



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, January 20, 2015
2:00 pm

Madison Avenue Meeting Room
500 SW Madison Avenue

- | | |
|------------------------------------|--|
| Discussion/ Possible Action | I. Fiscal Year 2015-2016 Social Service Priorities and Calendar (Attachment) |
| Information | II. Other Business |

Next Scheduled Meeting

Tuesday, February 3, 2015 at 2:00 pm
Madison Avenue Meeting Room, 500 SW Madison Avenue

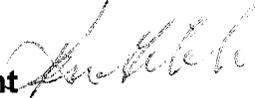
Agenda

None at this time.

MEMORANDUM

DATE: January 7, 2015

TO: Human Services Committee

FROM: Ken Gibb, Director, Community Development Department 

SUBJECT: FY 15-16 Social Service Allocations Funding Priorities/Calendar

I. Background

The City has for many years provided funds to agencies that assist Corvallis residents with their social service needs. In compliance with Council Policy 00-6.05 (Attachment A), policy priorities are reviewed annually for the upcoming year's funding.

The City has contracted with the United Way of Benton and Lincoln Counties for many years to manage the City's social service allocations process. As the contract administrator, United Way appoints a citizen based committee to review funding requests including whether or not the proposal meets priorities established by the City and makes recommendations to the City for Council approval. In addition, United Way staff monitors agency performance and prepares semi-annual reports for City review. United Way receives a flat fee of \$8,000 for their administrative services.

II. Discussion

Consistent with Council Policy 00-6.05, a full review of the social services policy is not called for this year but the annual determination of funding priorities is required. In addition, the calendar for social service allocations must be set and the availability of funds announced. The following will discuss each of these topic areas.

United Way Vision Council Update

In 2011, United Way formed three Vision Councils—one in each of its impact areas of education, financial stability, and health—to better understand human service issues the community is struggling with, identify resources, work already being done, gaps in service, and avoid duplicating effort. In an attempt to synthesize various "siloed" conversations into a cohesive whole; the Vision Councils were tasked with identifying priorities for United Way focus. Each Council completed their work in 2014 and United Way will provide an overview of their recommendations and the substantive changes to the 2015 Grants Programs at the HSC meeting.

Funding Priorities:

Funding priorities are called out in 6.05.060 and are currently determined to be Emergency and Transitional Services. As defined by 6.05.050. **Emergency Services** are: *programs or services that provide immediate or short term assistance to meet any of the basic human needs when absent.* **Transitional services** are: *programs or services that provide people with a short or defined period of assistance to sustain their basic human needs in the transition to self-sufficiency.*

Emergency and Transitional Services have been the City's social service allocation program funding priorities for many years. HSC should review and make a recommendation to the City Council whether to continue these priorities in FY 15-16.

United Way Status Update Allocation Process & Calendar:

United Way's 2015 Grants Program (Attachment B) provides a brief overview of the substantive changes to the Grants Program, application content changes, scheduled Round Table discussions and application deadlines (Attachment C). Funding recommendations are made in mid-May followed by HSC and City Council review of funding recommendations in June 2015.

Funding Availability:

Last year the City Council approved \$237,750 from the General Fund for social services allocations, and the levy provided an additional \$113,150 for a total of \$350,900. The amount of funding available for FY 14-15 social services allocations will not be finally set until the City Council approves the budget in June. According to the City's Budget Office, the best estimate for FY 15-16 Social Services Funding will be \$367,060, comprised of \$237,750 (General Fund) and \$129,310 (Levy).

United Way is prepared to move the 2015 allocation process forward with the current estimate of funding level.

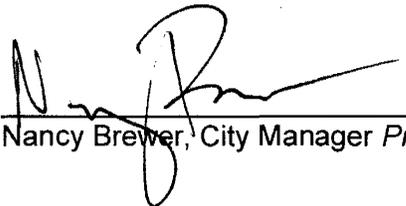
III. Action Requested

HSC is asked to consider this information and make recommendations to the City Council regarding the following:

1. The social service funding priorities for FY 15-16.
2. The allocations calendar and anticipated funding amount (or range) for FY 15-16.

In addition, it is noted that United Way has again requested a City Councilor be appointed as a liaison to the granting committee. Typically, the Mayor will appoint a member of HSC to serve in this capacity.

