

City of Bloomington Common Council

2019 Jack Hopkins Social Services Funding Committee

Organizing Meeting

**Monday, 25 February 2019
6pm
Council Library (Suite #110)**

Office of the Common Council
P.O. Box 100
401 North Morton Street
Bloomington, Indiana 47402
812.349.3409
council@bloomington.in.gov
<http://www.bloomington.in.gov/council>



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

To: The Jack Hopkins Social Services Funding Committee
From: Council Office
Re: Organizing Meeting – Monday, 25 February 2019
Date: 18 February 2019

PROLOGUE

Welcome to the 2019 Jack Hopkins Social Services Funding Committee. Created by Council member Jack Hopkins in collaboration with his Council and community colleagues in 1993, this marks the Committee's 27th year. The Committee's focus is to provide funding to social services agencies working to improve the condition of our community's most vulnerable residents.

The purpose of Monday's meeting is to plan the 2019 program. Please bring your calendars. The below provides a brief review of the Hopkins process and highlights issues for this year's Committee.

THE COMMITTEE

Pursuant to Resolutions 02-16 and 13-07, the Committee is a seven-member standing committee of the Bloomington Common Council. The Committee includes five Councilmembers and two members from other City entities. The 2019 Committee includes Councilmembers Allison Chopra, Dorothy Granger, Andy Ruff, Isabel Piedmont-Smith, and Susan Sandberg.

The Bloomington Municipal Code §2.04.210 requires that the Council President appoint the chair of the Hopkins Committee. Council President Rollo has appointed Allison Chopra. In turn, the Chair appoints "two City of Bloomington residents with experience in social services" to serve on the Committee.¹ Chair Chopra has appointed Kaye Lee Johnson and Nidhi Krishnan.

As a standing committee of the City Council, all meetings of the Hopkins Committee are open to the public to attend, observe and record what transpires.

¹ This change was made in 2016 via [Resolution 16-06](#)

JACK HOPKINS FUNDING – PAST AND PRESENT

This year, the Committee has **\$305,000** in budgeted funds to distribute.

(An additional ~ \$5,027.77 in unused 2018 funds may be available upon appropriation. The final amount of unused money will not be known until final claims are due on 31 March 2019.)

The following reflects the growth of the fund since its inception. For a complete list of projects funded, please see the Committee's [History of Funding](#) (linked).

<u>Year</u>	<u>Budgeted Funds</u>	<u>Year</u>	<u>Budgeted Funds</u>
1993	\$90,000	2004	\$110,000
1994	\$40,000	2005	\$125,000
1995	\$40,000	2006	\$135,000
1996	\$50,000	2007	\$145,000
1997	\$90,000	2008	\$165,000
1998	\$90,000	2009	\$180,000
1999	\$100,000	2010	\$200,000
2000	\$100,000	2011	\$220,000
2001	\$100,000	2012	\$250,000
2002	\$110,000	2013	\$257,500
2003	\$110,000	2014	\$266,325
		2015	\$270,000
		2016	\$280,000
		2017	\$295,000
		2018	\$300,000
		2019	\$305,000

2018 FUNDING

Last year, the Committee distributed **\$312,874** among the following 23 projects.

AGENCY	GRANT	PURPOSE
Amethyst House	\$16,758.00	To purchase a water heater, treatment resources, furniture & paint for the therapeutic space at the Men's House.
Boys & Girls Club of Bloomington	\$27,000.00	To purchase bleachers, tables, cubicles, stools, and chairs for the Lincoln Street Unit.
Catholic Charities Bloomington	\$13,000.00	To fund the Trauma-Informed Care Program.
Center for Sustainable Living	\$3,000.00	To fund the cost of the sewer connection permit. This grant is contingent upon The Center finalizing the trust and ownership disposition of the property located at 611 W. 12th Street by October 30, 2018.
Community Justice and Mediation Center	\$9,493.00	To fund a part-time Project Manager for the "Mediation Matters" Pilot program
Community Kitchen	\$8,860.00	To purchase a double convection oven for use at 1515 S. Rogers Street.
Girls INC, Monroe County.	\$13,463.00	To repair three vehicles in the bus fleet.
Hoosier Hills Food Bank	\$30,000.00	To purchase a new van to convert into an insulated refrigerated van.
Hoosiers Feeding the Hungry	\$2,700.00	To fund meat processing for meat distribution to City of Bloomington residents.
Indiana Recovery Alliance	\$16,953.00	To supplement salary and to purchase Naloxone, a printer, a laptop, printer ink, folding chairs, tables, syringe disposal units, safety vests, safety gloves, trash pickers, and portable outreach containers for harm-reduction services.
Interfaith Winter Shelter (Fiscal Agent: First Presbyterian)	\$1,500.00	To purchase metal shelving for guest belongings at Wheeler Mission.
Middle Way House	\$11,000.00	To redesign Middle Way's "technology closet" through 1) environmental stabilization via improved HVAC and other means and 2) redesigning and repositioning telecom/networking equipment.
Monroe County CASA	\$7,768.00	To purchase laptops, printer, projector and pay for information technology support.
Monroe County United Ministries	\$14,014.00	To pay for a consultant to design and build a new database for the Self-Sufficiency Center and to train staff on use; to purchase system upgrades to computers; and, to pay for salary costs of additional Compass Early Learning Center staff hours, said staff hours having been incurred in January of 2018.
Mother Hubbard's Cupboard	\$7,017.00	To purchase a refrigerator, a refrigerated display case, a display freezer, and related equipment.
My Sister's Closet	\$9,490.00	To fund the staff and technology needs associated with the Ready-2-Work program

New Hope Family Shelter	\$25,000.00	To fund the purchase of an eight-passenger vehicle and to pay for related costs.
New Leaf – New Life	\$11,229.00	To purchase supplies associated with New Leaf-New Life’s Jail Program; to fund costs associated with the Transition Support Center, including Workforce Communications Support; to purchase work footwear; and, to purchase first week re-entry kits and backpacks of supplies.
Shalom Center	\$13,740.00	To replace the phone system at Shalom Community Center and add phones at Friend’s Place.
Shalom Center & LIFE Designs Collaborative	\$10,800.00	To purchase bus tickets, apartment kits, hygiene pantry supplies, prescriptions, over-the counter medication and to pay for staff mileage and life skills training for the Crawford Homes II Housing First program.
Susie’s Place	\$9,089.00	To pay for a laptop computer, a wireless communication system, Tech Soup software, and a Jamboard.
Volunteers in Medicine	\$26,000.00	To pay for diagnostic labs and imaging.
Wheeler Mission	\$25,000.00	To purchase bunk beds, mattresses, and privacy screens for use at 215 South Westplex Avenue.
TOTAL	\$312,874.00	

2018 Analysis of Projects Funded – By Type

Purpose	# Agencies	% of Agencies Funded	Total	% of 2018 Allocations
Operational	6	26%	\$74,697	24%
Equipment	10	43%	\$160,132	51%
Hybrid: Operational & Equipment	2	9%	\$27,753	9%
Renovation, Repair, or Systems Upgrade	5	22%	\$50,292	16%
TOTAL	23		\$312,874.00	

2018 REQUESTS FOR INTERPRETATION OF FUNDING AGREEMENTS

Sometimes, after agencies have signed their funding agreements, they wish to use funds in ways that not be clearly within the scope of the agreement. The Chair is responsible for providing interpretations of agreements. Both the Center for Sustainable Living (CSL) and The Community Justice and Mediation Center (CJAM) requested interpretations. CSL was ultimately denied and the request from CJAM was granted. Context is as follows:

- **Center for Sustainable Living (CSL):**

CSL was granted \$3,000 in 2018 to fund the cost of a sewer connection permit. This grant was contingent upon CSL finalizing the trust and ownership disposition of the property located at 611 W. 12th Street by 30 October 2018.

On 22 October 2018 CSL contacted the Council Office to advise that the cost of the sewer connection would be much higher than they originally estimated. Instead of \$3,000, the cost would be closer to \$25,000. This increased cost was due to: 1) the need to hook onto both water and sewer at the same time and 2) CSL was required to cover the cost of getting the line under and across the road to the nearest connection. CSL did not have the funds to pay for the project, but requested if the organization could still claim the \$3,000 even though it was unclear when they would have funds for the balance of the initiative. While staff was working with CSL to learn more about the project and when the completion might be realized, the 30 October deadline for finalizing the trust and ownership came and went.

→ Chair Chopra denied CSL's request to use the funds because 1) funding the fee for a permit for a sewer hookup absent the capacity to actually hook up the sewer means Hopkins monies might be put to a use whose endpoint (actual sewer hookup) is neither known, nor certain; and 2) the plain terms of the funding agreement were not met.

(As of February 2019, it appears that ownership has not yet been transferred.)

- **Community Justice and Mediation Center (CJAM):**

The Hopkins Committee granted the Community Justice and Mediation Center (CJAM) \$9,493 for a part-time Project Manager for the *Mediation Matters* program, as the same was reflected on CJAM's application form. However, in reality CJAM only needed \$7,320 for the Project Manager and requested to spend the balance of Hopkins funds (\$2,173) on salary for the Executive Director in interest of the *Mediation Matters* program. While this request was provided in supplementary information provided in their application material, it was not reflected on the application form itself. Because the request to fund both the Project Manager and the Executive Director's salary for the *Mediation Matters* was included in supplementary application material – just not on the application itself -- the Chair found that the request was within the spirit and purpose of the grant.

2018 ENCUMBERED AND UNUSED FUNDS

Hopkins funds are intended to be put to work for the betterment of the community as soon as practicable. Agencies are required to spend down funds by early December. However, upon written request to the HAND Director, agencies may request an extension until the end of March. Beyond that date, the decision goes to the Committee. When an agreement extends into the following year, HAND staff must encumber the funds.

Encumbered – Five Agencies

As made clear in the *Report* from HAND Program Manager, Dan Niederman, 84% of funds were claimed between June and December 2018. Five agencies requested, and were granted, extensions into 2019. Please see the *Report* from Niederman for further details.

- Catholic Charities (\$7,735 of \$13,000) – largely due to delay in the project schedule by training provider.
- CJAM (\$9,493) – Project Manager was not able to start working on the program full time until September which put the project behind.
- Girls, Inc. (\$8,209.55 of \$13,463) – bus repair being staged and taking longer than anticipated
- Middle Way House (\$11,000 of \$11,000) – project delayed due to “equipment orders and labor scheduling.”
- New Leaf-New Life (\$11,229 of \$11,229) – unable to complete purchases on time due to limited staffing.

Note that under the funding agreement each agency signs, they are not required to submit a final report until they have submitted their final claim. HAND will distribute those reports and other updates at the Committee’s April meeting.

Unused

Not all agencies used the total funds granted to them. The following reflects granted funds unused by the grantee.

Center for Sustainable Living	\$ 3,000.00 (unable to meet terms of agreement; <i>see</i> above)
CASA	\$ 24.61
Mother Hubbard’s Cupboard	\$ 319.99
Susie’s Place	\$ <u>2.39</u>
	\$ 3,346.99

THE NON-REVERTING JACK HOPKINS FUND

Recall that at the end of 2017, the Council created a [non-reverting fund](#) for the Jack Hopkins program. This means that any unused funds will not revert to the City's General Fund at the end of the year; instead, the unused money will be available for future use by the Jack Hopkins Committee. This affords the Committee much more flexibility, allowing the Committee to be more responsive to community need. In a year where there is an emergent need (such as the "Community Sheltering Project" [formerly Martha's House] in 2015), a non-reverting fund may serve as a resource. Similarly, the ability to "bank" funds means that the Committee has more freedom in years in which the applicant pool is robust to allocate funds beyond the usual yearly appropriation. Relatedly, in years in which the applicant pool is weak, a non-reverting fund affords the Committee the space to not expend all available dollars with the assurance those dollars will remain with the Hopkins program. Furthermore, a non-reverting fund serves as a repository for monies not fully expended by agencies granted funds.


Monies reverted are the sum of dollars not allocated in the previous year + dollars that were allocated, but not used.

Not allocated in 2018:	\$1,680.78
Allocated, but not used:	<u>\$3,346.99</u>
TOTAL EST. REVERTED	\$5,027.77

The true total reversion available will not be known until all agencies who were granted an extension submit their claims. Final claims are due 31 March. While this is a non-reverting fund, any unused money from last year still must be appropriated into the Jack Hopkins Fund. As with any appropriation ordinance, State law requires that the City executive propose the appropriation ordinance.

→ FOR APRIL MEETING: At the Committee's April meeting, it consider a motion asking the Mayor to appropriate any unused 2018 Jack Hopkins monies into the Hopkins non-reverting fund.

