City of Bloomington Indiana

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To: **Jack Hopkins Social Services Funding Committee**
Councilmembers:
Chris Gaal, Tim Mayer, David Rollo, Andy Ruff, David Sabbagh, and
Representative from Other City Entities:
Probably CFR Commission and CAC Member
Staff: Susie Johnson, Lisa Abbott, and Pete Giordano
From: **Council Office**
Re: **First Meeting of Committee**
Date: **March 5, 2004**

Contents of Packet

Memo
Agenda
History of Fund Allocations from 1993 and Res 03-09
Report of June 2003 Grants and Interpretation of Agreements (forthcoming)
Criteria - Letter Outlining Criteria and Elaboration of Policies and Criteria (with changes underlined)
Draft Solicitation Letter and Information Sheets
Proposed First Meeting - First-Cut Table and Summary of Applications
Presentations - Agenda
Recommendations - Agenda, Meeting Worksheet, Summary of Ratings and Comments
Sample Funding Agreement
Calendar for Months of April through June

Memo

Introductory Notes - Members of Committee

Welcome to the 2004 Organizational Meetings of the Jack Hopkins Social Services Funding Committee - The primary purpose of this meeting will be to decide upon the process for making this year's recommendations to the full Council on the allocation of the Council Discretionary Social Services Funds. This memo and the accompanying packet material provide a brief history of the program and highlight some of the procedural issues that should be resolved at the organizational meeting.

One Preliminary Meeting Scheduled for 5:30 p.m. on Wednesday, March 10th in the Council Library Unless you are dissatisfied with last year's changes, it appears that one meeting should be sufficient to establish the procedures this year.

Composition of the Social Services Funding Committee – Elect a Chair - The Council Social Services Committee currently includes five council members – Gaal, Mayer, Rollo, Ruff, and Sabbagh – who have been appointed by the President of the Council. There are also two members who represent other City entities. In the past those members have both come from the Community and Family Resources Commission. Last year's resolution, however, established that the Committee of council members would choose to representatives from other city entities. This means the five council members will meet as a Committee Wednesday and make that decision early in the meeting. After talking with most of the council members and getting a sense of what they would want to do, I have asked the CFR Commission to arrange for someone to be there Wednesday night and have asked Dr. Pizzo to attend as well.

Action: Please choose representatives from other City entities, and elect a chair for the committee.

History, Level, Source & (New) Location of Funds

The Common Council established the Council Discretionary Social Services Fund as an amendment to the Civil City Budget for 1993. The level of funding has been as follows:
1993 - $90,000;
1994 and 1995 - $40,000;
1996 - $50,000;
1997 and 1998 - $90,000;
1999, 2000 and 2001 - $100,000; and
2002 and 2003 - $110,000.
2004 - $110,000
In all but the first year, the monies for this program have come from the General Fund. Please note that, because of their expertise in monitoring grants, the funds were moved from the CFR to the HAND department in 2001.

Packet: History of Funding

Monitoring Previous Grants and Agreements - Report, Letter of Interpretation, and Extensions Lisa Abbott will give a brief oral report on the implementation of the grants to 16 agencies in 2003. These grants and the related funding agreements were approved with the adoption of Res 03-09. In accordance with the funding agreements, the agencies either submit claims to the HAND department and are reimbursed for appropriate expenditures or enter into an obligation for covered item and arrange for the City to purchase it by credit card or purchase order. One matter she wants to bring to your attention is the administrative and agency burden associated with monies that are encumbered from one year to the next.

Interpretation of Agreement. Please note that the resolution and agreements give the Chair of the Committee authority to interpret questions regarding the agreement and that Dr. Pizzo was called upon to exercise those powers once last year in regard to the Community Kitchen. This agency, as you may recall, received a little over $10,100 to reconstruct a loading dock, replace a fire suppression system in the kitchen, and purchase about 60 chairs for its South Rogers Street facility. It had about $33 left over and wanted to use it to buy an electric mixer. Dr. Pizzo agreed that it was within the scope of the funding agreement. After talking with Lisa Abbott, I recommend that you consider a rule about use of small amounts of surplus funds in order to closeout those agreements.

Proposed Rule: Expenditures totaling less than $100 that are for the same category of items covered in the funding agreement (e.g. equipment) and serve the same program and same site fall within the funding agreement. HAND staff need not request an interpretation of the funding agreement by the Chair of the Committee, but should inform the Committee of these adjustments in the Monitoring Report.

Rationale: Items within the same category (e.g. equipment) and for the same program and at the same site as covered in the funding agreement are generally found to be within the scope of the funding agreement. This rule regarding amounts of less than $100 would facilitate the final accounting of grant funds by allowing HAND, as monitoring entity, to close out these agreements on its own and without risking misuse of funds. The administrative costs associated with returning the money would be greater and more time-consuming than the amount of money retrieved.

Packet: *Monitoring Report (will be submitted later in the funding process this year).*
Approve the Proposed Rule

Review of Funding Process

Purpose/Criteria - The criteria for allocating these funds have remained substantially the same ever since Councilmember Jack Hopkins first proposed them in 1993. They are as follows:

* The program should address a previously identified priority for social services funds (as indicated in the MC/SPAN or other community-wide survey of social services needs);
* The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and
* This investment should lead to broad and long-lasting benefits to the community.

In 2001 the Committee authorized staff to prepare a policy statement that elaborated upon these criteria and other procedures.

Packet: *1993 Jack Hopkins Letter Outlining Criteria*
Elaboration of Program Criteria and Explanation of Procedures (with proposed changes underlined).

Issue: *Assuming the Committee wishes to continue using these criteria, I have made some minor changes in the policy statement that need your review and approval. For example, the name of the typical community-wide survey has been changed from SPAN/MC to SCAN.*

One more than minor change to consider: encouraging agencies to use the money in the calendar year they receive it, unless the funding agreement specifically authorizes use of the money into the next calendar year.

Reminder of Other Policies:

The Committee will not consider late applications.

Each agency shall submit only one application.

The minimum dollar amount for each request is $1,000.

Action: *Approve the Elaboration of Program Criteria*

Solicitations – Submittals – Assistance with Applications

Extent of Solicitations – The Council Office informs social services agencies about this funding program by:

- sending solicitation letters to agencies that have received or requested letters in the past;
- e-mailing an announcement to agencies on the CFR's Non-Profit Alliance e-mail list and to the United Way for release to entities on its e-mail list;
- sending word through the United Way CSC Newsletter (which goes out in early April),
- notifying the media through a press release and through the offer of Public Service Announcements (read by Chair of the Committee), and
- posting forms that can be down-loaded from our web page.

Submittals – The letter to the agencies invites them to submit a two-page statement indicating how much is being requested, what it would be used for, and

how this request meets the program criteria. It asks them to provide a one-page budget detailing the use of these funds and a financial statement for the agency as a whole. Last year we asked agencies to fill-out two information sheets, one requested information for contacting agencies and the other requested quick summaries of their proposals. Typically, the letter gives the agencies from 3 – 4 weeks to submit their applications.

Assistance with Preparing Applications/Technical Assistance Meeting –
For the past few years, the staff has held a technical assistance meeting for agencies to attend and receive help regarding their applications. About a dozen agencies show up for the session. The Community and Family Resources Department and HAND departments have also offered to help with the preparation of applications.

Packet: *Draft Solicitation Letter and Attachments*

Issues: *Suggestions on content of letter?*
Are the letters, CSC Newsletter, e-mail's, PSA's, and H-T release sufficient for reaching appropriate agencies?

Issues: *Do the applications provide you with sufficient information to make a good decision?*
Is about 4 weeks sufficient time for an agency to learn about and prepare an application?

Issues: *Any comments or suggestions regarding assistance in preparing the applications?*

Approve: *Letter, dissemination plan, and technical assistance meeting.*

Goals and Procedures for Evaluating Applications
The following paragraphs set forth the goals and procedures for evaluating proposals:

Proposed Statement of Goals for the Hearings:

- Encourage applications that best meet our purposes by articulating and applying clear and consistent guidelines;
- Assure that committee members make well-informed decisions;
- Support local social services programs by providing a positive environment when discussing and considering proposals; and
- Assure an efficient process that avoids unnecessary work.

First Consideration – Becoming Familiar with Applications – Narrowing the Field - Clarifying Priorities Over the last few years, the Committee used the following procedure to narrow the list of applicants prior to hearing the presentations from applicants. The Council Office sends the packet of applications and a summary table to members of the committee.

It also sends an e-mail with a first-cut sheet for committee members to return about a week later with a list of agencies they believe did not merit a presentation along with brief reasons for their decision. They also noted any conflicts of interest.

Based upon these responses, the Council Office prepared a table of responses, arranged times for agencies to make presentations, and notified those agencies receiving five negative responses that they would not be asked to make a presentation.

After talking with staff and a few members of the committee I am recommending that you consider a change in procedure that would call for a meeting of the Committee prior to the presentations. While adding another meeting to the schedule, this proposal would hopefully allow members to:

- share impressions early,
- use the informal setting to ask questions of staff about proposals,
- raise questions they want presenters to answer,
- talk about how to conduct public deliberation and inquiries,
- talk about allocation decisions (e.g. how to make that decision and handle partial funding), and
- notify the committee of conflicts of interest and vote on cutting applications from the presentations (e.g. using this occasion to mention and decide matters previously covered in the cut-sheet).

Packet: *First Cut Table*
Summary of Applications

Issues: *Does this summary of applications serve your needs? Does it need to be changed?*

Issues: *Extra Meeting. Do you want to meet around a table after you receive the application packet in order to share your thoughts about them and the issues they raise before hearing the presentations?*
If not, do you want to change the first-cut sheet form or how you use it?
If so, do you want to take care of all the business at the meeting that was previously done by use of the cut-sheet? In other words, do you want to announce conflicts of interest and vote on who presents that meeting as well?

Issue: *Denial of Presentations. For the last few years you have agreed to deny presentations when at least 5 of the 7members of the Committee indicated on the first-cut sheet that they did not want to hear a presentation for any one application. The requirement for a super-majority vote has made it easier for agencies to get an opportunity sell their program to you and whoever watches our meetings. (Last year all 22 agencies made a presentation.) This result favors the policy of "creating a positive environment for social services agencies" over the policy of "assuring an efficient process that avoids unnecessary work." It also suggests that the Committee will only deny presentations for applications which are "clearly inappropriate" rather than for applications that merely do not address a high priority need. Do you want to do the same this year?*

Presentation Meeting – The evening of presentations has always been the longest of the program. Typically staff arranges for presenters to arrive in advance of their appearance and speak for no more than 5 minutes with another 5 minutes reserved for your questions.

Packet: *Agenda for Last Year's Meeting*

Issues: *If you meet and discuss the applications before the presentations, staff could ask presenters to address matters you raised in that earlier meeting. Are there other changes you would like to see at this meeting?*

Recommendations - Resolve Questions and Adjust Allocation of Funds
Last year the committee members submitted ratings to the Council Office about a week after they heard presentations from the agencies. These ratings (on a scale of 0 - 5) and comments were then presented in the form of a table to committee members a few days later. Soon after the ratings had been distributed, the Committee met for a second and final time to make recommendations regarding the allocation of funds. The challenge for the Committee at this hearing has always been to arrive at a method for allocating the funds. Hopefully, you will have settled upon an approach to this question when you sit down to discuss the applications in early May.

Packet: *Agenda of Last Year's Second Meeting*
Ratings and Recommendations Sheet and
Summary of Committee Member Ratings

Issue: *Do you want to continue the 0 - 5 rating system and, if so, are the summary tables adequate for your purposes?*

Issue: *Are there predetermined factors or approaches that can help you make these final funding adjustments? How important are the ratings in determining the eventual level of funding? Are there factors – like the population served, fiscal need of agency, or track record of agency – that would allow you, in advance, to make those decisions?*

Issue: *Partial Funding/Matching Funds – These are two related issues that arise at the latter stages of your deliberations. Every year the Committee must make final adjustments in the allocations and invariably fund a request at less than the full amount. These decisions are often made without good information about how the adjustment would affect the feasibility of the project. How does the Committee want to address those situations this year? If you need more information from the agency, what will you need and when will you need it? The other issue is related to the occasional requirement that the agency demonstrate that other funds were used as a match to complete the project. Agencies have expressed surprise at having this requirement imposed at the last hearing. Do want to require matching funding? If so, when do we impose it and what information is needed impose a reasonable requirement?*

Proposed Schedule - Traditionally the allocation phase for the program runs from mid-to-late March to mid-June and the funding phase runs from July to December and sometimes into the next year. Here are the critical steps in the allocation phase of the program and a proposed schedule:

Releasing announcements and invitations -
Proposal: Monday, March 15th
Holding the technical assistance meeting -
Proposal: Tuesday March 30th from 3:30 -5:00 p.m.
Deadline for submitting proposals?
Proposal: 4-5 weeks – Monday, April 19th at 4:00 p.m.
Deadline for distributing packet of applications
Proposal: Tuesday, April 27th
Holding Initial Discussion of Applications (if you choose this approach)
Proposal: Monday, May 3rd 7:00 p.m. or Thursday, May 6th at 6:00 p.m. (this meeting will last a while)
Hear Presentations -
Proposal: Tuesday, May 11th at 5:30 p.m.

Submitting ratings -
Proposal: Tuesday, May 18th. at noon
Making recommendations -
Proposal: Monday, May 24th or Tuesday, May 25th at 5:30 p.m.
Council action on the recommendations -
Proposal: June 16th Regular Session

Packet: Calendar for March through June, 2004.

Funding Agreements and Their Implementation - We require agencies to execute a funding agreement with the City in order to assure proper use of the funds. The agreements describe the purpose and set the time for spending the funds (which can be extended by the Director of the HAND department, whose staff is responsible for monitoring the agreement), and require agencies to repay the funds if the money is not used in accordance with the agreement. The HAND department implements these agreements on the part of the City either by reviewing claims submitted by agencies and reimbursing those agencies or authorizing payment directly to vendors.

Packet: Copy of current funding agreement

Issues: These agreements generally require agencies to claim funds before the end of the year or seek an extension from the Director of the HAND department. There have been exceptions where agencies were given longer to use the funds. Even in those cases, however, the time limit rarely extended after the next funding decisions had been made. How much time should agencies have to claim the funds?