Review and Concur



Nancy Brewer, City Manager *Pro Tem*

Review and Concur



Janet Chenard, Interim Finance Director

Attachment A - Council Policy on Social Service Funding
Attachment B - United Way Grant Program Overview
Attachment C - Proposed FY 2014-15 Social Services Allocation Calendar

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 6 - COMMUNITY DEVELOPMENT

CP 00-6.05 Social Service Funding Policy

Adopted January 18, 2000

- Affirmed February 5, 2001
- Revised February 19, 2002
- Affirmed April 7, 2003
- Affirmed February 2, 2004
- Affirmed February 22, 2005
- Revised December 18, 2006
- Revised January 22, 2008
- Revised November 16, 2009
- Revised February 4, 2013

6.05.010 Purpose

To formally establish a policy for the setting of social service priorities, specify the annual allocation amount and allocation process for funding.

6.05.020 Goal

That all residents have resources to provide for basic needs.

6.05.030 Mission

The social service allocation process is intended to provide support to local social service agencies which assist in improving the mental or physical condition of the people in the City.

6.05.040 Funding Source

- a. To provide an annual stable funding source for social service agencies receiving financial assistance from the City (direct or indirect).The City Manager shall recommend a funding amount in the City's Proposed Budget.

Council Policy 00-6.05

- b. It is strongly encouraged that all social service funding be requested and distributed through the annual social service program process.

6.05.050 Definitions

The following definitions are written to provide a basis for common understanding in discussing social service needs of the community:

- a. *Basic human needs* - The following are some of the basic necessities of life which, when absent or threatened, would be considered to constitute an emergency:

- | | | |
|--------------------------|--|--|
| 1) food | 2) water | 3) shelter |
| 4) warmth | 5) clothing | 6) safety and freedom from fear and violence |
| 7) access to information | 8) acute mental and physical health care | 9) Transportation |

- b. *Emergency services* - Programs or services that provide immediate or short-term assistance to meet any of the above basic human needs when absent.
- c. *Transitional services* - Programs or services that provide people with a short or defined period of assistance to sustain their basic human needs in the transition to self-sufficiency.
- d. *Long-term services* - Programs or services that provide permanent or on-going services to citizens.
- e. *Preventive services* - Programs or services that seek to prevent citizens from needing emergency or transitional assistance.
- f. *Social services* - Intended to describe a program(s) designed to improve the mental or physical condition of the people in the community. Such programs may include, but are not limited to: mental and physical health, child care, drug and alcohol abuse, vocational rehabilitation, aging, and others as permitted.

Council Policy 00-6.056.05.060 Setting Priorities

Annually, Council will review the needs of the community and set priorities for funding, including using broad needs assessment tools that are available. Changes in priorities shall be made by amendments to this Council Policy. The current funding priorities are Emergency and Transitional services.

6.05.070 Eligibility

Organizations applying for City social service funding must be recognized as a non-profit by the Federal Government with a 501(c)(3) tax-exempt status certification or be a governmental or quasi-governmental agency.

6.05.080 Annual Process

- a. Council shall evaluate and set the annual social service priorities.
- b. Council shall review and approve the annual calendar for allocations.
- c. The availability of funds shall be advertised.
- d. Agency proposals shall be received.
- e. Agency presentations shall be scheduled.
- f. A Committee of community members knowledgeable in social service needs shall be formed. They shall:
 - 1) meet to review agency proposals and funding requests; and
 - 2) make recommendations to Council.
- g. The Human Services Committee will review the Allocations Committee recommendations and forward an allocation recommendation for full Council review and approval.
- h. Council shall appropriate the funds for the program in the annual budget.
- i. Contracts shall be executed with service providers.
- j. Funds shall be distributed to service providers.
- k. Contracts shall be monitored and programs of the social service providers

Council Policy 00-6.05

evaluated.

- I. Semi-Annual reports on the work performed by service providers shall be submitted.
- m. Council shall review and approve the semi-annual reports of service providers.

6.05.090 Administration of Social Services

- a. The City may chose to issue Request for Proposals on a triennial basis for administration of its social service program and funds. The successful administrator must demonstrate knowledge of the social service needs of the community and advise Council. A contract between the City and the Administrator will be executed and renewed on an annual basis.
- b. Should the City decide not to utilize the services of an administrator, this provision of the Policy shall be invalidated.

