



Agenda and Notice

Bloomington Common Council Jack Hopkins Social Services Committee 25 May 2023 at 6:00 PM

This meeting will be held in the Allison Conference Room (Suite 225, City Hall, 401 N. Morton) and may also be accessed electronically via Zoom using the following link:

<https://bloomington.zoom.us/j/82151914880?pwd=WTI5b3p5aVZJRUtjU2NsNjh6NmRNZz09>

I. Brief Review of the 2023 Process

- A. This year there were 48 applications (including four collaborative applications) with requests for funding totaling \$964,877.13.
- B. The Committee awarded \$323,000 in funds to 32 agencies (including three collaborative projects).

II. Any suggested changes going forward?

A. Staff suggests:

i. Review of operational funding

- 1. The Committee has allowed requests for operational funding on an unrestricted basis for two years now (2022-2023). From 2016-2021, the Committee allowed requests for operational funding that did not meet one of the typical exceptions (pilot projects, bridge funding, collaborative applications), but made this determination on a year-by-year basis.

2. Operational breakdown to date:

Year	Operational Requests	<i>*Due to COVID-19, many applicants saw a significant drop in fundraising or an increase in need; some requests could be considered requests for bridge funding.</i>
2016	11	
2017	11	
2018	12	
2019	13	
2020	*20	
2020 RF	*15	
2021	*18	
2022	*24	
2023	22	

ii. Review of application form required in 2023

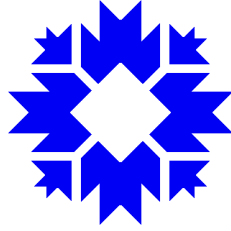
- 1. Do any questions need to change in light of other adjustments the Committee recommends?

B. Committee suggestions to forward to 2023 Committee?

III. Other matters

- A. Resolution 23-xx - Council action on 14 June 2023
- B. Committee Report – *will need signatures from majority of committee members*

VI. Adjournment



**City of Bloomington
Office of the Common Council**

NOTICE

Thursday, 25 May 2022

**Jack Hopkins Social Services Committee
Debriefing Meeting
Starting at 6:00 pm**

This meeting will be held in the Allison Conference Room (Suite 225, City Hall, 401 N. Morton) and may also be accessed electronically via Zoom (see information below)

Join Zoom Meeting

<https://bloomington.zoom.us/j/82151914880?pwd=WTl5b3p5aVZJRUtjU2NsNjh6NmRNZz09>

Meeting ID: 821 5191 4880

Passcode: 398686

One tap mobile

+16469313860,,82151914880# US

+19292056099,,82151914880# US (New York)

Find your local number: <https://bloomington.zoom.us/j/kvxNZIcfn>

As a quorum of the Council or its committees may be present, this gathering constitutes a meeting under the Indiana Open Door Law (I.C. § 5-14-1.5). For that reason, this statement provides notice that this meeting will occur and is open for the public to attend, observe, and record what transpires.

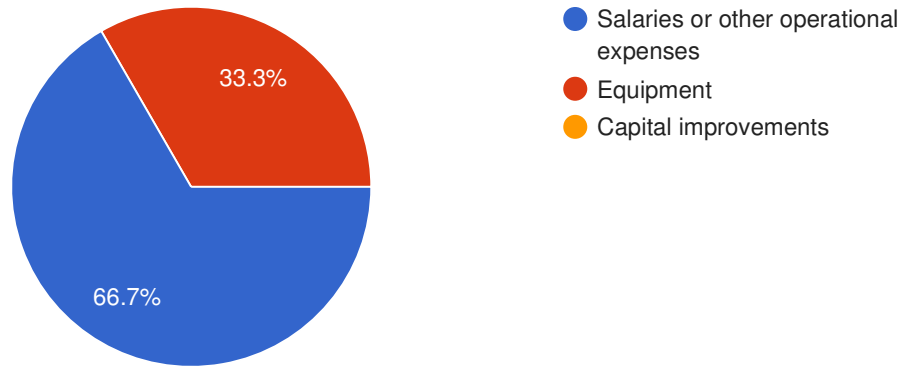
2022 Jack Hopkins Agency Survey

6 responses

Your agency sought funds for:



