

***Application and Allocation Process for 2010 Supplemental Funds
as Discussed at the Community Services Committee Meeting
January 6, 2010***

The following decisions made at the 12/17 CSC meeting

1. Agencies can apply for up to \$10,000.
2. Proposals “should demonstrate need so that current service levels can be maintained, or that current programs can be expanded to meet increased demands”.
3. The available funds (\$100,000) should be distributed proportionately using 2010 Budget numbers across the three committees. This means the Senior Program area would receive \$16,000, Child Care Services would receive \$24,000 and the Community Services Committee would receive \$60,000 for a competitive application process for agencies currently providing programs in the remaining five program areas.

Decisions made Jan 6, 2010

Process Issues:

1. Staff recommends that all three committees follow that same rules and engage in a shared process to allocate the funds.
2. Committees could appoint subcommittees to review proposals and make funding recommendations to the CSC, using an application and application evaluation framework developed by staff.
3. Subcommittees should plan to meet on or about March 4, 2010 to review proposals and develop recommendations as recommendations must go to the CSC at their March10 meeting in order to get funds to the agencies in May.

“Rules” for allocation

1. Agencies can only apply for programs currently funded through the Community Resources Program. Programs receiving only Emerging Neighborhood funds, or CDBG funds and not Community Resources funds are not eligible. (Staff interpretation is that Council Resolution directed funds to Community Services Committee as a supplement to Community Resources funds.)
2. Agencies can only apply for supplemental funds for one program.
3. Agencies should view any supplemental funds they are awarded as a one time allocation for 2010 that does not build the base budget for their program, agency or the Community Resources Program.
4. Allocations will not be made based on a slate of recommendations from staff. Committee members must be involved in the evaluation of applications.
5. Programs should apply for at least \$2,500. Given the amount of City and Agency staff time it will take to amend these contracts, lesser amounts are not cost effective to process.

Suggested Timeline

Calendar of Events Events	Date
CSC finalizes framework for 2010 Supplemental Funds Application process.	January 6 Meeting
SCAC designates members to review 2010 Supplemental Funds Applications	January 20
ECCEB designates members to review 2010 Supplemental Funds Applications	January 27
2010 Supplemental Funds Application Published	Feb 12
Applications Due	March 2
Applications Reviewed	March 3-9
Community Services Committee Meeting	March 10
Resolution due to city clerk	*April 7 @12:00 PM
Recommendation to Mayor and CC	April 13
Resolution to Board of Estimates	April 19
Common Council Approval	April 20
Agreement/Contract Negotiated (Due Date)	April 30
Program Begins	May 1
Funds available for use	May-December

*Date adjusted due to altered Common Council schedule for Council elections.