6.05.100 Reporting Requirements

- a. Service providers are required to provide regular reports to the Administrator and City. Reports shall include a progress narrative and financial records. Additional reporting may be requested at the discretion of the City.
- b. Late or incomplete reporting will be reported to the Allocations Committee; the Committee will be encouraged to weigh an agency's accountability when deciding about future allocations to that agency's program(s).

6.05.110 Return of Funds

- a. In the event a social service provider cannot or chooses not to perform the services purchased by the City, the following should occur:
 - 1) The City or its Administrator will reconvene the Allocations Committee to evaluate use of the funds. The Committee will make a recommendation to Council. Council shall review the recommendation for approval.
 - 2) The unused funds will be deducted from the monthly allocation to the

Council Policy 00-6.05

service provider. Any funds distributed and not used for the services purchased shall be reimbursed by the provider to the City.

- 3) Unused or returned funds may be, in accordance with Council direction, carried over to the next fiscal year for re-allocation.

6.05.120 **Review and Update**

Funding priorities shall be reviewed annually prior to the commencement of the social service allocation process. A full review of the social service funding policy shall be conducted every three years. Council, upon request or significant change in the general and economic well-being and prosperity of the community, may decide to review this policy sooner.

United Way of
Benton & Lincoln Counties

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Memo

DATE: January 5, 2015
TO: Ken Gibb, City of Corvallis
FROM: Jennifer Moore, United Way

City Social Service Fund—2015 cycle overview

For many years, the City of Corvallis has provided funds to direct-service agencies assisting Corvallis residents with basic human service needs. The City has contracted with United Way since fiscal 92-93 to administer the annual grants process, including: solicitation and review of funding requests, monitoring agency performance, and preparation of semi-annual reports.

United Way has administered its own funding cycle and the City Social Service Fund cycle as one process since 2012, providing greater efficiencies for agencies applying for funding and in the review and evaluation of requests.

Annually, United Way—staff and the standing Board sub-committee of Community Impact—reviews the overall effectiveness and efficiency of its Grants process. The 2014 review confirmed the following:

- Agencies have requested a more knowledgeable evaluation team
- Volunteers have requested more issue-level education in order to conduct more informed program evaluations
- Both agencies and volunteers agreed the nights of presentations aren't efficient

Meanwhile, for four years, United Way's Vision Councils have been conducting a deeper-dive needs assessment within each of United Way's three impact areas: Education, Income (financial stability), and Health. Each Council was tasked with understanding community need, gaps in service, work already being done, and resources: and return recommendations on where United Way should focus its efforts, complimenting or leveraging existing efforts or filling an unmet need.

During the course of their work, the Income Vision Council determined it was unable to identify meaningful priorities if required to discuss interventions and preventions in the same conversation. To give fair and equal consideration to intervention and prevention safety-net services, the Income Vision Council recommended adopting a two-track funding model:

1. Meeting Basic Needs (addressing intervention/crisis-based service):
Only emergency and/or transitional services will be considered for funding in this cycle. The priorities for this fund are based on Corvallis City Policy CP 00-6.05 section 6.05.050.
2. Prevention Cycle (RFP-based): A separate orientation will be held prior to the launch of the RFP cycle, in late spring/early summer 2015.

Each Vision Council returned recommendations in summer 2014. After review of each and much discussion, United Way's Community Impact Committee determined the best course forward was a three-

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part integrated strategy focusing on keeping problems from happening in the first place:

- Focus on moving children out of poverty
- Supporting / stabilizing families that care for them
- Strengthen the communities that nurture them

United Way's mission is to increase the organized capacity of people to care for one another. Implementing Vision Council recommendations as an integrated strategy, along with a two-track funding model, gives United Way greater flexibility in meeting the entirety of its mission (addressing complex issues and keeping need from happening in the first place).