ASSESSING THE 2018 PROGRAM & PLANNING FOR 2019

 The below reviews the 2018 Jack Hopkins Social Services program and plans for the 2019 process. Unless the Committee makes a change to an existing component of the program via motion, it will be understood that those existing components remain the same.

The Hopkins program is assessed at the end of each funding cycle through three vehicles: a Committee debriefing meeting; an applicant survey; and, self-reports submitted to the City's HAND department upon the submission of an agency's final claim. Feedback from the debriefing meeting and the survey is described below and minutes and the survey are attached. Agency self-reports are included in the *Report* from Mr. Niederman. The following reviews key components of the Hopkins program and the assessments of each:

CRITERIA

Since its founding, the Hopkins program has been guided by four criteria. *Please see* letter from Jack Hopkins, included herein.

1.) PREVIOUSLY-IDENTIFIED NEED

A project should address a previously-identified priority for social services funding. The need should be documented in the *Service Community Assessment of Needs (SCAN)*, City of Bloomington, Housing and Neighborhood Development Department's *2015-2019 Consolidated Plan*, or any other community-wide survey of social service needs. High funding priorities include emergency services (food, shelter or healthcare) or other support services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability, or are otherwise disadvantaged.

2.) ONE-TIME INVESTMENT

Hopkins funds are intended as a one-time investment. This restriction is intended to encourage innovative projects and to allow the funds to address changing community circumstances. To make funds available for those purposes, this restriction discourages agencies from relying on these funds from year to year and from using these funds to cover on-going (or operational) costs, particularly those relating to personnel. However, the Committee excepts the following from the one-time funding rule:

- Pilot projects
- Projects that need bridge funding – 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; or
- Collaborative projects (detailed below)

All requests for operational funding must provide a well-developed plan for future funding.

3.) FISCAL LEVERAGING

A project should leverage matching funds or other fiscal mechanisms.

4.) BROAD & LONG-LASTING CONTRIBUTION

A project should make a broad and long-lasting contribution to our community.

The following is an assessment of the criteria as measured by the previously-described mechanisms:

Survey

Criteria, In General

72% “strongly agreed” that the criteria provide clear guidance; 22% “agreed;” and 5.6% were “not sure.” One respondent wrote that the “broad and long lasting” criterion is vague in light of what was funded.

On Leverage

The survey asked if receipt of Hopkins dollars helped agencies leverage funds from other sources. This year, 53% of respondents indicated that JHSSF did help them leverage funds. Select open-ended responses include:

- Having the support of your organization shows other funders that your organization believes in the program and our ability to use the funds effectively and efficiently, possibly encouraging other funding opportunities.
- We were able to leverage \$21,000 from a matching donor.
- We were able to obtain a match from Rotary group.
See survey for additional responses.

Debriefing Meeting

At last year’s debriefing meeting, the Committee did not recommend any changes to the general criteria.

THE ON-GOING TENSION BETWEEN THE “ONE-TIME FUNDING” CRITERION AND THE NEED FOR OPERATIONAL FUNDS

For many years, the Committee has grappled with the tension between the “one-time funding” criterion and the continued call by agencies for operational funds. On the one hand, as originally envisioned, the fund was intended to provide one-time “seed” money for an organization to launch an innovative program or to address changing community circumstances. While an exception to this rule is made when it comes to “bridge funding,” (funding needed to bridge an operational gap where an agency has suffered a significant loss of funding elsewhere), pilot projects, and collaborative projects, the Hopkins Fund – as originally envisioned – was not intended to provide on-going operational support for an agency year-on-year. Over time, as federal funds have shrunk and as agencies are increasingly subject to unfunded mandates, more and more agencies are expressing concern that the one-time funding proviso is too rigid.

In response, the 2016 Committee agreed to make the one-time funding criterion even more flexible by providing for requests for operational funds that do not meet one of the typical exceptions. While the 2016 change was intended to be a pilot, the change was favorably received and the 2017 and 2018 Committees continued the allowance.

Specifically, in last year's solicitation material, the 2018 Committee advised applicants that:

Please note that the Committee recognizes the growing need for operational funds that do not fit one of the aforementioned exceptions. For that reason, this year -- in addition to accepting applications for operational funds for pilot, bridge, or collaborative programs -- the Committee is again accepting applications for operational funds that *do not* meet one of the exceptions to the one-time funding rule. However, know that preference will still be given to initiatives that are one-time investments. Know further that this new allowance is specific to the 2018 funding cycle; the Committee may not offer this allowance in 2019. Applicants should be advised that, as always, **funding of any project or initiative this year does not guarantee funding in future years.**

As always, any request for operational funds must be accompanied by a well-developed plan for future funding.

Since this broader allowance was launched, here's the breakdown of operational requests:

2016: 11 agencies requested operational funds; 6 were under the new allowance.

2017: 11 agencies requested operational funds; 9 were under the new allowance.

2018: 12 agencies requested operational funds, 6 were under the new allowance.

Survey – Broader Operational Allowance

When asked in the 2018 survey whether agencies thought the Committee should continue this broad allowance for operational funds or if it should stick to the one-time funding rule with exceptions for pilot, bridge, and collaborative funding:

- 44% of respondent agencies thought the broad allowance was a better way to help agencies realize their missions
- 56% of respondent agencies thought the one-time funding rule was a better approach.

Open-ended responses:

- *Continued support allows organizations to consistently provide much-needed services from year to year.*
- *In this age of cutbacks and funding shortages, we need access to operational funding, particularly salaries.*
- *I do agree that operational funding is often what is needed to best achieve agency goals*
- *Operational funds can go a long way, and there are very few opportunities to get this kind of money*
- *Once it shows it works, funding in a budget is easier to attain.*

DeBriefing Meeting- ~New Operational Allowance

At the close of last year's process, the Committee discussed whether to continue this wider allowance for operational funds. In general, Committee members expressed support for the allowance with the caveat that agencies should not be returning to the Committee year after year for the same operational needs. The 2018 Committee did not recommend the elimination of this allowance.

- ▶ Does the Committee wish to make any changes to the allowance for non-bridge, non-pilot operational funds in 2019? If so, it should do so via motion.
- ▶ Does the Committee wish to make any other changes to criteria? If so, motion required.

Collaborative Projects

Traditionally, the Hopkins program has limited agencies to one-application-per-agency. And, traditionally, Hopkins has been intended as a one-time investment, with exceptions made for requests for pilot and bridge operational funds. In 2012, the Committee added another exception – collaborative projects. At a time of fiscal hardship for both local government and local non-profits, incentivizing collaboration was intended to address community-wide social problems by encouraging efficiencies in agency needs and services.

Under the “collaborative” proviso, agencies may submit *two* applications – one on behalf of the individual agency and one on behalf a collaborative initiative. Because successful collaborations may take years to develop and may need Hopkins money to take root, the *Elaboration of Criteria* excepts collaborative projects from the one-time funding rule.

Along with satisfaction of Hopkins criteria, any collaborative initiative must:

- describe each agency’s mission, operations, and services, and how they do or will complement one another;
- describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project;
- identify challenges to the collaboration and set forth steps that address the greatest challenges to its success;
- submit a Memorandum of Understanding

Since the launch of the Collaborative Initiative, ten collaborative projects have been funded.² Notably, while the eight collaborative projects that focused on collaboration on a new, shared

² **2012: Martha’s House and New Hope** -- \$22,500 to pay for the salary of a Director hired specifically to administer both Martha’s House, Inc. and New Hope, Inc. while working toward a merger of the two organizations and to pay for consulting services rendered in interest of a Martha’s House-New Hope merger. Ultimately, the merger fell through and funds were not completely expended. In the interest of learning why this merger did not work, the Committee issued a survey to the agencies and the consultant involved in the merger. Responses indicated that the project was ambitious, and while both agencies shared missions and service models (case-managed shelter), they served different populations (individuals vs. families) and had not had a long history working together. In response to this experience, the next year the Committee required that, in addition to other criteria, that proposed collaborators “describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project.” **Area 10 Agency on Aging & Community Kitchen** -- \$7,800 to purchase five reheatable meals a week for fifteen persons for fifty-two weeks.

2013: Stepping Stones and Amethyst House -- \$3,390 to pay for a *Counseling Project* provided by Catholic Charities. Please note that subsequent to the funding agreement, Catholic Charities was reimbursed rather than one of the intermediary agencies. **Mother Hubbard’s Cupboard and Bloomington Area Birth Services**-- \$1,960 to pay for a *Birth, Lactation and Perinatal Nutrition program*.

2014: Stepping Stones, Inc. and Catholic Charities -- \$13,176.30 to pay for a collaborative project, entitled the “Clinical Partnership Initiative.” Shortly after the agencies signed the funding agreement, Stepping Stones experienced a change in leadership and new leadership advised us that they were not able to participate in the project and no longer needed the funding. Catholic Charities assented and the funding agreement was rescinded.

2015: Stone Belt - LIFE Designs -- \$9,000 for management training for frontline supervisors; **Shalom-Interfaith Winter Shelter** -- \$6,800 to purchase washers and dryers to launder bedding for sheltering initiatives.

2017: MCUM-FUMC - \$21,600 for kitchen renovation for Compass Early Learning Center; **Shalom-Life Designs** - \$27,949 for to purchase Chromebook computers and internet access for the Crawford Homes Technology Access Project.

program were successful, the two projects that focused on *staff sharing* in the interest of increased agency efficiencies both fell through.

Survey: Collaboration

When asked about observations about the collaborative initiative, respondents provided:

- *I think this is an important incentive to help drive innovation and to encourage collaboration, especially when we all need support for our individual agency needs.*
- *I think it is a great idea; encouraging sharing of resources across agencies is essential*
- *Collaboration with funding is always a tricky task, ensuring that the benefit, work, and distribution of funds is adequately managed and tracked can be challenging.*
- *I feel our agency needs to build more collaborative initiatives and this source of funding is a great source of encouragement*
- *We appreciate it. It helps us access support we might not otherwise be able to.*
- *The collaborative initiative is great. We are working on a possible project for the future.*

Debriefing Meeting

The Committee did not recommend any changes to the collaborative initiative.

ISSUES & ACTIONS

- ▶ Does the Committee wish to make any changes associated with the collaborative initiative? If so, it should approve any changes via a motion.

2018: Shalom-LIFE Designs - \$10,800 to purchase bus tickets, apartment kits, hygiene pantry supplies, Rx & OTC meds, staff mileage, and life skills training for the Crawford Homes II Housing First program.

ELABORATION OF CRITERIA

While the four core guiding Hopkins criteria described above have remained the same since 1993, the criteria have become more clearly operationalized over time through the Committee's *Elaboration of Criteria* policy document. Applicants are pointed to the *Elaboration* in the solicitation material. The Committee updates the *Elaboration* as the need arises. This year, staff has one suggestion for the Committee to consider: the matter of granting funds for capital improvements to real property not owned by the applicant.

Currently, the *Elaboration* clearly states that the Committee will not consider capital improvements to real property located outside the corporate boundaries. However, the *Elaboration* is silent on whether the Committee will fund improvements to real property that is located within the corporate boundaries, *but* that the applicant does not own. Over the years, some Committee members have expressed concerns with these type of investments. The concern largely pivots on the possibility that the Committee may invest public dollars into a property without any reasonable guarantee that the use of that property would continue for the purposes of social services. The discussion around last year's application from the Center for Sustainable Living is a good example. *See above.*

While the Committee has in the past paid for improvements not owned by the applicant agency, it has done so infrequently and with reservation.³ In the interest of both fiscal stewardship and in making it clear to agencies that these type of grant requests are either discouraged, or not allowed, staff suggests putting any such rule in the *Elaboration*. If the Committee is interested in pursuing such a change to the *Elaboration*, following are two options: one *discouraging* such applications and one making these types of improvements *ineligible*.

Option A (Discouraged)

Requests for Improvements to Real Property not Owned by the Applicant Agency.

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.

Option B (Ineligible)

Requests for Improvements to Real Property not Owned by the Applicant Agency.

Where an applicant wishes to make capital improvements to real property, the applicant must be the owner of the real property. The Committee will not fund construction, renovation, or improvements to a building not owned by the applicant agency.

Please note that the federal Community Development Block Grant Program (CBDG) requires that applicants for physical improvements either own the property or provide documentation of the owner's approval of the proposed project. If an applicant

³ In the past, the Hopkins Committee has provided funding to agencies to pay for improvements to property they do not own (e.g., installation of wired telephone and security systems in 2016 at New Hope and purchase and installation of a vertical lift at the Shalom Center annex at 110 S. Washington in 2006. Notably, Shalom no longer occupies the annex and New Hope may be relocated out of its current structure due to the hospital relocation.

receives \$25,000 or more in CDBG funding, federal regulations require a covenant for deed restrictions be placed on the property for a minimum of five years.

