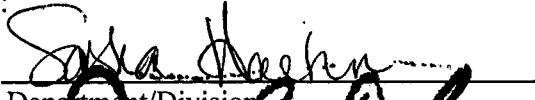
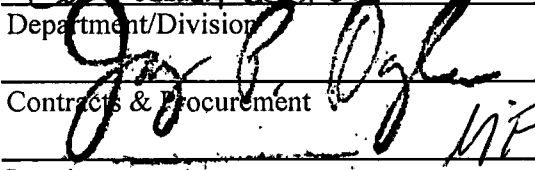
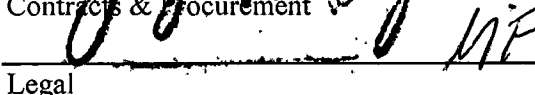
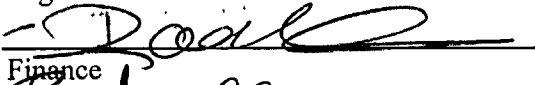
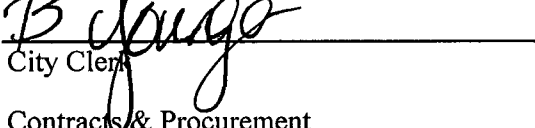
APR 08 2020

'20 MAR 20 AM 11:54  
REC'D TOPEKA CITY CLERK

**Description:**

The contract with United Way of Greater Topeka is for a one year period. UWGT will provide administration of the City's Social Services Grant program.

\* RUSH \*

<b>Form Approval Routing:</b>		
Approved By:	 Department/Division	Date: 3/20/2020
Approved By:	 Contracts & Procurement	Date: _____
Approved By:	 Legal	Date: 3-20-20
Approved By:	 Finance	Date: 3-20-2020
Approved By:	 City Clerk	Date: 3-20-2020
Return To:	Contracts & Procurement	
Return To:	_____	

CONTRACT NO. 48541

This agreement is entered into this 20<sup>th</sup> of March 2020, by and between the City of Topeka, Kansas, a municipal corporation, hereinafter referred to as the City and **United Way of Greater Topeka**, hereinafter referred to as the Contractor.

WITNESSETH:

Whereas, on the 20th day of February 2020, the City did informally solicit proposals, which solicitation is attached hereto as Attachment A (including Legal Advertisement in the Topeka Metro News) and incorporated by reference as if fully set forth herein, for Bid Event 2076 for the Department of Neighborhood Relations of the City of Topeka, and Whereas, after due consideration of said proposals, the City did accept the proposal of Contractor, which proposal is attached hereto as Attachment B and incorporated by reference as if fully set forth herein.

1. PRICE

The Contractor shall perform all work in accordance with the terms, conditions, and specifications as contained in the proposal and solicitation. The agreed price under this Contract is shown on Attachment B. The City will pay the contractor the contract price upon delivery, acceptance, presentation of invoice and compliance with procedures of the Department of Financial Services.

2. TERM OF AGREEMENT

This agreement shall become effective upon the date of signatures by both parties and shall remain in effect through February 28, 2021, or until canceled by either party with thirty (30) days written notice. The agreement may be renewed for four (4) additional one (1) year terms by written agreement of the parties.

3. TIME OF ESSENCE

It is agreed by and between the parties that time and punctuality are essential elements of this contract and that the parties will perform the obligations assumed by them as and when provided by the terms of the proposal.

4. AGREEMENT WITH KANSAS LAW

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

5. TERMINATION DUE TO LACK OF FUNDING APPROPRIATION

If, in the judgment of the City Manager, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, City may terminate this agreement at the end of its current fiscal year. City agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year; to take possession of any equipment provided City under the contract. City will pay to the Contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by City, title to any such equipment shall revert to Contractor at the end of City's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the Contractor.

6. DISCLAIMER OF LIABILITY

Neither the City of Topeka nor any departments or divisions thereof shall hold harmless or indemnify any Contractor.

7. ANTI-DISCRIMINATION CLAUSE

The contractor agrees: (a) to comply with all federal, state, and local laws and ordinances prohibiting unlawful and to not unlawfully discriminate against any person because of race, religion, creed, color, age, disability, national origin or ancestry in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer;" and (c) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor. The Contractor understands and agrees that

the failure to comply with the requirements of this paragraph may constitute a breach of contract, and the contract may be cancelled, terminated or suspended, in whole or in part by the City of Topeka.

8. ACCEPTANCE OF CONTRACT

This contract shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.

9. ARBITRATION, DAMAGES, WARRANTIES

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any department or division thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the City of Topeka shall not agree to pay attorney fees or late payment charges, and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

10. REPRESENTATIVE AUTHORITY TO CONTRACT

By signing this contract, the representative of the Contractor thereby represents that such person is duly authorized by the Contractor to execute this contract on behalf of the Contractor and that the Contractor agrees to be bound by the provisions thereof.

11. RESPONSIBILITY FOR TAXES

The City of Topeka shall not be responsible for, nor indemnify a Contractor for, any federal, state or local taxes, which may be imposed or levied upon the subject matter of this contract.


12. INSURANCE

The City of Topeka shall not be required to purchase any insurance against loss or damage to any personal property to which this contract relates. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), and the claims provisions of the Code of the City of Topeka (Section 2-476 et seq.), the Vendor or Lessor shall bear the risk of any loss or damage to any personal property in which Contractor holds title.

13. EXECUTION IN COUNTERPARTS

This Agreement may be signed by faxed or electronic signature, which will be deemed to be an original signature. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall be deemed to constitute one and the same instrument.

ATTEST:

  
Brenda Younger, City Clerk



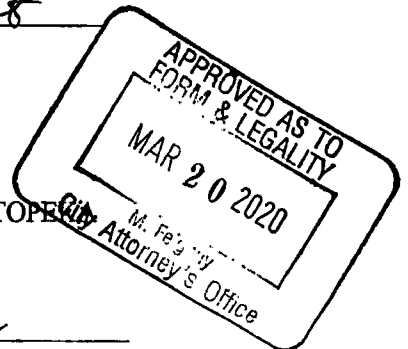
CITY OF TOPEKA, KANSAS

  
Brent Trout, City Manager

UNITED WAY OF GREATER TOPEKA

  
Authorized Agent

APPROVED AS TO FORM AND LEGALITY	
DATE _____	BY _____





THE CITY OF

# TOPEKA

A CAPITAL CITY GOVERNMENT. WORKING FOR YOU

## Event # 2076-0

**Name:** Social Services Grant Program Administration

**Reference:** Social Services Grant Program Administration

**Description:** The City of Topeka is seeking to enter into a contractual relationship with a qualifying entity to provide complete administrative oversight of the City's Social Services Grant Program.

**Buyer:** Ann Decoteau

**Status:** Pending award

**Event Type:** RFP

**Currency:** USD

**Category:** PROFESSIONAL SERVICES

**Sub Category:** OTHER

**Sealed Bid:** Yes

**Respond To All Lines:** No

**Q & A Allowed:** Yes

**Number Of Amendments:** 0

### Event Dates

**Preview:**

**Q & A Open:** 02/05/2020 02:01:00 PM

**Open:** 02/05/2020 02:00:00 PM

**Q & A Close:** 02/17/2020 02:00:00 PM

**Close:** 02/20/2020 02:00:00 PM

**Dispute Close:**

## Terms And Conditions

### General

### Disclaimer

Disclaimer. The City of Topeka attempts to maintain continuous access to the supplier portal. However, from time to time, access may be interrupted or prevented due to maintenance, site problems, Internet problems, or problems experienced by the user due to the user's computer system. The City makes no warranties that the supplier portal will be uninterrupted or error-free. Regardless of the source of any problem, it is the user's responsibility to ensure that its bid is timely received. Because of the discrepancies inherent in timing mechanisms (e.g. cell phone, computers, mobile devices), the bid time will be determined based upon the time indicated on the City server for the Strategic Sourcing application. If the user does not submit its bid at or before the time indicated on the City server for the Strategic Sourcing application, the bid will be electronically rejected by the Strategic Sourcing application as untimely.

The City shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses resulting from: (i) the use or the inability to use the supplier portal; (ii) unauthorized access to or alteration of the user's transmissions or data; or (iii) any other matter relating to the supplier portal.



# Event # 2076-0: Social Services Grant Program Administration

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Amendments to Bids: To ensure maximum access opportunities for users, events/solicitations shall typically be posted for a minimum of ten (10) days and no amendments shall typically be made within the last three days before the event/solicitation is due. Bidders/vendors are cautioned that the competitive nature of their offers could be affected if their submission does not include all amendments. For this reason bidders/vendors are advised to revisit all solicitations to which they intend to respond three (3) days prior to the due date. It is the bidder's/vendor's responsibility to check the website from time to time for updates to events/solicitations and to pick up additional addenda and information.

## Standard Terms and Conditions

### Contractor's Statement of Agreement

#### Contractor's Statement of Agreement

The City of Topeka, Kansas requires that all contracts of the City and its agencies include specific provisions to ensure equal employment opportunity and that all contractors provide evidence of the adoption of an affirmative action program. To comply with these requirements, all persons wishing to enter into a contract with the City shall complete and sign this agreement.

The contractor agrees to:

1. Comply with K.S.A. 44-1030 requiring that:

(A) The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability unrelated to such person's ability to engage in the particular work, national origin or ancestry;

(B) In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the Contracts and Procurement Division;

(C) If the contractor fails to comply with the manner in which the contractor reports to the Contracts and Procurement Division in accordance with the provisions of K.S.A. 44-1031, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency;

(D) If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Contracts and Procurement Division which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency; and

(E) The contractor shall include the provisions of paragraphs (A) through (D) in every sub-contract or purchase order so that such provisions will be binding upon such sub-contractor or vendor.

2. Guarantee that during the performance of any City contractor agreement the contractor, sub-contractor, vendor, or supplier of the City shall comply with all provisions of the Civil Rights Act of 1866 as amended, Civil Rights Act of 1964 as amended, Equal Employment Opportunity Act of 1972 as amended, Executive Order 11246, Age Discrimination in Employment Act of 1967 as amended, Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973 as amended, Equal Pay Act of 1963 and City of Topeka Ordinance No. 16889 and any regulations or amendments thereto.

3. Submit to the Contracts and Procurement Division a written affirmative action program, a certificate of compliance or such other certificate as is acceptable to the Contracts and Procurement Division which is evidence of the adoption of an affirmative action program.

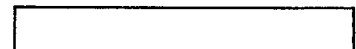
The contractor agrees to maintain a current and accurate plan on file with the Contracts and Procurement Division and shall update the plan as needed.

Company Name \_\_\_\_\_ Company Address \_\_\_\_\_

March 5, 2020

1:01:00 PM

Page 2



# Event # 2076-0: Social Services Grant Program Administration

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Signature and TitleDate

Revised 01-10-01

## **Contractual Provision Attachment**

City of Topeka  
Financial Services Department  
Purchasing Division (Rev. 03-10)

### **CONTRACTUAL PROVISIONS ATTACHMENT**

#### **1. TERMS HEREIN CONTROLLING PROVISIONS**

It is expressly agreed that the terms of each and every provision in this Attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.

#### **2. AGREEMENT WITH KANSAS LAW**

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

#### **3. TERMINATION DUE TO LACK OF FUNDING**

If, in the judgment of the City Manager, sufficient funds will not be available to continue the functions performed in this agreement and for the payment of the charges hereunder, City may terminate this agreement at the end of its current and any succeeding fiscal year. City agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided City under the contract. City will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by City, title to any such equipment shall revert to contractor at the end of City's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the City or the contractor.

#### **4. DISCLAIMER OF LIABILITY**

Neither the City of Topeka nor any departments or divisions thereof shall hold harmless or indemnify any Contractor.

#### **5. ANTI-DISCRIMINATION CLAUSE**

The contractor agrees: (a) to comply with all federal, state, and local laws and ordinances prohibiting unlawful discrimination and to not unlawfully discriminate against any person because of race, religion, creed, color, age, gender, disability or nationality in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer;" and (c) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor. The contractor understands and agrees that the failure to comply with the requirements of this paragraph may constitute a breach of contract, and the contract may be cancelled, terminated or suspended, in whole or in part by the City of Topeka.

#### **6. ACCEPTANCE OF CONTRACT**

This contract shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.

#### **7. ARBITRATION, DAMAGES, WARRANTIES**

Notwithstanding and language to the contrary, no interpretation shall be allowed to find the City or any department or division thereof subject to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the City of Topeka shall not be subject to attorney fees or late payment charges, and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

#### **8. REPRESENTATIVE'S AUTHORITY TO CONTRACT**

By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

March 5, 2020

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1:01:00 PM

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# Event # 2076-0: Social Services Grant Program Administration

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## 9. RESPONSIBILITY FOR TAXES

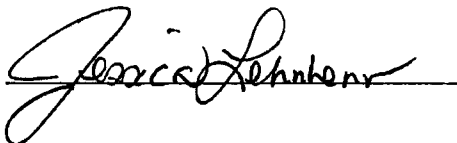
The City of Topeka shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

## 10. INSURANCE

The City of Topeka shall not be required to purchase any insurance against loss or damage to any personal property to which this contract relates. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-61.01 et seq.), and the claims provisions of the Code of the City of Topeka (Section 3.35.010 et seq.), the contractor shall bear the risk of any loss or damage to any personal property in which the contractor holds title.

CONTRACTOR:

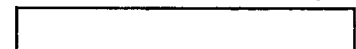
AUTHORIZED SIGNATURE:



## RFP Terms and Conditions

REQUEST FOR PROPOSAL (RFP)  
STANDARD TERMS AND CONDITIONS

1. READ ALL STANDARD TERMS AND CONDITIONS, SPECIAL TERMS AND CONDITIONS AND THE SCOPE OF WORK CAREFULLY. Failure to abide by all the conditions of this request may result in the rejection of a proposal. Inquiries about this request must be addressed during the open question and answer period. Proposals including attachments (proposal, drawings, photographs, etc.) shall be submitted through the City's online bidding portal.
2. SINGLE POINT OF CONTACT: The single point of contact for all inquiries, questions or requests shall be buyer or their designee initiating this RFP. All phone calls shall be directed to the buyer. No communication is to be had with any other City employee while the bidding event is open and until a contract and/or purchase order is awarded/issued. Bidders may have contact with other City employees during negotiations, contract signing or as otherwise specified in the RFP.
3. NEGOTIATED PROCUREMENT: The City reserves the right to negotiate this proposal. Final evaluation and award is made by the Negotiation Committee or their designees, which consists of the following:  
Financial Services Director  
Contracts & Procurement Director  
Director of Requesting Department
4. APPEARANCE BEFORE COMMITTEE: Any, all or no bidders may be required to appear before the Committee to explain their understanding and approach to questions from the Committee concerning the proposal; or, the Committee may award to the low bidder without conducting negotiations. The Committee reserves the right to request additional information from bidders as needed.  
Bidders selected to participate in negotiations will be given an opportunity to submit a best and final offer to the Committee. Prior to the specified cut-off time for best and final offers, bidders may submit revisions to their technical and cost proposals. Meetings before the Committee are not subject to the Open Meetings Act. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut-off time will be considered as part of the bidder's best and final offer. No additional revisions shall be made after the specified cut-off time unless requested by the Committee.
5. QUESTIONS/ADDENDA: It shall be the bidder's responsibility to monitor the City's bidding portal for answers to questions and any addenda issued that may alter or change the scope of the request.  
Failure to notify the buyer of any conflicts or ambiguities in this request may result in items being resolved in the best interest of the City. Any and all binding modifications to this request shall be made by Addendum.
6. PRE-PROPOSAL CONFERENCE: All Pre-Proposal Conferences will be scheduled (if so noted) through the meetings section of the City's online bidding portal. Attendance is typically not mandatory, but is strongly encouraged. All questions shall be submitted during the open questions period section of the City's online bidding portal. At the Pre-Proposal Conference impromptu questions will be permitted and spontaneous unofficial answers will be provided, when possible. However, bidders should clearly understand that the only official answer or position of the City will be by written amendment.
7. COST OF PREPARING PROPOSAL: The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract and other costs associated with this request. All responses will become the property of the City of Topeka and are subject to the Kansas Open Records Act subsequent to the signing of a contract, purchase order issuance or rejection of all





## Event # 2076-0: Social Services Grant Program Administration

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bids/responses.