Major process changes to the 2015 cycle include:

- Absorbing the Granting Committee into the Community Impact Committee (CI), a standing volunteer sub-committee to United Way's Board of Directors. The Community Impact Committee meets monthly and is charged with overseeing the implementation of United Way's mission work, including management of the Grants Program. The CI committee is made up of United Way Board members and community volunteers. Removing "boundaries" between these two groups allows for a stronger, more streamlined process, provides enhanced volunteer education, and feeds a deeper knowledge base about issues and service programs.
- Meeting Basic Needs (interventions) will be addressed separately from prevention. The Basic Needs cycle will adhere to the City of Corvallis' priorities for the Social Service Fund (Council Policy CP 00-6.05 section 6.05.050)—funding only emergency and transitional services. City of Corvallis Social Service Funds are restricted to service provided to residents within Corvallis City limits. United Way funding is restricted to service provided to residents within Benton County. The timeline for this cycle runs Feb – June 2015. Award notification, agency agreement(s), and reporting will continue as previously managed.
- In the past, a series of agency presentations were coordinated, giving applicant agencies an opportunity to discuss specific grant application(s) prior to the Granting Committee conducting site visits and making allocation decisions. Beginning in 2015 cycle, issue-based roundtable discussions will replace those presentations. Participation is mandatory to submitting a grant application. These roundtables will occur before funding decisions are made. This is intentional and is in response to feedback from process participants (agency and volunteers, alike) and the evolving needs of the community. The roundtables are designed with two goals in mind:
 - 1) To further educate United Way volunteers involved in the allocation process about community issues; and
 - 2) To facilitate conversations among agencies, fostering collaboration and resource-sharing.

Attachments: Community Impact Committee Overview
Roundtable Discussion Overview

Community Impact

Committee Overview

Establishes the functional structure and operational goals of United Way's Community Impact business model; convenes and facilitates needs assessments processes when necessary; and manages the evolution of United Way's funding model and implements the annual Grants Program, supported by staff under Board guidelines.

The Community Impact Committee manages mission work as directed by the organization's strategic plan, by transitioning from the previous program-based funding model to an issues-driven funding model by Jan 2015, and to:

- Establish structure which enables necessary changes to grant cycle process(es), moving towards the 2015 Community Impact business framework of issues-based funding
- Initiate formal and informal communications to United Way stakeholders, service agency partners, and customers (donors) regarding the transition to the Community Impact business model
- Promote community mobilization by identifying priorities and moving the marker on targeted issues in a measurable way
- Provide flexibility for new organizational priorities and future commitments designated by the Board

Meeting Frequency: 3rd Mon of each month at 12:00 pm

Basic Needs Grants Program

Roundtable Discussions--briefing guide

Part of the granting cycle process is to better understand issues the community is currently facing, the work of programs in place to meet needs triggered by those issues, and the complexity of service delivery.

In the past, a series of agency presentations were coordinated, giving applicant agencies an opportunity to discuss specific grant application(s) prior to the Granting Committee conducting site visits and making allocation decisions. Beginning in the 2015 cycle, issue-based roundtable discussions will replace those presentations.

These roundtables discussion will occur before funding decisions are made, as part of the regular Community Impact Committee meeting. This is intentional and is in response to feedback from process participants (agency and volunteers, alike) and the evolving needs of the community. The roundtables are designed with two goals in mind:

- (1) To further educate United Way volunteers making funding decisions about community issues; and
- (2) To facilitate conversations among agencies, fostering collaboration and resource-sharing.

Roundtables categories:

November	Food & Nutrition	Programs dealing primarily with hunger relief, nutrition, and food insecurity issues for any population.
December	Homelessness	Programs providing shelter, temporary housing, and/or other services for chronically or temporarily homeless persons.**
January	Health & Safety	Programs addressing physical, mental, social, and/or emotional health, and programs offering services for victims of violence or abuse.**
February	Children & Youth	Programs offering child care, after-school care, parenting support, youth skill building, youth advocacy, and other services specifically for youth and children under 18 years of age.**
March	Basic Services to Low Income	Programs offering basic emergency support to low-income families, including clothing, supplies, materials, monetary assistance, and other services.**

** Not food

Participation: Attending roundtable discussions is mandatory for participating in the 2015 BN grant cycle.

Moderation: Two members of United Way's Community Impact Committee will facilitate the session(s).

