



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

**Committee:** Social Service Grants  
**Meeting Date:** April 1, 2024  
**Time:** 2:00pm  
**Location:** 1<sup>st</sup> Floor Conference Room; Cyrus K. Holliday Building 620 SE  
Madison *virtual attendance option via Zoom also available*

## **Agenda:**

1. Call to Order
2. Elect 2024 Chair
3. Training for SSG Committee on Grant Process
4. Review Timeline; set future meetings for the year
5. Other Items
6. Adjourn

STAFF REQUESTED: Carrie Higgins

Members: Sylvia Ortiz – District 3  
Brett Kell – District 5  
Neil Dobler – District 7

Contact: Liz Toyne  
785-368-3710

## 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 \$492,000 will be made available for Social Services Grants in calendar year 2025. The City of Topeka and United Way of Kaw Valley cannot be held to this amount as Congressional allocations and City budget constraints may cause the amount to change. United Way of Kaw Valley and the City of Topeka reserve the right not to allocate all funds available depending on the number and quality of applications received.

**Section 2 Funding Mechanics**

**A. Eligible applicants**

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

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

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

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

**B. Timetable**

- Request for Proposal (RFP) Issued – **April 15, 2024**
- Submission Deadline – **May 27, 2024**
- Initial scoring – **Approximately June 7, 2024**
- Recommendations developed – **Approximately August 1, 2024**

**C. Priorities**

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

Community Development Block Grant (CDBG) Funds Requirement.

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

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

### **City of Topeka Priorities**

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

#### **D. Eligible expenses**

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

#### **E. Submission format and deadline**

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

#### **F. Application screening process**

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

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

### **Section 3 Application Development Assistance**

#### **A. Technical Assistance**

An "Application Workshop" will be held on April 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 Amount \$ 10,000 Maximum Grant Amount \$ \$25,000

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

New untested programs Yes \_\_\_\_\_ No x Set-aside Amount No

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

#### Recommended Social Services Funding for Year 2024

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

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

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

# 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		

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## 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		

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**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** \_\_\_\_\_

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**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.