Issue: Shall the Chair of the Committee continue to have authority to interpret questions regarding the implementation of the funding agreements?

Evaluation of Program: In the past the Committee has offered agencies an opportunity to offer comments about the program and its procedures. Sometimes the Committee met in June and, at other times, it set aside time at the last meeting to hear concerns or comments about the program. For the last two years, we have not sent out survey.
Issue: How would you propose we obtain agency comments on this program?

Coordination with Other Funding Sources – For the past few years the Administration and Council and others have taken various steps to coordinate the funding of social services programs.
Issue: Are there any steps the Committee would want to take this year?

Notice and Agenda

Jack Hopkins Social Services Funding Committee
5:30 p.m., on Wednesday, March 10th 2004
Common Council Library - Room 110, Showers Center, 401 North Morton

1. Introduction of Committee Members
   a. Common Council
      - Chris Gaal, Tim Mayer, David Rollo, Andy Ruff & David Sabbagh
   b. Representatives from Other City Entities

   c. Election of Chair

2. History of Funding ($110,000 available this year)

3. Report (Oral) on 2003 Grants

   a. Vote on Proposed Rule for Disposition of Small Amount of Funds at Close of Grant.

4. Consider Social Services Funding Process

   a. Criteria - Review of Policy Statement

   b. Soliciting, Assisting & Submitting Applications

   c. Reviewing Applications - Packet of Proposals – Number and Purpose of Meetings – Review Applications, Hear Presentations, Make Recommendations

   d. Proposed Schedule/Dates for:
      Distributing announcements & invitations - Monday, March 15th
      Holding Technical Assistance Meeting
      – Tuesday, March 30th from 3:30 p.m. – 5:00 p..
      Receiving proposals – Monday, April 19th at 4:00 p.m.
      Distributing Summaries to Members – Tuesday, April 27th
      Holding Initial Discussion of Applications
      – Monday, May 3rd at 7:00 p.m./Thursday May 6th at 6:00 p.m.
      Presentations – Tuesday, May 11th at 5:30 p.m.
      Rating Applications – Tuesday, May 18th at noon
      Recommendations and Review of Program
      - Monday, May 24th or Tuesday May 25th at 5:30 p.m.
      Completing Funding Agreements – June 1st
      Council Packet – June 11th
      Council Action on the resolution - June 16th

   e. Funding Agreements

5. Other Business or Comments

6. Adjournment

City of Bloomington
Office of the Common Council

MEETING NOTICE

Jack Hopkins Social Services Funding Committee (Common Council)

The Jack Hopkins Social Services Funding Committee of the Common Council will meet at 5:30 p.m. on Wednesday, March 10, 2004. The meeting will be held in the Council Office, Suite 110, at City Hall (401 N. Morton Street). The purpose of the meeting will be to establish procedures for this program for the year. Because a quorum of the Council as well as this Council Committee may be present that evening, this meeting would constitute a meeting of both the Council and the Committee under the Indiana Open Door Law. For that reason, this statement is providing notice of the meeting and announcing that it is open for the public to attend, observe, and record what transpires.

Dated & Posted: Friday, March 05, 2004

History of Fund Allocations from 1993

and

<u>Res 03-09</u>

JACK HOPKIN'S SOCIAL SERVICES FUNDING PROGRAM
HISTORY OF FUNDS

Year	Recipient	Purpose	Amount
1993	**Resolution 93 - 17**		
	Public Health Nursing Assn.	New facility construction	$90,000
		Total Year Award	**$90,000**
1994	**Resolution 94 - 20**		
	Middle Way House	Women's and children's transitional facility	$35,000
	Rhino's All Ages Club	Larger facility for adolescents' activities	$5,000
		Total Year Award	**$40,000**
1995	**Resolution 95 - 15**		
	Big Brothers / Big Sisters	Office Renovation	$4,800
	Community Kitchen	Used vehicle to serve meals	$9,000
	Girls, Inc.	Interior Construction	$21,700
	Rhino's All Ages Club	Pilot outreach program	$4,500
		Total Year Award	**$40,000**
1996	**Resolution 96 - 13**		
	Boy's and Girl's Club	Central Air Conditioning	$3,000
	Dental Care Clinic	Dental Equipment	$1,450
	Girls, Inc.	Van Purchase	$10,000
	Head Start	Building and Program Materials; insurance	$4,400
	Hoosier Hills Food Bank	Refrigerated truck	$3,800
	Middle Way House	Child care facility	$17,350
	Shelter, Inc.	Housing for homeless	$10,000
		Total Year Award	**$50,000**
1997	**Resolution 97 - 05**		
	Community Kitchen	Transport containers to provide meals to at risk youth in after school programs	$1,300
	Hoosier Hills Food Bank	Equipment for Food Repackaging Room for meal rescue program	$9,200
	MCUM	Addition and renovation of child care facility	$51,000
	Options for Better Living	Upgrading phone and voice mail system	$13,500
	Stone Belt Center	Primary network server for computer system	$15,000
		Total Year Award	**$90,000**

1998	**Resolution 98 - 13**		
	Boy's & Girl's Club	Renovate and equip facility for a teen center and learning center	$23,000
	Community Kitchen	Purchase upright commercial oven, mobile sheet pan rack, and mats for kitchen floor	$4,675
	Evergreen Institute	Predevelopment costs for senior housing facility; any reimbursements to be applied to purchase of the property	$17,000
	Girls, Inc.	Purchase equipment to implement Operation SMART	$6,500
	Housing Authority	Insulate 8 buildings and purchase hand held carbon monoxide detector	$5,000
	MCUM	Renovate existing building to meet new building code	$9,925
	Options for Better Living	Repair 1991 Club Wagon for client purpose	$3,000
	Rhino's Youth Center	Operate Graffiti Clean-Up; salaries, operating costs	$10,900
	Shelter, Inc.	Renovate Campbell House for child care home; toys, furnishings, equipment	$10,000
		Total Year Award	**$90,000**
1999	**Resolution 99 - 18**		
	Amethyst House	New Van	$10,000
	Community Kitchen	Ice machine and freezer	$4,650
	Dental Day Care	Dental chairs and equipment	$17,144
	Evergreen Institute	Residence construction for elderly	$8,208
	Housing Authority	Roof replacements	$9,300
	Head Start	Classroom equipment	$10,125
	Hoosier Hills Food Bank	Cooler and condensing unit	$14,394
	MCUM	Equipment for food area	$11,850
	Mother Hubbard's Cupboard	Refrigeration unit	$1,029
	Planned Parenthood	Exam table for handicapped	$5,000
	Shelter, Inc.	Training (conference) for new program	$4,300
	Stone Belt	Industrial sewing machines	$4,000
		Total Year Award	**$100,000**
June 2000	**Resolution 00 - 18**		
	Abilities Unlimited	Equipment for loan to persons with disabilities	$3,498
	Center for Behavior Health	Floor covering for facility	$7,000
	Citizens' Advocacy Coalition	Training and printed materials for a one-to-one advocacy program for persons with disabilities	$1,500

	Community Kitchen	Eight dining tables	$2,460
	Housing Authority	Outdoor lighting at two facilities	$7,045
	Dental Care Clinic	To acquire used equipment	$7,000
	Family Solutions	To buy audio/visual equipment and software for parenting library	$714
	Girls', Inc.	For supplies and equipment for summer camp program and two car infant seats	$2,303
	Hoosier Hills Food Bank	One low-lift pallet truck and three sets of racking	$4,549
	Middle Way House	To construct addition onto their shelter	$10,000
	Middle Way House	To buy and install security devices for two facilities	$2,426
	Options for a Better Living	To buy materials, computer, and furniture for resource library for persons with disabilities	$5,000
	Stone Belt Arc, Inc.	For equipment and software for "compuplay" facility for children with disabilities	$11,500
		Total Award for June 2000	**$64,995**
Oct - 2000	**Resolution 00 - 25**		
	Abilities Unlimited	To purchase loaner equipment for persons with disabilities	$3,000
	American Red Cross	To convert a van to a mobile supply vehicle for disaster relief	$1,600
	Amethyst House	Rebuild foundation of Womens' facilities	$7,500
	Bloomington Hospital - Home Health Services	Implement a pilot healthcare program for local inmates after release from jail	$3,000
	Big Brothers / Big Sisters & Boy's and Girl's Club	To expand hours and activities for children at their Crestmont Site	$9,500
	Family Services - CASA	Hire staff for tracking services and measuring outcomes	$3,200
	Girls', Inc.	For the Friendly PEERsuasion Program	$2,500
	Girls', Inc. - Reading Renegades	For books, refreshments, and misc. equipment for after school reading program	$620
	Middle Way House	To buy an Industrial Grade document scanner for Confidential Document Destruction Program	$3,210.95
	Mother Hubbard's Cupboard	To establish a new southside food pantry in concert with the Community Kitchen and the Perry Township Trustees	$9,000
	Rhino's Youth Center	To construct a radio studio at center	$2,000
		Total Awards for October 2000	**$45,130.95**

2001	**Resolution 01-08**		
	American Red Cross (Monroe County Chapter)	To purchase tables and chairs for community classroom	$5,100
	Big Brothers Big Sisters of Monroe County, Inc.	To purchase and install windows and doors for its facility	$8,779
	Bloomington Housing Authority	To purchase and install outdoor lighting for Walnut Woods complex	$6,502
	Center for Behavioral Health	To purchase counseling software for children	$1,639
	Community Kitchen of Monroe County, Inc.	To purchase equipment for second food preparation and distribution site	$10,721
	Hoosier Hills Food Bank	To purchase food for city residents	$3,000
	Middle Way House, Inc.	To support pilot childcare nutrition program/enterprise by paying salaries of cook	$23,885
	Monroe County United Ministries	To pay rent and utilities for city residents at risk of being dislocated	$32,884
	My Sister's Closet of Monroe County	To purchase display, tagging, and laundry equipment for clothing donation program	$1,130
	Options for Better Living	To purchase CPR training equipment to train staff	$4,966
	Planned Parenthood	To purchase equipment to test for anemia	$1,394
		Total Awards for June, 2001	**$100,000**

2002	**Resolution 02-16**		
	Amethyst House, Inc.	To help rebuild and expand the men's facility by restoring the historic façade.	$20,000
	Area 10 Agency on Aging	To purchase equipment for the Food Pantry at the Girls, Inc. site	$1,475
	Big Brother Big Sisters of Monroe County	To purchase computer equipment for recruitment and training initiative	$3,623
	Bloomington Area Arts Council/ JWAC	To purchase a raku kiln and other equipment for the art education program.	$2,895
	Center for Behavioral Health (Children's Services)	To purchase equipment and fund 4 programs serving children and their parents	$3,952
	Community Kitchen of Monroe County, Inc.	To purchase a copy machine shared with Shelter, Inc. and aprons, and hairnets	$3,639
	Girls Incorporated	To pay for the salary of the director of the after-school and summer youth programs.	$15,000
	Girls Scouts of Tulip Trace Council	To purchase 2 learning modules for the agency's Family Life Education Program.	$2,148
	Indiana Legal Services, Inc.	To pay for the salary of an attorney as well as printing and publication expenses related to the new Housing Law Center.	$20,000
	Mental Health Association in Monroe County	To start-up five new support groups and to publish an updated version of the directory of mental health services.	$10,192

	Mother Hubbard's Cupboard, Inc.	To fund a new nutrition education program	$5,000
	Options for Better Living	To purchase materials for a program between Options and Center for Behavioral Health to address persons with dual diagnosis	$5,000
	Planned Parenthood	To purchase an autoclave for the purpose of sterilizing instruments.	$1,495
	Rhino's Youth Center	To purchase audio and video editing equipment for after-school programming.	$8,264
	Shelter, Inc.	To purchase new appliances for Campbell House	$2,317
	South Central Community Action Program, Inc.	To establish a revolving loan program for auto repairs of clients	$5,000
		Total Awards for June, 2002	**$110,000**
2003	**Resolution 03-09**		
	Amethyst House, Inc.	To purchase and install a stairway elevator at Men's House facility	$4,521
	Area 10 Agency on Aging	To pay for 50% of the annual wage for the Food Pantry/Emergency Food VISTA	$4,614
	Big Brothers Big Sisters	To pay for Program Manager and program expenses for Girl's Inc.'s Teen Outreach LEAP Program	$11,904
	Bloomington Area Arts Council	To pay for at least 50 scholarships for at-risk low-income city youth to participate in John Waldron Education Program	$4,250
	Boys & Girls Club	Job Development Specialist for TEENSupreme Career Prep Program	$25,000
	Citizens Advocacy	Preparation and distribution of a quarterly newsletter for Citizens Advocacy Program	$3,000
	Community Kitchen	Replace fire suppression system, loading dock, and 60 chairs for the S. Rogers site	$10,104
	Family Services Association	Purchase laptop computer, LCD projector, and carrying cases to promote activities, train	$3,000
	Middle Way House, Inc.	Purchase thermal carriers; pots, pans, and food trays; and, dishwasher proof dishes and flatware in order to extend program to Area 10 Agency on Aging	$4,100
	MCUM	Subsidize childcare costs for low-income households within the City	$20,000
	Options for Better Living	Pay for materials for its resource library and speaker fees related to the Family Partnership	$1,725
	People & Animal Learning Services, Inc. (PALS)	Purchase and install tow hydraulic mounting lifts to be used for and owned by the PALS therapeutic riding program	$3,400
	Planned Parenthood	Purchase four computers for its 421 South College facility	$3,600

Shalom Community Center	Pay for six phone sets and install three new phone lines at its219 East 4th Street facility	$1,900
South Central Community Action Program	Pay for the development of computer software	$6,292
Templeton Elementary School	Pay for food and supplies for its Kinder Camp summer program to serve children entering kindergarten or the first grade	$2,580

Total Awards for June, 2003: $110,000

RESOLUTION 03-09

AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2003 AND OTHER RELATED MATTERS

WHEREAS, the Common Council established the Social Services Funding Committee (Committee) in 1993 to make recommendations to the entire Common Council regarding the allocation of discretionary social services funds and, in 2002, named the program in the honor of Jack Hopkins, who was instrumental as a council member in the establishment of this funding program; and