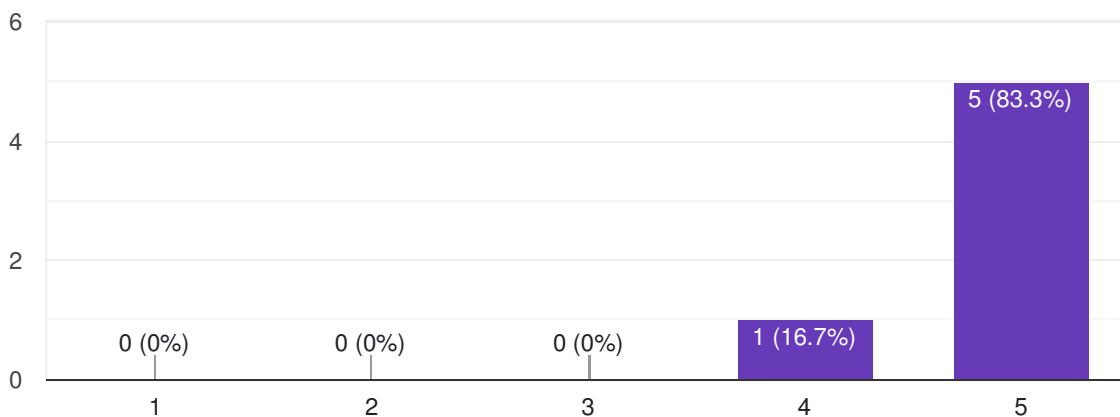
6 responses



According to current guidelines, an agency application will be evaluated under the following criteria - whether the request: 1) addresses a previously-identified priority for social services, 2) functions as a one-time investment (though operational funding requests will also be considered), 3) leverages matching funds or other co-funding mechanisms, and 4) makes a broad and long lasting contribution to the community. Did these criteria adequately explain which programs or projects your organization could seek funding for in 2022?



6 responses



Feel free to explain your answer here:

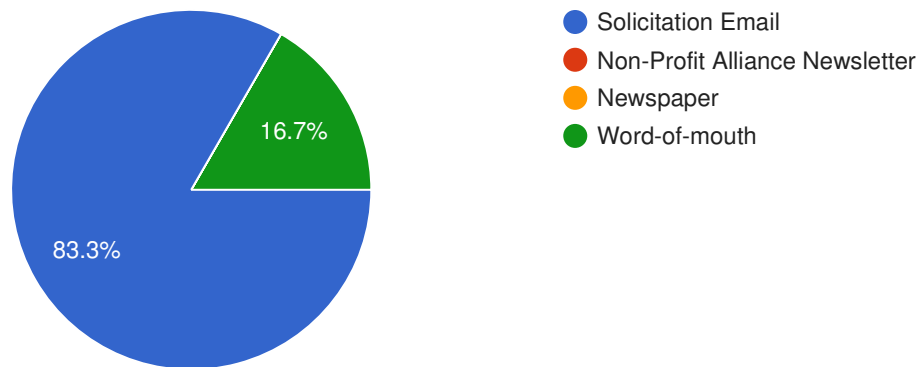
1 response

The Jack Hopkins grant process is well thought out with clear guidelines. Bravo

How did you learn about the Jack Hopkins Social Services Fund?



6 responses



The Committee strives to make the application process as simple and convenient as possible. What did you think about the application process? How might we improve it?

4 responses

Application process was straightforward.

It's good as it is.

The only thing I would ask is that there be two Technical sessions in case we can't make it to one of them

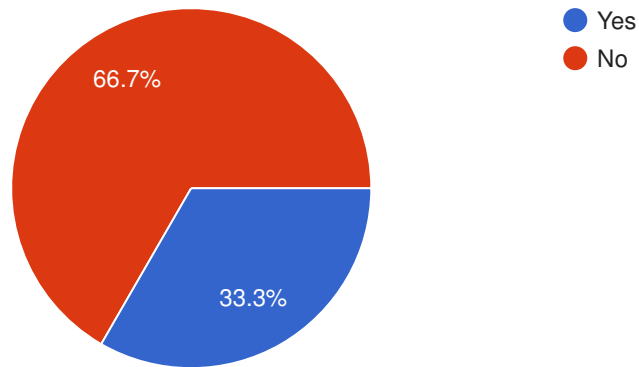
The application is lengthy and requires a lot of attachments. The time it takes to apply is a barrier.



Did your agency attend the Technical Assistance for Applicants meeting?



6 responses



If you attended the Technical Assistance for Applicants meeting, what were the most helpful aspects of the meeting? What would you like to see addressed in the future?