**8.EVALUATION OF PROPOSALS:** Award shall be made through qualification based selection in the best interest of the City as determined by the Negotiating Committee. Consideration will focus on, but is not limited to:

- Response format as required by this request;
- Adequacy and completeness of proposal;
- Bidder's understanding of the project/scope of work/services;
- Compliance with the terms and conditions of the request;
- Experience in providing like services;
- Qualified staff;
- Cost Bidders are cautioned not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations.

**9.ACCEPTANCE OR REJECTION:** The City reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify criteria in the request; and unless otherwise specified, to accept any item in a proposal.

**10.CONTRACT:** The successful bidder will be required to enter into a written contract with the City. The successful bidder agrees to accept the Contractual Provisions Attachment and the Contractor's Statement of Agreement which are incorporated into all City contracts.

**11.CONTRACT DOCUMENTS:** This request and any amendments and the bidder's response and any amendments shall be incorporated along with the Contractual Provisions Attachment and Contractor's Statement of Agreement into the written contract which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order shall govern:

- Contractual Provisions Attachment and Contractor's Statement of Agreement;
- Written modifications to the executed contract;
- Written contract signed by the parties;
- This Request including any and all addenda, and;
- Contractor's proposal submitted in response to this Request as finalized.

**12.CONTRACT FORMATION:** No contract shall be considered to have been entered into by the City until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful vendor(s).

**13.OPEN RECORDS ACT:** All proposals become the property of the City of Topeka. Kansas law requires all information contained in proposals to become open for public review (with certain exceptions available under the Act) once a contract is signed or all proposals rejected.

**14.FEDERAL, STATE AND LOCAL TAXES - GOVERNMENTAL ENTITY:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Request. The City of Topeka is exempt from state sales or use taxes and federal excise taxes. These taxes shall not be included in the bidder's price quotations.

**15.SUSPENSION FROM BIDDING:** Any vendor who defaults on delivery as defined in this Request may, at the discretion of the Contracts & Procurement Director, be barred from bidding or receiving an award on any subsequent Request for a period of time to be determined by the Director.

**16.INSURANCE:** The City shall not be required to purchase any insurance against loss or damage to any personal property nor shall the City establish a "self insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any personal property.

**17.CASH BASIS AND BUDGET LAWS:** All contracts entered into by the City of Topeka are subject to the State of Kansas Cash Basis and Budget laws. Any obligation incurred as a result of the issuance of the contract or purchase order binds the City only to the extent that cash is available at the time payment is required. Furthermore, any contract that extends beyond the City's current fiscal year does not create an indebtedness or obligation for the subsequent fiscal year, and the City reserves the right to cancel any contract until the first date of the subsequent fiscal year.

### GENERAL PROVISIONS

#### 1.TERM OF CONTRACT

**2.INSPECTION:** The City reserves the right to reject, on arrival at destination, any items that do not conform to the specifications of this request.

**3.TERMINATION FOR CAUSE:** The Contracts & Procurement Director may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

- The Contractor fails to make delivery of goods or services as specified in this contract; or
- The Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.

The Contracts & Procurement Director shall provide Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as City may authorize in writing), the Contracts & Procurement Director shall issue the Contractor an order to stop work immediately. Receipt



## Event # 2076-0: Social Services Grant Program Administration

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of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

**4.TERMINATION FOR CONVENIENCE:** The Contracts & Procurement may terminate performance of work under this contract in whole or in part whenever, for any reason, the Director of Contracts & Procurement shall determine that the termination is in the best interest of the City. In the event that the Contracts & Procurement Director elects to terminate this contract pursuant to this provision, It shall provide the Contractor written notice at least thirty (30) days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may not have been terminated by the notice.

**5.NOTICES:** All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be in writing and shall be made by personal delivery or sent by United States certified mail, postage prepaid, return receipt requested or by overnight delivery, prepaid, addressed as follows:

Contracts & Procurement Director  
City of Topeka  
Contracts & Procurement Division  
215 SE 7th Street, Room 60  
Topeka, KS 66603

or to any other persons or addresses as may be designated by notice from one party to the other.

**6.RIGHTS AND REMEDIES:** If this contract is terminated, the City, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to the City in the manner and to the extent directed, any completed materials. The City shall be obligated only for those services and materials rendered and accepted prior to date of termination.

Subject to proof of market price, the measure of damages for non-delivery or repudiation by the Contractor shall be the difference between the market price at the time when the City learned of the breach and contract price together with any incidental and consequential damages less expenses saved in consequence of the Contractor's breach. Market price shall be determined as of the place for tender or, in cases of rejection after arrival or revocation of acceptance, as of the place of arrival.

If it is determined, after notice of termination for cause, that Contractor's failure was due to causes beyond the control of or negligence of the Contractor, the termination shall be a termination in the best interest of the City. In the event of termination, the Contractor shall receive payment pro-rated for that portion of the contract period services were provided to and/or goods were accepted by City subject to any offset by City for actual damages including loss of matching funds.

The rights and remedies of the City provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

**7.FORCE MAJEURE:** The Contractor shall not be liable if the failure to perform this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to Acts of Terrorism as defined under 6 CFR Part 25, freight embargoes, acts of nature, fires, quarantine and strikes other than by Contractor's employees.

**8.WAIVER:** Waiver of any breach of the provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by City shall not constitute a waiver.

**9.OWNERSHIP:** All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by the Contractor under this contract shall be owned by the using department. The Contractor may not release any materials without the written approval of the using department.

**10.INDEPENDENT CONTRACTOR:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint venture or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation and social security as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

**11.STAFF QUALIFICATIONS:** The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the proposal specifications may result in termination of this contract and/or damages.

**12.CONFLICT OF INTEREST:** The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional person who are also in the employ of the City and who are providing services involving this contract or services similar in nature to the scope of this contract to the City. Furthermore, the Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any City employee who has participated in the making of this contract until at least one year after his/her termination of employment with the City.

**13.CONFIDENTIALITY:** The Contractor may have access to private or confidential data maintained by City to the extent necessary to carry out its responsibilities under this contract. Contractor must comply with all the requirements of the Kansas Open Records Act in providing services under this contract. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party except as authorized by statute, either during the period of the contract or thereafter. Contractor must agree to return any or all data furnished by the City promptly at the request of City in whatever form, it is maintained by the contractor. Upon the termination or expiration of this contract,



## Event # 2076-0: Social Services Grant Program Administration

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contractor will not use any such data or any material derived from the data for any purpose and, where so instructed by City, will destroy or render it unreadable.

**14.REVIEWS AND HEARINGS:** The Contractor agrees to advise the Contracts & Procurement Director of all complaints of recipients made known to the Contractor and refer all appeals or fair hearing requests to the Contracts & Procurement Director. The City has the discretion to require the Contractor to participate in any review, appeal, fair hearing or litigation involving issues related to this contract.

**15.NONDISCRIMINATION AND WORKPLACE SAFETY:** The Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules and regulations may result in termination of this contract.

**16.ENVIRONMENTAL PROTECTION:** The Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws, rule or regulations may result in termination of this contract.

**17.HOLD HARMLESS:** The Contractor shall indemnify the City against any and all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

The City shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in Contractor's custody and control, where such loss or destruction is to City property. The Contractor shall do nothing to prejudice the City's right to recover against third parties for any loss, destruction or damage to City property.

**18.CARE OF CITY PROPERTY:** The Contractor shall be responsible for the proper care and custody of any city-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse City for such property's loss or damage caused by Contractor, normal wear and tear excepted.

**19.PROHIBITION OF GRATUITIES:** Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any City employee at any time.

**20.RETENTION OF RECORDS:** Unless the City specifies in writing a shorter period of time, the Contractor agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of the contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of the using department; independent auditors acting on behalf of the City and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post-contract period. Delivery of and access to the records shall be at no cost to the City.

**21.FEDERAL, STATE AND LOCAL TAXES:** The City makes no representation as the exemption from liability of any tax imposed by any governmental entity on the Contractor.

**22.ANTITRUST:** The Contractor assigns to the City all of its rights to and interests in any causes of action it has or may acquire under the antitrust laws of the United States and the State of Kansas relating to the particular product or services purchased or acquired by the City pursuant to this contract.

**23.MODIFICATION:** This contract shall be modified only by written agreement of the parties. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

**24.ASSIGNMENT:** The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the City which consent shall not be unreasonably withheld or delayed.

This contract shall immediately terminate in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the City.

**25.THIRD PARTY BENEFICIARIES:** This contract shall be construed as providing an enforceable right to any third party.

**26.CAPTIONS:** The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

**27.SEVERABILITY:** If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

**28.GOVERNING LAW:** This contract shall be governed by the laws of the State of Kansas and shall be deemed executed at Topeka, Shawnee County, Kansas.

**29.JURISDICTION:** The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas, District Court of Shawnee County. The United States District Court for the State of Kansas sitting in Topeka, Shawnee County, Kansas, shall be the venue for any federal action or proceeding arising hereunder in which the City is a party.

**30.MANDATORY PROVISIONS:** The provisions found in the Contractual Provisions Attachment, which is attached, are incorporated by reference and made a part of this contract.

**31.INTEGRATION:** This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject



## Event # 2076-0: Social Services Grant Program Administration

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matter hereof. This contract between the parties shall be independent of and have no effect on any other contracts of either party.  
32.VOLUME REPORTING: The City may request that Contractor submit upon request all acquisitions made by the City from this contract. At a minimum the report should state the department name, quantity, description and amount.

33.CRIMINAL OR CIVIL OFFENSE OF AN INDIVIDUAL OR ENTITY THAT CONTROLS A COMPANY OR ORGANIZATION OR WILL PERFORM WORK UNDER THIS CONTRACT: Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a City contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

### RFP Special Provisions

#### SPECIAL PROVISIONS

Proposal Format: The following information shall be part of the technical proposal: Vendors are instructed to prepare their Technical Proposal following the same sequence as this section of the Request For Proposal.

(1)Transmittal letter which includes the following statements:

(a)That the vendor is the prime contractor and identifying all subcontractors

(b)That the vendor is a corporation or other legal entity

(c)That no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal

(d)That the vendor does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability

(e)That no cost or pricing information has been included in the transmittal letter or the Technical Proposal. Pricing information, if requested, shall be uploaded as separately named electronic file.

(f)That the vendor presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict

(g)That the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;

(h)Whether there is a reasonable probability that the vendor is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the vendor which would relate to the performance of this contract. If the statement is in the affirmative, the vendor is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the City and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the vendor will obtain a similar certification and authorization and failure to do so will constitute grounds for termination of the contract at the option of the City

(i)Vendor agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the Request, contract or modification shall be accompanied by reductions in City payments to contractor and

(j)That the vendor has not been retained, nor has it retained a person to solicit or secure a City contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the vendor for the purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

Vendor's Qualifications: The vendor must include a discussion of the vendor's corporation and each subcontractor if any. The discussion shall include the following:

(a)Date established

(b)Ownership (public, partnership, subsidiary, etc.)

(c)Number of personnel, full and part time, assigned to this project by function and job title

(d)Data processing resources and the extent they are dedicated to other matters

(e)Location of the project within the vendor's organization

(f)Relationship of the project and other lines of business and

(g)Organizational chart



# Event # 2076-0: Social Services Grant Program Administration

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The contractor shall be the sole source of contact for the contract. The City will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

A description of the vendor's qualifications and experience providing the requested or similar service including resumes of personnel assigned to the project stating their education and work experience. The vendor must be an established firm recognized for its capacity to perform. The vendor must be capable of mobilizing sufficient personnel to meet the deadlines specified in the Request.

A timeline for implementing services.

Payment: To be negotiated.

## Insurance Requirements Page

### INSURANCE REQUIREMENTS

**WORKERS COMPENSATION:** Contractor's, when required by law must maintain in effect throughout the life of this contract, Workers Compensation Insurance to cover the contractor's employees, in full limits as required by statute.

**INSURANCE RESPONSIBILITY & LIABILITY:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any of its departments, officers or employees responsible for loss or damage to persons or property as a result of the contractor's actions.

#### CONTRACTOR SHALL MAINTAIN MINIMUM COVERAGE AS FOLLOWS:

**Commercial General Liability:**

Per Occurrence \$1,000,000

General Aggregate \$2,000,000

Products & Completed Operations Coverage Aggregate \$2,000,000

Property Damage per occurrence \$100,000

**Automobile Liability**

Combined Single Limit for Bodily Injury and Property Damage Aggregate \$500,000

**CERTIFICATES OF INSURANCE:** Certificates of Insurance should be issued immediately after the Contractor received notification of award and prior to the notice to proceed. The Contractor must not commence any work under this Contract until Purchase Orders are issued by the City of Topeka.

**NAMED INSURED:** The City of Topeka shall be named as an additional insured party on the Certificate of Liability Insurance.

**NOTIFICATION OF ALTERATION OR MATERIAL CHANGE OR CANCELLATION:** A minimum of ten (10) days written notification must be given by an insurer or any alteration, material change, or cancellation affecting any certificates or policies of insurance as required under this Contract. Such required notification must be sent via Registered or Certified Mail to the address below:

City of Topeka  
Contracts & Procurement Division  
215 SE 7th Street, Room 60  
Topeka, KS 66603

## Attachments

# Event # 2076-0: Social Services Grant Program Administration

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Attachment

Event 2076 Social Services Grant Program Administration RFP Scope of Work.pdf

<b>Commodity Codes</b>
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Commodity Code	Description
918	CONSULTING SERVICES

<b>Line Details</b>
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## Line 1: RFP Social Services Grant Program Administration

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**Description:** The City of Topeka is seeking to enter into a contractual relationship with a qualifying entity to provide complete administrative oversight of the City's Social Services Grant Program. Enter 1.00 in unit price and quantity, and use SUBMIT to submit your technical proposal and pricing proposal.