WHEREAS, according to Resolution 02-16, the Committee serves as a standing committee of the Council with five members appointed by the President of the Council from within the Council and with as many as two members added by the Committee from other city entities; and

WHEREAS, this year the Committee includes council members Chris Gaal, Mike Diekhoff, Tim Mayer, Andy Ruff, and Tony Pizzo, and Community and Family Resource Commission members Laurie Eynon and Ken Heller; and

WHEREAS, the Committee held a preliminary meeting on March 11th to establish the program procedures for the year; and

WHEREAS, the Committee approved a Policy Statement, which set forth and elaborated upon the following criteria for making their recommendations:

1. The program should address a previously identified priority for social services funds (as indicated in the SPAN/MC or another community-wide survey of social service needs); and
2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, makes a significant contribution to the program; and
3. This investment in the program should lead to broad and long lasting benefits to the community; and

WHEREAS, on April 17th, 2003 twenty-two agencies submitted applications by the 4:00 p.m. deadline; and

WHEREAS, by May 6th, 2003 the committee members had each submitted a list of agencies that, in their minds, did not merit a presentation, but since no agency received the five negative votes necessary to drop them consideration, all twenty-two applicants were asked to make a presentation on May 8th, 2003; and

WHEREAS, by May 14th, 2003 the members of the Committee submitted ratings of those twenty-two applications on a scale of 0 to 5; and

WHEREAS, on May 19th, 2003 the Committee met and adopted a series of motions regarding those applications which recommended:

- funding the sixteen agency programs with a rating of 2.64 and above; and
- fully funding nine and partially funding seven of those proposals; and

WHEREAS, the sixteen agencies receiving funds understand the terms of the funding agreements which have been prepared for each grant and agree to abide by the terms of those agreements; and

WHEREAS, the staff of the HAND department will arrange for the disbursement of the grant funds pursuant to the funding agreements, which will be interpreted by the Chair of the Committee; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE

CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. The Common Council now allocates one hundred and ten thousand dollars ($110,000) set aside for social services funds in 2003 to the following agencies for the following amounts and in accordance with the funding agreements approved in Section 2:

Name of Agency	Amount	Purpose of Grant
Amethyst House, Inc.	$4,521	To purchase and install a stairway elevator at the Men's House facility.
Area 10 Agency of Aging	$4,614	To pay for 50% of the annual wage for the Food Pantry/Emergency Food VISTA Volunteer.
Big Brothers Big Sisters of South Central Indiana	$11,904	To pay for personnel and program expenses to implement the mentoring component of Girls, Inc.'s Teen Outreach LEAP Program.
Bloomington Area Arts Council	$4,250	To pay for at least 50 scholarships for at-risk, low-income city youth to participate in the John Waldron Education Program.
Boys and Girls Club of Bloomington	$25,000	To pay for the Job Development Specialist for the TEENSupreme Career Prep Program for the fall of 2003 and spring of 2004.
Citizen Advocacy of South Central Indiana Inc.	$3,000	To pay for the preparation and distribution of a quarterly newsletter for the Citizen Advocacy Program.
Community Kitchen of Monroe County, Inc.	$10,104	To replace the fire suppression system for the kitchen, the loading dock, and 60 chairs for the dining room at the South Rogers site.
Family Service Association of Monroe County (FSA)	$3,000	To purchase a laptop computer, LCD projector, and carrying cases to promote activities, train staff, and inform clients.
Middle Way House, Inc.	$4,100	To purchase thermal carriers; pots, pans, and food trays; and, dishwasher proof dishes and flatware in order to extend its food program to senior citizens through a contract with the Area 10 Agency on Aging.
Monroe County United Ministries, Inc.	$20,000	To subsidize the childcare costs for low-income households within the City.
Options for Better Living	$1,725	To pay for materials for its resource library and speaker fees related to the Family Partnership Project.
People & Animal Learning Services, Inc. (PALS)	$3,400	To purchase and install two hydraulic mounting lifts to used for and owned by the PALS therapeutic riding program.
Planned Parenthood of Greater Indiana, Inc.	$3,600	To pay for four computers for its 421 South College facility.
Shalom Community Center, Inc.	$1,900	To pay for six phone sets and install three new phone lines at is 219 East 4th Street

		facility.
South Central Community Action Program	$6,292	To pay for the development of software that will enable its existing departments' software to track client needs and coordinate services.
Templeton Elementary School	$2,590	To pay for food and supplies for its Kinder Camp this summer that will serve children entering kindergarten or the first grade.

SECTION 2. The Council approves the funding agreements for these allocations, copies of which are kept in the Council Office and HAND department files, and directs the Office of the Controller to issue checks in the ordinary course of business to the agency once the staff of the Housing and Neighborhood Development Department submit a copy of the signed agreement and the appropriate purchase orders.

SECTION 3. The Council authorizes the Chair of the Social Services Funding Committee to resolve any questions regarding the implementation of the funding agreements.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2003.

_____
CHRIS GAAL, President
Bloomington Common Council

SIGNED and APPROVED by me upon this _____ day of _____, 2003.

_____
JOHN FERNANDEZ, Mayor
City of Bloomington

ATTEST:

_____
REGINA MOORE, Clerk
City of Bloomington

SYNOPSIS

This resolution follows the recommendations of the Jack Hopkins Social Services Funding Committee of the Common Council (Committee). It allocates the $110,000 of 2003 social services funds to 16 agency programs, approves the funding agreements with these agencies, and authorizes the chair of the Committee to resolve any questions regarding the interpretation of the agreements.

Criteria – 1993 Letter Outlining Criteria
and
Elaboration of Policies and Criteria
(with changes underlined)

City of Bloomington Indiana

City Hall
401 N. Morton St.
Post Office Box 100
Bloomington, Indiana 47402

Office of the Common Council
(812) 349-3409
Fax: (812) 349-3570
email: council@city.bloomington.in.us

16 February, 1993

To: Council Members
From: Jack Hopkins

Subject: Social Services Funding

Most of us have discussed the question of social services funding, either in the Social Services Committee (which has met twice) or individually. I would like to summarize the discussions of the committee so far, in order that we may act soon to take final action on the matter.

The committee reached a consensus on the following criteria to be used for choosing appropriate programs for funding in the 1993 budget year:

1. The focus should be on previously identified priority areas.
2. Programs or projects should be such that a one-time investment will make a substantial difference.
3. Priority should be given to projects or programs where investments now will have a positive long-term spillover effect (such as reduced susceptibility to other diseases, decreased absences from school, reducing lost time for sick child care, etc.)
4. Capital should be leveraged wherever possible by watching from other sources.

The Social Services committee concluded that the Community Heath Program meets all these criteria. Appropriation of the available 1993 social services funds for the Public Heath Nursing Association would enable the PHNA to carry out a drive for complete immunization of all children in Bloomington and Monroe County and enable the consolidation of three separate locations into one building, which would save substantial funds in the process. The possibility of leveraging the investment through Community Foundation's Lilly Endowment grant is being pursued. In addition, a substantial additional appropriation from Monroe County makes the Bloomington investment particularly timely and effective.

I would appreciate your comments before any final action is taken to introduce an appropriation ordinance for this purpose.

City of Bloomington
Office of the Common Council

Jack Hopkins Social Services Funding Program

Elaboration of the
Three Criteria for Evaluating and Awarding Grants
andAnd
Other Policies

Elaboration of Three Funding Criteria

In 1993 Jack Hopkins wrote a letter to the Committee outlining a set of criteria for the use of these social services funds. Aside from referring to a more recent community-wide survey, those criteria have served as the basis for allocating the funds ever since. The following is an elaboration of that policy approved by the Committee.

1. **The program should address a previously identified priority for social services funds (as indicated in the SPAN/MCSCAN - Service Community Assessment of Needs - or other community-wide survey of social service needs);**

   "priority for social services funds"

   The Common Council has used these funds for programs that provide food, housing, healthcare, childcare or youth services, or advocacy and specialized services to city residents who are, at least in part, of low and moderate income, affected with a disability, or elderly.

2. **The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and**

   a. **"one-time Investment"**

   This restriction is intended to encourage innovative projects and to allow the funds to address changing circumstances. For those reasons, it discourages agencies from relying on these funds from year to year and from using these funds to cover on-going costs, particularly those relating to personnel.

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www.city.bloomington.in.usgov
email: council@city.bloomington.in.usgov

Operational Costs

Such costs are not generally considered a "one time investment," but will be eligible for funding in two circumstances: first, when an agency is proposing a pilot project and demonstrates a well developed plan for funding in future years which is independent of this funding source; and second, when an agency demonstrates that an existing program has suffered a significant loss of funding and requires "bridge" funds in order to continue for the current year.

Renovation versus Maintenance

Costs associated with the renovation of a facility are an appropriate use of these funds, while the costs associated with the maintenance of a facility are considered part of the operational costs of the program and, when eligible, will be given low priority. When distinguishing between these two concepts the Committee will consider such factors as whether this use of funds will result in an expansion of services or whether the need was the result unforeseen circumstances.

Conferences and Travel

Costs associated with travel or attending a conference will generally be considered as an operating cost which, when eligible, will be given low priority.

Computer Equipment

Generally the costs associated with the purchase, installation, and maintenance of personal computers and related equipment will be considered an operational cost and, when eligible, be given low priority. However, the costs associated with system-wide improvements for information and communication technologies, or for specialized equipment may be considered a one-time investment.

b. "through matching funds or other fiscal leveraging, make a significant contribution to the program"

In the words of Jack Hopkins, who originally proposed these criteria, investments "should be leveraged wherever possible by matching from other sources." Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means.

Applications from City Agencies and Other Property Tax Based Entities

Over the years the Council has not funded applications submitted by city departments. This appears to be based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit city resources at their disposal. And, while never clearly stating they were ineligible, the Council has also not generally funded applications from agencies whose primary revenues derive from property taxes.

3. **This investment in the program should lead to broad and long lasting benefits to the community.**

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"broad and long lasting benefits to the community"

Again, in the words of Jack Hopkins, "priority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to …diseases, decreased absences from school, reducing lost time (from work) .., etc).

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Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications for events or celebrations. It appears that this is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required by this third criterion.

Explanation of Other Policies

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One application per agency

Each agency is limited to one application. This policy is intended to: 1) spread these funds among more agencies; 2) assure the suitability and quality of applications by having the agency focus and gamble on one application at a time; and 3) lower the administrative burden by reducing the number of applications of marginal value. Given the benefits flowing from cooperative efforts among agencies, applications that are the product of the efforts of more than one agency will be attributed only to the agency that signs and presents it to the Committee.

$1,000 Minimum Dollar Amount for Request

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The $1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

Funding Agreement – Reimbursement of Funds – Expenditure Before End-of-the-Year

The Housing and Neighborhood Development (HAND) Department has been monitoring the funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a

Draft Solicitation Letter
and
Information Sheets

City of Bloomington
Office of the Common Council

March 15, 2004

To Directors of Social Services Agencies and Agency Programs Serving City Residents:

The Common Council Social Services Funding Committee Invites Social Services Agencies to Seek One-Time Funding for Programs that Serve City Residents

The Jack Hopkins Social Services Funding Committee of the City of Bloomington Common Council announces that it is accepting applications for use of $110,000 in local social services funds that will be allocated in the spring of 2004. Since the program began in 1993, the City has provided $920,000 in one-time funding to social services agencies for projects that have made a difference in the lives of city residents in need. Along with many other projects, these funds have helped to: construct the Public Health Nursing facility on East Miller Drive, acquire land for The Rise transitional living facility on South Washington Street, fix a collapsed foundation at the Amethyst House Women's facility, provide equipment to Hoosier Hills Food Bank, and expand Mother Hubbard's Cupboard.

The committee will review applications, select agencies to make presentations, and then make recommendations to the Common Council for the allocation of these funds. This committee consists of five members of the Common Council and two members representing other City entities. The council members are Chris Gaal, Tim Mayer, David Rollo, Andy Ruff, and David Sabbagh, and the other members are _____ from the Community and Family Resource Commission and Dr. Anthony Pizzo from the CDBG Citizen Advisory Committee for Social Services.

Please Note the Critical Procedures and Chronology

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email: council@city.bloomington.in.us

The Committee met in March and agreed upon the procedures and chronology for this year's program which, in brief, include:

- Providing a Statement of the Criteria and Other Policies (see enclosed sheet)
- Offering a Voluntary Technical Assistance Meeting (see schedule on page 2)
- Limiting Each Agency to One Application
- Setting a Minimum Request Per Application ($1,000)
- Barring Late Applications from Consideration
- Convening Committee to Review Applications and Decide Which Agencies Will to Make Presentations (at Another Meeting)
- Using Committee Member Ratings to Facilitate Funding Recommendations (Which are Decided at a Meeting Where Agencies Must Attend)
- Requiring the Reimbursement (Rather than the Advancing) of Funds (See enclosed sheet)

Criteria for Evaluating and Awarding Grants

Agencies are invited to apply for these funds if they have programs in need of funds that meet the following criteria (which are further explained in an attached policy statement):

* The program should address a previously identified priority for social services funds (as indicated in the SCAN – Service Community Assessment of Needs - or other community wide survey of social service needs);
* The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and
* This investment in the program should lead to broad and long lasting benefits to the community.

Form and Content of Applications

If your agency wishes to apply for these funds, please prepare a two-page statement indicating how much is being requested, what it would be used for, and how this request meets the above three criteria. Each applicant must complete the attached information sheets, which ask for the name, address, phone and fax number, and e-mail address of the person(s) responsible for preparing and presenting the application, as well as other important program information. Along

with the above statement and information sheets, your agency should also provide a simple program budget detailing the use of these funds and a year-end financial statement for the agency. Signed, written estimates should accompany all requests for the funding of capital improvements.

Please note that only one application will be accepted for any one agency and that each application must request at least $1,000. The Committee encourages cooperative efforts among agencies and, for that reason, applications that are the product of more than one agency will attributed to the agency that signed the application and presented it to the committee.

