



CIVIC IMPROVEMENT COMMISSION
70 North First Street - Campbell, California 95008

Thursday, October 11, 2018 – 6:30 pm

Doetsch Conference Room

Study Session Agenda

ROLL CALL

ORAL REQUESTS

NEW BUSINESS

1. Social Service Subgrants
 - Social Service Subgrant Memo* – Tina Wong-Erling
 - Proposed Social Service Guidelines*

ADJOURN

In compliance with the Americans with Disabilities Act (ADA), assistive listening devices are available upon request for public meetings held in the City Council Chamber. If you require accommodation to participate, please contact Al Bito in the City Manager's office at 408-866-2128 or by e-mail alb@cityofcampbell.com.

** Indicates written attachment and is available upon request by contacting Diana Johnson at 408-866-2125 or by e-mail dianaj@cityofcampbell.com.*

MEMORANDUM



City of Campbell
City Manager's Office

To: Civic Improvement Commission

Date: 10/5/18

From: Tina Wong-Erling
Senior Services Supervisor

Subject: Study Session- Social Service Subgrants

RECOMMENDATION

Develop guidelines for Social Service Subgrants.

BACKGROUND

The purpose of this memo is to provide information for the Study Session scheduled on October 11, 2018. The Civic Improvement Commission (CIC) is the designated hearing body for the City's Social Service Subgrants and makes funding recommendations to City Council. City Council approved FY 2018/19 Social Service Subgrant funding at the May 16, 2017 Meeting. Prior to approving the CIC's funding recommendations, City Council raised questions concerning applicants receiving more funding than requested, considerations for serving Campbell residents, and reducing funding levels in fiscal years when the City's budget is constrained. Staff recommends that the CIC develop guidelines for Social Service Subgrants to improve the overall review and approval processes.

Currently, there is an administrative policy for Social Service Subgrants (Attachment 1), but award guidelines are not in place to address the concerns raised by City Council last year as part of the approval process. The CIC reviews and makes applicant funding recommendations for the Neighborhood Assistance and Pilot Beautification Grants which have established guidelines. Creating Social Service Subgrant guidelines would bring consistency with the other two grants under the purview of the CIC and clarify parameters for all future Social Service Subgrant funding recommendations.

DISCUSSION

In preparation for the Study Session, staff has prepared sample guidelines (Attachment 2) for the Commission to consider. The Social Service Subgrant Application (Attachment 3) requires specific responses in the areas of community need and program information, but criteria are not spelled out. The sample guidelines define the eligibility requirements and policies for allocating funds.

Attachments:

1. Existing Administrative Policies and Procedures for Social Service Subgrants
2. Proposed Social Service Subgrant Funding Guidelines
3. Existing Social Service Subgrant Application



CITY OF CAMPBELL

ADMINISTRATIVE POLICIES AND PROCEDURES

Subject: *Social Service Subgrant & Community
Development Block Grant Application Process*

Date: *November 2, 2010*

Purpose

To provide a procedure for review of Social Service Subgrant and Community Development Block Grant (CDBG) applications.

Policy

The Civic Improvement Commission is the designated hearing body for both CDBG public service and general funded Social Service Subgrant applications and makes funding recommendations to the City Council. A staff committee, comprised of representatives from the City Manager's Office, Recreation and Community Services Department and Community Development Department, has been designated to perform the initial review of both CDBG public service and Social Service Subgrant applications. The CDBG review process usually takes place from December through February, while the Social Service Subgrant review process generally takes place from February through April. Both are then incorporated into the City Manager's recommended budget.

Effective October 2010, the application and funding processes will be based on a two-year funding cycle, and application forms will reflect that.

Responsibility

Action

City Manager's Office

Distribute Social Services Subgrant application forms.

Community Development Department


Distribute CDBG application forms and assure compliance with noticing requirements.

Staff Review Committee

Review and analyze Social Service Subgrant applications and CDBG public service applications. Provide funding recommendations to the Civic Improvement Commission.

Civic Improvement Commission

Hearing body for both CDBG public services/non-public service and Social Service Subgrant applications. Review applications and staff reports and make funding recommendations to the City Council.



Daniel Rich, City Manager

City of Campbell

Proposed Social Service Subgrant Funding Guidelines

The City of Campbell Social Service Subgrants Program provides grant funds to support community agencies that offer programs to benefit Campbell residents. The programs should fulfill a critical need that is not already provided by the City through an existing program or service.

The Civic Improvement Commission (CIC) is the lead advisory body to the City Council on social services. Specifically, the CIC is responsible for making recommendations to the City Council on allocating the City's social service sub-grant funds to qualified social service agencies via a competitive application process. The CIC reviews sub-grant requests, holds public hearings, and makes funding recommendations to the City Council. The City Council, in turn, provides authorization for social service sub-grant allocations in the two-year budget cycle approval process.

Eligibility Criteria

- Program should demonstrate the community need or problem to be addressed by the proposed project.
- Program must serve and benefit Campbell residents.
- Program should serve an at-risk population.
- Program should not duplicate a service already provided by the City.
- Program should show a positive and measurable impact for the community.

Funding Guidelines

- Applicants are only eligible for a maximum of funding as requested on the application.
- Preference will be given to applicants who demonstrate ability to serve Campbell residents.
- During the two-year funding cycle the City reserves the right to reduce funding levels should the City's operating budget be constrained.