**Item:** OUTSOURCING SOCIAL SERVICES RFP Social Services Program

**Commodity Code:** 918 CONSULTING SERVICES

**Quantity:** 1.000 **UOM:** EA

**Requested Delivery Date:** 01/31/2021

**Require Response:** No

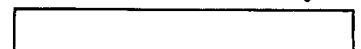
**Price Breaks Allowed:** No

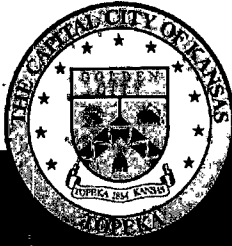
**Alternate Items Allowed:** No

**Add On Charges Allowed:** No

### Line 1 Distributions

Event Company	Dist Company	Acct Unit	Account	Percent
1	1	7007171105	53400	100.000%





# CITY OF TOPEKA

Division of Contracts & Procurement  
215 SE 7<sup>th</sup> Street, Room 60  
Topeka, KS 66603

P: (785) 368-3749  
F: (785) 368-4499

## Social Service Grant Program Administration Event 2076

### Scope of Services

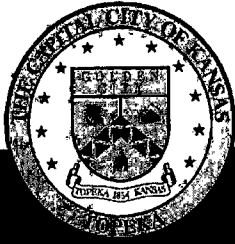
The City of Topeka is seeking to enter into a contractual relationship with a qualifying entity to provide complete administrative oversight of the City's Social Services Grant Program. Administration of this program shall include the following:

1. Provision of a grant process overview workshop to train organizations on the application process, and all of the requirements for the application(s);
2. Issuance of a Request for Proposal (RFP) for applications, including all of the required documents to be submitted;
3. Provide a system to receive applications and the required documents;
4. Review applications for eligibility;
5. Score applications according to the City's established scoring criteria;
6. Participate in an appeal process with the City Council's Social Services Grant Committee;
7. Notify successful applications of Social Services Grant Awards;
8. Collect and verify the accuracy of quarterly and annual report;
9. Provide the City's Department of Neighborhood Relations an invoice or statement of reimbursements to agencies;
10. The statement of reimbursements will service as verification to the City that the agencies have submitted required invoices and reports for the quarter;
11. Work in coordination with City staff to develop a system for reporting annually to the City on the previous year's funded programs; and
12. Provide an annual, audited statement of grant funding provided by the City and any other record(s) related to the Social Services Grant program as requested by the City. This includes a visit by City Staff to monitor and ensuring all requirements for the program are being met.

The monitoring of completed outputs and outcomes, both quarterly and annually, and the demographic reports are to be done by the contracted vendor to approve requests for reimbursement by the grant awarded entities. The creation of the Purchase Order(s) will be done upon making the awards.

More information pertaining to the Department of Neighborhood Relations and the Social Service Grant Administration RFP can be found at: <https://www.topeka.org/neighborhoodrelations/housing-services/social-services/>.

Interested parties shall submit a technical proposal and a pricing proposal via the City's online e-Procurement Portal. Interested parties must register in order to submit a proposal at: <https://cotprod-lm01.cloud.infor.com/lmscm/SourcingSupplier/controller.servlet?dataarea=lmscm&context.session.key.SupplierGroup=COT>.



# CITY OF TOPEKA

Division of Contracts & Procurement  
215 SE 7<sup>th</sup> Street, Room 60  
Topeka, KS 66603

P: (785) 368-3749  
F: (785) 368-4499

Pricing shall be a fixed fee, lump sum, not to exceed amount for one contract year.

The City hopes to have a contract established before the end of March 2020. Contract may be renewed under the same terms, conditions, and pricing for up to four (4) additional one (1) year periods by written agreement of the parties.

Social Services Grant applications must be available on the contractor's website and will also be available on the City's website.

Qualified parties will have five (5) or more years of experience in grant administration and management, and have experience in and an understanding of outputs and outcomes based grant writing and administration.



## ATTACHMENT B



United Way  
of Greater Topeka

February 10, 2020

City of Topeka  
Division of Contracts & Procurement  
215 SE 7<sup>th</sup> St  
Topeka, KS 66603

To Whom it May Concern,

Enclosed is United Way of Greater Topeka's response to the City of Topeka's Request for Proposal, event number 2076, issued on February 5, 2020 for Social Service Grant Administration.

As requested, the following special provisions have/will be met by UWGT.

- UWGT will be the prime contractor for the grant administration. No subcontractors will be used.
- UWGT is a 501(c)(3).
- No attempt has been made or will be made to induce any other person or firm to submit or not submit a proposal.
- UWGT does not discriminate in employment practices with regard to race, color, religion, age, sex, marital status, political affiliation, national origin or disability.
- UWGT has no interest, direct or indirect, which would conflict with the performance of services under this contract and will not employ, in the performance of this contract, any person having a conflict.
- The person signing the proposal is UWGT's CEO/President, who is authorized to make decisions as to pricing quoted and has not participated in any action contrary to the above statements.
- UWGT will not be associated with any parent, affiliate or subsidiary organization in supplying any of the Social Service Grant Administration.
- UWGT agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in this request, contract or modification shall be accompanied by reduction in City payments to contractor.
- UWGT has not been retained, nor has it retained a person to solicit or secure a City contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees.

We understand the issuance, funding determinations, and ongoing management of grantees is a complex process and of great importance. We would love the opportunity to work with the City of Topeka in providing this important service to our community.

I truly appreciate your time and consideration of this technical proposal. I am happy to answer any further questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Jessica Lehnerr".

Jessica Lehnerr  
CEO/President

GIVE. ADVOCATE. VOLUNTEER.  
**LIVE UNITED.**<sup>TM</sup>

United Way of Greater Topeka  
1527 SW Fairlawn Road  
Topeka, Kansas 66604  
785.228.5112

# **UNITED WAY OF GREATER TOPEKA**

## **TECHNICAL PROPOSAL FOR SOCIAL SERVICE GRANT PROGRAM ADMINISTRATION**

### **EXECUTIVE SUMMARY**

United Way of Greater Topeka is pleased to submit this technical proposal for services to support the City of Topeka's Social Services Grant Program. UWGT has a long history of offering and managing social service grants in Shawnee, Jackson, and Jefferson Counties. UWGT has issued over 80 RFP's since 2012, facilitated more than 80 investment panels to determine allocation of grant dollars, and monitored and gathered hundreds of quarterly and annual reports to monitor grantee progress, problem-solve and ensure fiscal accuracy. Through our competitive grant process, UWGT has invested \$12,829,113 donor and grant dollars into the community since 2012. We have a proven, trusted grant process that engages the community in funding needed social programs and provides sound financial and outcome monitoring.

### **Vendor Qualifications**

For more than 90 years, UWGT has brought together people, companies and nonprofits to create positive sustainable change. We collaborate to solve issues no single donor, charity or government agency can handle alone. Our focus is to create a more vital, stable and livable community. UWGT is a local, autonomous, non-profit organization governed by a local volunteer board of directors. UWGT is a 501 (c) (3).

Through the years, the community's needs have evolved and so has our work. Based on community input, we focus on high-impact areas where donor dollars can make the biggest difference and demonstrate measurable results. Investment decisions are made by volunteers from the community through a competitive grant process. Volunteer-led grant review committees meet to review submitted proposals aimed at achieving our identified community impact goals. Proposals showing the greatest ability to meet the goals and have identified outcomes and plans to measure effectiveness are awarded

grants. United Way staff and board members have no influence over which proposals receive funding. Since moving to this investment model and grant process in 2012, UWGT has invested more than \$12 million back into the community through more than 80 investment panels.

UWGT's grant process is well regarded throughout the community by both funded and nonfunded agencies. UWGT is often asked to provide guidance and training for other nonprofits wanting to issue RFPs and trainings about how to write effective proposals. Our investment panel volunteers leave feeling positive about their experiences and the decisions that are made, even when those decisions are difficult.

The administration of the City of Topeka's Social Services grant program will be assigned to six individuals within our organization. Resumés for all involved staff are presented in **Appendix A**. The CEO, Jessica Lehnerr will oversee the grant program in its entirety. The Vice President of Community Impact, Brett Martin, will provide direct supervision of staff performing various duties and will be the neutral facilitator for the funding recommendation panels. Director of Community Impact Juliet McDiffett will assist in training the partner organizations on the grant application process, be the point of contact for applicant questions, review all quarterly reports, create reports for the City of Topeka for each program, and assist with investment panels. Senior Director of Applications Joyce Katzer will build the RFP's in the grant management system, e-CImpact, and provide overall guidance and support for any needs within the system. Director of Volunteer Engagement Jessica Barraclough will recruit, screen and train all volunteers who are a part of the scoring and funding recommendation panel. Administrative Assistant, Nancy Muller will schedule all meetings, provide necessary invoices to the City of Topeka and assist the Director of Community Impact in preparing quarterly reports. **Appendix B** is the UWGT organization chart.

UWGT utilizes the same grant management system, e-CImpact, as the City of Topeka. Two members of the project team have extensive experience with e-CImpact, using it in their daily UWGT job duties, and Joyce Katzer also has extensive formal training in e-CImpact. Joyce also has extensive experience building RFP's, quarterly reports and problem-solving issues that may arise with applicants in applying for grants or

submitting quarterly reports. Our current e-CImpact system has the capacity to manage all City of Topeka grant applicants and keep them separate from UWGT partner agencies.

All services will be performed at the United Way of Greater Topeka office, 1527 SW Fairlawn Rd Topeka, KS 66604.

### **Technical Background**

UWGT's proven grant-making process will bring consistency, trust and efficiencies to everyone in the community. UWGT will address the following needs by administration of the Social Service Grants.

- Need #1: Serve as a trusted vendor that will ensure the City of Topeka's social services grant dollars are invested in proven and trusted nonprofit organizations and that those grant dollars are deployed as intended.
- Need #2: Provide continuity for grant applicants who have applied for City funding for several years using e-CImpact.
- Need #3: Reduce the City of Topeka's workload for employees that allows them to focus their time on other important needs.
- Need #4: Improve community's perception of and confidence in the current social services grant process.

### **Technical Approach**

The following technical approach outlines our approach to three facets of the job being bid: (1) administering the grant proposal process, (2) scoring & funding recommendation process for the City of Topeka's Social Service Funds and (3) ongoing management of grantees.

#### **Objective #1: Implement the UWGT Request for Proposal (RFP) process.**

UWGT will use the same competitive process for the City Social Service Grants as we do for our own grants.

- Task #1: Build RFP in e-CImpact (grant database system)

- Task #2: Issue RFP for applications.
- Task #3: Train organizations on the application process and all requirements of the application. **Appendix C** is an example of the proposed training agenda.
- Task #4: Open grant application through e-CImpact for applicants to apply.
- Task #5: Review applications for required documents.

**Objective #2: Utilize UWGT Investment Panel Process.**

UWGT has facilitated more than 80 investment panels to determine grant funding in the areas of Basic Needs, Early Education, On-Grade Achievement, Financial Stability and Health. UWGT provides comprehensive training to community volunteers on how to review and score each application, in addition to clarifying the expectations for panel procedures. **UWGT’s process for the City of Topeka Social Service Grants will be amended to use the City’s existing scoring system and criteria.** During the panel process, volunteers are led through a highly structured facilitated process where each volunteer is asked to share positives and negatives of each application. Volunteers are then given the combined scores of each applicant based on their evaluations completed in e-CImpact. Using a proven consensus building tool, the volunteers determine the allocation of funds for each grant. **Appendix D** describes the process for five-finger consensus.

- Task #1 Recruit volunteer panelists who will make scoring and funding recommendations. **Appendix E** contains the proposed requirements for volunteer panelists for the City of Topeka’s Social Service Grants.
- Task #2 Train volunteers on the scoring and funding recommendation process. **Appendix F** is an example of the volunteer investment training agenda. **Appendix G** is an example of UWGT’s volunteer handbook that can be adopted for the City of Topeka’s needs. All volunteers are required to sign confidentiality agreements and conflict of interest documents before being allowed to review proposals.
- Task #3 Open e-CImpact for volunteers to start reviewing applications.
- Task #4 Facilitate investment panel for Emergency Assistant applicants.
- Task #5 Facilitate investment panel for Preventive/Counseling applicants.

- Task #6 Notify the City of Topeka's dedicated staff person of the scoring and funding recommendations.
- Task #7 Attend the appeal process with the City Council's Social Services Grant Committee.
- Task #8 Notify applicants of grant decisions.

**Objective #3: Oversee Grantees.**

UWGT will work with the City of Topeka to determine the information they wish to review on a quarterly and annual basis. **Appendix H** is the type of information that could be provided on a quarterly basis for each grantee. **Appendix I** is another example of information that could be reported quarterly or annually.

- Task #1 Open e-CImpact for quarterly grant reports.
- Task #2 Review quarterly reports for missing information and contact agencies if additional information is required or reports are missing.
- Task #3 Prepare quarterly reports for City of Topeka.
- Task #4 Invoice the City of Topeka for payment to grantees.
- Task #5 At end of year, compile all quarterly reports for a year-end report to the City of Topeka.
- Task #6 Arrange for year-end audit with the City of Topeka.

**Proposed Timeline**

Description	Start Date	End Date
Build RFP	Early March	Mid-April
Press Release	Mid-April	
Agency Training/RFP Release	Early May	
Recruit Volunteer for Panels	Early May	Early July
Proposals Due	Early June	
Internal Reviews of Submitted Proposals	Late June	Early June
Train Volunteers for Panels	Early July	Early July
e-CImpact open to Panel Volunteers	Mid July	Early/Mid-August
Panels	Late August	Early September

Denial/Approval emails to Agencies	Early October	
Contacts developed/signed	October-December	
Grant Begins	January	
Quarterly Reports	April 1/July 1/Oct. 1	April 15/July 15/Oct. 15
Reports due to City	Once report is submitted	Mid-May/Mid-Aug/Mid-Nov.
End of Year Report	January 1	January 15
EOY Report to City	Once report is submitted	Mid-Late January

**Anticipated Benefits**

United Way would bring experienced staff, proven procedures and ongoing relationships with the local nonprofit community to the City Social Service Grant program. We can absorb this work immediately, without extensive training and provide a seamless transition for grant applicants. We use the same grant management system as the City, so applicants will not have to learn a new one. Many of the current City grantees are also United Way grantees and are familiar with our investment and reporting processes.

Our investment panels use trained volunteers to arrive at consensus for funding decisions, giving more assurance to the community that those decisions are unbiased and based on proven programs. City of Topeka residents will be making the decisions and will have equal opportunity to participate in the decision-making process.

Reporting for these grantees is on a different fiscal schedule than UWGT's, allowing our staff the time needed to efficiently and effectively prepare quarterly and annual reports.

## APPENDIX A

JESSICA LEHNHERR, MSW, LSCSW  
4424 SW Legacy Ln, Topeka, KS 66610  
(785) 249-3938  
[Jessicalehnherr@yahoo.com](mailto:Jessicalehnherr@yahoo.com)

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### PROFESSIONAL HIGHLIGHTS

- Over 15 years of management experience emphasizing a collaborative yet decisive style.
- Increased staff productivity to better meet the needs of clients while generating additional revenue.
- Managed annual budget and lead team to exceed organizational goals.
- Organized training events to promote team cohesion and staff/volunteer morale.
- Successfully wrote proposals and developed new programs to better meet consumer needs and agency needs.

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### PROFESSIONAL EXPERIENCE

**United Way of Greater Topeka**  
CEO/President

**August 2017 – Present**

- Provide management and administrative functions to ensure efficient operations and financial management of the agency.