Deadline for Applications – No Late Applications Will Be Considered For Funding

In order to be considered for funding, the applications must be delivered no later than 4:00 p.m. on Monday, April 19th, 2004. The Committee has adopted a policy of not hearing applications that are submitted after the deadline. Please file your application with the Council Office at the following address:

City Hall - Showers Plaza
Council Office, Room 110
401 North Morton Street
Post Office Box 100
Bloomington, IN 47402

Schedule for Considering Applications and Recommendations

- ***Tuesday, March 30th from 3:30 to 5:00 p.m.*** in the McCloskey room of City Hall - Voluntary Technical Assistance Meeting
- ***Monday, April 19th at 4:00 p.m.*** - Deadline for Submitting Applications in the Council Office
- ***Tuesday, April 27th – Deadline for the Council Office to Distribute Summary Table and Applications to Committee Members***
- ***Monday, May 3rd at 7:00 p.m.*** - Committee Members meet to discuss applications
- ***Tuesday, May 11th at 5:30 p.m.*** - Invited Agencies Will Make Presentations in

the Council Chambers

- ***Tuesday, May 18th at noon*** – Deadline for Committee Members to Submit Ratings to Council Office
- ***Monday, May 24th at 5:30 p.m.*** - Committee Will Make Recommendations at Meeting in Council Chambers (Agencies required to attend). If necessary, the meeting will be continued to *Tuesday, May 25th at 5:30 p.m.*
- ***Wednesday, June 2nd*** – Deadline for Agencies to Confirm Terms of Funding Agreements
- ***Wednesday, June 16th at 7:30 p.m.*** – Common Council Will Consider Resolution Approving Recommendations

Assistance with Applications

If you have any questions, please contact any of the above committee members or the Council Office staff at 349-3409. Staff members from the Council Office, the Community and Family Resources, and Housing and Neighborhood Development departments will hold a Technical Assistance Meeting, noted above, where those preparing the applications may obtain help. Although the application process is designed to be a simple and easy one, you may call Pete Giordano, Director of Community and Family Resources Department at 349-3462 or Lisa Abbott, Assistant Director of the Housing and Neighborhood Development (HAND) Department at 349-3576 for assistance in preparing an application.

Sincerely,

, Chair
City of Bloomington Common Council
Jack Hopkins Social Services Funding Committee

Social Services Funding Application

Agency Contact Sheet

Agency Information:

Agency Name: _____

Agency Address: _____

_____

Agency Phone Number: _____

Agency E-mail address: _____

Agency Website: _____

President of Board of Directors – June 2003: _____

Name of Person to Present Application to Committee: _____

Director Information:

Director of Agency: _____

Director's Address: _____

Phone Number: _____

Director's E-mail Address: _____

Grant Writer Information:

Application Writer: _____

Writer's Address: _____

Phone Number: _____

Email Address: _____

Social Services Funding Application

Program Funding Sheet

Agency Information:

Participating Agency Names: _____

Address where program or project will be facilitated or housed:

_____

Name of Project/Program facilitator: _____

Facilitator Contact Information: _____

Program Information:

Title of Program or Project: _____

Total Cost of Project: _____

Requested SSF Amount: _____

Funding Information:

Examples:

Tables	*5 tables @ $12.00 each*
Chairs	*20 chairs @ $8.00 each*
Copy Machine	*$1,000*

List Of Items	Cost of Each Items

Requested Funding Dates: Start:_____ Finish:_____

Proposed First Discussion of Applications

First-Cut Table
and
Summary of Applications

Jack Hopkins Social Services Funding Committee
First Cut List & Potential Conflicts of Interest
May 5, 2003 Response

Proposal from Social Services Agency	Gaal	Diekhoff	Mayer	Pizzo	Ruff	Eynon	Heller	Total
1. Amethyst House								0
2. Area 10 Agency on Aging								0
3. Big Brothers Big Sisters of South Central Indiana								0
4. Bloomington Area Arts Council		X				X		2
5. Bloomington Development Learning Center		X				X		2
6. Bloomington Hospitality House		X				X - COI		2
7. Boys and Girls Club of Bloomington								0
8. Center for Behavioral Health		X						1
9. Citizen Advocacy of South Central Indiana Inc.		X		X		X		
10. Community Kitchen of Monroe County, Inc.						COI		0
11. Family Service Association of Monroe County (FSA)				X				1
12. Middle Way House, Inc.				X				1
13. Monroe County United Ministries, Inc.								0
14. My Sister's Closet				X				0
15. Options for Better Living		X		X				2
16. People & Animal Learning Services, Inc. (PALS)		X						1
17. Planned Parenthood of Greater Indiana, Inc.								0
18. Shalom Community Center, Inc.		X					COI	1
19. Shelter Inc								0
20. South Central Community Action Program, Inc.		X						1
21. Stone Belt Arc		X						1
22. Templeton Elementary School								0

X – Indicates the committee member does not wish for that agency to make a presentation on May 8th or be considered further for funding this year. An agency receiving a total of 5 or more X's will not be asked to make a presentation.

COI - Potential Conflict of Interest – These notations indicate that the committee member serves on the board or otherwise has a current significant relationship with that particular agency.

- Laurie Eynon works for the same employer as Bloomington Hospitality House (Bloomington Hospital) and serves on the board of the Community Kitchen; and
- Ken Heller is a volunteer counselor at the Shalom Center and helped draft its proposal and intends abstaining upon that request.

Summary of Applications for Council Discretionary Social Services Funds (2003)			
	Organization	Project	Amount Requested
1	Amethyst House, Inc. 2002 To rebuild & expand men's facility by restoring the historic façade. awarded: $20,000 2000: Rebuild foundation of Women's facilities awarded $7, 5000 1999: New Van awarded: $10,000	This agency provides safe, drug-free transitional housing and substance abuse treatment to men, women and their dependent children. The men's program includes supportive services and life skills training and is running at full capacity (19 beds up from 15 in 2002) 98% of the year. This is up from 95% last year and 82% the previous. The Men's Program continues to have a waiting list for admission that averages 15 applicants. This request would provide a stairway elevator at the newly rebuilt Men's House facility. Although the first floor of the Men's House is handicapped accessible, the basement area is not. The recreation room and laundry are located in the basement area as well as the meeting rooms (which are open to the public and provide space where some twelve step meetings take place). Criteria: The application states that the SPAN/MC ranked drug and alcohol abuse and affordable housing among the five highest priorities for social services in this community. It cites other local studies (by the CARES board and in City's Consolidated Plan) for the need to increase the beds for men seeking treatment for substance abuse. The 1991 COMPASS report recommended this course as a means to reduce the jail population. Amethyst house is a private, non-profit agency that relies on local contributions for much of its operations. It receives funds from the state's Hoosier Assurance Program to help cover the costs of treatment, but not for the cost of housing. The application states that housing and the modifications that are necessary for making the housing accessible, are one of the most expensive and least funded components of the treatment continuum. The installation of a basement elevator will have a broad and longlasting effect by opening this area to clients with disabilities and promoting their independence. Total Project Cost Request: Bruno SRE-1550 (made in USA) Commercial Package Shipping Labor to install Electric outlet Contributions: Total Amount Requested:	

		Criteria: The application indicates that Food Pantry is the only meal program to deliver food to low-income seniors as well as low-income individuals with physical challenges. It is operated by a VISTA volunteer. As a result of a change in the VISTA program, local funds must cover the first year of the volunteer and the federal government will cover the next 5 years. This request is for half of the first year salary, the other half of which will be paid by the agency. Other contributions come in the form of donations of food and the commitment of time by volunteers. This program has expanded in the last few years and provides food to those who are homebound.	
		Total Program Cost	$30,000
		Request: 50% of VISTA Volunteer Wages for one year ($9,228/2)	$4,614
		Contributions: Area 10 matching funds Other program costs Federal Government pays VISTA volunteer for next 5 years	 -$4,614 -$20,772
		Total Amount Requested	$4,614
3	Big Brothers/ Big Sisters of South Central Indiana partnering with Girls, Inc. Teen Outreach LEAP 2002 purchase computer equipment for recruitment & training initiative awarded: $3623 2001 purchase & install windows & doors for its facility awarded: $8,779 2000 expand hours & activities for children at their Crestmont Site (along with B/G Club) awarded: $9,500 1995 office renovation awarded: $4,800	This proposal is presented by Big Brothers/Big Sisters of South Central Indiana in partnership with Girls, Inc. of Monroe County, to participate in facilitating the program, Teen Outreach LEAP (Life Empowerment Action Plan). This collaborative proposal will reach at-risk 7th & 8th grader girls attending Batchelor, Tri-North, & Jackson Creek middle schools. The proposal enables both BBBS & Girls, Inc. to expand their capicity to serve adolescent girls, coordinate resources, and collaborate to support young women in our community. Both agencies promote activities that develop a youth's sense of competence, a sense of usefulness, a sense of belonging, and a sense of power. These agencies claim to be leaders in their field with proven, measureable, positive outcomes for the youth they serve. Collectively they have been serving the Bloomington community for 55 years. The $11, 904 request will facilitate a mentoring component of Girls, Inc's new pilot, Teen Outreach LEAP Program. These two agencies plan to recruit, screen and train at least 25 mentors, to provide support and guidance for 90 girls during the 2003-2004 school year. BBBS will be the fiscal agent for the program Criteria: Numerous studies (SPAN/MC & MC CARES, Chamber of Commerce, Safe & Civil Cities) have recommended more opportunities for teens & providing mentors for at-risk youth. A CAPE Project, entitled Profiles of Student Life: Attitudes and Behavior, surveyed 3500 Monroe County students (7 - 12 grade) and measured the developmental assets of young people. It concluded that these assets are key building blocks that form a foundation for healthy development and educational success and that youth with between 30 -40 assets were more likely to avoid risky behaviors and be successful in standard endeavors. On average the survey found that the youth in Monroe County identified only 19 assets and between 25% and 50% of them indicated a failure of the family and community to provide adequate and caring adult role models or community programs. This program attempts to fill this need by recruiting and training mentors for these at-risk young women who will help them become productive citizens.	
		Total Progam Costs	$15,867
		Request: Program manager PT ($11/hr @ 18 hrs/week for 47 weeks) Fringe for Program Manager (13%) Volunteer Recruitment/Apreciation Youth Scholarship Training Materials/Curriculum Field Trips/Program Recognition	 $9,108 $696 $500 $1,000 $400 $200

	Big Brothers Big Sisters Continued	Contributions: Matching Funds - Personnel Costs Volunteer Recruitment/Apreciation Youth Scholarship Training Materials/Curriculum Field Trips/Program Recognition Total Amount Requested	 -$2,410 -$1,000 -$1,000 -$500 -$1,500 $11,904
4	Bloomington Area Arts Council Arts Education Program 2002 Purchase raku kiln & other equipment for art education program awarded: $2,895	This agency supports public participation in the arts by developing, strengthening, and promoting the cultural resources of Bloomington and surrounding counties. The Arts Education for At-Risk Youth is one of its programs that has served the city for nearly 10 years through Title V funding from the Indiana Criminal Justice Institute. The three-year grant from ICJI will expire on June 30, 2003 and is not renewable. The agency is requesting $15,500 in emergency one-time funding for the Arts Education Program for At Risk Youth. The funding would replace a non-renewable state grant and would provide scholarships for 100 at-risk youth to participate in the various art education classes, the prorated salary of the program director, and printing/postage costs. Criteria: The application will serve as much as 100 at-risk youth and cites the recommendations of numerous community studies in support of the need and longterm benefits of this proposal. These include the MC Step Ahead Council Communtiy Analysis which called for: "After school programs for middle school kids" and "combatting crime working on prevention with youth organizations;" the Monroe County Care Board Prevention Committee which recommended the community: "Develop and implement normative education programs regarding the 'use of leisure time;'" and the Monroe County CAPE Project's survey of Youth Developmental Assets, which reported that only 34% of MC youth are involved in creative activities (and constituted the lowest rating of any of the 40 development assets tracked in the study). The request is for one-time bridge funding to replace the loss of a non-renewable state grant. The application states that BAAC is working on obtaining other new sources of long-term support. The above surveys and studies also indicate that programs that provide a creative outlet for youth have longterm be and society as a whole Total Program Costs Request: Program Director @ 20% (time used on scholarship program) Printing & Postage for 4 mailings 100 scholarships @ $85 of the $110 fee Contributions: Co-pay on scholarships 100 @ $25 Total Amount Requested	

		and two sand play areas. The chain link fence along the entrance walkway will be replaced with a wood fence set a few feet back from the sidewalk and bridged by a wooden arbor framing the front door to BDLC. Criteria: The application notes that the SPAN/MC survey recommends high-quality child care under one of the four human service priorities: "Nurturing the Next Generation." It also mentions that approximately 15% of its children come from low-to-moderate income households. This agency is requesting a one-time investment to complete renovations to its playground in order for these areas to comply with state and federal law. All of the previous phases have been funded from other sources and about 1/3 of this one as well. Approving this grant would give infants at this facility a fun and safe place to play for many years to come.	
		Total Program Cost	$15,388
		Request:	
		Berm & shelter	$5,420
		Trike track	$1,775
		Plants & mulch	$2,837
		Sand & edging	$476
		Arbor	$990
		Replace fence on both sides of sidewalk	$1,890
		Contributions:	
		Discount from Contractor	-$1,500
		Parent donations sand & edging	-$476
		Parent donations plants & mulch	-$2,837
		Contributions from general fundraising	-$75
		Total Requested Amount	$10,000
6	Bloomington Hospitality House Community Connection	This agency is a nonprofit long-term care facility owned by Bloomington Hospital. It has 224 licensed beds with a total of 192 residents, 79% of whom are recipients of Medicaid. The facility provides a wide variety of services including comprehensive skilled and intermediate nursing care, an Alzheimer's program, outpatient rehabilitation programs, wellness education, and a senior exercise program. This $22,331 request would purchase a wheelchair accessible van. This van will be able to transport four ambulatory and four wheelchair passengers and would allow the residents to attend numerous community activities and thereby enhance their quality of life and reduce their social isolation. The application indicates that approximately 4/5 of its residents are on Medicaid and do not have the funds ($52/month) to pay for other transportation options provided within the community. Criteria: This one-time investment of $22,331 to purchase a van will be matched by $10,000 of agency funds as well as the annual costs for operating and maintaining the vehicle. The application states this will lead to broad and long lasting benefits to the community because appropriate transportation will allow the facility to collaborate with other area nonprofit agencies to provide joint services and to expand community outreach.	
		Total Program Cost	$37,531
		Request:	
		2003 Ford E-25 OHD Super Van V-8 with modifications	$22,331
		Contributions:	
		BHH Matching Funds	-$10,000
		Rebates from Vartanian Industries	-$2,200
		BHH providing funds for gas, insurance, and maintenance	-$3,250
		Free or discounted admission to community events	in kind
		Total Requested Amount	$22,331