2 responses

It was direct and short - which was helpful.

I didn't attend the technical sessions but in the survey you can't answer the question coming after this one. It must be a glitch on the forms or something. As I stated above having two technical sessions would solve those problems

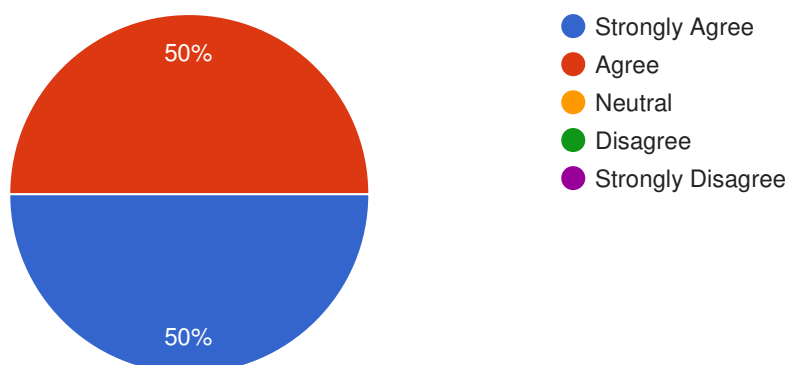
If you did not attend the Technical Assistance for Applicants meeting, is there a change to the meeting -- including, but not limited to, matters such as time, place, or content -- that might encourage you to attend next year? Any feedback is appreciated.



During Agency Presentations, the Committee treated agencies in a fair and equitable manner.



6 responses



How can the allocation process be more effective in meeting community needs?

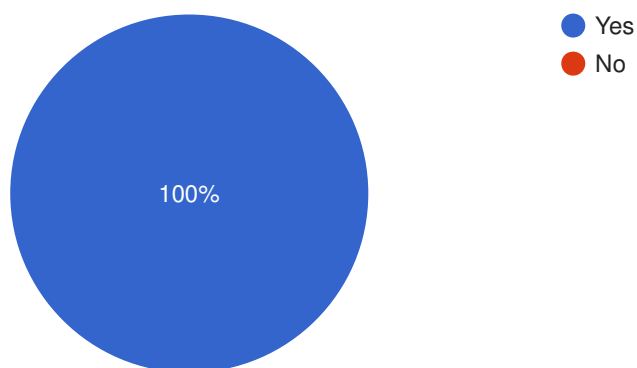
1 response

More readily fund salary

Did your agency receive funding in 2022?



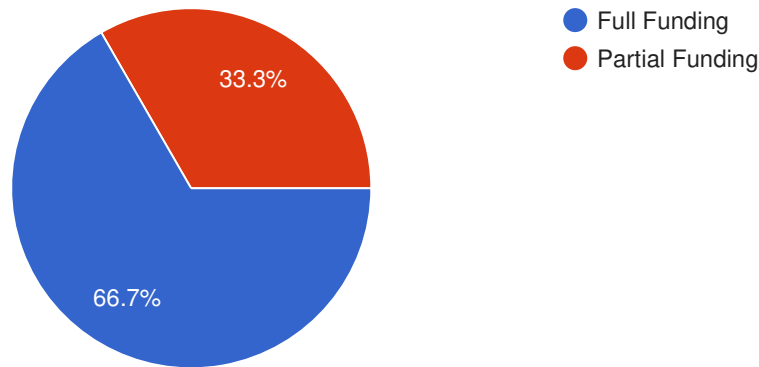
6 responses



If your agency did receive funding, was it full or partial funding?



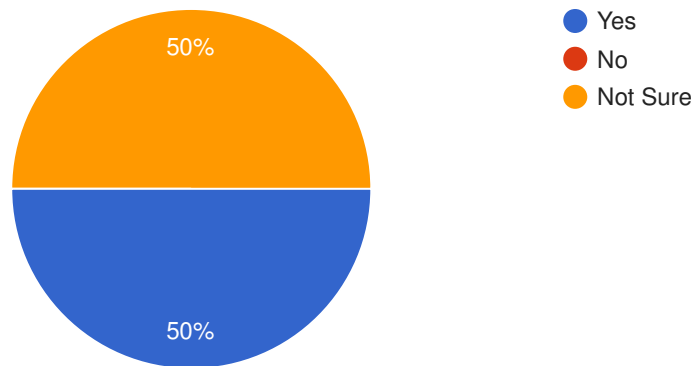
6 responses



The JHSSF Committee prefers to fund organizations that leverage funds/pursue co-funding opportunities. (See criteria.) Will the receipt of Jack Hopkins funding allow you to leverage additional funds from another source(s)?