**CASA of Shawnee County**  
Executive Director

**April 2015-July 2017**

- Provide management and administrative functions to ensure efficient operations and financial management of the agency.
- Board of Directors management including meeting coordination, recruitment, education, and reporting.
- Perform fundraising functions to generate revenue, including annual fundraising events, development of direct-mail appeals, grant writing and reporting, and donor cultivation and retention.
- Supervise and provide support to a staff of nine.

**Family Service & Guidance Center**  
Community Based Services Team Leader

**December 2008-April 2015**

- Supervised a staff of thirteen, involving training, work flow, conflict resolution, and reviewing processes within the department.
- Provided oversight of HCBS Waiver services for the purpose of assessing needs and delivering services.
- Completed clinical documentation (SED Home and Community Based Service waiver evaluations, admission assessments, progress reviews, and outcome measures).
- Ensured appropriate procedures, documentation, and service delivery is appropriate and within standards set by funding sources and the Center's Quality Improvement standards.



## APPENDIX A

- Provided clinical and outcome measurement trainings for staff.
- Worked collaboratively with community partners to ensure client needs are met.

### **St. Francis Community Services**

**August 2008-November 2008**

Family Preservation, In-Home Therapist

- Provided in-home therapy and family services.
- Assisted families in establishing a support network by utilizing family, kinship, and community resources.
- Provided 24/7 crisis intervention for referred families.

### **KVC Behavioral Healthcare**

**July 2005-July 2008**

Permanency Supervisor

- Monitored the overall case management services for children and families.
- Ensured implementation of program service plans and carrying out the goals and objectives of the permanency department.
- Supervised permanency and support staff, assessed work assignments and monitored completion of assignments.
- Ensured services were in compliance with all regulatory standards and contract terms.

Clinical Specialist Supervisor

- Supervised clinical specialist in several counties.
- Reviewed staff's assessments to check for accuracy, thoroughness, and quality work.

## Education

B.A. Degree in Psychology      May 2002  
Washburn University, Topeka, KS

MSW      May 2005  
Washburn University, Topeka, KS

Licensed Clinical Social Worker  
Obtained 2012

## APPENDIX A

# Brett J. Martin

1435 SW Boswell Ave. 785.249.9468 brettj.martin@gmail.com

**Executive leader with experience in community engagement, strategy development, and grant management in three-county area with skills in effective facilitation and communication, collective impact, and collaboration**

Executive Leadership • Operations Management • Community Engagement • Strategic Planning  
Collaboration • Facilitation • Budgets • Grant Management • Team Leadership

### Qualifications:

- Master's degree
- 4 years of executive leadership experience
- Multi-level strategy development
- Organizational and community facilitation experience

**United Way of Greater Topeka, Topeka, KS**  
***Vice President of Community Impact***

January 2016 - present

- Oversee the administration of more than \$4 million in grants across three counties
- Manage a team of staff and volunteers to develop community level strategies to achieve social change
- Lead cross-sector partner organizations to achieve collective impact in the community
- Develop budgets to achieve community impact and maintain fiscal responsibility
- Serve on community-wide networks addressing broad and diverse social, health, and economic issues

**NesbettTucker, Inc, Topeka, KS**  
***Director of Operations***

October 2014 – December 2015

- Oversaw operations for executive transportation service and online catalog store
- Provided attentive and professional customer service to clients
- Marketed new products to a diverse customer base through web-based platform
- Established aggressive product listing goals and work diligently to surpass them

**Cair Paravel Latin School, Topeka, KS**  
***Latin Teacher***

August 2003 – May 2014

- Designed and implemented a Latin curriculum for grades K-12 in a classical liberal arts school
- Led and organized student tours both domestic and international
- Developed and managed budgets of over \$10K for interactive, nationwide education-based school tours
- Provided leadership to various departments and participated in institutional strategic planning

## APPENDIX A

Hayden High School, Topeka, KS

April 2005 – May 2006

*Latin Teacher*

- Taught Latin Levels I-II to high school students
- Served as member of the school's foreign language department
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Education

Master of Education, Teacher Licensure, Secondary English, 2002

*Milligan College*, Milligan, TN

Master of Divinity, Church History and Historical Theology concentration, 2002

*Emmanuel Christian Seminary*, Johnson City, TN

Bachelor of Arts, English and Classical Antiquity, 1998

*University of Kansas*, Lawrence, KS

## APPENDIX A

Juliet McDiffett

3600 SE Colorado Ave \* Topeka, KS 66605 \* 785-817-4295 \* julietmcdiffett@gmail.com

### Qualifications

#### **United Way of Greater Topeka 04/16-Present**

##### *Director of Community Impact*

- Oversees and manages all related grants including budget, outcomes, and reporting;
- Complete monthly invoices for all impact grants, review, budget modification, etc.;
- Provide support and technical assistance to community partners to navigate the grant process;
- Works together with the Senior Director of Applications to collect data, generate reports and information about all UW impact initiatives, outcomes and activities;
- Reviews, develops, and/or recommends policy and procedure changes in existing invested programs and/or initiatives in light of changing conditions and in concert with community volunteers and staff input;
- Create processes and documents that support the executing of the contracts, e.g. reporting template and time line;
- Prepare contracts, Memorandums of Understanding (MOUs) related to each grant;
- Supports facilitation of investment panels and annual program reviews;
- Works together with Community Impact team to identify community development needs and activities around all impact areas;
- Utilizes, maintains, and updates UW databases as assigned;

#### **Prairie Band Potawatomi Early Childhood Education Center 10/12-08/15**

##### *Child Care Specialist*

- Supervisor of 5 employees
- Enrollment of children into the Child Care Center
- Maintain payments and deposits for Child Care Services on a weekly basis Interact with parents and community members daily
- Responsible for completing the CCDF (Child Care Development Fund) Grant & CACFP (Child Care & Adult Food Program) and implement and maintain it

#### **Prairie Band Potawatomi Early Childhood Education Center 8/01-10/12**

##### *Administrative Assistant*

- Design and implement most forms and documents utilized at the Child Care/Head Start Center
- Maintain confidential documentation for the Head Start and Child Care Family Information Assist the Director with the production of the center budgets on a yearly basis
- Knowledge in applying for federal grants funding and reporting of funds used

### Education

- Graduated from Holton High School in 1999
- Graduated from Highland Community College in May 2011 with an Associate of Arts Degree
- Graduated from Friends University in June 2014 with a Bachelor of Science in Organizational Management and Leadership of Business

## APPENDIX A

# Joyce Katzer

### Summary

My goal is to seek employment with an organization that can benefit from my experience in fundraising management with emphasis in accounting and database management. I am a highly motivated and dedicated employee possessing excellent organizational, analytical and communications skills, working well in both team and self-directed environments with a solid foundation in advancement and fundraising services and related technology specialties: Blackbaud's Raiser's Edge, Financial Edge and Researcher's Edge Fundraising Software, Apterl Field Management and Accounting Software, Intuit Accounting Software, Andar 360CRM, Galaxy Digital Volunteer Management,, and e-C Impact Grant Management.

### Experience

#### United Way of Greater Topeka

Senior Director of Applications

June 2017- Present

- Database and information management using vendor developed applications including constituent relationship management (Andar 360), fund accounting (Abila MIP), grant management (e-C Impact), volunteer management (Galaxy Digital) and Office 365
- Data analysis and reporting
- Office 365 Administration
- Planning, project management, policy and procedure
- Strategic planning and budgeting
- Training

Executive Assistant to Chief Executive Officer

September 2015- June 2017

#### A&H Air Conditioning, Heating, and Plumbing

Office Manager

August 2010- August 2014

- Accounting
- Marketing
- Payroll and database management

#### Baker University

Assistant Director for Advancement Services

July 2005 – June 2009

- Database and information management, gift management, prospect management
- Served as liaison between University Advancement and the Business Office and the Office of Computer Services
- Developed policies and procedures for accurate and efficient database management
- Managed all social media accounts
- Project lead in data conversion from Raiser's Edge to a new software Cornerstone/Donor 2.

### Education

Montana State University- Northern- Accounting and Business/Management (1990-1992)  
Kansas State University 1989-1990

## APPENDIX A

# Jessica H. Neumann Barraclough

### PROFESSIONAL APPOINTMENTS

**Director, Office of Student Involvement & Development, July 2011 – December 2019**

Washburn University, Topeka, KS

- Develop a collaborative team environment and supervision of two professional staff, student intern, and student directors
- Manage and advocate an office budget of \$44,600
- Implement campus onboarding of Campus Labs – Engage platform (Including a service component)
- Support organization registration and organization management of 130 student organizations
- Engage and support student organization advisor development
- Develop donor relationships to support student engagement
- Advise student organizations on risk management, contract review, and event planning
- Manage and facilitate University Ally – Safe Zone program, 2009-2018

**Assistant Director, Office of Student Involvement & Development, June 2007 – July 2011**

Washburn University, Topeka, KS

- Facilitated community development of fraternity and sorority community resulting in an increase of membership from 125 to 407 at 325% increase
- Supported all Student Involvement & Development Programming
- Built partnerships within and outside of the Student Life area.

### PROGRAM MANAGEMENT & ADVISING EXPERIENCE

Washburn University, Topeka, KS

**Community Impact Director – 2012-December 2019**

- Development of High Impact Community Engagement Practices (HICEP) o Engage and develop partnerships with 40+ community partners
- Advise Washburn Big Event – 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 o Support student director and program board of 6 students

**Fraternity & Sorority Life – 2007-2011; 2015-2018**

- Advise of President's Council, Panhellenic Council, Interfraternity Council, Greek Council, and Order of Omega
- Strengthen relationships with general chapter advisors and implementation Greek Advisory Board
- Develop and facilitate membership education in the areas of scholarship, service learning, and leadership development to increase the participation and retention of membership
- Conduct assessment and data benchmarking in academics, membership and retention
- Train and develop sorority recruitment counselors and fraternity recruitment ambassadors
- Collaborate with Leadership Institute to create Greek Leadership Transformational Experience

**Washburn Student Government Association – 2011-Present**

- Develop Washburn Student Government Association staff of 9 executive staff
- Advise Washburn Student Government Association with a budget of \$500,000
- Support Washburn Lecture Series – bringing the following Rain Wilson, Ally Raisman, Daymond John, etc.
- Review student led policy implementation and advocacy

## APPENDIX A

- Implement University wide programs – University Planner & Student Handbook, Family Day Homecoming, Community Save program.

**Campus Activities Board 2011-2015; 2018-Present**

### EDUCATION

**Master of Science – Higher Education Administration, May 2008**

*North Dakota State University, Fargo, ND*

- GPA – 3.9

**Bachelor of Arts – Psychology, May 2005**

**Bachelor of Science – General Biology, May 2004**

*University of Wisconsin Whitewater, Whitewater, Wisconsin*

## APPENDIX A

# NANCY J. MULLER

785-249-2311 ▪ nancjmuller@gmail.com

### SUMMARY OF QUALIFICATIONS

- ◆ Organized professional dedicated to quality and service
- ◆ Efficient time management skills with exceptional ability to adapt to change and meet company objectives
- ◆ Ability to troubleshoot and satisfactorily resolve customer inquiries and complaints
- ◆ Proven ability to provide excellent customer service
- ◆ Over 30 years of banking experience, including:
  - *Human Resources*  
Hiring, supervising, coaching, team dynamics, counseling, terminations, ADP and UltiPro functions
  - *Training*  
New employee orientation, staff cross-training, staff security training

### EXPERIENCE

Administrative Assistant

United Way of Greater Topeka      9/2017 – Present

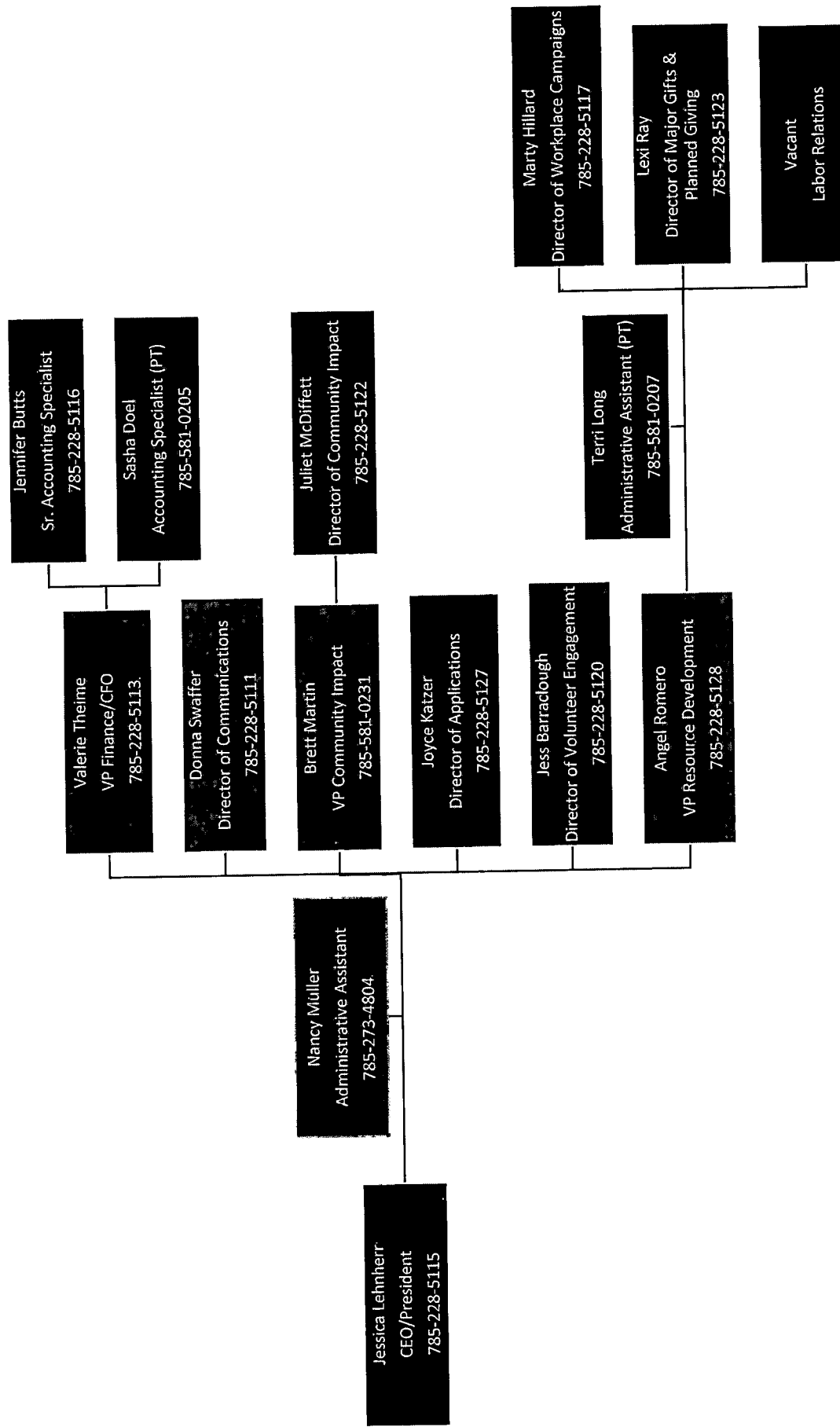
Vice President Branch Manager      03/2000 - 07/2017

Capitol Federal Bank, Topeka, KS

- ◆ Responsible for directing and administering operations of single branch (2000-2013, 2016-2017) and dual branches (2013-2016)
- ◆ Ensured established policies and procedures were followed by staff
- ◆ Oversaw provision of full range of services to customers and prospective customers; ensured customers were promptly and professionally served; provided details and explained options to customers regarding their financial needs
- ◆ Ensured all branch transactions were balanced at the close of each day
- ◆ Oversaw the individual accountability for the handling of cash and assisted in resolving balancing problems
- ◆ Interviewed, hired and trained over 30 branch staff at all levels of employment within the branch
- ◆ Supported and supervised branches with as many as 12 staff
- ◆ Prepared end of month management reports apprising executive management of branch activity
- ◆ Monitored and researched industry trends in lending and deposit operations to assure the bank products, services and processes remained competitive
- ◆ Created branch work schedule for 10 staff, part-time and full-time
- ◆ Acted as Mortgage Loan Officer originating and closing first mortgages
- ◆ Acted as Consumer Loan Underwriter approving loans within established policies and limits
- ◆ Served as Security Officer conducting required security meetings ensuring staff compliance with banking regulations; overseeing opening and closing of branches according to security procedures; managing building expenses and implementing cost-saving measures whenever possible
- ◆ Mentored two Capitol Federal employees on professional development and personal growth (2012-2016)
- ◆ Nominated for and completed *Capitol Federal's Leadership Program* , based on exceptional performance as noted by



# Appendix B Staff Organizational Structure



## Appendix B

### Staff Organizational Structure

**CEO/President-** Oversees the day to day operations of United Way of Greater Topeka. With emphasis on increasing resource development by implementing diversified revenue plan that facilitates a community impact model to make a difference in our community.