7	Boys & Girls Club of Bloomington TEENSupreme Career Prep Program 1998 Renovate and equip facility for teen center and learning center awarded: $23,000 1996 Central Air Conditioning awarded: $3,000	The Boys and Girls Club of Bloomington is a part of national guidance organization which fosters the physical, intellectual, emotional and social growth of boys and girls ages six to eighteen with a special concern for those most in need of service. All the Boys and Girls Club programs are designed to help youth develop valuable skills needed to make wise life decisions. The Club strives to instill a sense of belonging, competence, usefulness and power so members feel they are part of something worthwhile. This request is for $25,000 to support the TEENSupreme Career Prep program. Funding will be used to provide for a Full time staff member to operate the program. The program will operate at all three Club sites throughout Bloomington. The TEENSupreme Career Prep Program has two components - career exploration and job readiness. Career Exploration serves teens 13 to 15 and is designed to educate boys & girls about career opportunities, orient them to the world of work and begin preparing them for employment opportunities. The Job Readiness Program serves teens 16 to 18 years old and provides the skills and knowledge necessary to find, obtain, keep, and excel in a job. Each component is designed as a small group activity, for around 20 teens per group. The program will run twice throughout the program year, serving 40 teens in the fall and 40 teens in the spring or a total of 80 teens each year. Criteria: This is a request to fund the salary of a Job Development Specialist to operate a career and job readiness pilot program (the TEENSupreme Career Prep Program) for up to 80 teens next year. Although the application does not cite local studies in support of its initiative, the Community Alliance for Life Long Learning advocated programs that prepared adolescents for productive careers and other studies have advocated for more youth oriented programs. The application suggests that career oriented programs can steer youth away from "negative activities" that cost the society much more money in the long run. The application does not indicate how this position will be funded in the future, but a call to Joe Stebbins indicated that the person being funded would also seek funds and write grants. Total Project Costs Request: Job Development Specialist - full-time Contributions: Two Work Study Assistants @ 10% of salaries Job Development Specialist - benefits Travel - $100/mo - local travel time & mileage Travel - $750 for airfare, meals, lodging - program training Supplies - $200/mo, xeroxing, program supplies, etc. Equipment - two computers @ 990/each Telephone - Internet Acess Miscellaneous Total Requested Amount	

	2001 Purchase counseling software for children awarded: $1,639 2000 Floor covering for facility awarded: $7,000	from receiving effective services. The van will allow staff to transport children and families to the CBH for treatment as well as to assist families in attending required meetings in the community such as Wrap Around, court and medical appointments, and school conferences. Their application states the van will allow for much greater efficiency, access, and safety as staff currently transports many children daily using their own vehicles. Criteria: Transportation ranked 11th as a priority of the 56 Unmet Human Services Needs in the SPAN/MC. Under the category of service delivery for youth, the SPAN/MC states, "transportation to program presents a barrier for many youth and their families." For Child and Family Support Services, the critical programs include family-centered youth programs, prevention and family counseling services. The purchase of a 15-passenger van is a one-time purchase. The Larry Bird dealership agreed to give CBH discounts and CBH will cover the yearly costs of owning a vehicle. The application states that the purchase of the vehicle will provide broad and long-lasting benefits by removing the barrier between these families and needed services provided by the community and, thereby, improving the outlook for these children, families, and future generations. Total Project Cost Request: 2003 E350 15-passenger van Contributions: Discount from Larry Bird Dealership CBH to provide maintenance, insurance, plates, fuel, etc. Total Requested Amount	

		Phone calls & driving to potential partners & advocates	$400
		Contributions:	
		Staff for Social Support Group (CASCI)	-$1,000
		Office space and equipment (options for better living, inc.)	in kind
		Social Support Group Meeting Locations (322 South Grant)	in kind
		Total Requested Amount	$7,000
10	Community Kitchen of Monroe County, Inc. Free Meals Service Site & Equipment Repairs 2002 copy machine (share w/ Shelter), aprons & hairnets awarded: $3,952 2001 purchase equipment for seond food prep & dist. Site awarded: $10,721 2000 purchase eight dining tables awarded: $2,460 1999 purchase ice machine & freezer awarded: $4,650 1998 purchase upright commercial oven, mobile sheet pan rack, & mats for kitchen floor awarded: $4,675 1997 purchase transport container to provide meals to at risk youth awarded: $1,300 1995 purchase used vehicle to serve meals awarded: $9,000	This agency has been working in this community since 1983 with the mission of eliminating hunger through direct service, education, and advocacy. They provide hot food everyday except Sunday at two locations (South Rogers and West 11th Street), prepare meals for agencies serving at-risk youth, deliver food to childern in certain housing complexes, and help with the south side food pantry. They do not impose an eligibility requirement on those seeking food and served a record 128,281 meals in 2003, one-thrid of which went to children under 18. Between 2000 and 2002 the kitchen saw an increase of 56% in requests for their services. The request is for $10,104 for various improvements at and equipment for the Rogers Street facility. These requests include: (1) replacing its kitchen fire suppression system in order to meet new standards that go into effect by the end of the year; (2) replacing the loading dock adjacent to kitchen back door, which has deteriorated in the last few years; 3) replacing as many as 60 dining room chair (which would complement a previous grant that paid for new tables). Please note that the applications lists these requests in the order of their priority and offers an alternative regarding the chairs (purchasing half of them). Criteria: Hunger has been identified as a significant issue by both SPAN/MC and the City of Bloomington Consolidated Plan. This agency is the primary source of free meals in the community. It is requesting one-time investments improvements in the facility that are necessary for the safe delivery of services. It is also requesting money to replace old chairs used by those who eat meals at the facility. These investments will last many years into the future. Total Project Costs Request: Replace Fire Suppression System (includes removing old syst) Replace Loading Dock (includes demolishing current) Replace Dining Room Chairs 60 @ $35.40 (includes delivery)	

		afford to rent. The applications notes that there is only one company in the local area that rents such equipment and it costs approximately $275 per day) Criteria: The application states that under the category of serious unmet human services in the SPAN/MC, 6 of the top 15 issues are directly linked to the services FSA provides. Those issues are: child care, foster care, child protective services, delinquency prevention, parenting education and planning and coordination of services. In addition, they state, the SPAN/MC identified four human services priorities which squarely fit within the services provided by FSA. This one-time request will help provide more efficient and effective services to more clients.	
		Total Project Cost	$5,600
		Request:	
		Laptop computer & carrying case	$1,500
		LCD projector & carrying case	$2,100
		video camera & accessories	$400
		technology training (10 staff x $50)	$500
		presentation skills (10 staff x $90)	$900
		reference books	$200
		Contributions:	
		Training & Book purchases - FSA contribution	-$1,600
		Total Requested Amount	$4,000
12	Middle Way House, Inc. Economic Development Program 2001 Support pilot childcare nutrition program/enterpise by paying salaries of cook awarded: $23,885 2000 - October Buy an Industrial Grade document scanner for CDD Program awarded: $3,210.95 2000 - June To construct addition onto their shelter awarded: $10,000 To buy & install security devices for two facilities awarded: $2,426 1996 Child care facility awarded: $17,350 1994 Women's & children's transitional facility awarded: $35,000	This agency provides services to women who are victims of domestic violence. In 1995 it launched an economic development program that has created two businesses – Confidential Document Destruction (CDD) and Middle Way Foodworks – which now employ a total of 14 full time positions. The Foodworks program also provides affordable, nutritious food to 450 children in 11 local childcare facilities. This agency is making two requests. First, it is asking for $17,000 in bridge funding to cover the salaries and benefits for the Economic Development Coordinator and Assistant Coordinator for a period of 4 months due to an expected delay in the delivery of a Community Development Action Grant (CDAG). Second, it is asking for $2,800 to buy equipment – Thermal Carriers, pots, pans, dishes, etc – for “startup equipment costs for food service to Area 10 Agency Senior Nutrition sites.” Criteria: As mentioned in the above paragraph this agency has made two requests for funding. First it is requesting bridge funding to cover salaries and benefits for two positions in the economic development program that have created businesses that now provide 14 full-time positions. It anticipates a delay in the receipt of CDAG funds, which ordinarily pays for these positions. The bridge funding will allow these positions to build on past successes and plan new and expand existing initiatives. In particular, the agency is pursuing a contract to provide food to seniors in Bloomington and 120 other communities and is developing proposals for a Women’s Business Center, with “a large commercial kitchen and day care at its core.” The second request is for $2,800 for equipment needed to start the food program for senior citizens. Like the childcare part of this program, it would provide employment and job skills to victims of domestic violence at the same time it provide nutritious food to a vulnerable population.	
		Total Project Cost	
		Request:	
		Bridge Funding - 4 months of salary and benefits for Economic Development Coordinator and Assistant Coordinator	$17,000
		Thermal Carriers (12 @ $200)	$200

	Middle Way Continued	Pots, Pans, and Trays dishwasher proof dishes and flatware Contributions: The applications tie three Middle Way programs and businesses together and indicates that the two businesses are self-sustaining Total Requested Amount	$900 $800 $19,800
13	Monroe County United Ministries, Inc. Subsidized Childcare Program 2001 To pay rent & untilities for city residents at risk of being dislocated awarded: $32,884 1999 To purchase equipment for food area awarded: $11,850 1998 Renovate existing building to meet new building code awarded: $9,925 1997 Addition & renovation of child care facility awarded: $51,000	This agency was formed in 1939 by a group of local churchwomen and provides services to low and low-moderate income families who reside in Monroe County. These services include a year-round and summer childcare programs and an emergency services program. The emergency services program provides food, clothing, financial assistance and case management to families in crisis. The financial assistance is only provided after all other alternatives have been exhausted. This request is for $40,000 to be used as childcare subsidies for low-income Bloomington residents. These funds are needed because at least 150 local children were dropped from the State of Indiana's voucher program and additional funding cuts were then applied to the Title XX program. The application states that, as a consequence of funding cuts, the income limits decreased from 144%-190% of poverty for Title XX and from 143% of poverty for the state voucher program to 127%. The application states that over 20 states provide childcare assistance to families who earn up to or over 200% of poverty and that Indiana now ranks 49th nationally in terms of how much income a family can earn before it looses eligibility for childcare vouchers. These funds would provide childcare services for 7 - 10 children for 52 weeks (although, not every child needs 100% funding). Criteria: The application indicates that subsidized childcare ranked second out of the fifteen most critical needs in the community. This agency is requesting bridge funding to subsidize the childcare fees for 7-10 childcare slots for an entire year due to significant loss of state and federal funding. These slots will help low income families with their childcare needs in the face of fewer childcare providers.The application indicates the measures the agency took to raise money and reduce costs. This investment will provide critical services to low income families in the short term and provide time for the agency to find other funding alternatives in the future. Total Cost of Project Request: subsidy for 7 - 10 children @ $150 x 52 weeks Contributions: Total Requested Amount	

	My Sister's Closet Continued	This request is for one-time bridge funding to help this agency relocate and reopen its second-hand clothing outlet due to a significant loss of funding. This agency provides work clothes to low-income women who have been referred to the agency by other social services providers and, therefore, helps a vulnerable population achieve self-sufficiency. Contributions in the form of a reduced rent, fund raising, and the expected sale of its inventory of clothing will provide additional income for this venture that will be needed to offset previous business loans with a balance of over $12,000 (per balance sheet). Use of this grant will allow this agency to overcome difficulties arising from its previous location and continue to provide this service to low-income women in the future. Total Project Cost: Request: Rent $1,000 @ 6 mo. Utilties $350 @ 6 mo. Computer Fax Machine Computer workstation File cabinet Telephones $40 @ 2 Copier Printer Paper Contributions: "Discounted rent" Total Requested Amount	 $6,000 $2,100 $600 $250 $100 $100 $80 $400 $300 $30 -$1,000 $9,960
15	Options for Better Living Family Partnership Project 2002 To purchase materials for program to address persons with dual diagnosis awarded: $5,000 2001 To purchase CPR training equipment to train staff awarded: $4,966 2000 To buy materials, computer, & furniture for resouce library for persons with disabilities awarded: $5,000 1998 Repair 1991 Club Wagon for client purposes awarded: $3,000 1997 Upgrading phone & voice mail systems awarded: $13,500	This agency has worked with individuals with development disabilities and their families for over 20 years with the goal of bringing about self-directed and fulfilled lives. They currently support over 200 children and adults with a variety of services including Supervised Group Living, Supported Living Services, and Supported Employment in a 7 county area. Over half of those individuals live in this community (over 40 of these 100 city residents are under the age of 18). Options is requesting $4,278 to expand its information center with materials specifically designed for families. This will be done through a series of information sessions (paid speakers) & networking opportunities. Options staff will develop its capacity to support families, learn what information is most important to families, design ongoing networking opportunities, and devote about $2,500 to acquiring resources for its library. (see application for specific details and timeline) Criteria: SPAN/MC identifies "understanding the system" as one need in the area of familes & children. Options will help families better understand the system by serving as an entry point. Their application states that through this project they will support the families they served and others to obtain information required to ensure a fulfilling life for their child. A comprehensive coordinated information and referral system will help to meet another SPAN/MC need. The SPAN/MC notes that there must be more and better ways to inform families and the general public about services and how to access them. Total Project Cost Request: Speaker fees & travel Video equipment Meeting room fees/refreshments Resource material (books, videos, cd's) Childcare/respite Contributions: Meeting room fees/refreshments (Options) Staff Coordination (Options)	