6 responses



(Please explain)

2 responses

The funding should help us meet Match requirements from another grant.

While nothing is set in stone we have been successful with getting matching funds for Jack Hopkins grants to develop our organization. We have used this as an example for other grant writing so in that way it might help us leverage other funds



For several years, the Committee has accepted as many as two applications from agencies. The purpose is to allow agencies to be part of an application for a collaborative project as well as to submit their own application. Collaborative projects promote innovation and efficient uses of funds within the community. Please tell us what you think about the collaborative project initiative.

3 responses

Sounds great, but currently do not have a need for that.

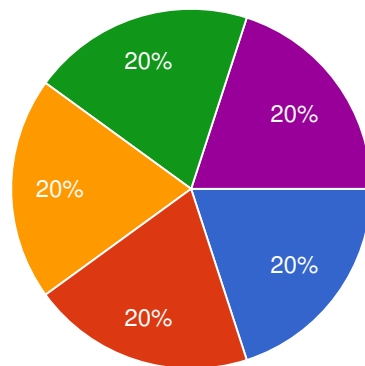
It's a good idea.

I love the idea

In your opinion, is it better to:

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5 responses



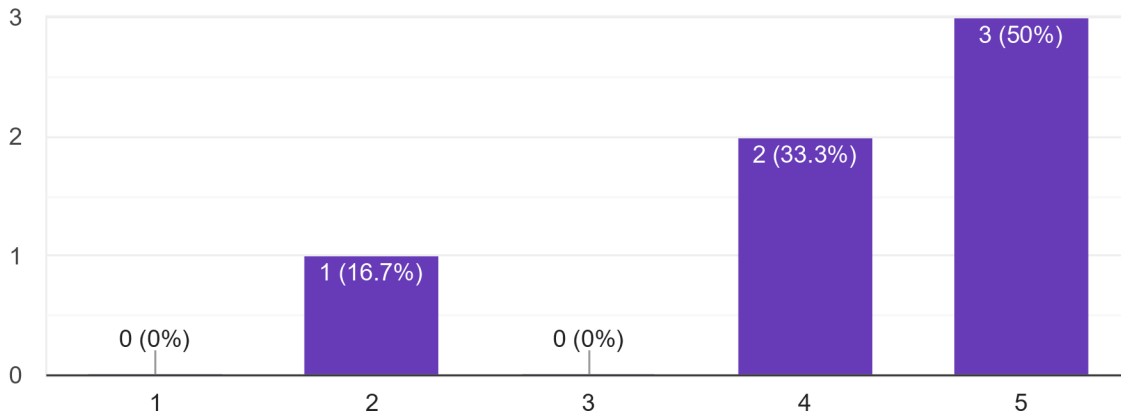
- Make large-award grants to a handful of agencies
- Make small-award grants to many agencies
- No idea
- combination of the two, or alternate eligibility to a lower amount in a year following a...
- A mix, it is hard to say since in my work is life and death but...



The Hopkins process begins with a call for applications in March and final approval of grants in June. Agencies typically have from mid-June to December of the grant year to seek reimbursement. Does this time frame serve your agency's needs?



6 responses



Please feel free to share any further comments, concerns or suggestions here:

1 response

No, give us longer to spend down funds.

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Google Forms





Office of the Common Council

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 Health Program meets all these criteria. Appropriation of the available 1993 social services funds for the Public Health 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.



Jack Hopkins Social Services Funding Program

Elaboration of Criteria for Evaluating and Awarding Grants

In 1993 Jack Hopkins wrote a letter outlining a set of criteria for the use of these social services funds. Those criteria have since served as the basis for allocating the funds. The following is an elaboration of those criteria. These interpretations have been approved by the Jack Hopkins Social Services Committee.

Program Focus

The program should address a previously-identified priority for social services funds (as indicated in the [Service Community Assessment of Needs \(SCAN\)](#), the City of Bloomington Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.)

This investment in the program should lead to 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.)

Priorities

The Common Council prioritizes programs that provide food, housing, healthcare, or other services to city residents who are of low or moderate income, under 18-years of age, elderly, affected with a disability, or otherwise disadvantaged.