**Administrative Assistance-** Serves as the CEO's administrative assistance, provides as needed assistance to executive level staff, covers the front desk and main phone line.

**Sr Director of Applications-** Manages all applications including donor data management software, volunteer engagement software, and grant management software.

**Director of Communications-** Manages all communications for print and media.

**Director of Volunteer Engagement-** Lead's United Way's volunteer engagement strategies, programs and partnerships, promotes and executes volunteer and leadership programs for individuals and corporations that effectively support United Way's mission and community impact goals.

**Chief Financial Officer-** Maintains the financial integrity of the organization by directing the performance of finance and payroll Functions. Supervises two direct reports; 1 full time and 1 part time position.

**Senior Accounting Specialist-** Responsible for accounts payable, accounts receivable, campaign processing and grant processing.

**Accounting Specialist (Part time)-** Responsible for assistance in accounts payable and campaign processing.

**Vice President of Community Impact-** Leads the strategic investment of United Way's financial and non-financial resources to create the greatest possible impact in helping improve outcomes for individual and families and achieving community level change, includes directing UW's short and long-term community impact efforts. Oversees and guides the development of all invested strategies relative to education, financial stability, health and basic needs. Supervises two direct reports.

**Sr. Director of Community Impact-** Oversees and facilitates community impact councils, lead/facilitate investment panels, lead/facilitate advocacy committee and efforts. In addition, serves as the lead for multiple community efforts, such as the Shawnee County Campaign for Grade Level Reading and Heartland Healthy Neighborhoods.

## Appendix B

### Staff Organizational Structure

**Director of Community Impact-** Oversees and manages all related grants including budget, outcomes, and reporting; generates reports and information about all UW impact initiatives, outcomes, and activities, assists in the investment process and supports facilitation of investment panels and annual program reviews.

**Vice President of Resource Development-** Oversee the development and implementation of strategic resource development plan that draws resources from multiple sources in public and private sectors; lead and build United Way's capacity to diversify and expand funding sources. Supervises 2 full time staff and 1 part time staff.

**Director of Workplace Campaigns-** Plans, develops, and carries out successful annual workplace campaigns to generate revenue for investment into the community through UWGT impact models and basic needs. Serves as the advisor to the Young Leaders Society affinity group.

**Director of Planned Giving-** Serves as manager for implementing the diversified revenue plan specifically as it applies to Major Gifts, Grants, and Planned Giving. Develop/maintain relations with key stakeholders and donors. Serves as advisor to the Women United affinity group.

**Administrative Assistant-** Serves as the administrative assistant to the Resource Development team.

APPENDIX C



United Way  
of Greater Topeka

**RFP Information Meeting**

May 1, 2020  
9 a.m. - 10 a.m.

**AGENDA**

<b>Time</b>	<b>Agenda Topic</b>
9:00	Welcome/Introductions
9:05	Social Service Grant Opportunities
9:115	Investment Process Explanation
9:25	Submission Tips
9:40	Required Documents to be submitted
9:45	e-CImpact
9:55	Questions and Answers
10:00	Adjourn



Coffee compliments of PT's Coffee Co., 7215 SW Topeka, Blvd., Topeka

## Five-Finger Consensus

Five-finger consensus is used because it encourages the group to listen carefully when there is disagreement, and it encourages listening carefully twice, if necessary. And the technique doesn't allow a solution to be watered down because a few disagree.

***Here is how five-finger consensus works:*** Once an alternative is proposed and discussed and the group is ready to check for agreement, the meeting leader explains that on the count of three, each person should hold up between one and five fingers indicating the level of support for the recommendation on the table.



**5 – Strongly agree.**



**4 – Agree.**



**3 – Can see pluses and minuses, but willing to go along with the group.**



**2 – Disagree.**



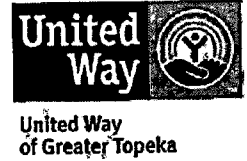
**1 – Strongly disagree, and can't support the recommendation.**

**In the first round, if everyone shows a five, four, or three, consensus has been reached, and you should move ahead.** If there are any ones or twos, those who indicate such are given the opportunity to explain why they gave the rating and make recommendations to change the alternative in order to make it acceptable to them. Those in favor of the recommendation, have the opportunity to discuss the options. The originator of the alternative has the option to make changes or leave the option as it is and explains the decision to the rest of the group. Then the meeting leader tests five-finger consensus again. (If changes are made, it is a new first round.)

**In the second round, if everyone shows a five, four, three, or two, the decision is made, and you move ahead.** If there are any ones, those who indicate such are given an additional opportunity to explain to the rest of the group why they gave the rating and make recommendations to change the alternative in order to make it acceptable to them. Those in favor of the recommendation, have the opportunity to discuss the options. Once more, the originator of the alternative has the option to make changes or leave the option as it is and explains the decision to the rest of the group. (If changes are made, it is a new first round.)

**In the final round, majority rules.** The decision is made based on a majority of the participants. If there is a tie, the consensus has not been reached and so the recommendation is discarded and a new one must be made.

## APPENDIX E



### VOLUNTEER REQUIREMENTS – CITY OF TOPEKA SOCIAL SERVICES GRANT PROCESS UNITED WAY OF GREATER TOPEKA

#### **OUR VISION**

Connected individuals and families maximizing their potential.

#### **OUR MISSION**

To achieve positive sustainable change through education, financial stability & health for everyone in our community.

#### **VOLUNTEER REQUIREMENTS**

1. Must be at least 21 years of age
2. Must be a resident within Topeka City Limits
3. Must have an account on [Topekavolunteers.org](http://Topekavolunteers.org) and eC-Impact
4. Must attend a Grant Reviewer and Panel Discussion Training
5. Must have signed a confidentiality agreement
6. Must have a completed conflict of interest form.

## APPENDIX E

### CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each UWGT employee and volunteer:

- Ensures that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Ensures that all non-public information of other persons or firms acquired by UWGT personnel in dealing with outside firms on behalf of UWGT is treated as confidential and not disclosed.

### DISCLOSURE

UWGT employees and representative are encouraged to disclose any perceived breaches of the Code of Ethic of which they are aware. Disclosure should be made to a supervisor, the Chair of the Board, the Chair of the Finance Committee or the President (contact information below). Any reported breaches will be investigated and appropriate action, if needed, will be taken. Confidentiality will be maintained for the employee disclosing the breach, unless the matter raises serious legal implications. In such instances, the employee disclosing the breach will be notified. UWGT management will not take any adverse action against employees solely for disclosing perceived breaches of the Code. UWGT encourages all employees to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics.

**President/CEO:** Jessica Lehnherr at 785-228-5115 or [jlehnherr@unitedwaytopeka.org](mailto:jlehnherr@unitedwaytopeka.org)

**Board Chair:** Becky Holmquist at 785-276-6684 or [Becky.holmquist@usbank.com](mailto:Becky.holmquist@usbank.com)

**Finance Committee Chair:** Lindsey Brees at 785-478-8184 or [Lindsey.Brees@FHLBTopeka.com](mailto:Lindsey.Brees@FHLBTopeka.com)

### CERTIFICATE

This Code of Ethics will be examined, updated and restated annually through a joint effort of the staff and Finance Committee of the Board. All staff and UWGT volunteers, as defined in this Code, will be required to sign the Code annually.

**APPENDIX E**

**UNITED WAY OF GREATER TOPEKA, INC.  
Conflict of Interest Disclosure Statement**

The Code of Ethics for UWGT outlines the agency's Conflict of Interest policies and should be closely reviewed by all Board and Committee members, other volunteers and staff. All known or potential conflicts should be disclosed below. As described in the Code, these include any UWGT agencies, grantees, vendors or competing organizations with which you or an immediate family member have a significant interest as a Board member, stakeholder, financial beneficiary, or any organization or subject about which you have strong personal feelings that could affect your judgment on the best course of action for UWGT as an organization.

It is understood and expected that active volunteers will have other involvements; these simply need to be disclosed as soon as the potential conflict comes to light. A member shall withdraw from the meeting room during discussion, review, and voting in connection with the particular matter.

Please list below any known potential conflicts of interest such as serving as a paid employee or board member of any agency; a vendor of goods and services to UWGT exceeding \$1000.00 per year; receiving financial benefits from an agency or other assistance beyond that received by members of the general public; or immediate future expectancy of employment or vending of goods or services.

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**I have read and agree to abide by the Code of Ethics of the United Way of Greater Topeka, Inc.  
All conflicts or potential conflicts have been disclosed above.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

Approved by Board September 28, 1995  
Revised September 27, 2001  
Updated April 5, 2004  
Updated May 26, 2011  
Updated April 25, 2019



**APPENDIX F**

**Volunteer Investment Panel Training**

February 15, 2020

**UWGT Universal Meeting Ground Rules:**

1. Respect the speaker – only one person speaks at a time, no side conversations
2. Everyone participates and engages
3. Electronic devices on vibrate or off – take calls outside, meeting continues
4. Respect each other – no question or idea is dumb, differing ideas/opinions are necessary and lead to innovation

**Desired Outcome Codes:**

- A = Approval
- C = Consensus
- D = Discussion
- I = Information
- R= Recommendation

**Purpose:** To train and prepare community volunteers for the investment review and panel discussion process.

Time	Agenda Topic	Discussion Leader	Materials	Desired Outcome
8:00	Welcome/Materials/Process/Ground Rules	Panel Chair	Training Manual	I/D
8:10	Information About City of Topeka investment areas	Facilitator		I
8:15	eCImpact Training	Facilitator		I
8:30	Reading/evaluating the Proposals	Facilitator		I
8:40	Investment Panel Process	Facilitator		I
8:50	Five-Finger Consensus	Facilitator		I
9:00	Questions/Adjourn	Jessica B		I/D

APPENDIX G

# Shawnee County Panel Handbook

## 2020



**United Way  
of Greater Topeka**



## OUR VISION

**Connected individuals and families maximizing their full potential.**

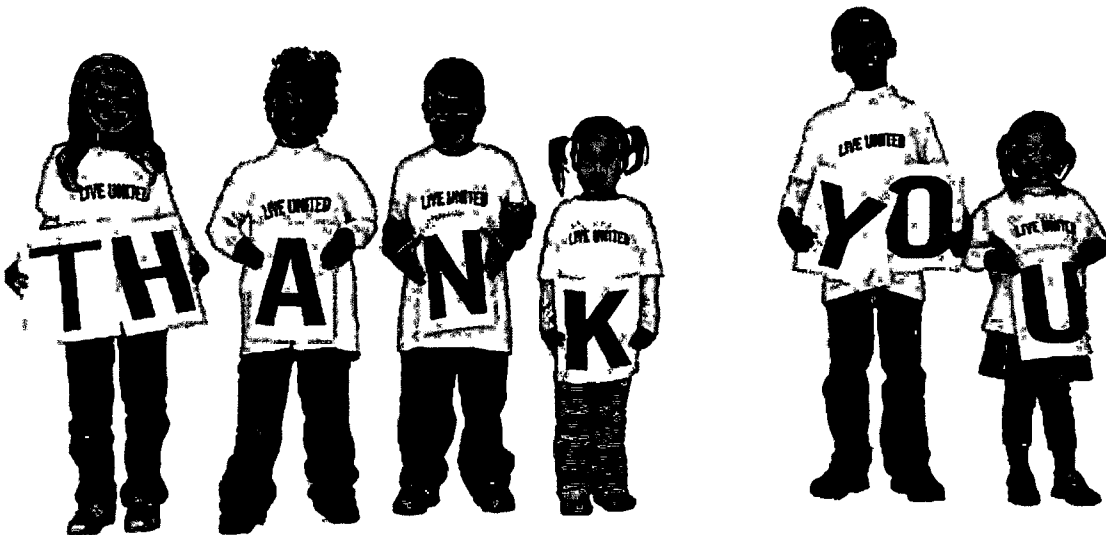
## OUR MISSION

**To achieve positive sustainable change through education, financial stability and health for everyone in our community.**



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## The Purpose of Investment Panels

1. To invest in programs which will best carry out the proposed outcomes to meet identified community needs.
2. To ensure a high rate of return on the dollars invested.

## Investment Process

1. Volunteer registers to participate in one or more investment panels.
2. Staff creates user profile. Volunteer updates profile as needed.
3. Volunteer completes and submits via e-CImpact the Conflict of Interest and Confidentiality forms (see forms on pages 5 and 6).
4. Volunteer receives applications and scoring materials to review and score.
5. Volunteer submits the Scoring Summary no later than 24 hours prior to the panel meeting.
6. Staff compiles the scores.
7. Investment panel convenes and makes investment decisions.
8. Community Impact Committee and the UWGT Board of Directors are informed of the panel results.
9. Applicants are notified of the investment decisions.
10. Contracts are signed with the grant partners.

## About the Investment Panel Process

- The investment process is a competitive process. This means that the applicants are competing for the investment, and panelist choose the **program(s)** that will best serve the community. The goal is not to give a little money to all applicants but rather to invest the money with the program providing the best service.
- It is highly likely that the total requested amounts will be more than the amount available for investment.

## Confidentiality Statement

Volunteers of United Way have a responsibility to not disclose information and to consider all information received in their function as confidential.

**I understand that information gained during the course of my volunteer work with United Way of Greater Topeka is confidential.** Specifically, information about the organization, its donors, employees, partner agencies/programs, and clients shall be kept confidential except where it directly relates to duties as a volunteer/staff of United Way.

Any unauthorized access to the organization, donor, employee, partner agency/program or client information is prohibited and will be considered a breach of confidentiality. Such breach of confidentiality extends to having, communicating, or distributing such information electronically, in hard copy, or in any other form except when in the process of carrying out my duties as a volunteer.