ISSUES & ACTIONS

► Does the Committee wish to make any changes to the *Elaboration of Criteria*? If so, it should approve any changes *via* a motion.

THE FUNDING PROCESS

The Hopkins process generally follows the below timeline. The **highlighted** meetings indicate meetings of the Committee.

FEB	MARCH		APRIL			MAY			JUNE		
L	E	M	E	M	L	E	M	L	E	M	L
Organizing Meeting											
	Solicitations issued										
	Technical Assistance Meeting (Council Office)										
	Applications due										
	Council office reviews and summarizes applications										
	Council Office distributes originals & summaries										
	Committee meets to discuss & eliminate some applications										
	Committee hears agency presentations										
	Committee members submit allocations to Council Office										
	Council Office compiles comments & averages allocations										
	Committee meets for pre-allocation meeting										
	Allocation Hearing										
	Committee De-briefing meeting										
	City Council acts on recommendations										
	Agencies complete funding agreements										
	Technical Assistance Meeting -- HAND										
	Council Office issues survey										

E= Early month; M= Mid month; L= Late month

SOLICITATION PROCESS

The Council Office notifies social services agencies of the availability of funds in early March. We notify agencies by: sending two direct e-mailings to members listed in the Bloomington Volunteer Network database (once at the beginning of the process and again two weeks before applications are due); through the United Way and the Non-Profit Alliance newsletter; through a press release; PSAs; and posting on the City’s webpage.

Survey

The survey revealed that about 33% learned about the availability of funds through e-mail, about 11% through the NPA newsletter, and about 11% through the newspaper, and 44% percent through other means, most usually word-of-mouth or past practice. Others learned about it via the NPA newsletter.

Debriefing Meeting

Last year's Committee did not recommend any changes to the solicitation process.

ISSUES & ACTIONS

► Does the Committee wish to make a change to the solicitation process? If so, motion is required.

THE APPLICATION

The Hopkins application process is intended to be simple. In 2017, the Committee voted to make the process even simpler by eliminating the requirement for the two-page narrative and replacing it with a 500-word limited field at the end of the application asking for "Other Comments." Agencies have received this simplification favorably.

Applications include the following components:

- 1) Completed Electronic Application Form
- 2) A project budget detailing the proposed use of Hopkins Funds
- 3) A year-end financial statement which includes fund balances as well as total revenue and expenditures
- 4) Signed written estimates for any agencies seeking funding for capital improvements
- 5) A *Memorandum of Understanding* signed by all agencies participating in an application for a Collaborative Project
- 6) 501(c)(3) documentation for new applicants (new this year)

Survey

Open-ended survey responses indicated that most applicants felt the application process was clear and simple. One respondent thought that the application should be shortened and to compensate for the shortened application, the Committee should meet with each applicant for 15-20 minutes for an interview. *Please see* survey for further details.

Debriefing Meeting

- Last year, the Committee indicated that it wished to see a requirement that 501(c)(3) documentation be required from all new applicants. Staff has added this requirement to the draft solicitation letter and to the draft application.

Application and Letter Suggestions

- Last year, the Committee expressed frustration that a number of applicants submitted incomplete applications. Rather than disqualify these entities last year, the Committee agreed to accept the missing supplements after the deadline, but agreed that starting in 2019, the application material should make very clear that any applications that are

submitted in incomplete form will not be considered for funding. Staff has added this caution to both the draft solicitation letter and the draft application.

- Relatedly, the Committee suggested that the application checklist appear on both the solicitation letter and the application. Staff has added the checklist to the draft application.

ISSUES & ACTIONS

► Does the Committee wish to add the aforementioned changes (501(c)(3) documentation for new applicants; language about incomplete applications; and checklists) to the application and solicitation letter? If so, it should approve any changes via a motion.

► If the Committee wishes to make any other changes to the solicitation material, it should do so via motion.

TECHNICAL ASSISTANCE MEETING

Every year, the Council Office holds a Technical Assistance meeting for agencies who are considering submitting an application for funding. While the meeting has historically been held two weeks before applications are due, this year, staff proposes shifting it to the third week to avoid Spring Break. Presentations from the meeting are posted on the Hopkins webpage for those unable to attend.

Survey

Respondents indicated that the Technical Assistance Meeting was clear and helpful. We've heard in the past that veteran applicants do not want to attend this meeting if no new ground will be covered. One respondent expressed that the meeting should be held at a place where there is no paid parking and that an on-demand webinar should be provided. *See survey* for further details.

Debriefing Meeting

At the close of last year's process, the Committee discussed the possibility of making the Technical Assistance Meeting mandatory, but decided against it. Rather than make attendance mandatory, the solicitation material strongly encourage attendance, particularly for first-time and previously-unsuccessful applicants.

ISSUES & ACTIONS

► Does the Committee wish to recommend any changes to the Technical Assistance program. If so, a motion is required.

INITIAL APPLICATION REVIEW MEETING (Approximately 2.5-3 hours)

After applications are submitted, the Council Office reviews applications, spots issues and packages the application material for the Committee. Application materials are submitted to the Committee electronically, with hardcopies only distributed upon request.

The initial review of applications is an informal meeting wherein Committee members share their impressions of applications, raise questions for agencies to answer during their presentations, disclose conflicts of interest, and eliminate some applications from further consideration. Last year, the Committee eliminated 3 of the 28 applicant agencies from further consideration. Agencies eliminated from consideration are not invited in to make a presentation. Cutting agencies from consideration early in the process is consistent with feedback from agencies who have previously said that it does not help their cause to appear on CATS if their proposal will likely not be funded.

ISSUES & ACTIONS

► Does the Committee wish to make any changes to the Initial Review meeting this year? If so, it should do so via motion.

Debriefing Meeting – No recommendations for change.

AGENCY PRESENTATIONS (Approximately 2 hours)

Last year the Committee invited 25 agencies to make presentations. (Two subsequently withdrew their applications before the presentations.) Each agency was allowed five minutes to present its proposal and to answer questions relayed by the Committee. A digital stopwatch was broadcast so time elapsed was clear to all. To help the Committee match applications to presentations, the agencies present their proposals in alphabetical order. To relieve the burden to agencies at the end of the alphabet, the Committee has suggested agencies present in alphabetical order one year, and in reverse alpha order the next. This year, agencies will present from Z-A.

Survey: According to the survey, 56% “strongly agreed” and 22% “agreed” that the 5-minute limit was sufficient. 17% indicated that they were “not sure” and 6% “strongly disagreed.” One respondent indicated that a longer presentation would have been more informative and would have given applicants sufficient time to address of the Committee’s questions.

Debriefing Meeting: No suggested changes.

ISSUES & ACTIONS

► Does the Committee wish to make any changes to the Agency Presentations this year?

PRE-ALLOCATION MEETING (Approximately 2-3 hours)

After the agencies make their presentations, Committee members recommend an allocation amount for each proposal, and are encouraged to offer written comments on each proposal.⁴ Please note that these recommended allocation amounts and comments are shared with other Committee members.

Once Committee members submit their individual allocations and comments, Council staff compiles and averages the figures and turns the compiled sheet around to the Committee. See last year's compile document. The Committee then meets informally for a pre-allocation meeting wherein it looks at individual recommendations and comments and works through funding recommendations.

ISSUES & ACTIONS

- ▶ Does the Committee wish to make any changes to the pre-allocation process? If so, a motion required.

ALLOCATION HEARING (Approximately 15-30 minutes)

Formal allocations are brief, provide for public comment and are broadcast on CATS. This is an opportunity for Committee members to describe the year's process and to acknowledge the work of the community's social services agencies. Typically, few agencies attend this meeting.

Survey

In response to the survey question asking how the allocation process can be more effective in meeting community need, respondents provided:

- *Our agency continues to be denied an opportunity to even present our grant proposal. It is frustrating to never receive an opportunity to make a case for funding.*
- *It can be more open to on-going needs of non-profits, rather than one-time capital investment.*
- *I don't think I have enough information to answer this question. I don't know how the money was finally allocated*
- *A rubric of points that the committee does to ensure that the agency is aligned with the committee goals/expectations. Agencies could then see that judging is fair, concise, and is meeting the goals of the funding provided.*
- *Prioritized support for agency needs that are reflective of emergency situations (equipment failure, weather damage, etc.) or urgent time constraints. It is always important to support*

⁴ Previous to 2015, the Hopkins Committee used to also employ a ranking system in its pre-allocation phase. In 2015, the Committee eliminated numerical rankings from its "pre-allocation" analysis. Historically, Committee members assigned each project a numerical rank (1-5), a recommended allocation amount, and made comments on each project. Committee members submitted individual rankings to staff, staff compiled and averaged the numbers, and turned around the compiled feedback and averages to the Committee. Frequently, the Committee then made final decisions based on average rankings. The problem was that there was no objective test for numerical rankings (i.e., what constituted a "1" or "4," for example) and there frequently was not a relationship between the average ranking and the percentage a proposal was funded. For that reason, the Committee agreed to dispense with the numerical rating, while retaining a recommended funding amount and beefing up the narrative from each Committee via the "comments" section. See attached ranking sheet for an example.

general agency growth and extension of services, but the JH grant is one of few funding sources that exists to address pressing, one-time funding needs. That must not change.

- *More money.*
- *Remaining dedicated to funding effective community social service agencies and exercising caution around faith-based organizations.*
- *I think it is a well-oiled machine. Good communication with agencies and clear instructions. Good technical assistance before and after awards are made.*
- *It is fine.*
- *without being part of that process, this is difficult to answer*
- *It seems fair and allocated well.*

ISSUES & ACTIONS

- ▶ Does the Committee wish to make any changes to the Allocation meeting? If so, motion required.

FUNDING AGREEMENTS

Subsequent to City Council approval, agencies sign agreements with the City outlining the terms of the award, including the date by which funds must be claimed – early December. Because these funds are intended to be put to work in the community as soon as practical, the December deadline was established. Approximately, 39% of the respondents “strongly agreed” and 39% “agreed” that the June-December reimbursement time frame serves their needs. The open responses explained that the six-month window can be a bit constraining.

Recall, that agencies granted operational funds are required to provide outcome data at two points: at the end of 2019 and again by March 1 of the following year. The second phase reporting along with the reports from agencies granted extensions should be available by 15 April and Mr. Niederman will address any questions at the Committee’s meeting in late April.

ISSUES & ACTIONS

- ▶ Does the Committee wish to make any changes to the Agreement this year? If so, motion required.

END NOTE: A REMINDER ABOUT COMMUNICATION WITH AGENCIES

Every year, the Committee hears concerns from agencies about perceived unfairness, be it someone was granted more time to make a presentation, someone who felt that staff helped another agency too much, or someone who felt they were unfairly eliminated from the process before being granted an opportunity to present. Another concern that we’ve heard is that some agencies actively seek out communications with Committee members in an attempt to sway their decision. While the Committee is not a “quasi-judicial” body, you are making judgements and decisions about applications. For that reason, Committee members should be prudent and neutral in their communications with social services agencies. Obviously, Committee members should not indicate to an applicant whether the applicant is likely or not likely to receive funding.

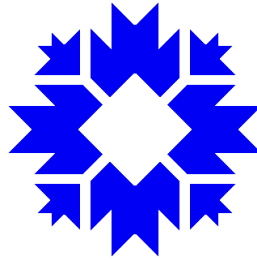
PROPOSED 2019 SCHEDULE

<u>MARCH</u>	
04 (Monday)	Solicitations issued
19 (Tuesday, 4pm)	Technical Assistance Meeting
01 April (Monday, by 4pm)	Applications due
<u>APRIL</u>	
17 (Wednesday) (no later than)	Applications sent to Committee
22 (Monday, 6:00pm, Council Lib.)	Committee meets to discuss applications
<u>MAY</u>	
02 (Thursday, 5:30 pm, Council Chambers)	Agency Presentations
06 (Monday, by Noon)	Committee members submit allocations
06 (Monday, by COB)	Staff turns around compiled allocations
09 (Thursday, 6:30p, Council Lib.)	Pre-Allocation Meeting
13 (Monday, 5:00pm; 5:30pm, or 6:00pm, McCloskey) <i>OR</i>	} Allocation Hearing Date -- TBD
15 (Wednesday, 5:30pm or 6:00pm, Chambers) <i>OR</i>	
16 (Thursday, 5:30pm, Chambers) <i>OR</i>	
21 (Tuesday, 6:00pm, Chambers)	
<u>JUNE</u>	
early June	Agencies sign funding agreements
04 (Tuesday, 5:30pm, Council Library) Council Library	Debriefing Meeting
12 (Wednesday)	Council Action on recommendations
18 (Tuesday, 8:30a)	HAND Technical Assistance, McCloskey

Key: **COMMITTEE ATTENDANCE REQUIRED**

ISSUES & ACTIONS

- ▶ Determine date that works best for most re: the Allocation Hearing. Motion needed.
- ▶ Approve the 2019 Jack Hopkins Committee schedule. Motion needed.