City of Campbell
FY 2017/18 & FY 2018/19
SOCIAL SERVICE SUB-GRANTS
APPLICATION INFORMATION

Required Submissions: 1. Subgrant Application
 2. Annual Financial Statement (most current)

Submit to: City Manager's Office
 Attn: Michael Thomas
 City of Campbell
 70 North First Street
 Campbell, CA 95008

Filing Deadline: Tuesday, January 31, 2017

Public Hearings: Civic Improvement Commission:
 March 9, 2017
 April 13, 2017

 City Council:
 May 16, 2017 (Tentative)

The Civic Improvement Commission is responsible for reviewing subgrant requests, holding public hearings, and making funding recommendations to the City Council. The City Council, in turn, provides authorization for social service sub-grant allocations in the two-year budget cycle approval process.

Special Notice:

- The Civic Improvement Commission discourages applications from agencies whose programs are available to only specific ethnic groups or serve only clients of a particular national origin.
- The Civic Improvement Commission generally does not recommend new funding for agencies whose programs are duplicative of currently funded programs.
- Preference will be given to programs that meet the needs of Campbell residents and which are not already being provided by the City through an existing program or service.

COMMUNITY NEED:

1. Describe the community need or problem to be addressed by the proposed project, program or service, and how, and by whom it was identified. Provide substantiating data from such sources as published surveys, census data, and needs assessment reports, (include data source used). If possible, relate this issue to a specific problem or need for the City of Campbell.

2. List any other private or government agencies which are now, or will be addressing the need or problem described above. How do these services meet the need of the target population defined above? Explain how your service or project supplements, or compliments the services of these agencies without duplicating or overlapping them.

3. List:

	Actual FY 2015/16	Projected FY 2016/17	Proposed FY 2017/18	Proposed FY 2018/19
Total Unduplicated Clients	_____	_____	_____	_____
City of Campbell Clients	_____	_____	_____	_____

PROGRAM INFORMATION:

4. Describe the service, program or project to be provided to the Campbell community.
 - a) List eligibility criteria for program services (residency, age, etc.):

 - b) If fees are required or requested, describe amount, how levied and use of revenue.

5. What are the objectives of your service, program or project? How will your program meet these objectives?

6. Please indicate if the proposed service is a new activity, an expansion of an existing program or a proposal for current service levels.

10. How will you measure effectiveness of your program and how will you use this information in making management decisions (i.e., address issues such as unit costs, volunteer involvement, qualitative and quantitative evaluation, etc.)?

FUNDING INFORMATION:

11. If your program has provided services in the past, what funding sources have been utilized?

12. How do you specifically foresee City funds coordinating with your other funding sources to complete your total budget?

13. If your organization is not requesting funds from sources other than the City of Campbell, please explain.

14. What is your alternative funding plan if City funds either are not awarded or are provided at a reduced level?

15. How often are financial records audited and by whom?

16. Is your organization:

- | | | |
|----------------|----------------------------------|---------------------------------|
| • INCORPORATED | YES [<input type="checkbox"/>] | NO [<input type="checkbox"/>] |
| • NON-PROFIT | YES [<input type="checkbox"/>] | NO [<input type="checkbox"/>] |
| • TAX EXEMPT | YES [<input type="checkbox"/>] | NO [<input type="checkbox"/>] |

ORGANIZATIONAL INFORMATION:

17. Organizational Chart: (Attach)

18. Agency Operating Budget:

BUDGET DATA (Round to nearest dollar)	ACTUAL 2015/16	CURRENT YEAR BUDGET 2016/17	PROPOSED BUDGET 2017/18	PROPOSED BUDGET 2018/19
SOURCES OF INCOME				
City of Campbell	\$ -	\$ -	\$ -	\$ -
Other Cities				
County				
State				
Federal				
United Way				
Fees and Services				
Fundraising, Donations				
Reserve/Contingency Fund				
All Other (List Below)				
TOTAL INCOME	\$ -	\$ -	\$ -	\$ -
EXPENSES				
Salaries	\$ -	\$ -	\$ -	\$ -
Employee Benefits				
Sub-Total	\$ -	\$ -	\$ -	\$ -
Insurance (Property & Liability)	\$ -	\$ -	\$ -	\$ -
Communications (Telephone, Etc.)				
Consultant Services				
Office Supplies				
Office & Equipment Rental				
Equipment Maintenance				
Utilities				
Travel and Conferences				
Contracts				
Transportation				
Other Supplies & Service Expenses (List Below)				
Sub-Total	\$ -	\$ -	\$ -	\$ -
Capital Outlay - Buildings/Construction	\$ -	\$ -	\$ -	\$ -
Capital Outlay - Equipment				
Sub-Total	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EMPLOYEES				
Number Full Time Paid Employees				
Number Part Time Paid Employees				
Equivalent Full Time Volunteers				

19. We, the Board of Directors of _____ ,
do hereby resolve that on _____, 20 _____, the Board
reviewed this application and furthermore, the Board in a proper motion and vote,
approved this application for submission.

To the best of our knowledge, all information presented herein is correct and
complete.

Dated: _____ 20 _____

Agency Name

By: _____

President of the Board, on behalf of the
Board of Directors named above

This application and the information contained herein are true and correct and
complete to the best of my knowledge.

Executive Director

Date