		Total Requested Amount	$4,278
16	People and Animal Learning Services, Inc. (PALS) Therapeutic Riding Program	PALS provides a therapeutic riding program for persons with disabilities. It was established in 2000 and will be moving to a new facility within a mile of the City. Since it began, this program has provided over 1,800 therapeutic riding lessons to over 245 individuals. This year it will provide over 900 lessons to 85 individuals. This request for $3,400 would purchase 2 hydraulic lifts that would help the disabled clients mount the horses in a safe and efficient manner. Criteria The application indicates that there is "serious shortage of recreational opportunities for people with disabilities" (per SPAN/MC - 4.28). This program provides riding lessons by an instructor specially trained and accredited for this activity. The riding lessons improve the physical condition, socialization, and cognitive skills of persons with disabilities. This one time investment in two hydraulic lifts will be leveraged by other grants, revenues, and fundraising and allow the agency to serve more clients mount and dismount the horses in a safe and efficient manner.	
		Program Costs	$97,607
		Request Two Presto XL36-20 Standard Duty Scissor Lifts @ $1,700	$3,400
		Contributions Grant from Boston Scientific Foundation Grant for components of mounting and waiting area	-$10,024
		Program Income	-$25,000
		Fundraising and other income	-$72,607
		Total Requested Amount	$3,400
17	Planned Parenthood of Greater Indiana, Inc. Computer Equipment 2002 $1,495 for sterilizing equipment 2001 $1,394 for anemia testing equipment 1999 $5,000 for exam tables	This agency provides reproductive health services in Southern Indiana and served more than 7,800 patients at the local clinic last year. About 2/3 of its clients had incomes that were at or below poverty levels and about 3/4 of them had incomes that were at or below 150% of poverty levels. This agency is requesting $4,650 to replace 4 computers and 1 printer in order for these stations to handle a new clinic management system made necessary by recent federal medical privacy requirements. The agency provides affordable, preventive reproductive care (e.g. gynecological and breast exams, STI screening and treatment, anemia testing and family planning) to patients without access to other such services. This request will provide 4 stations with computers that can handle the new case management system made necessary by the new federal medical privacy requirements. The new case management system also tracks client data, clinic services, and medical inventories. The application indicates that this one time investment will benefit clients for many years in the future by allowing "easier access to crucial client data."	
		Project Cost	$4,650
		Request: 4 computers @ $900	$3,600
		1 printer	$1,050
		Contributions:	$0
		Total Requested Amount	$4,650
18	Shalom Community Center, Inc. Phone Services *No Previous Funding*	The Shalom Community Center "provides a safe daytime resource center ...(where) ... the homeless and very poor" can get a free breakfast and lunch, make calls, meet with representatives from over 20 social services agencies on a regular basis, and take advantage of several in-house programs.	

	Shalom Continued	It started in 2000 as a partnership between Shelter, Inc. (which provided staff) and the First United Methodist Church (which provided facilities). It recently incorporated as a non-profit and is separate from Shelter, Inc. The facilities are located on two floors at the church and, as a result of a CAPE grant, now include Family Resource Centers at two other downtown churches. The agency is requesting $1,900 to purchase 6 ten-button phones and install 3 new phone lines at the church. This equipment and the new lines will help the agency handle the 400 to 500 calls that pass through the system each day. These calls provide a vital link between the clients and landlords, employers, social services agencies, and other entities. These phones and lines also provide a vital link between staff at one location and another. Criteria: This agency provides a setting for the homeless and very poor of this community to gather, eat, meet with social service agencies, and conduct their affairs (a high priority for social services funding). It operates in facilities provided by the church and with the donations of time and money by many local volunteers. The $1,900 request for phones and phone lines is a one-time investment that will have broad and long lasting effects by enabling clients to become more self sufficient and by allowing the staff to be more effective in providing these services. Program Costs Request Buy 6 ten-button Toshiba phone sets @ $120/phone Install 3 new phone lines Contributions Monetary gifts, space provided by churches 9,000 hours donated by 400 different volunteers. Total Requested Amount	

		Contributions 97% of program costs Total Requested Amount	 -$329,208 $20,000
20	South Central Community Action Program Software Intergration 2002 $5,000 for revolving loan fund 1999 $10,125 for Head Start classroom equipment (not 1996 $4,000 for building and program materials (Head Start)	This agency provides comprehensive services to low income clients in a five county area. These services include emergency heating and weatherization assistance, emergency home repair, commodities, Section 8 vouchers, Head Start, and a self-sufficiency program This agency is requesting "approximately $10,000 for new software that will enable (its) existing departments' software to track client needs and coordinate services through the use of a common intake process." Criteria: The application indicates that this request fills "Gaps in Communication Infrastructure" noted the SPAN/MC section on Organizational Resources by integrating electronic communications. The various funding programs in this agency require software packages that are not integrated with each other. The grant would purchase specially written software that would provide a common intake data base for at least 3 of the 5 largest agency programs. This data base will improve agency services in two ways. First, it will allow the agency to generate reports about client needs and services. Second, it can also prompt intake workers to suggest services. The agency has contributed to this request by its investment in the underlying software programs and computer hardware. Such software would have broad and long lasting effect by improving accountability and efficiency of the agency's services. Project Cost Request Specially written program by Roeing Corporation (see estimate of $7,000 - $10,000) for existing Energy Assistance Program software. Contributions EAP software and agency hardware Total Requested Amount	

		Request - *Note: The estimates include the range of expected costs.*	
		Architectural Fees - Phase One - Site Survey and Program Costs ($5,000 - $8,000)	$8,000
		Architectural Fees - Phase Two and Three - Preparation of Construction and Bidding Documents ($18,000 - $23,000)	$23,000
		Architectural Fees - Phase Four - Construction Administration ($2,000 - $5,000)	$5,000
		Other Funding	
		CDBG	-$100,000
		Other Sources - Program Revenues and Contributions	-$364,000
		Total Requested Amount	$36,000
22	Templeton Elementary School (MCCSC) Kinder Camp *No Previous Funding*	Templeton Elementary School is within the MCCSC system. Approximately 57% of its children come from families with low income (e.g. eligible for subsidized lunches) and approximately 7% come from families where English is not spoken in the home. The school is requesting $2,590 to provide food and supplies for a Kinder Camp this summer that will serve children entering kindergarten or the first grade. This camp will offer a full day preparatory program to children who are likely to fall behind in school because they come from families with low income or where English is a second language or did not do well in kindergarten and will be entering the first grade. Criteria: Kinder Camp will provide an early start for up to 20 children entering kindergarten or first grade who come from families with low income or where English is a second language or who did not do well in kindergarten. These children are either ineligible for Head Start or come from families who have not pursued this program. The $2,590 request will cover food and supplies. A combination of grants (CAPE, Reading Excellence, and Bread for the Journey), donations (e.g. Wal-Mart), and in-kind contributions from the MCCSC totaling $3,610 will cover the other costs of the program. The application indicates that, in the future, the school will seek "donations from the community" for the food, but does not indicate where it will find money for supplies. By preparing families and children for the first year of school, the program expects "to provide our earliest learners with opportunities to begin their successful life journey."	
		Project Costs	$6,200
		Request	
		Meals - for 20 children @ $2.50 per day	$1,850
		Supplies - paper, pens, pencils, crayons, markers, play sand, take-home books, etc @ $1/day per child x 37 days	$740
		Other Funds	
		CAPE, I-Read (Reading Excellence), Wal-Mart ($1,000), Bread for Journey ($500)	-$3,610
		Total Requested Amount	$2,590

TOTAL AMOUNT REQUESTED FOR 2003 $293,558

Presentations

Agenda

AGENDA

THE JACK HOPKINS
SOCIAL SERVICES FUNDING COMMITTEE WILL MEET
ON THURSDAY, MAY 8, 2003, AT 5:30 P.M.
IN THE COUNCIL CHAMBERS
TO HEAR PRESENTATIONS FROM FUNDING APPLICANTS

ORDER OF PRESENTATION AND DISCUSSION

(Note: representatives have been asked to speak for no more than 5 minutes per application)

1. Amethyst House (Tom Cox)
2. Area 10 Agency on Aging (Jewel Echelbarger)
3. Templeton Elementary School (Catherine Diersing)
4. Planned Parenthood of Greater Indiana, Inc. (Barb Sturbaum)
5. Shelter, Inc. (Craig Howerton)
6. Boys and Girls Club of Bloomington (Joe Stebbins)
7. Big Brothers Big Sisters of South Central Indiana (Liz Grenat)
8. Bloomington Area Arts Council (Roger Meridith)
9. Bloomington Developmental Learning Center (Nancy Melhorn)
10. Bloomington Hospitality House (Katie Eller)
11. Citizen Advocacy of South Central Indiana Inc. (Gal Shifron)
12. People & Animal Learning Services, Inc. (PALS) (Fern Bonchek)
13. Family Services Association of Monroe County (Denise Wyatt)
14. Monroe County United Ministries, Inc. (Vickie Pierce)
15. My Sister's Closet (Kathy Norris)
16. Options for Better Living (Susan Rinne)
17. Community Kitchen of Monroe County, Inc. (Julio Alonso)
18. Middle Way House, Inc. (Charlotte Zietlow)
19. South Central Community Action Program, Inc. (Rob Young)
20. Stone Belt Arc (Larry Pejeux)
21. Center for Behavioral Health (Jessica Hersch)
22. Shalom Community Center (Donna Jaques)

Other Actions

Adjournment

Recommendations

Agenda

Meeting Worksheet, Summary of Ratings and Comments

AGENDA

THE JACK HOPKINS
SOCIAL SERVICES FUNDING COMMITTEE MEETING
ON MONDAY, MAY 19, 2003, AT 5:30 P.M.
IN THE COUNCIL CHAMBERS (401 NORTH MORTON)
TO MAKE FUNDING RECOMMENDATIONS

1. Preliminary Matters
    - Summary of Agenda
    - Announcing Potential Conflicts of Interest

2. Funding Recommendations

3. Other Matters
    - Reminder for Agencies to Review Draft Funding Agreements
    - Other Matters

4. Adjournment

Dated and Posted: May 19, 2003
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Summary of Applications for Council Discretionary Social Servies Funds (2003)

Organization	Amount Requested		Average of Member's Ratings	Comments & Recommendations for Funding
Amethyst House, Inc.	*Stairway elevator*		3.50	KH - OK but agency does not have disabled clients at present
	Bruno SRE-1550 (made in	$3,311		TP - utility?
	Commercial Package	$660		AR- application not clear how this contributes to mission of agency
	Shipping	$160		
	Labor to install	$290		
	Electric outlet	$100		
	Total:	$4,521		
Area 10 Agency on Aging	*VISTA Volunteer*		4.50	KH - good investment
	50% of wages	$4,614		TP - salary
	Contributions	-$25,386		AR - food program, important
	Total:	$4,614		
Big Brothers/ Big Sisters of South Central Indiana	*Teen Outreach LEAP*		3.93	KH - $5258 -provide 1/2 salary & fringe (budget figures provided do not seem correct)
	Program manager PT ($11	$9,108		TP - salary
	Fringe for Program Manag	$696		
	Volunteer Recruitment/Apr	$500		
	Youth Scholarship	$1,000		
	Training Materials/Curricul	$400		
	Field Trips/Program Recog	$200		
	Contributions	-$6,410		
	Total:	$11,904		
Bloomington Area Arts Council	*Arts Education Program*		2.93	KH -$4250-Fund 50 scholarships
	Program Director @ 20% (	$6,700		LE - doesn't target low income
	Printing & Postage for 4 m	$300		TP - salary - scholarships OK
	100 scholarships @ $85 o	$8,500		
	Contributions	-$2,500		
	Total:	$15,500		
Bloomington Developmental Learning Center	*Play Areas for Safety & Learning*		1.50	KH - $2308-fund 15% of program costs. 15% of clients are from low/moderate incomes households
	Berm & shelter	$5,420		LE -$1500 * MD - $0
	Trike track	$1,775		TP - not eligible - less than 10% on scholarships
	Plants & mulch	$2,837		AR - childcare critical issue but luxury rather than basic provision. Not enough kids on scholarship/low income
	Sand & edging	$476		
	Arbor	$990		
	Replace fence on both sid	$1,890		
	Contributions	-$4,888		TM - $2,000 - seed money to encourage community investment
	Total:	$10,000		
Bloomington Hospitality House	*Community Connection*		1.93	KH - van would serve very few clients. Does not seem to be an agency priority-uses its profit elsewhere
	2003 Ford E-25 OHD Sup	$22,331		LE -$7,000-good explanation
	Contributions	-$15,450		TP -should go to Blmtn Hosp. Foundation
	Total:	$22,331		AR-partial fund 50-75%-return if no matching
Boys & Girls Club of Bloomington	*TEENSupreme Career Prep Program*		3.50	KH-$12500-fund 1/2 request. Program has good preventive potential
	Job Development Speciali	$25,000		LE - $15000 MD - partial
	Contributions	-$9,330		TP - salary for new program
				AR-future funding not clear-partial funding might be problematic
	Total:	$25,000		TM-full fund-address critical need