AGENDA

Jack Hopkins Social Services Funding Committee

Organizing Meeting

Monday, 25 February 2019

6pm

Council Library (Suite #110)

City Hall, 401 North Morton

- I. Welcome (Chair Chopra)
- II. 2019 Hopkins Funds: \$305,000 (budgeted) + \$5,027 (2018 unused to date) =

~ \$310, 027

- III. 2018 Grants – HAND Monitoring Report (Niederman)
- IV. The Hopkins Process – Review and Issues for 2019 (All)
 - Criteria
 - Funding Process
 - Solicitation, assistance, and submission
 - Application review, hearings, and recommendations
 - Funding Agreements
 - Proposed Schedule
- V. Other
- VI. Adjourn

RESOLUTION 18-11

AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2018 AND RELATED MATTERS

- WHEREAS, the Common Council established the Social Services Funding Committee (Committee) in 1993 to make recommendations to the entire Common Council and Mayor 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, as amended by Resolution 13-07, the Committee serves as a standing committee of the Council with five members from the Council assigned by the President of the Council; and
- WHEREAS, historically, the Committee has also included as many as two members “ from other City entities” appointed by the President; however, the 2016 Committee recommended revising this eligibility standard such that members of the public serving on this Committee shall be “Two City of Bloomington residents with experience in social services;”
- WHEREAS, this year the Committee includes Council members Allison Chopra (Chair), Dorothy Granger, Isabel Piedmont-Smith, Andy Ruff, and Susan Sandberg along with Jennifer Crossley and Tim Mayer; and
- WHEREAS, this year’s funding for the Jack Hopkins Committee increased from \$295,000 to \$300,000; and
- WHEREAS, an additional \$14,554.78 in unused 2017 funds was made available through reversions; and
- WHEREAS, the Committee held an Organizational Meeting on February 26, 2018 to establish the Program procedures for the year; and
- WHEREAS, at that time, the Committee affirmed its policies 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 *Service Community Assessment of Needs (SCAN)*, the City of Bloomington Housing and Neighborhood Development Department’s *Consolidated Plan*, or any other 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, this affirmation included an amendment in 2012 that allowed agencies to submit a second application with one or more other local social services agencies as a collaborative project; and
- WHEREAS, this affirmation also included a change in 2016 that allowed agencies to submit requests for operational funding that did not meet one of the long-standing exceptions to the “one time funding requirement:” pilot projects, bridge funding, and collaborative projects; and
- WHEREAS, by the deadline at 4:00 p.m. on April 2, 2018, the Committee received 28 timely applications seeking approximately \$395,533 in funds; and
- WHEREAS, on April 23, 2018 the Committee met to discuss the applications, decided to hear from 25 applicants and raised questions to be addressed by the applicants at the presentation hearing, which was held on May 3, 2018; and
- WHEREAS, two agencies withdrew their applications before the presentation hearing occurred; and
- WHEREAS, in the days following the presentations, the members of the Committee evaluated proposals and assigned each proposal a recommended allocation; and
- WHEREAS, on May 21, 2018, the Committee met for a pre-allocation meeting and adopted a preliminary recommendation to fund 23 applications and these recommendations were adopted by the Committee at its Allocation Hearing on May 24, 2018; and

WHEREAS, all the foregoing meetings were open to the public to attend, observe and record what transpired, and a period of public comment was offered before a vote on the recommendations was taken; and

WHEREAS, funding agreements have been executed by the 23 agencies recommended to receive funds, and those agencies understand 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;

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 three hundred twelve thousand eight hundred seventy-four dollars (\$312,874) set aside for the Jack Hopkins Social Services Funding program in 2018 to the following agencies for the following amounts and in accordance with the funding agreements approved in Section 2:

Agency	Grant	Purpose
Amethyst House	\$16,758.00	To purchase a water heater, treatment resources, furniture and paint for the therapeutic space at the Men's House
Boys & Girls Club of Bloomington	\$27,000.00	To purchase bleachers, tables, cubicles, stools, and chairs for the Lincoln Street Unit
Catholic Charities Bloomington	\$13,000.00	To fund the Trauma-Informed Care Program.
Center for Sustainable Living	\$3,000.00	To fund the cost of the sewer connection permit. This grant is contingent upon The Center for Sustainable Living finalizing the trust and ownership disposition of the property located at 611 W. 12th Street by October 30, 2018.
Community Justice and Mediation Center	\$9,493.00	To fund a part-time Project Manager for the "Mediation Matters" Pilot program
Community Kitchen	\$8,860.00	To purchase a double convection oven for use at 1515 S. Rogers Street.
Girls INC, Monroe County.	\$13,463.00	To repair three vehicles in the bus fleet.
Hoosier Hills Food Bank	\$30,000.00	To purchase a new van to convert into an insulated refrigerated van.
Hoosiers Feeding the Hungry	\$2,700.00	To fund meat processing for meat distribution to City of Bloomington residents.
Indiana Recovery Alliance	\$16,953.00	To supplement salary and to purchase Naloxone, a printer, a laptop, printer ink, folding chairs, tables, syringe disposal units, safety vests, safety gloves, trash pickers, and portable outreach containers for harm-reduction services
Interfaith Winter Shelter (Fiscal Agent: First Presbyterian Church)	\$1,500.00	To purchase metal shelving for guest belongings at Wheeler Mission
Middle Way House	\$11,000.00	To redesign Middle Way's "technology closet" through 1) environmental stabilization via improved HVAC and other means and 2) redesigning and repositioning telecom/networking equipment.
Monroe County CASA	\$7,768.00	To purchase laptops, printer, projector and pay for information technology support.

Monroe County United Ministries	\$14,014.00	To pay for a consultant to design and build a new database for the Self-Sufficiency Center and to train staff on use; to purchase system upgrades to computers; and, to pay for salary costs of additional Compass Early Learning Center staff hours, said staff hours having been incurred in January of 2018.
Mother Hubbard's Cupboard	\$7,017.00	To purchase a refrigerator, a refrigerated display case, a display freezer, and related equipment.
My Sister's Closet	\$9,490.00	To fund the staff and technology needs associated with the Ready-2-Work program
New Hope Family Shelter	\$25,000.00	To fund the purchase of an eight-passenger vehicle and to pay for related costs.
New Leaf – New Life	\$11,229.00	To purchase supplies associated with New Leaf-New Life's Jail Program; to fund costs associated with the Transition Support Center, including Workforce Communications Support; to purchase work footwear; and, to purchase first week re-entry kits and backpacks of supplies
Shalom Center	\$13,740.00	To replace the phone system at Shalom Community Center and add phones at Friend's Place.
Shalom Center & LIFE Designs Collaborative	\$10,800.00	To purchase bus tickets, apartment kits, hygiene pantry supplies, prescriptions, over-the counter medication and to pay for staff mileage and life skills training for the Crawford Homes II Housing First program.
Susie's Place	\$9,089.00	To pay for a laptop computer, a wireless communication system, Tech Soup software, and a Jamboard.
Volunteers in Medicine	\$26,000.00	To pay for diagnostic labs and imaging.
Wheeler Mission	\$25,000.00	To purchase bunk beds, mattresses, and privacy screens for use at 215 South Westplex Avenue.

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 Jack Hopkins Social Services Funding Committee to resolve any questions regarding the implementation of the 2018 funding agreements.

SECTION 4. The Council also approves the *Report* of this Standing Committee of the Common Council, which is comprised of the relevant portions of the packet memo and the related packet-materials.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 13 day of June, 2018.


 ISABEL PIEDMONT-SMITH, Vice President
 Bloomington Common Council

SIGNED and APPROVED by me upon this 14th day of June, 2018.


 Deputy Mayor


 JOHN HAMILTON, Mayor
 City of Bloomington

ATTEST:


 NICOLE BOLDEN, Clerk
 City of Bloomington


 Bethany Wages, Deputy Clerk

SYNOPSIS

This resolution brings forward the recommendations of the 2018 Jack Hopkins Social Services Funding Program Committee. The principal task of the Committee is to recommend funding for local social services agency proposals that best meet Program criteria and best meet the needs of the community. This resolution allocates a total of \$312,874 to 23 different agency programs. The resolution also: approves the funding agreements with these agencies; accepts the report of the Committee; and, authorizes the Chair of the Committee to resolve any questions regarding the interpretation of the agreements.

Distributed to: Mayor, Clerk, Council Administrator, Legal, Controller, HAND

2018 JACK HOPKINS SOCIAL SERVICE FUNDING REPORT

SUMMARY

The Jack Hopkins Social Services Funding Committee granted a total of \$312,874 to twenty-three (23) different projects. There was one (1) collaborative project included in the total. Approximately eighty-four percent (84%) of the awarded funds were claimed between June and December 2018, which is ten percent (10%) less than last year due to more projects requesting extensions for various reasons. There were five (5) projects that requested an extension of time for filing claims in comparison to only two (2) in 2017. All five (5) requests for extensions were approved. The following is a list of the projects granted an extension:

Extensions Granted	
Catholic Charities	\$ 7,735
Community Justice & Mediation	\$ 9,493
Girls Inc.	\$ 8,209.55
Middle Way House	\$ 11,000.00
New Leaf-New Life	\$ 11,229.00
TOTAL	\$ 47,666.55

Currently, all five (5) of these agencies have encumbered funds to claim. Final claims are due by March 31, 2019. With the assumption that all five (5) projects that received extensions claim the full amount of their remaining funds, the following is a summary of unused funds to revert back to the Jack Hopkins fund:

Unused 2018 Funds	
Center for Sustainable Living	\$ 3,000.00
Monroe Co. CASA	\$ 24.61
Mother Hubbard's Cupboard	\$ 319.99
Susie's Place	\$ 2.39
TOTAL	\$ 3,346.99

Another important item to note, Center for Sustainable Living (CSL), did not utilize the \$3,000 award for their tool share project. CSL did not meet the deadline in the funding agreement to have a trust finalized by October 30, 2018, which was included as assurance of ownership of the property. Furthermore, after the award was given, it was determined that the estimated costs of hooking onto city sewer/water was \$25,000. This figure is drastically more than what was anticipated and presented a funding gap issue for

CSL to work out before being able to try to claim the \$3,000 award. The decision to terminate the agreement with CSL was determined by the Committee Chair in consultation with City staff.

List of 2018 funded projects:

(Click on the link to quickly move to specific project report)

1. [Amethyst House](#)
2. [Boys & Girls Clubs of Bloomington](#)
3. [Catholic Charities](#)
4. [Center for Sustainable Living](#)
5. [Community Justice & Mediation](#)
6. [Community Kitchen](#)
7. [Girls Inc.](#)
8. [Hoosier Hills Food Bank](#)
9. [Hoosiers Feeding the Hungry](#)
10. [Indiana Recovery Alliance](#)
11. [Interfaith Winter Shelter](#)
12. [Middle Way House](#)
13. [Monroe Co. CASA](#)
14. [Monroe Co. United Ministries](#)
15. [Mother Hubbard's Cupboard](#)
16. [My Sister's Closet](#)
17. [New Hope Family Shelter](#)
18. [New Leaf-New Life](#)
19. [Shalom Community Center](#)
20. [Susie's Place](#)
21. [Volunteers in Medicine](#)
22. [Wheeler Mission](#)
23. [Collaborative: Shalom Community Center & LifeDesigns](#)

2018 Project Reports

AMETHYST HOUSE

Amethyst House was awarded \$16,758 in funding. The money was used for the purchase water heater, treatment resources, furniture and paint for the therapeutic space at the Men's House.

Amethyst House serves as many as 34 residential clients at any given time, both men and women (sometimes accompanied by their young children), who are recovering from the profound impact of drug and alcohol addiction. The at-risk population which we serve often experiences chronic homelessness and incarceration/institutionalization as a result of their addictions. Amethyst strives to help clients break this cycle with stable housing and aiding them in maintaining sobriety and building financial independence (in accordance with #7 "Meeting Essential Needs" in United Way's SCAN report). Part of being able to provide stable housing is providing a home that is not only safe for our residents but also a well maintained home.



City of Bloomington – Jack Hopkins Social Services Program funding will be included in our 2018 annual report and will be published in January 2018. The Amethyst House has benefitted tremendously from the Jack Hopkins grant. These funds have assisted us in creating a safe living environment that is conducive to recovery. We are so grateful for the committee’s time and consideration.