- I. City Residency - Programs must primarily serve City residents. Individual programs have occasionally been located outside of the City but, in that case, funds have never been used for capital projects (e.g. construction, renovation, or improvement of buildings).
- II. Low Income - Programs primarily serving low-income populations are given a high priority.
- III. Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and medical services) are given a high priority.

Scope of Funding

The Jack Hopkins Social Services Funding Program seeks to encourage innovation and address changing community needs. Further, the Jack Hopkins Social Services Funding Program recognizes that in the current economic climate, operational funding essential to a non-profit's continued provision of services is difficult to come by. The Jack Hopkins Social Services Funding Program will consider requests for both one-time investments and operational expenses.

One-Time Investment

Applications requesting funds for projects that address changing circumstances in the community are encouraged. Requests should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the project. EXAMPLES – capital improvement etc.

Operational Expenses

Applications requesting operational expenses will also be considered. These expenses are recurring rather than non-recurring and examples typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other ongoing budget items.

Paid Time Off and Bonuses

Paid time off and bonuses shall not be considered eligible for Jack Hopkins Social Services Funding.

Agencies seeking funding for operational expenses should be aware that future funding may be unavailable or inadequate to cover their needs and therefore they should not rely solely on Jack Hopkins Social Services Funding for their operational expenses. Any request for operational funding should be accompanied by a well-developed plan for future funding.

Fiscal Leveraging

In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching funds from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or through 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 is 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 of city resources at their disposal. Except on rare occasions, the Council has not directly or indirectly funded agencies that have the power to levy property taxes or whose primary revenues derive from property taxes.

Expenses Incurred Prior to the Allocation of Jack Hopkins Funds

Expenses incurred prior to the allocation of Jack Hopkins Funds (mid-June) will not be considered.

Collaborative Projects

The Committee encourages social service agencies to collaborate in order to solve common problems and better address local social service needs. To serve these ends, the Committee will allow agencies to submit an application for funding as a Collaborative Project in addition to submitting a standard application.

Collaborative Project Applicants

Applicants pursuing such funding should:

- I. Declare that they are seeking funds as a Collaborative Project and describe the project
- II. Describe each agency's mission, operations, and services, and how they do or will complement one another
- III. Describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project
- IV. Identify challenges to the collaboration and set forth steps that address the greatest challenges to its success
- V. Address the following standard criteria and explain how the collaborative project will:
 - Serve a previously-recognized community need
 - Achieve fiscal leveraging or efficiencies
 - Provide a broad and long lasting benefits to the community
- VI. Complete a Memorandum of Understanding signed by authorized representatives of collaborating agencies and detailing the allocation of duties between them

Other Policies

Agency Acting as Fiscal Agent Must have 501(c) (3) Status

The agency that acts as the fiscal agent for the grant must be incorporated as a 501(c)(3) corporation. This policy is intended to assure that grant funds go to organizations:

- I. With boards who are legally accountable for implementing the funding agreements
- II. With the capability of raising matching funds which is an indicator of the long-term viability of the agency.

Given its mission, the presence of a board, and its general viability, an exception has historically been made for the Bloomington Housing Authority.

Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications that promote or implement events or celebrations. This policy is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required above.

One Application per Agency – Exception for Collaborative Projects

Except as noted below, each agency is limited to one application. This policy is intended to:

- I. Spread funds among more agencies
- II. Assure the suitability and quality of applications by having the agency focus and risk their efforts on one application at a time
- III. Lower the administrative burden by reducing the number of applications of marginal value.

As noted above, an exception to this rule applies to agencies that submit an application as a Collaborative Project. Those agencies may also submit one other application that addresses the standard criteria.

Improvements to Real Property not Owned by the Applicant Agency is Discouraged

Applicants are advised that the Committee typically does not grant funds to agencies for capital improvements to real property not owned by the agency. Applications for construction, renovation, or improvements to a building not owned by the applicant agency will be given a low priority.

\$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

Agencies that are granted funds will be expected to enter into a funding agreement with the City of Bloomington. The Housing and Neighborhood Development (HAND) Department has been monitoring 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 reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it.

Expenditure Before the End of the Year

In order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grant is awarded, unless specifically approved in the funding agreement or granted an extension by the Director of HAND. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.

Proportionality of Funding Request Relative to Clients Served

In making funding decisions, the Committee may consider the amount of funding requested relative to the number of clients that would be served by a given project.