Upon completion/termination of my volunteer/staff work with United Way of Greater Topeka, I shall not take with me, without first obtaining the written consent of the CEO/President of the organization, any document (original or reproduction) or any tangible evidence of confidential information or data belonging to or under the control of the organization.

I have read (or had read to me) and understand the above information and agree not to view, obtain, or release any information except as required by duties in my volunteer/staff function with United Way of Greater Topeka. I understand that to do so will be considered a serious breach of confidentiality and appropriate action will be taken.

## Conflict of Interest

The Code of Ethics for UWGT outlines the agency's Conflict of Interest policies and should be closely reviewed by all Board and Committee members, other volunteers and staff. All known or potential conflicts should be disclosed below. As described in the Code, these include any UWGT agencies, grantees, vendors or competing organizations with which you or an immediate family member have a significant interest as a Board member, stakeholder, financial beneficiary, or any organization or subject about which you have strong personal feelings that could affect your judgment on the best course of action for UWGT as an organization.

It is understood and expected that active volunteers will have other involvements; these simply need to be disclosed as soon as the potential conflict comes to light. A member shall withdraw from the meeting room during discussion, review, and voting in connection with the particular matter.

Please list below any known potential conflicts of interest such as serving as a paid employee or board member of any agency; a vendor of goods and services to UWGT exceeding \$1000.00 per year; receiving financial benefits from an agency or other assistance beyond that received by members of the general public; or immediate future expectancy of employment or vending of goods or services.

## Basic Tips for Completing the Application Review

Before reading through the applications, read through the Request for Proposal (RFP) to understand what the strategies, outcomes, and grant requirements are for the applications submitted. **Applications will open on November 15 and close on November 30 for ALL panels.**

### Reading the Application

1. Read through the application from beginning to end the first time.
2. Read through the evaluation questions.
3. Read the application a second time making notes about how the questions were answered.
4. Answer the questions and mark your scores on the evaluation tool.
5. Make notes about reason for the score.
6. Review a final time.
7. List 3-5 strengths and 3-5 concerns about the program.

Making notes of strengths and concerns for each application is important and will be a tool for you to use at the panel meeting during the facilitated discussion.

### Guiding Questions

- How well does program meet the requirements of the RFP?
- Does the applicant provide clear evidence that the agency has the infrastructure and plan to carry out their program successfully?
- Does the program include collaboration with other agencies, businesses, and other sectors of the community?

### Scoring Sheet

- The scoring sheet is used to rate how well the application addresses the questions and how the program will meet the required outcomes and grant requirements.
- Above each question you will find the location in the application to refer to for evaluation.

### Agency Questions

- If you have a question or need clarification from an agency submit your question using e-CImpact. **THESE QUESTIONS NEED TO BE SUBMITTED NO LATER THAN 48 HOURS PRIOR TO NOVEMBER 30.** If received after they will not be forwarded to agency for a response.





## The Panel Meetings

### Arriving at the Panel Meeting

- Review and score applications in e-CImpact by the deadline.
- Bring any notes you made while evaluating the applications to the panel.
- Computers are provided for panelist during the meeting.
- Arrive a few minutes before the panel starts to allow time to get settled, as the panel will start on time.
- Drinks and snacks will be provided for all panels and lunch will be for those that work over the lunch hour.

### Panel Meeting Agenda

- Welcome and Introductions by panel chair
- Agenda, ground rules, and other housekeeping items
- For each application, panelists will provide:
  - Strengths/positives
  - Concerns/issues
- Combined scores and ranking discussion
- Investment discussion and decision
- Review of the panel process by providing:
  - Strengths/positives
  - Concerns/issues
- Closing

### Panel Meeting Ground Rules

1. Everyone participates
2. Respect the speaker (no side conversations)
3. There are no dumb ideas or questions
4. Respect the process
5. All devices off or on vibrate – if you must take a call, please step outside and understand the panel will continue

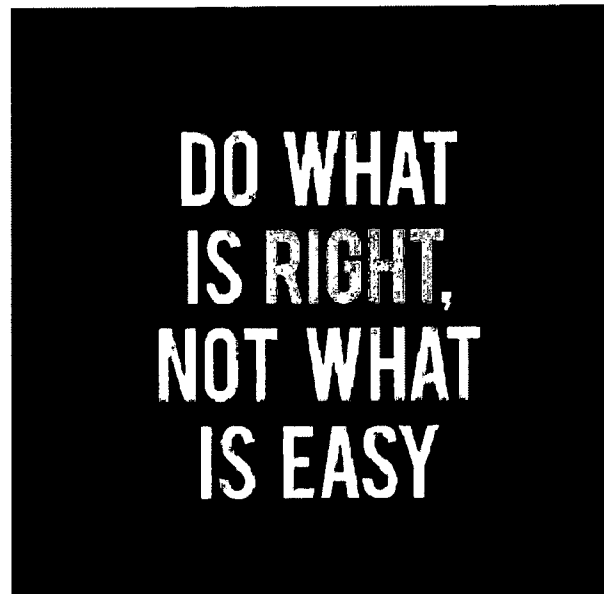


## During the Panel Meeting

- Manage personal opinions and relationships which may influence your decisions or ratings.
- The decision not to invest does not indicate the agency is not doing good work.
- Decisions should not be based on the agency alone. Decisions are based on how the **proposed program** meets the requirements of the RFP and how the proposed outputs and goals will be reached.
- Raise issues you feel are important. Your perspective may help others understand.

When sharing the strengths and concerns, you may be asked to provide a “headline.” This is a shortened version of your statement which would be similar to the headlines in a newspaper. This allows the facilitator to quickly get the important parts of your thoughts scribed on the flipchart.

The intent of the facilitated discussion is to capture the strengths and concerns of the panel not the individual.



## Five-Finger Consensus

With facilitated sessions, the typical approach to decision-making is consensus. Consensus is often defined as, "I can live with it and support it." Five-Finger consensus is used because it encourages the group to listen carefully when there is disagreement, and it encourages listening carefully twice, if necessary. This technique encourages significant agreement without jeopardizing the quality of the solution.

**Here is how five-finger consensus works:** Once a recommendation is proposed and discussed the group is ready to check for agreement, the facilitator explains on the count of three, each person should hold up between one and five fingers indicating the level of support for the recommendation on the table.



**5 – Strongly agree.**



**4 – Agree.**



**3 – Can see pluses and minuses, but can live with the decision.**



**2 – Disagree and want to discuss further.**



**1 – Strongly disagree, and can't support the recommendation.**

**In the first round, if everyone shows a five, four, or three, consensus has been reached.** If there are any ones or twos, those who indicate such are given the opportunity to explain why they gave the rating and make recommendations to change the alternative in order to make it acceptable to them. Those in favor of the recommendation have the opportunity to discuss the options. The originator of the recommendation has the option to make changes or leave the option as it is. Then the facilitator tests five-finger consensus again. (If changes are made, it is a new first round.)

**In the second round, if everyone shows a five, four, three, or two, the decision is made.** If there are any ones, those who indicate such are given an additional opportunity to explain to the rest of the group why they gave the rating and make recommendations to change the alternative in order to make it acceptable to them. Those in favor of the recommendation have the opportunity to discuss the options. Once more, the originator of the recommendation has the option to make changes or leave the option as it is. (If changes are made, it is a new first round.)

**In the final round, majority rules.** The decision is made based on a majority of the participants. If there is a tie the consensus has not been reached. The recommendation is discarded and a new one must be made.

## UWGT Contact Information

If you have questions or concerns about the investment process or if you have had a schedule change and can no longer participate in the investment process, please contact:

**Jessica Barraclough, Director of Volunteer Engagement**

[jnb@unitedwaytopeka.org](mailto:jnb@unitedwaytopeka.org)

Office: 785-228-5120

Cell: 920-723-0498

**In case of an emergency:**

**Prior to the start of a panel meeting** contact Jess by calling or texting to her cell phone to inform her of your emergency and whether or not you will be participating in the meeting.

**Once the meeting has started** contact the UWGT office and call Jessica's direct line 228-5120.

For e-CImpact specific questions, please contact:

**Joyce Katzer, Senior Director of Applications**

[joyce.katzer@unitedwaytopeka.org](mailto:joyce.katzer@unitedwaytopeka.org)

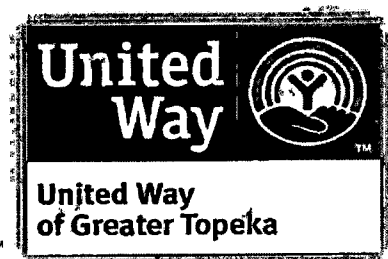
Office: 785-228-5127

For RFP, agency, application or evaluations specific questions, please contact:

**Juliet McDiffett, Director of Community Impact**

[Juliet.mcdiffett@unitedwaytopeka.org](mailto:Juliet.mcdiffett@unitedwaytopeka.org)

Office: 785-228-5122



Follow us on [Twitter](#) @unitedwaytopeka; Like us on [Facebook](#)

**GIVE. | ADVOCATE. | VOLUNTEER. | LIVE UNITED.**<sup>TM</sup>

**\*\*\* The United Way brings together people, companies and nonprofits to create positive sustainable change in our community. Visit [www.unitedwaytopeka.org](http://www.unitedwaytopeka.org) to learn more. \*\*\***

## APPENDIX H

# ABC Counseling Inc.~ Preventative/Counseling



**GOAL:** *Pertains to specific agency*

**STRATEGY:** To help at-risk individuals and families stabilize their lives and avoid or overcome emergencies.

### **Financial:**

ABC Counseling Inc. has no budgeting issues this quarter.

### **Partnership/Collaborations:**

ABC Counseling Inc. has had many opportunities this quarter to promote our partnership with the City of Topeka. As it is the beginning of a new year, many of these opportunities has been in an informational capacity. Staff were taught about the City of Topeka's Social Services grant and the ABC Counseling Inc. partnership and how it coincides. There was also informed meeting on the City of Topeka's partnership at a Community Information Night.

### **Staff/Volunteers:**

We had one counselor on maternity who has now returned. We are seeking a part time counselor to replace a recent retirement and a full-time administrative assistant to replace due to a resignation. All other positions are filled. The available positions have been posted and interviews will be scheduled in the next week.

ABC Counseling Inc. has utilized 110 volunteers that totals 152 hours for this quarter.

### **Barriers:**

The ABC Counseling Inc. participants are initially able to move towards the change they want, but when the going gets tough, some give up. The reality is that the process takes time and patience. Some people are incredibly impatient and want instant gratification, but true impactful changes do not occur overnight.

### **Key Successes:**

One participant reports: "I truly feel that the student's social/ emotional growth has improved immensely and the behaviors are more on target. I love to watch the activities that the staff come up with for the participants that are more hands-on and developmentally appropriate." This site has made shifts in their approach to counseling. They are moving from mostly worksheet driven learning to hands-on learning. This has made a big improvement and interactions have increased.

### **Success Story:**

A family that has had many needs both for education and basic needs. The family has a 4-year-old who has been diagnosed on the autism spectrum and requires lots of attention. Our counselor recognized the infant was not progressing developmentally like she should and spent time working specific skills and referring to the local Tiny K program. After some time of not improving, the counselor suggested getting an additional referral from the pediatrician. Unfortunately, the pediatrician did not share in the concern. With additional support and education regarding the developmental milestones, the parents got a second opinion. The new doctor did share in the concerns of development, and as a result, additional special services, tests, and specialty doctors are now involved in the care of this child. The counselor continues visits working on supporting the family through the diagnosis process while meeting the child's needs where she is developmental at.



APPENDIX H

ABC Counseling Inc.~ Preventative/Counseling



At-risk individuals' parents/guardians in the Topeka area who have one or more risk factor that may lead to child abuse and/or neglect.

	Projected for Year	First 6 Month Actual
<b>Participating</b>	12	30

Number of current participants, within 15 days of matriculation, meet face-to-face with a counselor for a minimum of 1.5 hours and develop a budget and action plan.

	Projected for Year	First 6 Month Actual
<b>Participating</b>	60	72
<b>Achieving</b>	51	72
<b>Total Percent Achieving</b>	85%	100%

Number of participants participating 6 to 12 months that successfully completed appointments.

	Projected for Year	First 6 Month Actual
<b>Participating</b>	13	72
<b>Achieving</b>	18	30
<b>Total Percent Achieving</b>	30%	41%

Number of participants who have accepted counseling services.

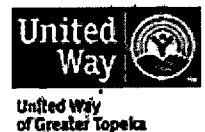
	Projected for Year	First 6 Month Actual
<b>Participating</b>	60	72
<b>Achieving</b>	21	32
<b>Total Percent Achieving</b>	35%	44%

Number of volunteers this period

	Projected for Year	First 6 Month Actual
<b>Participating</b>	89	100

Number of volunteer hours this period

	Projected for Year	First 6 Month Actual
<b>Participating</b>	300	192



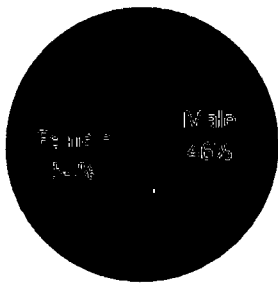
APPENDIX H

ABC Counseling Inc. ~ Preventative/Counseling

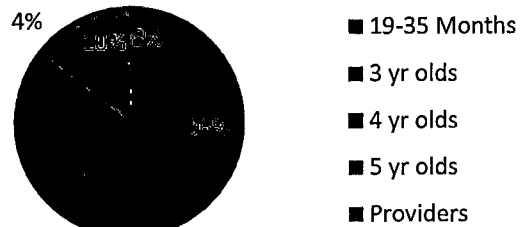


Number of participants Served: **72**  
 Projected participants to serve (60)

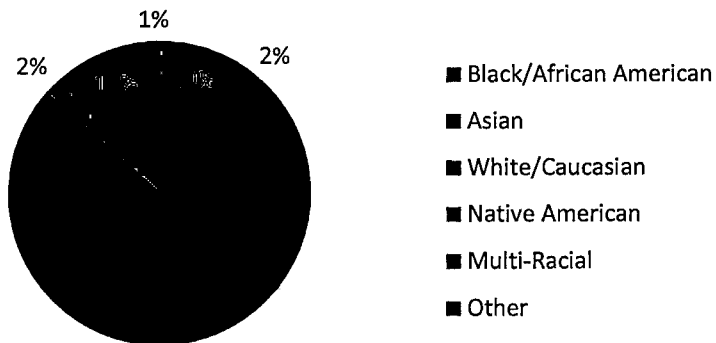
**Gender**



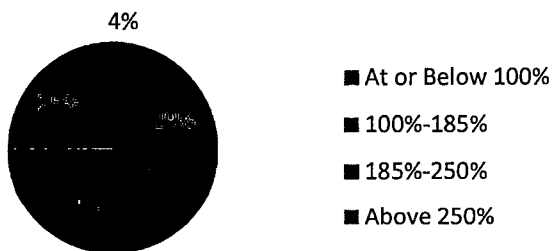
**Age**



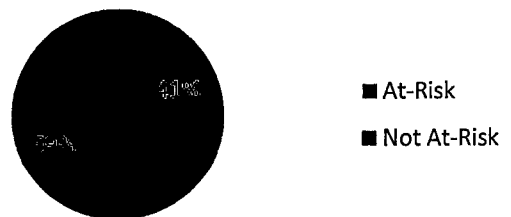
**Ethnicity**



**Federal Poverty Level**



**At-Risk Children**



APPENDIX I

Below is an example of a "High" level report.