BOYS AND GIRLS CLUBS OF BLOOMINGTON



The Boys & Girls Clubs of Bloomington (BGCB) graciously accepted \$27,000.00 from the Jack Hopkins Social Services Grant to purchase new sustainable furniture for the renovated Lincoln Street Unit. The renovated facility recently re-opened in September of this year. Before BGCB could reopen the Lincoln Street Unit, the Club needed to fill it with the essential furniture items for functional operations of programs. With funds from this grant, the Club was able to purchase some of these furniture items (including bleachers, stools, and chairs)

that are utilized daily by Lincoln Street Club members.

BGCB helps address this community need for positive adult mentorship. Since our Club reopened in the newly renovated facility we are better able to serve families in the downtown area; A majority of families (55%) have an annual family income that is under 60% of the average median income for Monroe County. Over 45% of all members have an annual family income less than \$38,000.00, and close to a quarter of all members come from families with an annual income of \$23,000.00 or less. BGCB Lincoln Street is currently serving as many as 187 youth per day and over 670 registered members. Our mentoring programs focus on education, healthy lifestyles, and character & leadership to furnish youth with tools and resources to live healthy, thriving, and productive lives as successful adults and community contributors. Everyday members now have the benefit of sitting on chairs and stools in the art room, science lab, homework center, and teen space. Everyday members have a place to sit in the gym during recreation time and a place to sit during large group performances and assemblies that take place in the gym. These items are essential to the function of the Club facility. Their sustainable quality ensures the Club will have these items for years to come.

The community benefit of this project has only begun with the regular and daily use by Club members. Community events including the free Community Halloween Party and upcoming annual BGCB Family Thanksgiving Dinner. Many additional rentals and community events are being planned at the time of this report.

The included photos show youth utilizing these essential furnishings in the art room, gym, science lab, and teen center. These are just a few of the thousands of individuals that will benefit from these furnishings.

At the Ribbon Cutting ceremony for the reopening of the Lincoln Street Unit, members of the Jack Hopkins Social Service Fund, staff from the Housing and Neighborhood Development office, and other local officials that contributed to this opportunity were verbally recognized and thanked for their contributions. A donor wall, that is near completion, will be placed in the lobby of the Lincoln Street Club that will recognize the Jack Hopkins Social Service Fund and the City of Bloomington Housing and Neighborhood Development office. Furnishing a new facility with high-



quality and sustainable items is a great investment, and we appreciate the funds that were contributed by the Jack Hopkins Social Service Grant. Everyday our community youth are benefitting from this generous gift and will continue to do so for years to come.

CATHOLIC CHARITIES

An extension of time was granted to Catholic Charities for their Trauma Informed Care Program. They were able to claim \$5,265 of the \$13,000 grant prior to December 2018. The following is a copy of the reasons for their extension request dated November 15, 2018:

EMDR Supervision and Training: In order to start the EMDR Supervision we needed to have all staff trained. The provider of that training delayed the schedule and we were not complete with that training until July 21, 2018. Then the provider was not able to start right away and had to skip a few weeks along the way. The good news is that it is going and 7 providers are attending the supervision. We are on track to be completed with it by March 2, 2019

Expansion of therapeutic hours: We are on track for the expansion of hours, but will not be complete until the first week of December.

Play Therapy Trauma Training and Supervision: The training for staff and students was not held until September due to the provider's schedule. Therefore, supervision was delayed and due to provider's schedule we have only had 3 of the sessions so far. We have 7 more to do and we estimate that it will run until Feb. 7, 2019.

CENTER FOR SUSTAINABLE LIVING

Center for Sustainable Living (CSL), did not utilize the \$3,000 award for their tool share project. CSL did not meet the deadline in the funding agreement to have a trust finalized by October 30, 2018, which was included as assurance of ownership of the property. Furthermore, after the award was given, it was determined that the estimated costs of hooking onto city sewer/water was \$25,000. This figure is drastically more than what was anticipated and presented a funding gap issue for CSL to work out before being able to try to claim the \$3,000 award. The decision to terminate the agreement with CSL was determined by the Committee Chair in consultation with City staff.

COMMUNITY JUSTICE & MEDIATION

An extension of time was granted to Community Justice and Mediation for their *Mediation Matters* program. The following is a copy of the reasons for their extension request dated November 15, 2018:

We have hired the project manager, JaneAnn Gifford, on a contract basis. JaneAnn has worked a total of 108 hours (of the total 400 anticipated in the grant) through today's date. She was unable to fully start working with us on this project until early September which put us behind on the project timeline. We feel that we have made significant progress on the partnership development and out-reach efforts, along with designing and developing program materials. We

especially look forward to starting on-site office hours at Shalom Center and Bloomington Housing Authority in December.

CJAM turned in a revised timeline to staff and will be able to claim the balance of grant funds by the end of March 2019.

COMMUNITY KITCHEN



Community Kitchen is grateful to have been the recipient of 2018 JHSSF in the amount of \$8,860. The funds were granted for and used for the purchase of double, stacked convection ovens.

Our projected outcomes measure is in improved efficiency and cooking stability. The new ovens replace a double stack that was having difficulty maintaining proper heat. Despite having Goody's out to repair it a few times, they were just too old and worn to maintain heating consistency on a day in and out basis. They were unable to maintain temperature and heated very unevenly. The new ovens are allowing staff to prepare food efficiently, by heating evenly and consistently every time. Because they are working properly and well, staff are saving cooking time and energy

usage by being able to fully prepare food in one cooking time and oven, whereas before they sometimes had food in one oven for the time it should have taken it to cook, but then needed to move it to another oven to finish cooking.

Community Kitchen serves anyone in need in Monroe County. Current surveys indicate though, that 76% are City of Bloomington residents and 95% are Low or Extremely Low Income.

The community benefit of this funding is in our ability to meet ever growing needs with efficiently prepared, high quality food. It means that we can maximize our resources of time, food and energy usage to better meet community needs. This increases local support and sustainability of our services. Attached is a photo of the purchased equipment, as well as, the Facebook post that announced the purchase and funding.

GIRLS INC

An extension of time was granted to Girls Inc. for their bus repairs. They were able to claim \$5,253.45 of the \$13,463 grant prior to the end of December 2018. The following is a copy of the reasons for their extension request dated December 10, 2018:

We are working slowly through the repairs so we can keep the buses on the roads for our after-school programming. As we indicated in our grant application, the buses need quite a bit of work. We are also working with our mechanic to bill after each project so we can be reimbursed from the grant before taking on the next project. And finally we are doing research on the best vendors for some of the repairs to keep costs down.

HOOSIER HILLS FOOD BANK

HHFB is pleased to report that we have completed the Jack Hopkins-funded portion of our project as described in our proposal to the funding committee.

On June 14, 2018, we purchased a 2018 Ram Promaster Cargo Van from Community (formerly Town & Country) Chrysler/Dodge/Jeep in Bloomington. This vehicle has been added to our auto insurance policy and title and registration paperwork has been filed with the Bureau of Motor Vehicles.

The vehicle was purchased at a cost of \$34,223.25 as shown on the invoice filed with our reimbursement claim. \$30,000 of this cost was funded by Jack Hopkins.

Prior to putting the vehicle into service, it will be retrofitted with insulation and a Thermo King refrigeration unit. This vendor is awaiting arrival of the unit that will be installed, which is expected in the next two weeks. The van will also be outfitted with graphics including acknowledgement of our funders, including Jack Hopkins.

We anticipate all additional work to be completed by mid-July and will then host an event to formally put the van into service and acknowledge our donors. Members of the council, Jack Hopkins Committee, and City staff will be invited to attend.

Thank you very much for your assistance and please do not hesitate to contact us if you have questions or need further information.



HOOSIERS FEEDING THE HUNGRY

Thank you for approving a grant in the amount of \$2,700 for the Hoosiers Feeding the Hungry “Meat” the Need program for our 2018-19 fiscal year. Hoosiers Feeding the Hungry, founded in 2011, encourages the donation of large game and livestock to our program, raises financial support to pay processing fees on these donations, and gives this nutritious meat to hunger relief agencies within Indiana. Hunters and farmers may donate large game and livestock to our program through a local participating meat processor, at no cost to them. The donation will be processed, packaged in 1 – to 2 – pound packages and frozen, or canned. Local hunger relief agencies will be contacted for pick up and distribution of this nutritious protein back into the community in which it was donated. The individuals and families that we serve are reached through food banks and other hunger relief agencies whose services are strictly for low income and poor populations.

Our goal was to provide this protein-packed meat to assist those in need of additional food services. This effort will help build stronger, healthier communities by meeting a basic need. Initially, hunger relief agencies and residents in need had access to nutritious protein/meat that they were otherwise unable to afford/obtain. Intermediately, the health of this vulnerable population begins to improve through

access to an important nutrient. Overall, this program has the ability to potentially improve quality of life and general health through a better balanced diet. By assisting individuals and families that are struggling with this situation we are giving them the ability to avoid hunger and not have to choose between bills and groceries – allowing aging and vulnerable populations to get back on track to hunger-free, independent living and giving them the ability to focus on everyday life (job, school, etc.). Below is a short financial report of the large game and livestock donations received within your service area, processing costs, and Foundation grant funds used.

Local Agencies Receiving Donated Meat	Donation (lbs.)	
Community Kitchen	4,925	
Hannah’s House	137	
Monroe Co. United Ministries	495	
Mother Hubbard’s Cupboard	489	
Wheeler Mission	837	
		Meals Provided
Total (lbs.) rec’d & meals provided	6,883	27,532
Total Cost of Processing Fees	\$9,024	
Jack Hopkins funds used	\$2,700	

Thank you for partnering with us to help reduce hunger issues within Indiana and we hope to continue working with you in your communities!

INDIANA RECOVERY ALLIANCE

The Indiana Recovery Alliance (IRA) was awarded \$16,953.92 to purchase naloxone, syringe disposal units, chairs, tables, safety equipment, a laptop and a printer to provide needs based, anonymous care to Bloomington Residents. The IRA is a volunteer powered, grassroots harm reduction project designed to improve the health and well-being of our participants. While many of our services target the needs of people using IV drugs and sex workers, the IRA is committed to providing all members of our community with the resources they need to make positive change, as they define positive change, and to assist them in mitigating health risks. The IRA is founded in harm reduction philosophy. We do not judge those who participate in our programs, nor do we condemn their behavior. Instead, we work with our participants on their own terms, striving to find practical solutions that are individually appropriate, non-coercive, and effective in protecting their health. We operate within a framework of voluntary association, participatory decision-making, and direct action based on respect and dignity for all of our participants and volunteers. As we build trust with the community, the number of participants we see each week is growing. In the last three years, we have distributed almost 30,000 doses of naloxone and had 2400 overdose reversals reported to us. On average we see between 40-70 people per week, who we provide with harm reduction counseling and the life-saving medications and supplies. Each of our participants is given information and resources to safely dispose of used



materials. Information about recovery services, HIP, and counseling is available and discussed with participants at their request. Since the purchase of the vehicle, the IRA has actively planned to improve our ability to provide anonymous, discreet services. Because of our inclusive planning process, we have been talking to participants, board members, and volunteers to assist us in finding the most effective way to provide our delivery services. Acknowledgment of the Jack Hopkins Social Service funding will be placed on our website and annual report. The IRA looks forward to utilizing these supplies to support our growth for many years to come, and to continue to provide compassionate, holistic, and consistent care to a population that is often overlooked and underserved, and to improve the overall health of the City of Bloomington.

INTERFAITH WINTER SHELTER

Historically, homeless guests were allowed to check their bags/belongings at each church that was a part of the original sheltering season. However, guests had to take belongings with them when they left each morning, and it was a problem for them to watch over or somehow carry their belongings with them during each day. It was a system that provided a safe and warm space for sleeping, but that was all. And I was certainly a better option than the alternative. And then, the Wheeler Mission came to Bloomington in the space formerly occupied by Backstreet.

During the winter 2017/18 shelter season, it became obvious that the shelter at Wheeler mission was in dire need of a better storage system for the belongings of the homeless population. To that end, in the paring of 2018, the Interfaith Winter Shelter submitted a Jack Hopkins grant proposal requesting funding for shelving, which was (thankfully) approved. With the \$1500 that IWS was granted, three sets of large heavy-duty shelving units (24x72x48) were ordered, along with a shorter unit that would fit under the stairs. A roller-ladder was also ordered, to allow older volunteers easier access to the higher shelves. These shelves were installed in September and have been in use ever since.