Conversation: Expect the nature of the discussion to be far-ranging in scope. At a minimum, come prepared to talk about:

- The scope/scale of the issue (data points welcome)*
- Trends you've noticed within your program over the past 3-5 years, or any emergent trends
- Projections you can conservatively make based on those trends
- Any agency-to-agency collaboration

**Bringing in program experience or data is important. However, facilitators will stop the conversation if it gets too far into the weeds or becomes too program-based.*

2015 United Way Grants Program

Agency Orientation 11/5 (8 am) and 11/6 (4 pm)

Agenda

Topic	Notes
<p>Substantive Changes to Grants Program</p>	<p>Annual review of the program (with both agencies and volunteers) confirmed:</p> <ul style="list-style-type: none"> - Agencies have requested a more knowledgeable evaluation team - Volunteers have requested more issue-level education - Both groups agree the nights of presentations aren't efficient <p>2015 process evolution [major process changes]:</p> <ul style="list-style-type: none"> - Granting Committee absorbed into Community Impact Committee—a standing sub-committee to United Way's Board of Directors (meets monthly) - Vision Council work led to realization that to give fair and equal consideration to intervention and prevention safety-net services, two separate funding cycles should be held: <ol style="list-style-type: none"> (1) Meeting Basic Needs (addressing intervention/crisis-based service): (2) RFP (addressing prevention). A separate orientation will be held prior to the launch of the RFP cycle, in late spring/early summer. - The Basic Needs cycle will adhere to the City of Corvallis' priorities for the Social Service Fund—funding only emergency and transitional services (City funds will serve within City limits; United Way funds will serve county-wide) - Roundtable discussions will replace the agency presentations
<p>Timeline</p>	<ul style="list-style-type: none"> - See table below
<p>Application Content Changes</p>	<p>Streamlined: Several questions have been consolidated and/or clarified</p> <p>Pro-tips:</p> <ul style="list-style-type: none"> - Explain how agency is uniquely qualified to address the identified need, and <u>how you will avoid duplicating services offered by other agencies</u>. If applicable, explain how you will leverage collaborations with other agencies to enhance success. - List 2-3 brief examples of how a donor's gift can impact your program. Please provide an array of gift levels. (These examples may be used in our outreach materials and during our campaign to help encourage donations.) <i>"A gift of \$5 will provide one hour of after-school tutoring for an at-risk teen."</i> - Budget section re-worked: expenses, by category (amount, % of program budget)—you label the category), revenue by funder, total amount and whether it is committed or pending; If no other sources of funding are being solicited for the program, explain why.

Round Tables	<p>In the past, a series of agency presentations were coordinated, giving applicant agencies an opportunity to discuss specific grant application(s) prior to the Granting Committee conducting site visits and making allocation decisions.</p> <p>Beginning in 2015 cycle, issue-based roundtable discussions will replace those presentations. Participation is mandatory to submitting a grant application.</p> <p>These roundtables will occur before funding decisions are made. This is intentional and is in response to feedback from process participants (agency and volunteers, alike) and the evolving needs of the community.</p> <p>The roundtables are designed with two goals in mind:</p> <ul style="list-style-type: none"> (1) To further educate United Way volunteers involved in the allocation process about community issues; and (2) To facilitate conversations among agencies, fostering collaboration and resource-sharing. <p>Bringing in program experience or data is important. However, facilitators will stop the conversation if it gets too far into the weeds or becomes too program-based.</p>
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2015 Cycle Timeline

Action / Activities	2015 Dates
<u>Roundtable</u> : Food	Nov 17 12:00 pm – 1:00 pm
<u>Roundtable</u> : Homelessness	Dec 15 12:00 pm – 1:00 pm
<u>Roundtable</u> : Health & Safety	Jan TBA 12:00 pm – 1:00 pm
Application packet available	Feb 2
<u>Roundtable</u> : Children & Youth	Feb TBA 12:00 pm – 1:00 pm
<u>Roundtable</u> : Basic Services to Low Income	March 16 12:00 pm – 1:00 pm
Grant applications due	March 18 noon
Site Visits	As needed
Allocation Meetings	April / May
Funding Recommendations Presented to Approving Body	City SSF United Way HSC: June ___ rd @ 2pm Council: June ___ th @ 7pm Comm Impact: May 18 Board: May 26
Notifications	July
Agency Interim Reports Due	Jan 23, 2016
Agency End of Year Reports Due	July 21, 2016