<b>City of Topeka Social Services Dashboard 2018-2019 End of Year Report</b>		+10% ↑
<b>Social Services</b>		On-Target 🎯
Strategy: To help at-risk individuals and families stabilize their lives and avoid or overcome emergencies.		-10% ↓
<b>ABC Counseling Inc.</b>	At-risk individuals' parents/guardians in the Topeka area who have one or more risk factor that may lead to child abuse and/or neglect.	🎯
	Number of current participants, within 15 days of matriculation, meet face-to-face with a counselor for a minimum of 1.5 hours and develop a budget and action plan.	↑
	Number of participants participating 6 to 12 months that successfully completed appointments.	↑
	Number of participants who have accepted counseling services.	↓
	Number of volunteers this period	🎯
	Number of volunteer hours this period	↓

SAMPLE



## UWGT Pricing Proposal to administer City of Topeka Social Service Grant Funds

The following table details the pricing for delivery of the services outlined in this proposal.

Item Description	Price
Salaries (includes employee benefits)	\$17,480.00
Grant Management System (e-CImpact)	\$3,294.00
Food for investment panels	\$144.00
Office Supplies	\$82.00
<b>Total Costs</b>	<b>\$21,000.00</b>

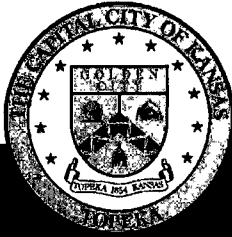
### Budget Narrative

UWGT projects this will require six employees in varying roles to administer and oversee the City of Topeka Social Service grant funds for one year. This salary proposal is based on the estimated time that will be spent for each of the employees. Employee time will be tracked through UWGT payroll system by utilizing event codes.

The cost for the grant management system will pay for a portion of our current fees associated with e-CImpact.

Due to the anticipated volume of applicants in the Preventive/Counseling social grant, we anticipate the investment panel will take at least 8 hours. Due to this length of time we will provide lunch for volunteers. The remaining dollars will cover cost for snacks and drinks.

Office supplies include the cost of paper for trainings and the funding recommendation/investment panels.



# CITY OF TOPEKA

Department of Neighborhood Relations  
620 SE Madison Street, 1<sup>st</sup> Floor, Unit 8  
Topeka, KS 66607-1118

Tel: 785-368-3711

## Economic & Community Development Committee

### Social Service Grant Review Committee Selection Guidelines

- 3-5 member committee comprised of volunteer positions
- Committee members should have 5 or more years of experience in the grant arena
- Experience can include professional grant writer, professional grant administrator or professional grant maker within an organization
- Committee members with affiliation with any organization receiving grant funds from the City must have been separated from the organization for at least one year
- Preference will be given to those individuals with experience in the social service provision or social service grant arenas
- Emphasis on experience in outcomes and outputs and performance based grants

# ADMINISTRATIVE ACTION FORM

Contact Person:	Corrie Wright	Date:	2/3/2021
Document Type:	Contract / Renewal	Document #:	49313
Second Party:	United Way of Greater Topeka	Project #:	
Subject:	Social Services Grant Prgm	HTE #:	
Department/Division:	Planning & Development - PLDV	CIP Project?	
Category/Subcategory:	007 Contracts and Amendments / 018 Other		
Requested Action:	Approve and Execute Document	Open Record Exception?	No

**Financial Implications:**

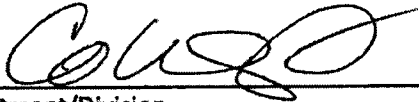
The contract total is \$21,000 and will be paid from our Housing Services Division federal funding; program delivery. Accounting Unit 7007171105 Account 53400 and Activity: CD2021.3608 for \$20,856. The contract fees for 'Food for investment panels' will be taken from Accounting Unit 1017010100 Account 54400.

MAR 11 2021

**Description:**

The contract with United Way of Greater Topeka is for a one year period. UWGT will provide administration of the City's Social Services Grant program for 2022.

REC'D TOPEKA CITY CLERK  
'21 MAR 4 PM 4:23

<b>Form Approval Routing:</b>			
Approved By:		Date:	2/3/21
Approved By:	Department/Division W. C. R. C.	Date:	3/3/21
Approved By:	Contracts & Procurement M.F.	Date:	3-4-21
Approved By:	Legal Rcv'd in Finance 3/4 J. Mendola/RA	Date:	3/4/21
Approved By:	Finance B. Young	Date:	3/4/21
Return To:	City Clerk Contracts & Procurement		
Return To:	Corrie Wright		

CONTRACT NO. 49313

ADDENDUM NO. 1 TO CITY OF TOPEKA CONTRACT NO. 48541

THIS ADDENDUM entered into this 5<sup>th</sup> day of March, 2021 by and between the City of Topeka, a duly organized municipal corporation, hereinafter referred to as "City" and **United Way of Topeka**, hereinafter referred to as "Contractor."

WHEREAS, the parties hereto have previously entered into City of Topeka Contract No. 48541 to provide for **Social Services Grant Program** for the Department of Neighborhood Relations of the City of Topeka; and

WHEREAS, the parties desire to amend City of Topeka Contract No. 48541.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

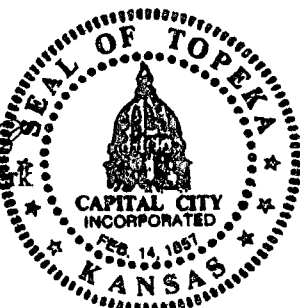
1. City of Topeka Contract No. 48541 is hereby specifically amended to extend the contract through February 28, 2022.
2. All other terms and conditions of City of Topeka Contract No. 48541 not specifically amended herein shall remain in full force and effect.
3. This Agreement may be signed by faxed or electronic signature, which will be deemed to be an original signature. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

CITY OF TOPEKA, KANSAS

ATTEST:

Brenda Younger  
Brenda Younger, City Clerk

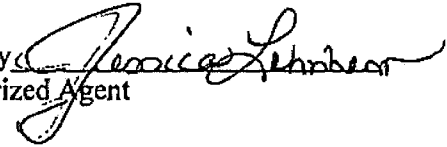


Brent Trout  
Brent Trout, City Manager



UNITED WAY OF TOPEKA

APPROVED AS TO FORM AND LEGALITY	
DATE _____	BY _____

By   
Authorized Agent

# ADMINISTRATIVE ACTION FORM

Contact Person: Corrie WrightDate: 12/20/2021Department/Division: Planning & Development - PLDVDocument #: 50002Document Type: Contract RenewalCouncil Approval Required? Result of Bid Event? Yes Bid # 2076C&P NoLegal No**JAN 08 2022**Category/Subcategory: 007 Contracts and Amendments / 005 Professional ServicesSubject: Social Services Grant Program ManagementSecond Party: United Way of Greater Topeka

Start Date: \_\_\_\_\_

CIP Project: NoIT Impact: NoEnd Date: 02/28/2023

Project #: \_\_\_\_\_

Requested Action: Approve and Execute DocumentOpen Record Exception: No

## Financial Implications

Financial Impact: YesIncluded in Budget: YesBond Funded: NoTotal Contract Cost: 40000One-Time Cost: 0On-going/Annual Cost: 0

## Financial Summary

The contract total for 2022 will be \$40,000 as shown on Attachment A and will be paid from 7007171105-53400-CD2021.3608.

*\*See page 2 for accounting unit/project/activity information*

## Description

This contract with United Way of Greater Topeka is for a one year term; United Way is providing administrative services for the Social Services Grant Program. Attachment A of the contract shows an incremental increase over the next 3 years as agreed upon by the City and United Way. After two years of providing the administration of the grant program, there is a clearer understanding of what the expectations are from the City of Topeka and Social Service Grant Committee members. The scope of services provided are more than what was originally outlined, and, as a result administrative costs are far above the original contract cost.

## Approval Routing

Department Director	<u>Bill Swanda</u>	<u>12/20/2021</u>	<u>Corrie Wright</u>
Contracts & Procurement	<u>Jan Bell</u>	<u>12/21/2021</u>	<u>Virginia Bockwitz</u>
Legal	<u>Mary Ann</u>	<u>12/23/2021</u>	
Finance	<u>Stephen Wade</u>	<u>12/21/2021</u>	<u>Kristin Ready</u>
City Clerk	<u>Brenda Younger</u>	<u>12/29/2021</u>	<u>Keya Downing</u>

**Funding Details**

Project# /Activity # CD2021.3608 CD2022.3670  
Accounting Unit: 7007171105  
Account: 53400  
Funding Allocation 40000.00

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
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Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
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Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
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Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
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Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

## ADDENDUM NO. 2 TO CITY OF TOPEKA CONTRACT NO. 48541



THIS ADDENDUM entered into this 12/29/2021 by and between the City of Topeka, a duly organized municipal corporation, hereinafter referred to as "City" and **United Way of Greater Topeka**, hereinafter referred to as "Contractor."

WHEREAS, the parties hereto have previously entered into City of Topeka Contract No. 48541, as amended by City of Topeka Contract No. 49313 to provide **Social Services Grant Program Administration** for the **City Manager's Office, formerly Department of Neighborhood Relations** of the City of Topeka;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. City of Topeka Contract No. 48541, as amended, is hereby specifically amended to extend the contract through **February 28, 2023**.
2. Effective immediately upon execution by both parties, the following payment schedule, as shown on **Attachment A**, will take effect.
3. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The nonperforming party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party. City may terminate or suspend performance of this Agreement for City's convenience upon written notice to Contractor. Contractor shall terminate or suspend performance of the Services on a schedule acceptable to City. If termination or suspension is for City's convenience, City shall pay Contractor for all Services performed prior to the date of the termination notice.
4. All other terms and conditions of City of Topeka Contract No. 48541, as amended, not specifically amended herein shall remain in full force and effect.
5. This Agreement may be signed by faxed or electronic signature, which will be deemed to be an original signature. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall be deemed to constitute one and the same instrument.



IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

**CITY OF TOPEKA, KANSAS**

**UNITED WAY OF GREATER TOPEKA**

*Brent Trout*

*Jessica Lehnherr*

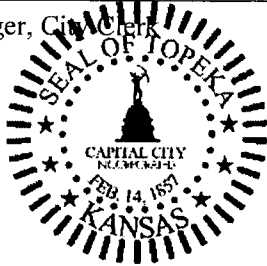
\_\_\_\_\_  
Brent Trout, City Manager

\_\_\_\_\_  
Jessica Lehnherr, CEO

ATTEST:

*Brenda Younger*

\_\_\_\_\_  
Brenda Younger, City Clerk



APPROVED AS TO FORM AND LEGALITY	
DATE <u>12/23/2021</u>	BY <u>mf</u>

C&P Director <i>[Signature]</i>
---------------------------------------

ATTACHMENT A



United Way  
of Greater Topeka

October 12, 2021

City of Topeka  
Brent Trout  
215 SE 7<sup>th</sup> St  
Topeka, KS 66603

To. Mr. Brent Trout,

This letter is in reference to the Social Service Grant Program Administration we currently provide for the City of Topeka (Contract No. 48541). United Way of Greater Topeka is requesting the reimbursement amount to be increased to \$45,000. After almost two years of providing the administration of the grant program, we have a clearer understanding of what the expectations are from the City of Topeka and Social Service Grant Committee members. The scope of services we have provided are more than what was originally outlined, and, as a result our administrative costs are far above our current reimbursement rate. To continue to provide the high-quality grant management services for the City, we are requesting a reimbursement amount that will allow us to continue this work.

The increase for reimbursement will allow for the following:

- Salary support for a part-time position that can focus on all aspects of the grant administration. This will be in conjunction with the current support staff administering the grant program.
- Financial support for the grant management system, e-Clmpact. Once we moved the City of Topeka's accounts and agency information to our system, we were charged an additional fee for the number of agencies using the program and for the City of Topeka to be sublicensed under our account.

Some additional thoughts for consideration include amending the scope of services as follows:

- Attendance at all Social Service Grant Committee meetings.
- Ongoing technical support and training for agencies in completing the RFP and quarterly reports.
- Fulfilling all contract requirements – obtaining required documents and signatures.

We value our partnership with both the City and all the social service grantees. Continuing to work together will mutually benefit all of us and people we serve.

Thank you for your thoughtful consideration. I am happy to answer any further questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Jessica Lehnerr".

Jessica Lehnerr  
CEO/President

GIVE. ADVOCATE. VOLUNTEER.  
**LIVE UNITED**™

United Way of Greater Topeka  
1527 SW Fairlawn Road  
Topeka, Kansas 66604  
785.273.4804 | [www.unitedwaytopeka.org](http://www.unitedwaytopeka.org)

*Leave a legacy of impact. Please consider including United Way of Greater Topeka in your estate plan.*

**UWGT Pricing Proposal to administer City of Topeka Social Service Grant Funds**

Item Description	Price
Salaries (includes employee benefits)	\$40,598.00
Grant Management System (e-CImpact)	\$4,176.00
Food for investment panels	\$144.00
Office Supplies	\$82.00
	<b>\$45,000.00</b>

<b>Budget Narrative</b>
<p>Salaries- To continue this program with the high level of detail and attention to customer support and satisfaction we need to hire an additional employee. We do not have the capacity to carry out all functions of the scope of service without additional staff. This proposal includes a part-time salary for a new employee and continued support from the VP of Community Impact, Director of Community Impact and Director of Applications.</p> <p>Grant Management System- To help cover the additional cost to have the City of Topeka be sublicensed under our current contract.</p> <p>No changes proposed to the food for investment panels and office supplies.</p>

**AMENDED SCHEDULE OF SERVICE FEES**

1. 2022 Annual Fee \$40,000
2. 2023 Annual Fee \$45,000
3. 2024 Annual Fee \$50,000

**Acceptance of Amended Schedule of Service Fees**

City of Topeka, Brent Trout BT

United Way of Greater Topeka, Jessica Lehnerr Jessica Lehnerr



**Certificate Of Completion**

Envelope Id: 2BF41EB1216F40658D86F0B616074F28

Status: Completed

Subject: COT Planning and Development Contract for Social Services Grant Management with United Way

Department: Planning

Document Type: Contract/Agreement/Addendums/Renewals/Change Order

Source Envelope:

Document Pages: 7

Signatures: 12

Envelope Originator:

Certificate Pages: 7

Initials: 4

Kathleen Burrows

AutoNav: Enabled

Stamps: 1

kburrows@topeka.org

Enveloped Stamping: Enabled

IP Address: 165.225.34.59

Time Zone: (UTC-06:00) Central Time (US & Canada)

**Record Tracking**

Status: Original

Holder: Kathleen Burrows

Location: DocuSign

12/20/2021 11:14:45 AM

kburrows@topeka.org

**Signer Events**

Kathleen Burrows

kburrows@topeka.org

Business Services Manager

City of Topeka

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Corrie Wright

cwright@Topeka.org

Division Director Housing Services

City of Topeka

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Bill Fiander

bfiander@Topeka.org

Director Planning & Development Services

City of Topeka

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Virginia Bockwitz

vjbockwitz@topeka.org

Signing Group: AA - C&P Review

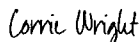
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**Signature**