One of the most pervasive challenges faced by the homeless population is storage of their belongings. Many have things that fill 2 or 3 large trash bags, while there is only space at the shelter for 1 bag or backpack each. While the shelving at Wheeler have provided a short-term solution for the homeless population, more needs to be done. It is, however, gratifying to know that the shelving is constantly in use, and that homeless guests at the shelter are now allowed to keep their belongings at Wheeler even during the day, making their days simpler as they can know that their belongings are locked in a safe place, and where they can have access whenever they need to.

IWS has been grateful for the support of the Jack Hopkins grant in improving the lives of our Bloomington homeless population- those least able to help themselves and most in need of our support.

MIDDLE WAY HOUSE

An extension of time was granted to Middle Way House for their technology room improvements and network repairs. The following is a copy of the reasons for their extension request dated November 8, 2018:

MWH requests an extension for claiming our full reimbursement on our 2018 grant award. While the most urgent concern – providing adequate cooling and airflow to the technology room – has been addressed, invoiced, and paid, the remainder of the network repair/upgrade will not be completed or invoiced to us by ProBleu before the December 3rd due to equipment orders and labor scheduling.

MONROE CO. CASA

CASA greatly appreciates the award from the Jack Hopkins Grant for \$7,768.00. The award was given to enable CASA to upgrade and add to the basic technological capacity of the agency.

CASA is now equipped with upgraded work stations for the 13 member staff as well as 3 IU Interns and an open work station for any of the 154 advocate volunteers.

The opioid epidemic that has hit our community hard in the last few years has caused a large influx of court appointments to CASA of abused/neglected children. In 2015 we served 466 children in comparison to 750 abused children appointed to CASA in 2017; a 40% increase.

Ten years ago, CASA had 67 volunteer advocates. We are proud to announce that we now have over 157.

As the numbers have increased, so have the demands on the agency's infrastructure. The Jack Hopkins grant has been integral in keeping our heads above water. Without updated technology, our efforts to serve the abused children of Bloomington would be stymied.

This grant that has updated CASA's technology will directly affect the lives of over 350 families including over 750 children in our community.

We do not take this award for granted. We have done everything in power to utilize the money to the maximum benefit, coming in under budget.

MONROE CO. UNITED MINISTRIES

Monroe County United Ministries (MCUM) was awarded \$14,014 in Jack Hopkins Social Services Funding in 2018 to help with several initiatives:

1. To cover costs incurred by MCUM as a result of a flu epidemic resulting in staff overtime hours.
2. To upgrade equipment in our Self-Sufficiency Center (computers, software, etc.) as we transition to a new program model.
3. To repair and rebuild our Self-Sufficiency Center's database.

MCUM's mission is to create lasting solutions to economic, educational, and social injustice through quality services, collaboration, and innovation. Our vision is to eliminate generational poverty in Monroe County. I am

pleased to report that this funding was successfully spent according to our grant agreement and is already having an impact in our programs.

With the Jack Hopkins grant, we were able to recoup salary funds lost in our Compass Early Learning Center-Downtown last winter as the flu created 1,044 overtime hours in order to cover the classrooms. As a high-quality, licensed site, it is crucial Compass is able to maintain teacher: student ratios. Our downtown site currently has 74 children enrolled and meets an important need in the community for care. This funding ensured we were able to recover from the financial challenges of expanding rapidly and then incurring so many overtime hours without any gaps in childcare services for the families who entrust us with their children's care.

We were able to purchase new computer stations for our Self-Sufficiency Center, which has already majorly-increased productivity! Our former stations were very old and the database would crash multiple times each day, causing a delay in services. The week we updated our computers, we had our agency record number of families served in one day by our Self-Sufficiency Center: 38 families!

When we updated our equipment, we also experienced the predicted incompatibility of our Access database with the newer software. We are working with Consultech to repair and rebuild this database and are so excited that it will be much easier to track our clients and measure the impact of our services on their lives over time.

Thank you, Jack Hopkins committee!

MOTHER HUBBARD'S CUPBOARD



Mother Hubbard's Cupboard (MHC) was awarded \$7,017 to purchase a refrigerated deli case, an industrial two-door refrigerator, and small display top freezer. The final cost of the equipment was \$6,697.01. These items have strengthened our programs, which equip people with the skills, knowledge, and tools to grow and prepare their own food, making nutritious food more accessible and building self-sufficiency through community. Education workshops and Tool Share memberships are free for individuals who qualify to shop at our food pantry, which serves 25,390 low-income residents of Monroe County and surrounding areas. Together, MHC's services form a holistic approach to addressing the immediate and long-term issues of food insecurity.

Funding from the Jack Hopkins Social Service Fund has allowed MHC to increase efficiency in the pantry, increase safety for staff and volunteers, and enhance programming. The new freezer brought about several positive changes in our Pantry Program. This freezer is replacing a freezer that had a broken seal. It is used to house smaller frozen items (other than meat), such as vegetables and fruit. The freezer we purchased has a glass door, providing patrons an easy way to choose their items in a busy section of the pantry. The glass door also contributes to the energy efficiency of the freezer by minimizing the amount of time the doors are opened. Volunteers and patrons no longer have to grapple with a broken freezer, improving the overall shopping experience for patrons in the pantry.

The industrial refrigerator is replacing an old, used reach-in cooler. The refrigerator that has been replaced had become a hazard; smoking on occasion, and leaking regularly. The doors were sliding, meaning only one patron at a time could access the cooler. Now, patrons can see what their options are as they are walking up, and two patrons can make selections at the same time.

The refrigerated deli case is used to house our dairy and dairy alternative selections. Previously, this was included in our very old reach in cooler (described above). Now, volunteers assist patrons in choosing items that they can see for themselves.

These items have helped MHC improve the environment and safety of our pantry. Thanks to the support of Jack Hopkins Social Service Grant, MHC is better equipped to maintain and enhance our programs well into the future.



MY SISTER'S CLOSET

This letter is to report how the funds granted to My Sister's Closet through Jack Hopkins Social Services Fund were used in 2018 to support and grow our new Ready-2-Work program.

My Sister's Closet would like to thank the Jack Hopkins Common Council for this funding and their faith in ability to provide client programming in the community.

A total of \$9490.00 was allotted to My Sister's Closet by the Common Council to help us monitor and evaluate the first semester of Ready-2-Work to assure that we are able to provide training to women in poverty that would increase their chances for improved employment opportunities, and to measure the predicted outcomes to make sure sequential job training semesters will run effectively and efficiently. These classes were designed to prepare women in poverty with 21st Century tools so they can be more competitive when looking for a job, but in an environment that would be less intimidating than traditional class room settings. Our study proved after testing and evaluating our program, that this was an effective course for clients to enroll in to improve their potential job choices and increase their ability to secure jobs earning higher wages than before they enrolled in the program. This combination of WIN programming, 1 on 1 mentoring and advocacy training, and apprentice-based hands on education will increase employment choices for subsequent classes. Going forward, with advantage of these learning tools, newer R-2-W clients who are struggling to find meaningful and satisfying employment with leave with an arsenal of skill sets to keep them motivated to find meaningful employment they are more likely to stay with. The cumulative result will be a measurable improvement in their economic circumstances that will eventually allow them to move closer towards their goals of self-sufficiency.

In addition to receiving new tools and experiences, clients also left with both R-2-W certificates and as well as WIN programming certificates from this program, and two students were given additional assistance to help them enroll in HSE courses.

With these positive community results, we were able to prove to the University of Vincennes that this training had merit and as a result, they have chosen to fund this program again for an additional 20 students who are living in poverty and at-risk circumstances. If all 20 students are able to work full-time for the length of the program

through June 2019, this will result in possibly \$91,200 before taxes in training dollars for our Ready-2-Work clients. The announcement about this new opportunity for community women was sent in a press release to the Herald Times on November 15th, 2018.

NEW HOPE FAMILY SHELTER

In the 2018 granting cycle, The Jack Hopkins Social Services Program Funding Committee awarded \$25,000 to New Hope for Families for the purchase of a vehicle and associated equipment. The purpose of the project was three-fold:

1. To expand the reach of our after-school and summer enrichment programming for school-aged children,
2. To offer off-site preschool field trips as a regular part of our early childhood education curriculum,
3. And to make better use of our community partnerships, particular with Hoosier Hills Food bank.

Making use of a generous matching gift, we purchased the vehicle on June 14 and began using it the same day. Throughout the summer, the school-aged children used the vehicle for outings to local and state parks, the animal shelter, the library, and even the Indianapolis Zoo. Because of the vehicle, we were able to serve more children on these outings and reduce staff costs. Both staff and children report that the vehicle makes involved outings more manageable and enjoyable. Indeed, having the vehicle is what made their trip to the zoo possible. None of the children who participated had been to the zoo before, and many of them reported that it was the highlight of their summer.

Since school began again, we have made use of the vehicle almost daily. Our volunteer facilities management team, the Hope Builders, transport materials to maintain and repair the facilities, case managers take clients to meetings, and volunteers and staff make regular trips to the Hoosier Hills Food Bank, where the vehicle has been especially useful. Prior to the purchase of the vehicle, staff or volunteers were using their personal vehicles to make such trips, limiting the amount of food we could make use of on each trip.

Among the most important impacts is that the vehicle has allowed us to make much better use of our strong partnership with Hoosier Hills, transporting hundreds of pounds of food in a single trip. Because many families come to us with little or no food and may need help accessing food assistance programs. Maintaining a small pantry on site, stocked mostly with items from HHFB, allows us to get families started out with the groceries to get them through the first crucial days it takes to figure things out. In a moment of complete upheaval, knowing that they have enough food to get through is a huge help. We also use food from HHFB to prepare and serve meals and snacks in The Nest, our early childhood program, which serves three meals and a snack each day to any child in care, ensuring that each child's full nutritional profile is met for the day. By focusing on whole grains and fresh fruits and vegetables,

The Nest promotes children’s physical well-being, leaving them ready to learn and grow. Last year, The Nest served 10,131 meals and snacks.

At the end of November, we will use the vehicle to transport families to a holiday party hosted by The Eagles Lodge, which has generously offered to extend this holiday hospitality, where Santa will be available for photos, and families will eat and play games together. Children and parents alike are looking forward to the occasion, and later in the season, we will have outings to look at Christmas lights.

Populations served by this project have been families impacted by homelessness. Outcomes have included increased access to enrichment activities for children, expanded family programming, improved efficiency in the use of agency resources, and additional access to food for families struggling with homelessness and especially food insecurity.

The photo below shows two of our favorite features of the new vehicle: its generous cargo space that allows us to transport anything from lumber to strollers to cases of yogurt; and the wide benches for seating that are ample enough to easily fit three car seats across (no small feat!), allowing us to easily bring even the smallest family members with us for memorable outings or important appointments. We look forward to using the vehicle for early childhood outings very soon!



NEW LEAF NEW LIFE

An extension of time was granted to New Leaf – New Life for the support of their Jail Program. The following is a copy of the reasons for their extension request dated November 15, 2018:

New Leaf – New Life hereby requests an extension to file claims under the Jack Hopkins Grant that we were awarded earlier this year. Enclosed please find the interim spending report for reimbursable spending to date.

Because of limited staffing, it has proven to be infeasible to complete all of the approved purchases during the grant's six-month spending/reimbursement window. We respectfully request an extension to complete our purchases and submit our final report until March 29, 2019.

SHALOM COMMUNITY CENTER

Award Amount, Project Description & Population Served

Thanks to the City of Bloomington Common Council Jack Hopkins Social Service Committee, the Shalom Community Center was awarded \$13,740 for the "Phone Home from Shalom (and Friend's!)" project. The funds paid the costs to replace the phone system at Shalom Community Center and add 2 client phones at Friend's Place overnight shelter.

The phones have assisted our approximately 2500 unique, annual guests, all of whom struggle with poverty at both our day center (Shalom) and our overnight shelter (Friend's Place).

Outcome Indicators & Community Benefits

Phone and fax communications, both for guests and staff, are essential to support our impoverished guests in their efforts to gain access to shelter, food, housing, employment, and health care.

As a central information location for the community, the Center receives over 1500 calls per month. The staff and guests of Shalom Center make over 1000 calls per month, engaging with social service and government resources, personal support systems, volunteers, and donors. Our guests make more than 100 long distance calls per month. Over 800 guests receive phone messages at the Center. To support employment and prevent discrimination, we have a distinct, voice mail set-up to allow guests to engage with employers without employers knowing they are calling Shalom. The phone system both helps us be a central information and referral source for the community and also allows us to engage with volunteers and donors.

All of these are central to supporting the needs of our guests and preserve the effective functioning of our organization and have been aided by bringing to us a functional phone system.