Center for Behavioral Health	*Children's Transportation Project*		2.36	KH - Agency has other vans. Needs to schedule them better LE - $13000 / TP - not a high priority AR-partial MD - $0 TM - $0
	2003 E350 15-passenger	$26,006		
	Contributions	-$10,834		
	Total:	$26,006		
Citizens Advocacy of South-Central Indiana, Inc.	*Partner/Advocates Program*		2.79	KH - $3000-Fund newsletter. Program is just starting & needs encouragement LE - ? / MD - full funds TP - low priority - duplication of services AR -fund 50-75% serves low-income TM -seed funds to educate community abouy program & need
	Social Support Group once	$3,600		
	Newsletter $750 @ 4 times	$3,000		
	Phone calls & driving to pc	$400		
	Contributions	-$1,000		
	Total:	$7,000		
Community Kitchen of Monroe County, Inc.	*Free Meals Service Site & Equipment F*		4.79	KH -$7980-fund fire system & loading dock repair. TM-support for ongoing critical need in community TP-consider 1/2 of chairs / MD-food program, important AR- one-time invest-fire syst & dock in total-not chairs -buy chairs if contractor volunteer can be found for loading dock
	Replace Fire Suppression	$1,600		
	Replace Loading Dock	$6,380		
	Replace Dining Room Cha	$2,124		
	Total:	$10,104		
Family Services Association of Monroe County	*Multimedia Technology: Avenues to Help FSA & the Comm*		3.29	KH -$1800-fund video camera & staff training TP - computers, camera AR - partial funding-some of these items might be found cheaper TM - $2,900 -funding for equipment
	Laptop computer & carryin	$1,500		
	LCD projector & carrying c	$2,100		
	video camera & accessorie	$400		
	technology training (10 sta	$500		
	presentation skills (10 staf	$900		
	reference books	$200		
	Contributions	-$1,600		
	Total:	$4,000		
Middle Way House, Inc.	*Economic Development Program*		2.71	KH -$2800-fund equipment for business LE -$1900-fund equipment not salary AR - partial funding MD - $1,900 - thermal carriers, posts, pans & trays TM $1,900 - Equipment for program
	Bridge Funding - 4 months	$17,000		
	Thermal Carriers (12 @ $2	$200		
	Pots, Pans, and Trays	$900		
	dishwasher proof dishes a	$800		
	Total:	$19,800		
Monroe County United Ministries, Inc.	*Subsidized Childcare Program*		3.64	KH - $10000-child care subsidies are an important priority (budget numbers provided do not make sense.) LE - $? -small number to benefit / MD- $20,000 TP - portion / AR - partial funding TM-$20,000 program address critical population (youth)
	subsidy for 7 - 10 children	$40,000		
	Total:	$40,000		
My Sister's Closet	*Project Bridge*		2.29	KH-$8100-provide rent & utilties. A useful service LE - $9960 * TP - previous failure - duplicate Opp. House & salvation army AR - partial. What happened to this equipment from previous location? Some equip can be found at lower costs than listed MD - $0 TM - $0
	Rent $1,000 @ 6 mo.	$6,000		
	Utilties $350 @ 6 mo.	$2,100		
	Computer	$600		
	Fax Machine	$250		
	Computer workstation	$100		
	File cabinet	$100		
	Telephones $40 @ 2	$80		
	Copier	$400		
	Printer	$300		
	Paper	$30		
	Contributions	-$1,000		
	Total:	$9,960		

Options for Better Living	*Family Partnership Project*			KH-$1725-fund 1/2 of video equipment & resource material. 1/2 of clients are from Monroe Co.
	Speaker fees & travel	$500		
	Video equipment	$950		
	Resource material (books,	$2,500		AR - maybe fund 1/2
	Childcare/respite	$128	3.43	MD - $3,450-video equpiment, resource materials
	Contributions	-$410		TM - full funds-agency serves critical population needs
	Total:	$4,278		
People and Animal Learning Services, Inc.	*Therapeutic Riding Program*			KH - provides a needed service
	Two Presto XL36-20 Stanc	$3,400		TP - not clear / MD-$0
	Contributions	-$107,631	2.86	AR-clear one-time investment-completes project with $3,400 contribution-maybe provide $3,000
	Total:	$3,400		TM -$0
Planned Parenthood of Greater Indiana,	*Computer Equipment*			KH-$1800-award 2 computers. Printer does not need to cost $1000+
	4 computers @ $900	$3,600		TP - computers / MD-$4,417 partial funding
	1 printer	$1,050	3.86	AR-fund @ 50-75%. 2-3 computers & cheaper printer
	Total:	$4,650		TM-full funds-seed$ to support techno upgrades
Shalom Community Center, Inc.	*Phone Services*			KH- COI
	Buy 6 ten-button Toshiba p	$720		AR - clear one-time investment. Small amount for much needed tools--full funding
	Install 3 new phone lines	$1,180	3.67	TM - equipment necessary to maintain program
	Contributions	in kind		
	Total:	$1,900		
Shelter, Inc.	*Project Bridge Funding*			KH -$10000-help out w/ 1 mo. As a vote of confidence for this agency
	Staff salaries for the month	$20,000		LE - $5678
	Contributions	-$329,208	2.43	TP - salaries no improvements
	Total:	$20,000		AR-not full funds-enough to show support because of the need
South Central Community Action Program	*Software Intergration*			KH-$5000-provide 1/2 of requested cost
	Specially written program l	$10,000	2.64	LE - $2000
				TP - software benefits not clear
	Total:	$10,000		AR - fund half
Stone Belt Arc	*Infill Project*			KH-$8000-provide for phase 1 to keep project moving
	Phase One - Archt fees	$8,000		
	Phase Two - Archt fees	$23,000		LE - $2000
	Phase Four - Archt fees	$5,000		TP - not appropriate - should go to CDBG
			1.93	AR - not sure SSF is the place for this
	Contributions	-$464,000		TM - $5,000 seed money to move program forward
	Total:	$36,000		
Templeton Elementary School	*Kinder Camp*			KH -important to help at-risk children get an educational head-start
	Meals - for 20 children @	$1,850		
	Supplies - paper, pens, pe	$740	4.43	AR - small request, great program-worry about slippery slope when funding MCCSC
	Contributions	-$3,610		MD - food program, important
	Total:	$2,590		TM - program addresses critical population (youth)

Summary of Applications for Council Discretionary Social Servies Funds (2003)

Organization	Amount Requested		Ratings							Total	Average
			MD	TM	AR	TP	CG	LE	KH		
Amethyst House, Inc.	*Stairway elevator*		3	4	3.5	3	3	5	3	24.5	3.50
	Bruno SRE-1550 (made in	$3,311									
	Commercial Package	$660									
	Shipping	$160									
	Labor to install	$290									
	Electric outlet	$100									
	Total:	$4,521									
Area 10 Agency on Aging	*VISTA Volunteer*		5	5	4.5	2	5	5	5	31.5	4.50
	50% of wages	$4,614									
	Contributions	-$25,386									
	Total:	$4,614									
Big Brothers/ Big Sisters of South Central Indiana	*Teen Outreach LEAP*		5	5	4	2.5	3	5	3	27.5	3.93
	Program manager PT ($11	$9,108									
	Fringe for Program Manag	$696									
	Volunteer Recruitment/Apr	$500									
	Youth Scholarship	$1,000									
	Training Materials/Curricul	$400									
	Field Trips/Program Recog	$200									
	Contributions	-$6,410									
	Total:	$11,904									
Bloomington Area Arts Council	*Arts Education Program*		5	5	3	2.5	2	0	3	20.5	2.93
	Program Director @ 20% (	$6,700									
	Printing & Postage for 4 m	$300									
	100 scholarships @ $85 o	$8,500									
	Contributions	-$2,500									
	Total:	$15,500									
Bloomington Developmental Learning Center	*Play Areas for Safety & Learning*		0	3	1.5	0	2	1	3	10.5	1.50
	Berm & shelter	$5,420									
	Trike track	$1,775									
	Plants & mulch	$2,837									
	Sand & edging	$476									
	Arbor	$990									
	Replace fence on both sid	$1,890									
	Contributions	-$4,888									
	Total:	$10,000									
Bloomington Hospitality House	*Community Connection*		0	3	4	1.5	2	2	1	13.5	1.93
	2003 Ford E-25 OHD Sup	$22,331									
	Contributions	-$15,450									
	Total:	$22,331									
Boys & Girls Club of Bloomington	*TEENSupreme Career Prep Program*		3	5	3.5	2	2	4	5	24.5	3.50
	Job Development Speciali	$25,000									
	Contributions	-$9,330									
	Total:	$25,000									

Center for Behavioral Health	*Children's Transportation Project*										
	2003 E350 15-passenger	$26,006									
	Contributions	-$10,834	0	3	3.5	2	3	4	1	16.5	2.36
	Total:	$26,006									
Citizens Advocacy of South-Central Indiana, Inc.	*Partner/Advocates Program*										
	Social Support Group once	$3,600									
	Newsletter $750 @ 4 times	$3,000									
	Phone calls & driving to pc	$400	3	5	3.5	0	3	1	4	19.5	2.79
	Contributions	-$1,000									
	Total:	$7,000									
Community Kitchen of Monroe County, Inc.	*Free Meals Service Site & Equipment Repairs*										
	Replace Fire Suppression	$1,600									
	Replace Loading Dock	$6,380									
	Replace Dining Room Cha	$2,124	5	5	4.5	4	5	5	5	33.5	4.79
	Total:	$10,104									
Family Services Association of Monroe County	*Multimedia Technology: Avenues to He*										
	Laptop computer & carryin	$1,500									
	LCD projector & carrying c	$2,100									
	video camera & accessorie	$400									
	technology training (10 sta	$500									
	presentation skills (10 staf	$900	3	4	3	0	5	5	3	23	3.29
	reference books	$200									
	Contributions	-$1,600									
	Total:	$4,000									
Middle Way House, Inc.	*Economic Development Program*										
	Bridge Funding - 4 months	$17,000									
	Thermal Carriers (12 @ $2	$200									
	Pots, Pans, and Trays	$900	3	3	3.5	0.5	4	3	2	19	2.71
	dishwasher proof dishes a	$800									
	Total:	$19,800									
Monroe County United Ministries, Inc.	*Subsidized Childcare Program*										
	subsidy for 7 - 10 children	$40,000	3	5	4.5	3	2	3	5	25.5	3.64
	Total:	$40,000									
My Sister's Closet	*Project Bridge*										
	Rent $1,000 @ 6 mo.	$6,000									
	Utilties $350 @ 6 mo.	$2,100									
	Computer	$600									
	Fax Machine	$250									
	Computer workstation	$100									
	File cabinet	$100									
	Telephones $40 @ 2	$80	0	3	3	0	1	5	4	16	2.29
	Copier	$400									
	Printer	$300									
	Paper	$30									
	Contributions	-$1,000									
	Total:	$9,960									

Options for Better Living	*Family Partnership Project* Speaker fees & travel Video equipment Resource material (books, Childcare/respite Contributions Total:	 $500 $950 $2,500 $128 -$410 $4,278	3	5	3	0	5	5	3	24	3.43
People and Animal Learning Services, Inc.	*Therapeutic Riding Program* Two Presto XL36-20 Stanc Contributions Total:	 $3,400 -$107,631 $3,400	0	3	3.5	2.5	1	5	5	20	2.86
Planned Parenthood of Greater Indiana,	*Computer Equipment* 4 computers @ $900 1 printer Total:	 $3,600 $1,050 $4,650	3	5	4	2	5	5	3	27	3.86
Shalom Community Center, Inc.	*Phone Services* Buy 6 ten-button Toshiba p Install 3 new phone lines Contributions Total:	 $720 $1,180 in kind $1,900	0	5	4	3	5	5	coi	22	3.67
Shelter, Inc.	*Project Bridge Funding* Staff salaries for the month Contributions Total:	 $20,000 -$329,208 $20,000	0	3	4	1	1	3	5	17	2.43
South Central Community Action Program	*Software Intergration* Specially written program l Total:	 $10,000 $10,000	0	3	3	1.5	4	3	4	18.5	2.64
Stone Belt Arc	*Infill Project* Phase One - Archt fees Phase Two - Archt fees Phase Four - Archt fees Contributions Total:	 $8,000 $23,000 $5,000 -$464,000 $36,000	0	3	2.5	1	2	3	2	13.5	1.93
Templeton Elementary School	*Kinder Camp* Meals - for 20 children @ Supplies - paper, pens, pe Contributions Total:	 $1,850 $740 -$3,610 $2,590	5	5	3.5	3.5	4	5	5	31	4.43

Jack Hopkin's Social Services Funding Committee Action Sheet for Monday, May 19, 2003 at 5:30 p.m. in the Council Chambers				
RANK ORDER	ORGANIZATION	AVERAGE	AMOUNT REQUESTED	COMMITTEE ACTIONS
1	Community Kitchen of Monroe County, Inc.	4.79	$10,104	$10,104
2	Area 10 Agency on Aging	4.50	$4,614	$4,614
3	Templeton Elementary School	4.43	$2,590	$2,590
4	Big Brothers/ Big Sisters of South Central Indiana	3.93	$11,904	$11,904
5	Planned Parenthood of Greater Indiana, Inc.	3.86	$4,650	$3,600
6	Shalom Community Center, Inc.	3.67	$1,900	$1,900
7	Monroe County United Ministries, Inc.	3.64	$40,000	$20,000
8	Amethyst House, Inc.	3.50	$4,521	$4,521
9	Boys & Girls Club of Bloomington	3.50	$25,000	$25,000
10	Options for Better Living	3.43	$4,278	$1,725
11	Family Services Association of Monroe County	3.29	$4,000	$3,000
12	Bloomington Area Arts Council	2.93	$15,500	$4,250
13	People and Animal Learning Services, Inc. (PALS)	2.86	$3,400	$3,400
14	Citizens Advocacy of South-Central Indiana, Inc.	2.79	$7,000	$3,000
15	Middle Way House, Inc.	2.71	$19,800	$4,100
16	South Central Community Action Program	2.64	$10,000	$6,292
17	Shelter, Inc.	2.43	$20,000	-
18	Center for Behavioral Health (Child & Adolescent Services	2.36	$26,006	-
19	My Sister's Closet	2.29	$9,960	-
20	Bloomington Hospitality House	1.93	$22,331	-
21	Stone Belt Arc	1.93	$36,000	-
22	Bloomington Developmental Learning Center	1.50	$10,000	-
	TOTALS:		$293,558	$110,000