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Signed: 12/20/2021 1:03:19 PM

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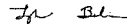
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**Signer Events****Signature****Timestamp**

Leigha Boling  
lboling@topeka.org  
Director of Contracts and Procurement  
City of Topeka  
Signing Group: AA - C&P  
Security Level: Email, Account Authentication  
(None)

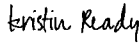


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Kristin Ready  
kready@Topeka.org  
Accountant II  
City of Topeka  
Signing Group: AA - Finance Review  
Security Level: Email, Account Authentication  
(None)

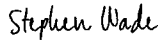


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**Electronic Record and Signature Disclosure:**  
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Stephen Wade  
swade@topeka.org  
Budget and Performance Manager  
Carahsoft OBO City of Topeka  
Signing Group: AA - Finance Director  
Security Level: Email, Account Authentication  
(None)



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**Electronic Record and Signature Disclosure:**  
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Jessica Lehnerr  
jlehnerr@unitedwaytopeka.org  
Security Level: Email, Account Authentication  
(None)

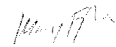


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ID: 8f0df934-4d8e-4448-b9e1-b70a2cd2a7e6

Mary Feighny  
mfeighny@Topeka.org  
Deputy City Attorney  
City of Topeka  
Signing Group: AA - Legal  
Security Level: Email, Account Authentication  
(None)



Signature Adoption: Uploaded Signature Image  
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**Electronic Record and Signature Disclosure:**  
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ID: 9d631941-2a56-4864-bd21-5b6e7a8ce151

Keya Downing  
kdowning@Topeka.org  
Signing Group: AA - City Clerk Review  
Security Level: Email, Account Authentication  
(None)



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Signed: 12/23/2021 11:39:23 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Signer Events**

Brent Trout  
 btrout@topeka.org  
 City Manager  
 City of Topeka  
 Signing Group: AA - City Manager  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Brenda Younger  
 BYounger@topeka.org  
 City Clerk  
 City of Topeka  
 Signing Group: AA - City Clerk  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
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**Signature**

*Brent Trout*

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*Brenda Younger*



Signature Adoption: Pre-selected Style  
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Sent: 12/29/2021 8:31:05 AM  
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 Signed: 12/29/2021 8:32:30 AM

**In Person Signer Events****Editor Delivery Events**

Virginia Bockwitz  
 vjbockwitz@topeka.org  
 Signing Group: AA - C&P Review  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Kathleen Burrows  
 kburrows@topeka.org  
 Business Services Manager  
 City of Topeka  
 Signing Group: AA - C&P Review  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Keya Downing  
 kdowning@Topeka.org  
 Signing Group: AA - City Clerk Review  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
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**Signature****Status**

**VIEWED**

Using IP Address: 165.225.34.59

**VIEWED**

Using IP Address: 165.225.34.59

**VIEWED**

Using IP Address: 165.225.34.59

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**Editor Delivery Events****Status****Timestamp**

Brenda Younger  
 BYounger@topeka.org  
 City Clerk  
 City of Topeka  
 Signing Group: AA - City Clerk  
 Security Level: Email, Account Authentication  
 (None)

**VIEWED**

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**Electronic Record and Signature Disclosure:**

Accepted: 8/17/2021 1:09:56 PM  
 ID: 807f097e-c1b5-4b33-ab43-eeb09cd7ef1

**Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent  
 Certified Delivered  
 Signing Complete  
 Completed

Hashed/Encrypted  
 Security Checked  
 Security Checked  
 Security Checked

12/20/2021 11:35:51 AM  
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 12/29/2021 8:32:30 AM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**



# ADMINISTRATIVE ACTION FORM

Contact Person: Corrie WrightDate: 2/17/2023Department/Division: Planning & Development - PLDVDocument #: 51075Document Type: Contract/Agreement

Council Approval Required? Result of Bid Event? No

C&amp;P No

Legal No

Category/Subcategory: 007 Contracts and Amendments / 018 OtherSubject: 2023 Social Service Program Administration ContractSecond Party: United Way of Kaw ValleyStart Date: 01/01/2023 CIP Project: No IT Impact: No

End Date: \_\_\_\_\_ Project #: \_\_\_\_\_

Requested Action: Approve and Execute Document Open Record Exception: No

## Financial Implications

Financial Impact: Yes Included in Budget: Yes Bond Funded: NoTotal Contract Cost: 45000 One-Time Cost: 45000 On-going/Annual Cost: 45000

## Financial Summary

\$45,000 will be awarded to United Way of Kaw Valley

*\*See page 2 for accounting unit/project/activity information*

## Description

Addendum no. 3 to contract 48541 to provide \$45,000 to United Way of Kaw Valley for the program administration of the Social Service program for the City.

## Form Approval Routing

Department Director Corrie Wright 2/17/2023Contracts & Procurement Jp Beli 2/18/2023 Virginia BockwitzLegal Mary P 2/21/2023Finance Freddy Mawgin 2/20/2023 Kristin ReadyCity Clerk Brenda Younger 2/22/2023 Kaya Downing

### Funding Details

Project# /Activity # CD2023.3774  
Accounting Unit: 7007171105  
Account: 53400  
Funding Allocation 45000

Project# /Activity # \_\_\_\_\_  
Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
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Accounting Unit: \_\_\_\_\_  
Account: \_\_\_\_\_  
Funding Allocation \_\_\_\_\_

CONTRACT NO. 51075

ADDENDUM NO. 3 TO CITY OF TOPEKA CONTRACT NO. 48541

THIS ADDENDUM entered into this 2/22/2023 by and between the City of Topeka, a duly organized municipal corporation, hereinafter referred to as "City" and **United Way of Kaw Valley**, hereinafter referred to as "Contractor."

WHEREAS, the parties hereto have previously entered into City of Topeka Contract No. 48541, as amended by City of Topeka Contract No. 49313 and 50002 provide **Socials Services Grant Program Administration** for the **Planning and Development** of the City of Topeka;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. City of Topeka Contract No. 48541, as amended, is hereby specifically amended to change Business name, United Way of Greater Topeka, Inc to United Way of Kaw Valley effective September, 28, 2022 as per Attachment A.
2. City of Topeka Contract No. 48541, as amended, is hereby specifically amended to extend the contract through **February 28, 2024**.
3. All other terms and conditions of City of Topeka Contract No. 48541, as amended, not specifically amended herein shall remain in full force and effect.
4. This Agreement may be signed by faxed or electronic signature, which will be deemed to be an original signature. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

**CITY OF TOPEKA, KANSAS**

*Stephen Wade*

Stephen Wade, City Manager

**UNITED WAY OF KAW VALLEY**

*Jessica Lehnherr*

Jessica Lehnherr, CEO

ATTEST:

*Brenda Younger*

Brenda Younger, City Clerk

APPROVED AS TO FORM AND LEGALITY

DATE 2/21/2023

BY *Mary Ann*

C&P DIRECTOR

*Jp Bili*



9/28/22, 1:52 PM

<https://www.kansas.gov/sos-namechange/displayCover.do?lid=yf0dledzxjfq2qe>

SCOTT SCHWAB  
Secretary of State



Memorial Hall, 1st Floor  
120 S.W. 10th Avenue  
Topeka, KS 66612-1594  
(785) 296-4564

STATE OF KANSAS

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## Name Change Amendment

September 28, 2022

United Way of Kaw Valley, Inc  
1527 SW Fairlawn Rd  
TOPEKA, KS 66604

RE: United Way of Kaw Valley, Inc

Identification/File Number: 0211607

A Name Change Amendment was filed online on September 28, 2022 with the Kansas Secretary of State for the entity listed above. The business entity's record and additional information regarding business filings are available through the Kansas Secretary of State's website: [sos.kansas.gov](https://sos.kansas.gov).

If you have questions regarding this filing, please contact the Business Services Division at (785) 296-4564 or by email at [kssos@ks.gov](mailto:kssos@ks.gov).

Sincerely,

Business Services Division  
Kansas Secretary of State

**Certificate Of Completion**

Envelope Id: 665E34E30E694DAB839E8C9642CD465E

Status: Completed

Subject: Planning Department Contract Renewal Addendum 3 United Way Kaw Valley 48541

Document Type: Contract/Agreement/Addendums/Renewals/Change Order

Department: Planning

Source Envelope:

Document Pages: 4

Signatures: 13

Envelope Originator:

Certificate Pages: 7

Initials: 0

Corrie Wright

AutoNav: Enabled

Stamps: 1

cwright@Topeka.org

Enveloped Stamping: Enabled

IP Address: 184.179.98.72

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Corrie Wright

Location: DocuSign

2/17/2023 1:52:14 PM

cwright@Topeka.org

**Signer Events****Signature****Timestamp**

Corrie Wright

**Completed**

Sent: 2/17/2023 1:55:58 PM

cwright@topeka.org

Viewed: 2/17/2023 1:56:20 PM

Division Director Housing Services

Signed: 2/17/2023 2:09:52 PM

City of Topeka

Using IP Address: 184.179.98.72

Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Jessica Lehnerr



Sent: 2/17/2023 2:09:59 PM

jlehnerr@unitedwaytopeka.org

Viewed: 2/17/2023 3:41:55 PM

CEO/President

Signed: 2/17/2023 3:42:40 PM

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 72.205.199.10

**Electronic Record and Signature Disclosure:**

Accepted: 2/17/2023 3:41:55 PM

ID: 21bea3e4-85e9-42f1-89ed-c6dba15c9338

Corrie Wright



Sent: 2/17/2023 3:42:48 PM

cwright@topeka.org

Viewed: 2/17/2023 3:43:53 PM

Division Director Housing Services

Signed: 2/17/2023 3:44:08 PM

City of Topeka

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 184.179.98.72

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Virginia Bockwitz



Sent: 2/17/2023 3:50:14 PM

vjbockwitz@topeka.org

Viewed: 2/17/2023 3:50:43 PM

Signing Group: AA - C&amp;P Review

Signed: 2/17/2023 3:50:51 PM

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style

Using IP Address: 184.179.98.72


**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Kristin Ready kready@Topeka.org Accountant II City of Topeka Signing Group: AA - Finance Review Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 184.179.98.72</p>	<p>Sent: 2/17/2023 3:50:59 PM Viewed: 2/17/2023 4:50:36 PM Signed: 2/17/2023 4:50:44 PM</p>
<p>Leigha Boling lboling@topeka.org Director of Contracts and Procurement City of Topeka Signing Group: AA - C&amp;P Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/6/2023 4:26:41 PM ID: 493f1c15-4471-430a-b20d-183a1bf7adeb</p>	<p></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 208.68.250.46</p>	<p>Sent: 2/17/2023 4:50:53 PM Viewed: 2/18/2023 10:15:36 AM Signed: 2/18/2023 10:16:11 AM</p>
<p>Freddy Mawyin fmawyin@topeka.org CFO City of Topeka Signing Group: AA - Finance Director Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 184.179.98.72</p>	<p>Sent: 2/18/2023 10:16:22 AM Viewed: 2/18/2023 10:19:18 AM Signed: 2/20/2023 8:25:56 AM</p>
<p>Mary Feighny mfeighny@Topeka.org Deputy City Attorney City of Topeka Signing Group: AA - Legal Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 6/25/2021 10:59:11 AM ID: 9d631941-2a56-4864-bd21-5b6e7a8ce151</p>	<p></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 184.179.98.72</p>	<p>Sent: 2/20/2023 9:48:47 AM Viewed: 2/21/2023 8:41:15 AM Signed: 2/21/2023 8:41:59 AM</p>
<p>Keya Downing kdowning@Topeka.org Signing Group: AA - City Clerk Review Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 184.179.98.72</p>	<p>Sent: 2/22/2023 2:26:38 PM Viewed: 2/22/2023 2:27:04 PM Signed: 2/22/2023 2:27:17 PM</p>
<p>Stephen Wade swade@topeka.org City Manager City of Topeka Signing Group: AA - City Manager Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 184.179.98.72</p>	<p>Sent: 2/22/2023 2:27:26 PM Viewed: 2/22/2023 2:44:08 PM Signed: 2/22/2023 2:44:23 PM</p>

Signer Events	Signature	Timestamp
Brenda Younger BYounger@topeka.org City Clerk City of Topeka Signing Group: AA - City Clerk Security Level: Email, Account Authentication (None)	    Signature Adoption: Pre-selected Style Using IP Address: 184.179.98.72	Sent: 2/22/2023 4:08:52 PM Viewed: 2/22/2023 4:09:23 PM Signed: 2/22/2023 4:09:45 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/17/2021 1:09:56 PM  
 ID: 807f097e-c1b5-4b33-ab43-eedb09cd7ef1

In Person Signer Events	Signature	Timestamp
Virginia Bockwitz vjbockwitz@topeka.org Signing Group: AA - C&P Review Security Level: Email, Account Authentication (None)	  Using IP Address: 184.179.98.72	Sent: 2/17/2023 3:44:17 PM Viewed: 2/17/2023 3:49:01 PM Completed: 2/17/2023 3:50:13 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Virginia Bockwitz vjbockwitz@topeka.org Signing Group: AA - C&P Review Security Level: Email, Account Authentication (None)	  Using IP Address: 184.179.98.72	Sent: 2/20/2023 8:26:05 AM Viewed: 2/20/2023 9:48:25 AM Completed: 2/20/2023 9:48:37 AM
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Keya Downing kdowning@Topeka.org Signing Group: AA - City Clerk Review Security Level: Email, Account Authentication (None)	  Using IP Address: 184.179.98.72	Sent: 2/21/2023 8:42:17 AM Viewed: 2/22/2023 2:24:11 PM Completed: 2/22/2023 2:26:37 PM
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Brenda Younger BYounger@topeka.org City Clerk City of Topeka Signing Group: AA - City Clerk Security Level: Email, Account Authentication (None)	  Using IP Address: 184.179.98.72	Sent: 2/22/2023 2:44:34 PM Viewed: 2/22/2023 3:20:43 PM Completed: 2/22/2023 4:08:51 PM
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**Electronic Record and Signature Disclosure:**  
 Accepted: 8/17/2021 1:09:56 PM  
 ID: 807f097e-c1b5-4b33-ab43-eedb09cd7ef1

Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Dawn Lacy dlacy@topeka.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/22/2023 4:09:55 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/17/2023 1:55:59 PM
Envelope Updated	Security Checked	2/20/2023 9:48:37 AM
Envelope Updated	Security Checked	2/20/2023 9:48:37 AM
Envelope Updated	Security Checked	2/20/2023 9:48:45 AM
Envelope Updated	Security Checked	2/20/2023 9:48:45 AM
Envelope Updated	Security Checked	2/21/2023 8:42:15 AM
Envelope Updated	Security Checked	2/22/2023 2:26:37 PM
Envelope Updated	Security Checked	2/22/2023 2:26:37 PM
Certified Delivered	Security Checked	2/22/2023 4:09:23 PM
Signing Complete	Security Checked	2/22/2023 4:09:45 PM
Completed	Security Checked	2/22/2023 4:09:55 PM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**



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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sschoonover@topeka.org](mailto:sschoonover@topeka.org)

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- ii. send us an email to [sschoonover@topeka.org](mailto:sschoonover@topeka.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify Carahsoft OBO City of Topeka as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of Topeka during the course of your relationship with Carahsoft OBO City of Topeka.