Complaints about dropped calls and bad connections have dropped to zero.

Photo & JHSSF Credit

The City of Bloomington Common Council's Jack Hopkins Social Services Funding will be thanked in our annual report and social media. Two photos are included below, showing a staff member using the phones at Shalom and a guest using them at Friend's Place.



SUSIE'S PLACE

With much appreciation, Susie's Place is submitting our final report for the 2018 Jack Hopkins Social Service Fund. Susie's Place was awarded \$9,089 for technology upgrades in our Bloomington center.

The funds were used for the following:

- Comtek ALS-216 Wireless Communication System - \$1,192.



- 4 – Inspiron 17 5000 Series 5770 Laptop Computers - \$2670.26



- Google Jamboard interactive white board - \$5399.05



Due to a price increase prior to purchase, our total exceeded the amount given by the grant by \$172.31. Susie's Place will use discretionary funds from private donations to cover that remaining amount.

These upgrades will allow Susie's Place to better serve the reported victims that come through our Bloomington center. The wireless system allows for our multidisciplinary teams (law enforcement, Dept. of Child Services, Prosecutors, etc.) to communicate with the interviewer during forensic interviews to achieve the goal reducing the trauma of child victims by performing one comprehensive interview. The computers will replace outdated and slow computers so that our staff can be confident in their functionality and be efficient in their data entry and reporting needs. The Jamboard will allow Susie's Place to move forward with technological advancements of the forensic interviewing field. It has the capability to send out information to team members instantaneously, allowing law enforcement and other team members to carry out investigations simultaneously while the interview moves forward.

Susie's Place continues to serve reported victims of crimes from the ages of 2 to 18, including occasional adults who would be better served at the child advocacy center. The work includes forensic interviews, advocacy, co-located mental health, co-located medical exams, and a therapy dog program. This grant will allow for all of those programs to thrive and better serve the children of Bloomington.

VOLUNTEERS IN MEDICINE

Volunteers in Medicine is grateful for the one-time grant of \$26,000 that has significantly offset the deficit projected in the budget for life-saving diagnostic labs and imaging for our uninsured low-income patient population.

There is no debate about the critical importance of the role of diagnosis as the core of the identification, management and treatment of chronic disease. None of us go through an entire year without at least routine labs and imaging (annual screening mammogram), if not more costly tests to rule out potentially serious conditions (colonoscopy, CT scan, MRI, and so forth).

For the past two years, the VIM clinic has been challenged in many ways as a result of the IU Health corporate decision to discontinue charity care for labs and imaging for uninsured patients. Interestingly, during the same time period our patient visit numbers have steadily increased, as has the severity and complexity of the illnesses now commonly seen at the clinic.

The Jack Hopkins grant funded diagnostic labs from June through October, and imaging from July through September. During this time 365 patients were referred for labs and approximately 104 patients were referred for diagnostic imaging. Although I had hoped to be able to count the number of people that were diagnosed with life-threatening illnesses as a result of the tests, it isn't possible to aggregate tests with diagnoses through our electronic medical record. Instead, the following is a perfect example of using diagnostic labs and/or imaging to save a life.

In September a 31 year old woman came to VIM as a walk-in. She met with Eligibility and discovered that she was over income for the Healthy IN Plan and the Marketplace insurance doesn't begin until Jan. of 2019. She was falling through the gaps of the healthcare system. When she met with the nurse practitioner covering walk-in she described feeling extreme fatigue, sleeping for several days and vomiting. In the past she had thyroid issues but had not been taking medication. Immediately, labs for thyroid were ordered which came back at a critically abnormal level. Her diagnosis: severe hypothyroidism with renal (kidney) failure. This was an emergency that needed immediate intervention.

VIM staff tried to reach her by phone with no luck. We called the woman's employer but she wasn't working that day. We called the patient's mother and left a message on her machine to tell her daughter to go to the emergency department immediately. Several hours later we still had not heard back from the woman. The VIM eligibility director called the police who eventually located her. She called VIM and we told her to go to the emergency department which, thankfully, she did.

In consultation with a local nephrologist and endocrinologist the woman is now on multiple medications and VIM pays for her weekly labs to monitor her condition. The VIM medical director regularly consults with the specialists. VIM referred her for an ultrasound of her kidneys (and paid for the diagnostic test). In six weeks, with medication and continuous monitoring this woman's labs have returned to normal and she has more energy and feels fantastic.

Being out of work for so long due to her serious condition, her income dropped and she now qualifies for Healthy IN Plan. The VIM eligibility director is helping to get her a provider. Unfortunately, the wait for new patient

appointments is 4-5 months. Fortunately, VIM will continue to support and monitor her until she has a primary care appointment.

This is the story of VIM – going over and above to care for the people who, otherwise, would fall through the cracks of the medical system, and in this case would have died.

VIM is very grateful to the JHSS funding for helping the clinic do this life-saving work.

WHEELER MISSION

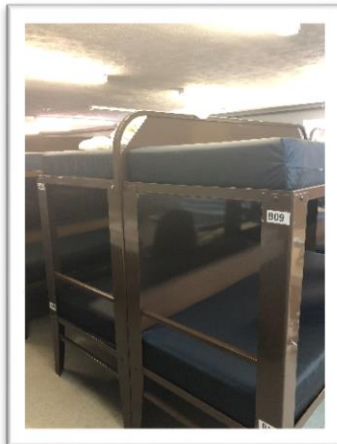
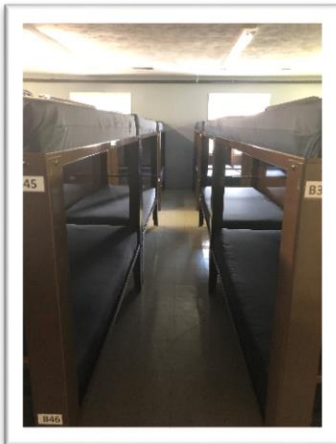
This notification is to report that all funds received from The Jack Hopkins Social Services Fund have been expended in alignment with the original purpose of the award. Wheeler Mission received \$25,000 in June of this year for the purpose of expanding capacity at the Center for Men in Bloomington. With these funds, we were able to effectively acquire 40 new metal bunk beds, each with blue ticking, polyester mattresses. This award has led to Wheeler Mission being able to host an additional 80 men experiencing homelessness in Bloomington.

Wheeler Mission has more than doubled its capacity to serve men experiencing homelessness during the cold winter months as a result of the funds received from The Jack Hopkins Social Services Fund. This increased capacity could not have come at a better time, as we are at full capacity virtually every night as the winter approaches.

The community benefit of this project is immeasurable. Staff at Wheeler Mission have been told by a variety of people throughout the community that crime is down, and business downtown has improved, as a result of our efforts to provide a comfortable place for many of these men to rest.

Furthermore, our goal at Wheeler Mission is to put these men on the path to addressing the root causes of their homelessness and working toward becoming an independent, productive citizen. Not every individual experiencing homelessness is ready to pursue change when they walk through our doors. However, we have had over a half-dozen men complete one of our long-term programs in recent months.

Here are photos of the new bunk beds that were installed as a result of the support received from The City of Bloomington.



Thank you for your support and partnership. Please do not hesitate to let me know if you need any additional information, or if you have any questions about this report.

The second phase of the Crawford Homes Program, the Johnson Homes grant, has provided permanent supportive housing to 48 individuals who have experienced chronic homelessness and disabilities. In June of 2018 the City of Bloomington awarded Shalom \$10,800 to provide hygiene pantry supplies, bus tickets, medications, transportation, and housekeeping assistance to the new residents of Crawford II. The reason for this need was to supplement the income that Shalom receives from residents who pay a portion of their rent, while their income and benefits stabilized. Shalom normally uses the income from resident rents to pay for these necessities. Providing these services helps residents to maintain their housing and avoid a recurrence of homelessness. The primary outcome indicator for the project was housing stability. A permanent supportive housing program is considered successful with an 80% housing stability rate. Phase one of Crawford has achieved 91% stability and phase two has achieved 87.5% stability.

Here is an example of how the services provided by the grant help to stabilize a resident's housing and benefit the community. The mileage pays for a case manager to take a resident to their court date, so that the resident does not miss the appearance, which would result in an arrest warrant for the resident. The warrant then takes police, jail, court, and probation office resources to execute. If there are too many repeated missed court dates, the resident may even serve longer periods of jail time and lose their housing, which means they would go back to using shelter, hospital, and more criminal just resources. Prescription and over the counter medications help keep residents out of the emergency rooms. Bus tickets have been used as incentives for residents to attend support groups and other programming, which helps them work through problems that may cause them to become homeless again.

Provision of services at Crawford has been successful, although there have been some failures to achieve stability. Some residents had to be terminated from the program and there was one suicide. The reason for these failures is that we deliberately choose the applicants with the most problems, by using a vulnerability assessment provided to us by the state. If a resident proves to be a danger to other residents, or presents a high risk of significant damage to the building, we must terminate their participation. Unfortunately, this has been necessary in several instances.



We have been able to work with new residents to help them adjust to budgeting for their rent payments and have been working with them to create repayment agreements for the rent payments they missed as they adjusted to their new living arrangements. Therefore, the program income has increased, allowing us to provide these basic necessities without ongoing funding from the city.

MEETING MINUTES
Bloomington Common Council
Jack Hopkins Social Services Funding Committee

Clerk/Council Library, Suite 110
Bloomington City Hall, 401 North Morton Street, Bloomington, Indiana
February 26, 2018

Committee Chair Allison Chopra called the meeting to order at 5:30 p.m.

Committee Members present: Allison Chopra (Chair), Susan Sandberg, Tim Mayer, Isabel Piedmont-Smith, Andy Ruff (arrived at 5:38pm)

Committee Members absent: Jennifer Crossley

Staff present: Dan Niederman (Program Manager), Eric Sader (Assistant Director, Housing and Neighborhood Development), Stacy Jane Rhoads (Council Deputy Administrator/Deputy Attorney), Dan Sherman (Council Administrator/Attorney), Stephen Lucas (Chief Deputy Clerk)

I. Welcome

Chopra welcomed Crossley and Mayer as citizen appointments to the Committee.

II. 2018 Hopkins Funds: \$300,000 (budgeted) + \$14,554.78 (2017 unused) = \$314,554.78

Rhoads explained that the committee had \$295,000 available in 2017 and \$300,000 in 2018. She said that the city had also established a non-reverting fund, so that any unspent funds from the committee would be available the following year. She said that \$14,554.78 was left over from 2017 and would potentially be available to the committee in 2018. She said that because the 2017 funds were budgeted before the non-reverting fund was created, an appropriation ordinance was required to make those funds available to the committee. She said the committee could make a motion to ask the Mayor for such an appropriation.

Piedmont-Smith moved and it was seconded to request the Mayor for an appropriation of \$14,554.78. The motion was approved by voice vote.

III. 2017 Grants – HAND Monitoring Report

Niederman said that the Housing and Neighborhood Development (HAND) department monitoring report was available in the committee's packet. He highlighted that 95% of 2017 funds were distributed by December 1st 2017. He said HAND would continue to track metrics each year. He pointed out that one agency, First Christian Church, had not used any of its awarded funds. He said there was a letter from the church in the packet explaining why no funds were used. Niederman pointed out two agencies that had asked for an extension of time – El Centro Comunal Latino and Planned Parenthood. He explained that a small amount of money was left over from other agencies' projects coming in under budget, which was normal. He noted that the seven agencies that received operational funding had until March 1, 2018 to send addendum reports, which would include information on outcome indicators. He said he would share those reports after receiving them.

Rhoads reminded the committee that during the previous year's organizing meeting it had requested the reports from agencies receiving operational funds to give the committee a better tool to measure the efficacy of funding. Rhoads also noted that the committee chair was authorized to interpret funding agreements when agencies requested to deviate from the agreements.

IV. The Hopkins Process – Review and Issues for 2018

Rhoads explained that the committee used criteria to evaluate requests for funding. The criteria included whether a proposal addressed a previously-identified need, whether it was a one-time investment (with certain exceptions), whether it took advantage of fiscal leveraging, and whether it made a broad and long-lasting contribution to the community. Rhoads said that the committee loosened the one-time investment criterion in 2016 and 2017. She said the committee did so because agencies had been requesting operational funds. She asked whether the committee wanted to continue the broad allowance for agencies to request operational funding.

Chopra asked if any agency had requested and was granted operational funding two years in a row. Rhoads said she would look to find out. Piedmont-Smith said El Centro had received such funding. Rhoads also noted there was a disclaimer that said funding one year did not guarantee funding the next year.

Sandberg said she saw a need to continue the broad allowance for requests seeking operational funding. Chopra pointed out that the committee had not seen funding used for personnel.