Calendar for Months of April through June

MARCH 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 12:00 PM Res/DL 5:00 PM RDV, McCloskey 5:30 PM BPSC/WS, Hooker	2 5:30 PM PTCB, Transit 7:30 PM Tele, Chambers	3 12:00 PM BUEA, McCloskey 2:00 PM HO, Kelly 7:30 PM CCL/RS, Chambers	4 5:30 PM CSW, McCloskey	5 *Payday*	6
7	8 12:00 PM Ord/DL 4:00 PM CFRC, Hooker 4:00 PM CSBM, McCloskey 4:30 PM Plat, Kelly 5:00 PM USB, see index 5:30 PM PC, Chambers	9 1:30 PM DRC, McCloskey 5:30 PM BCAC, Kelly 5:30 PM BPW, Chambers	10 4:00 PM BHQA, McCloskey 7:30 PM CCL/CW, Chambers	11 12:00 PM HN, IU Research 3:30 PM BHPC, McCloskey 4:00 PM SWMD, SWM Facilities	12 1:30 PM MPO-TAC, McCloskey	13
14	15 12:00 PM Res/DL 4:00 PM CCA, McCloskey 5:00 PM FMAC, Parks 5:30 PM BPSC, Hooker	16 12:00 PM BIDAC, Hooker 4:00 PM BPS, Police 5:30 PM PTCB, Transit 6:30 PM ACC, McCloskey	17 2:00 PM HO, Kelly 7:00 PM CONA, McCloskey 7:30 PM CCL/RS, Chambers *St. Patrick's Day* 	18 7:30 AM DVT, Hooker 8:00 AM HA, HA Office 3:30 PM BMFC, Hooker 5:45 PM MLKC, McCloskey	19 *Payday*	20 *Spring Begins*
21	22 12:00 PM Ord/DL 5:00 PM USB, see index 5:30 PM BHRC, McCloskey	23 4:00 PM BPC, Chambers 5:30 PM BPW, Chambers	24 9:30 AM Tree, Hooker 5:30 PM TC, Chambers 6:30 PM MPO-CAC, McCloskey 7:30 PM CCL/CW, Chambers	25 5:30 PM BZA, Chambers 7:00 PM EC, McCloskey	26 12:00 PM EDC, Hooker	27
28	29 12:00 PM Res/DL	30 5:30 PM PTCB, Transit	31 2:00 PM HO, Kelly			

Feb 2004

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29						

Apr 2004

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MARCH 2004

APRIL 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Mar 2004 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	May 2004 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1 5:30 PM CSW, McCloskey *April Fool's Day*	2 *Payday*	3
4	5 5:00 PM RDV, McCloskey 5:00 PM USB, see index 5:30 PM BPSC/WS, Hooker	6 1:30 PM DRC, McCloskey 5:30 PM BPW, Chambers 7:30 PM Tele, Chambers	7 12:00 PM BUEA, McCloskey 7:30 PM CCL/RS, Chambers	8 12:00 PM HN, IU Research 3:30 PM BHPC, McCloskey 4:00 PM SWMD, SWM Facilities	9 *City Holiday: Good Friday*	10
11	12 12:00 PM Ord/DL 4:00 PM CFRC, Hooker 4:00 PM CSBM, McCloskey 4:30 PM Plat, Kelly 5:30 PM PC, Chambers	13 5:30 PM BCAC, Kelly 5:30 PM PTCB, Transit	14 2:00 PM HO, Kelly 4:00 PM BHQA, McCloskey 7:30 PM CCL/CW, Chambers	15 7:30 AM DVT, Hooker 8:00 AM HA, HA Office 3:30 PM BMFC, Hooker 5:45 PM MLKC, McCloskey	16 1:30 PM MPO-TAC/PC, McCloskey *Payday*	17
18 *Easter*	19 12:00 PM Res/DL 4:00 PM CCA, McCloskey 5:00 PM FMAC, Parks 5:00 PM USB, see index 5:30 PM BPSC, Hooker	20 12:00 PM BIDAC, Hooker 4:00 PM BPS, Police 5:30 PM BPW, Chambers 6:30 PM ACC, McCloskey	21 9:30 AM Tree, Hooker 7:00 PM CONA, McCloskey 7:30 PM CCL/RS, Chambers	22 5:30 PM BZA, Chambers 7:00 PM EC, McCloskey *Earth Day*	23 12:00 PM EDC, Hooker	24
25	26 12:00 PM Ord/DL 5:30 PM BHRC, McCloskey	27 4:00 PM BPC, Chambers 5:30 PM PTCB, Transit	28 2:00 PM HO, Kelly 5:30 PM TC, Chambers 6:30 PM MPO-CAC, McCloskey 7:30 PM CCL/CW, Chambers	29	30 12:00 PM Res/DL *Payday*	

MAY 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 7:00 AM BCFM, Common
2	3 5:00 PM RDV, McCloskey 5:00 PM USB, see index 5:30 PM BPSC/WS, Hooker	4 *City Holiday: Primary Election Day*	5 12:00 PM BUEA, McCloskey 5:30 PM BPW, Chambers 7:30 PM CCL/RS, Chambers *Cinco de Mayo*	6 5:30 PM CSW, McCloskey	7	8 7:00 AM BCFM, Common
9	10 12:00 PM Ord/DL 4:00 PM CFRC, Hooker 4:00 PM CSBM, McCloskey 4:30 PM Plat, Kelly 5:30 PM PC, Chambers	11 1:30 PM DRC, McCloskey 3:30 PM HTFB, McCloskey 5:30 PM BCAC, Kelly 5:30 PM PTCB, Transit	12 2:00 PM HO, Kelly 4:00 PM BHQA, McCloskey 7:30 PM CCL/CW, Chambers	13 12:00 PM HN, IU Research 3:30 PM BHPC, McCloskey 4:00 PM SWMD, SWM Facilities	14 1:30 PM MPO-TAC/PC, McCloskey *Payday*	15 7:00 AM BCFM, Common
16	17 12:00 PM Res/DL 4:00 PM CCA, McCloskey 5:00 PM FMAC, Parks 5:00 PM USB, see index 5:30 PM BPSC, Hooker	18 12:00 PM BIDAC, Hooker 4:00 PM BPS, Police 5:30 PM BPW, Chambers 6:30 PM ACC, McCloskey *Armed Forces Day*	19 9:30 AM Tree, Hooker 7:00 PM CONA, McCloskey 7:30 PM CCL/RS, Chambers	20 7:30 AM DVT, Hooker 8:00 AM HA, HA Office 3:30 PM BMFC, Hooker 5:45 PM MLKC, McCloskey	21	22 7:00 AM BCFM, Common 9:00 AM CCL/BR, Cascades
23	24 12:00 PM Ord/DL 5:30 PM BHRC, McCloskey	25 4:00 PM BPC, Chambers 5:30 PM PTCB, Transit	26 2:00 PM HO, Kelly 5:30 PM TC, Chambers 6:30 PM MPO-CAC, McCloskey 7:30 PM CCL/CW, Chambers	27 5:30 PM BZA, Chambers 7:00 PM EC, McCloskey	28 12:00 PM EDC, Hooker 12:00 PM Res/DL *Payday*	29 7:00 AM BCFM, Common
30	31 *City Holiday: Memorial Day*					

Apr 2004

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Jun 2004

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27	28	29	30			

JUNE 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 3:00 PM BCFM, Plaza 5:00 PM USB, see index 5:30 PM BPW, Chambers 7:30 PM Tele, Chambers	2 12:00 PM BUEA, McCloskey 7:30 PM CCL/RS, Chambers	3 5:30 PM CSW, McCloskey	4	5 7:00 AM BCFM, Common
6	7 12:00 PM Ord/DL 5:00 PM RDV, McCloskey 5:30 PM BPSC/WS, Hooker	8 1:30 PM DRC, McCloskey 3:00 PM BCFM, Plaza 5:30 PM BCAC, Kelly 5:30 PM PTCB, Transit	9 2:00 PM HO, Kelly 4:00 PM BHQA, McCloskey 7:30 PM CCL/CW, Chambers	10 12:00 PM HN, IU Research 3:30 PM BHPC, McCloskey 4:00 PM SWMD, SWM Facilities	11 1:30 PM MPO-TAC, McCloskey *Payday*	12 7:00 AM BCFM, Common
13	14 12:00 PM Res/DL 4:00 PM CFRC, Hooker 4:00 PM CSBM, McCloskey 4:30 PM Plat, Kelly 5:00 PM USB, see index 5:30 PM PC, Chambers *Flag Day*	15 12:00 PM BIDAC, Hooker 3:00 PM BCFM, Plaza 4:00 PM BPS, Police 5:30 PM BPW, Chambers 6:30 PM ACC, McCloskey	16 9:30 AM Tree, Hooker 7:00 PM CONA, McCloskey 7:30 PM CCL/RS, Chambers	17 7:30 AM DVT, Hooker 8:00 AM HA, HA Office 3:30 PM BMFC, Hooker 5:45 PM MLKC, McCloskey	18	19 7:00 AM BCFM, Common
20	21 12:00 PM Ord/DL 4:00 PM CCA, McCloskey 5:00 PM FMAC, Parks 5:30 PM BPSC, Hooker *Summer begins*	22 3:00 PM BCFM, Plaza 4:00 PM BPC, Chambers 5:30 PM PTCB, Transit	23 2:00 PM HO, Kelly 5:30 PM TC, Chambers 6:30 PM MPO-CAC, McCloskey 7:30 PM CCL/CW, Chambers	24 5:30 PM BZA, Chambers 7:00 PM EC, McCloskey	25 12:00 PM EDC, Hooker *Payday*	26 7:00 AM BCFM, Common
27	28 12:00 PM Res/DL 5:00 PM USB, see index 5:30 PM BHRC, McCloskey	29 3:00 PM BCFM, Plaza 5:30 PM BPW, Chambers	30			

May 2004

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Jul 2004

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25	26	27	28	29	30	31

Sample Funding Agreement

FUNDING AGREEMENT
CITY OF BLOOMINGTON - JACK HOPKINS
SOCIAL SERVICES PROGRAM
«Agency_Name»

This agreement entered into on _____, 2004, at Bloomington, Indiana, between the Common Council of the City of Bloomington, Indiana, hereinafter referred to as the "City," and «Agency_Name», hereinafter referred to as the "Agency," provides for the following:

Whereas, the Jack Hopkins Social Services Program Funding Committee (Committee) reviewed agency applications, heard their presentations, and made funding recommendations to the Common Council; and

Whereas, the Common Council adopted Resolution 04-XX which provided funding to this agency in the amount and the purposes set forth in Section 1 of this agreement; and

Whereas, the resolution also delegated the duty of interpreting the funding agreement for the City to the Chair of the Committee; and

Whereas, in interpreting the agreement, the Chair may consider the purposes of the program, the application and comments by agency representatives, and statements made by decision-makers during deliberations;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. USE OF FUNDS

Agency agrees to use Agreement funds as follows:

«Project_Description»

«Other_Provisions»

II. TIME OF PERFORMANCE

The last claim for expenses under this agreement must be filed before «Deadline». The deadline may be extended by the Housing and Neighborhood Development Director of the City for good cause upon receipt of a written request from the Agency. Said request must be submitted two weeks prior to the deadline listed above.

III. PAYMENT PROCEDURES

It is expressly agreed and understood that the total amount to be paid by the City under this contract shall not exceed «Received». Claims for the payment of eligible expenses shall be

made against the items specified in Section I, Use of Funds.

The Agency will submit to the City a claim voucher pursuant to City's claim procedures and deadlines for the expenditures corresponding to the agreed upon use of funds outlined above. Along with the claim voucher, the Agency will submit documentation satisfactory to the City, at its sole discretion, showing the Agency's expenditures.

The Agency agrees to make its best efforts to submit claims on a monthly basis and also agrees to submit claims for its June, July, and August expenditures no later than the end of September and to submit claims for its September, October, and November expenditures no later than December 3, 2004.

IV. ADMINISTRATIVE REQUIREMENTS

A. Accounting Procedures

The Agency agrees to use generally accepted accounting procedures and to provide for:

(1) Accurate, current, and complete disclosure of the financial component of its activities;
(2) Records which identify adequately the source and application of funds for City supported activities;
(3) Effective control over and accountability for all funds, property, and other assets.

(4) Adequate safeguarding all such assets and shall assure that they are used solely for authorized purposes;
(5) The City to conduct monitoring activities as it deems reasonably necessary to insure compliance with this Agreement; and
(6) Return of the funds received under this Agreement that the City determines were not expended in compliance with its terms.

B. Access to Records

The Agency agrees that it will give the City, through any authorized representative, access to, and the right to examine, all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

C. Retention of Records

The Agency agrees that it will retain for a period of three years from the date of this Agreement financial records, supporting documents, statistical records, and all other records pertinent to the funding provided by this Agreement.

V. GENERAL CONDITIONS

A. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Agency shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Agency is an independent Agency.

B. Hold Harmless

The Agency shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

C. Nondiscrimination (for agencies receiving grants in excess of $10,000)

Agencies receiving grants in excess of Ten Thousand Dollars ($10,000) shall be subject to the following provision in accordance with Section 2.21.070 of the Bloomington Municipal Code. The agency will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Agency will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.

VI. NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

City:	Agency:
_____, Program Manager Housing and Neighborhood Development City of Bloomington P.O. Box 100 Bloomington, IN 47402 Tel: (812) 349-3401 Fax: (812) 349-3582 E-mail: _____@bloomington.in.gov	«Director_of_Agency» «Agency_Name» «Address» «City», Indiana «Zip» Tel: (812) «Phone_Number» E-mail: «Email_Address»

VII. TERMINATION OF AGREEMENT

The Agency agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the

Agreement. If funds become unavailable, the City shall promptly notify the Agency in writing of the termination and the effective date thereof.

It is further agreed that the City may terminate this Agreement in whole or in part if it determines that Agency has failed to comply with the Agreement or with other conditions imposed by applicable laws, rules and regulations. The City shall promptly notify the Agency in writing of the determination and the reasons for the determination, together with the effective date. The Agency agrees that if the City terminates the Agreement for cause it will refund to the City that portion of the funds that the City determines was not expended in compliance with the Agreement. The Agency shall be responsible for paying any costs incurred by the City to collect the refund, including court costs and reasonable attorneys fees.

If any provisions of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. TERM OF AGREEMENT

Unless terminated as provided in Section VII herein, this Agreement shall terminate upon the City's determination that the provisions of this Agreement regarding use of the Agreement funds have been met by the Agency.

CITY OF BLOOMINGTON, INDIANA	«Agency_Name»
By: _____	By: _____
Mike Diekhoff President, Common Council	«Pres_BoD» President Board of Directors
Attest:_____	By: _____
Susie Johnson Housing and Neighborhood Development Director	«Director_of_Agency» Executive Director
_____	_____
Date	Date

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