Sader thought the solicitation letter included a nicely-worded caveat to explain that non-operational funding requests would receive preference.

Piedmont-Smith said that someone suggested the committee use a blind review process and she asked what that would entail. Niederman explained how such a review process was utilized for community development block grant social service funding. Sandberg said that approach was not practical for the committee's purposes.

Sandberg moved and it was seconded that the criteria as outlined by Rhoads be used for 2018. The motion was approved by voice vote.

Rhoads said that there had been nine collaborative projects in the past, seven that had been successful. She said that the two failed projects involved agencies attempting to share staff. She said agencies had suggested that the committee do more to assist agencies looking to collaborate with each other. Piedmont-Smith asked how agencies could get assistance if they had an idea for collaboration. Rhoads said that city staff could help assist agencies, particularly at the committee's technical assistance meeting. Chopra asked if collaborative projects were still prioritized. Rhoads said they were. She said there was actually an incentive to collaborate, as agencies could submit an application both on behalf of the agency and as part of a collaborative effort. Rhoads explained that agencies must pass certain tests to qualify for collaborative funding. Rhoads asked if the committee wanted to add or make any changes to the criteria for collaborative projects. There were no additions or changes.

Rhoads described the solicitation process, which included a letter from the committee chair and the application. She explained the methods by which agencies were notified that the committee was accepting applications. She asked if there were any other suggested methods to notify the public. Chopra suggested that county agencies that dealt with opioid addiction be notified. Piedmont-Smith asked if a county department could apply for funding. Rhoads said no, as tax-funded entities were excluded from applying. Chopra said no changes were needed for the solicitation process.

Rhoads described the application materials requested from applying agencies. She said some applications received the prior year were not very robust. She said the committee had previously suggested adding additional helpful hints on the application, which Rhoads had done. Niederman said he had noticed a trend of applicants simply submitting a shopping list of disconnected items, rather than submitting a request for a single item. Sherman noted that approach was a way to get around the one application rule. Chopra wondered how important it was to force applicants to only list one item. Sandberg pointed out that those shopping lists also allowed the committee to look at the priorities of applicants. Sherman said such shopping lists would complicate how the agencies communicated to the committee how the funding criteria were being met by the project. Niederman said he noticed it becoming more pronounced in 2017. Chopra asked to add the issue to the debriefing meeting for 2018.

Piedmont-Smith moved and it was seconded to add the helpful hints suggested by Rhoads. The motion was approved by voice vote.

Rhoads said the solicitation letter was contained in the committee's packet. She asked for permission to update the letter in collaboration with Chopra. Sandberg moved and it was seconded to so update the letter. The motion was approved by voice vote.

Rhoads reviewed the guidance given to faith-based organizations. She explained the guidance was meant to avoid constitutional establishment clause issues. She said the guidance would include instructing such agencies to focus on the project, not on the organization. The guidance would also include notifying agencies of the limits of the funding. Rhoads emphasized that the guidance was intentionally kept general so as not to exclude acceptable agencies or projects.

Sandberg moved and it was seconded to include the described guidance for religious organizations. The motion was approved by voice vote.

Rhoads reviewed the proposed timeline for the solicitation letters, application deadline, application review by the committee, and agency presentations.

Chopra said that a suggestion was made to change the order of agency presentations. She asked if the committee wanted to change the presentation order. There were no changes suggested.

Piedmont-Smith said there should be a note in the application to make it clear that agencies could provide additional written information during presentations. Sandberg thought applicants should provide information up front in their applications. After discussion, the committee agreed that the applications should contain all of the necessary information. Rhoads said that she would inform applicants that no additional information would be accepted beyond the application unless requested by the committee.

Sandberg moved and it was seconded to approve the instruction described by Rhoads. The motion was approved by voice vote.

Rhoads noted that applicants had provided feedback and some felt that the presentations were unfair. She said there was a perception that some agencies were given more time to talk, either during the presentation or through the question and answer portion that followed. The committee discussed whether to limit the question and answer period. Sherman asked whether the question and answer portion helped the committee make good decisions. He pointed out that the questions were meant to help provide more information that the committee needed to make its decisions.

Rhoads reminded the committee that committee members made funding recommendations after agency presentations. She said the comments that accompanied the recommendations were intended to explain each committee member's justifications for recommended funding levels. Piedmont-Smith said that such comments were helpful and should be strongly encouraged.

Rhoads said the allocation hearing was typically a formality. She noted that there were historically not many attendees but reminded the committee that public comment was allowed.

Piedmont-Smith wondered what the committee was attempting to learn by asking agencies whether they thought funding met community needs. Sader suggested that the question be more open-ended. He said the question was meant to solicit suggestions for how the allocation process could better meet community needs. Rhoads thought it could be addressed at the debriefing meeting. Piedmont-Smith said she liked Sader's suggested wording.

Rhoads said the committee would meet in June for the debriefing meeting. She said that, after the committee finalized its funding recommendations, the full Council would then have to approve the funding. After that process, agencies would sign funding agreements. Rhoads asked if there were any changes to the procedure as described. There were no changes.

The committee discussed its upcoming meeting dates.

Sandberg moved and it was seconded to approve the meeting dates. The motion was approved by voice vote.

V. Adjourn

The meeting was adjourned at 6:40 p.m.

MEMORANDUM

BLOOMINGTON COMMON COUNCIL 2018 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE

FIRST REVIEW OF APPLICATIONS

23 April 2018

5:30 pm

Council Library (#110)

In attendance: Allison Chopra (Chair), Jennifer Crossley, Dorothy Granger, Tim Mayer, Isabel Piedmont-Smith, Andy Ruff, and Susan Sandberg.

Staff: Dan Niederman and Eric Sader (HAND); Dan Sherman and Stacy Jane Rhoads (Council Office)

Public: Marc Haggerty, Sue Mayer, and Lebbeus Woods

I. Welcome.

Chair Chopra welcomed all present and reviewed that the goal of this meeting is to review all applications, determine which applications to eliminate from further consideration, and to develop questions for those agencies invited to present to the Committee. In all, the Committee received 28 applications requesting \$395,533,87. The Committee has \$314,554.78 to distribute -- \$300,000 budgeted and \$14,554.78 (2017 unused).

II. Conflicts of Interest.

Rhoads asked the Committee to disclose any conflicts of interest they may have. She explained both the statutory and local rules associated with conflicts of interest.

- Granger stated that she works for the Shalom Center and said that she will recuse herself from voting and deliberating on the two Shalom applications.

III. Elimination of Applications

The Committee voted to cut the following three agency proposals from further consideration.

Be Loved Transportation – Conversion van

Rationale for elimination: The number of City residents served is unclear and seems inflated; the focus of the application is largely rural residents.

IU Health- Community Health- Nurse Family Partnership

Rationale for elimination: Weak application; operational.

The Project School:

Rationale for elimination: The Project School is a public charter school in receipt of tax dollars. Note further that the City's Parks and Recreation Department leases the property to the school. The Elaboration of Criteria provides that the Committee neither funds City departments nor entities whose revenue derives from property taxes.

Note: The Committee initially voted to eliminate all applications which were incomplete (Center for Sustainable Living, Girls Inc., Hoosiers Feeding the Hungry, The Interfaith Winter Shelter, The Indiana Recovery Alliance, and My Sister's Closet) but reconsidered the same and instead voted to hear from the aforementioned agencies with the requirement that agencies explain their incomplete submissions.

IV. Questions for Invited Agencies

The Committee voted to invite the following agencies to present to the Committee. In the course of the presentation, applicants are asked to address the following questions.

ALL OPTIONS PREGNANCY

- Will the baby boxes be returned for reuse?
- What is the estimated number of City Residents/Total Clients served by this program in 2018?

AMETHYST HOUSE

- Please confirm Spring fundraising amount (of \$2,033) from Beta Sigma Psi.

BIG BROTHERS BIG SISTERS

- Please elaborate upon the response in the application under Broad and Long-Lasting Effects stating that "100% of our high school seniors graduated and 100% of the Littles were accepted into college."
- Agencies requesting operational funding are required to provide a well-developed plan for future funding. Your request is for operational funds. Please describe your agency's plan for future funding.
- Is the Match Support Specialist funded by JHSSF in 2015 still a position at BBBS?

BOYS & GIRLS CLUB OF BLOOMINGTON

- The fifth priority is to purchase youth stools for the Science lab. Are the tables for the Science Lab already being provided?
- Please explain why the bleachers are your highest priority?

CATHOLIC CHARITIES BLOOMINGTON

- Please elaborate upon the Eye Motion De-sensitization Re-processing (EMDR) therapy? Is it endorsed by a medical organization such as the American Psychiatric Association?
- Are services provided without regard to sexual orientation or gender identity of clients?
- How does the request for Play Therapy training this year relate to last year's request?

CENTER FOR SUSTAINABLE LIVING

- Does CSL own the property at 611 W. 12th? If not, who does?
- You write that moving the GCMT to the above location will "reduce monthly expenses associated with rent." Please explain.
- What will your annual operating expenses be? How will you pay for these expenses?
- You write that the GCMT will serve approximately 300 persons in 2018. How many of these will be city residents?
- Is the GCMT currently in operation? If so, where?

- Spell out more clearly how many staff and how many volunteers will be associated with the GCMT.
- Your application was incomplete: it was missing a year-end financial statement and signed written estimates for the requested capital improvements, both of which are called for in the [solicitation letter from the Chair](#). The Committee asks that you: 1) please submit these missing documents *no later* than the 3rd (you can send them to this address); and 2) explain during the course of your presentation why you did not include these documents as part of your submission.

COMMUNITY JUSTICE AND MEDIATION CENTERS

- Approximately what percent of the population served by this program will be low-income?
- Do your clients ever pay for services?
- How will the program be self-sustaining in the future?

COMMUNITY KITCHEN

- No questions

GIRLS INC OF MONROE COUNTY

- What is the estimated number of City residents served compared to the total clients served by this program in 2018?
- Your application was incomplete: it was missing a year-end financial statement which is called for in the [solicitation letter from the Chair](#). The Committee asks that you: 1) please submit these missing documents *no later* than the 3rd (you can send them to this address); and 2) explain during the course of your presentation why you did not include these documents as part of your submission.

HOOSIER HILLS FOOD BANK

- Does this vehicle replace the one purchased with a JHSSF grant in 2008?
- Your agency has a fleet of vehicles. Could you describe your fleet? How many vehicles? What types? What age? And which were funded by JHSSF?

HOOSIERS FEEDING HUNGRY

- Your request is for operational funds. Please describe how the HFH will fund operations in future years.
- The application states that 15,000 Bloomington/Monroe County residents have been served to date by this program. Do you have a better estimate of how many of those 15,000 persons were residents of the City? For example, does your program give food directly to non-profits located within the City? If so, which ones and could you estimate how many are served in that manner?
- If funded, will your agency be able to file for reimbursements by November of 2018?
- Your application was incomplete: it was missing a year-end financial statement which is called for in the [solicitation letter from the Chair](#) and a 501(c)(3) which the Committee requires of first-time applicants. The Committee asks that you: 1) please submit these missing documents *no later* than the 3rd (you can send them to this address); and 2) explain during the course of your presentation why you did not include the year-end financial statement as part of your submission.

INDIANA RECOVERY ALLIANCE

- Please clarify the number of naxolone dosages distributed.
- Your agency will be providing a special report associated with the Syringe Disposal Units at the end of June. Could you provide an update as part of your presentation?
- Could you describe the precautions taken to assure the safety of volunteers when collecting and disposing of syringes?
- Your application was incomplete: it was missing a year-end financial statement which is called for in the [solicitation letter from the Chair](#). The Committee asks that you: 1) please submit these missing documents *no later* than the 3rd (you can send them to this address); and 2) explain during the course of your presentation why you did not include these documents as part of your submission.

INTERFAITH WINTER SHELTER

- The application did not complete the section on fiscal leveraging (on page 3). Could you explain how your application meets that requirement?
- The Interfaith Winter Shelter is now offered at one location rather than rotating among a partnership of local churches. In the past, the JHSSF program has funded mats and laundry appliances? Are those purchases still be used for this program?
- Your application was incomplete: it was missing a year-end financial statement which is called for in the [solicitation letter from the Chair](#). The Committee asks that you: 1) please submit these missing documents *no later* than the 3rd (you can send them to this address); and 2) explain during the course of your presentation why you did not include these documents as part of your submission.

MIDDLE WAY HOUSE

- Middle Way is asking for \$8,500 for the environmental stabilization component of the project, yet the quote from HFI is for \$8,360.80. Please explain why the figures are different.
- Please speak to the status of Middle Way's 2016 audit.

MONROE COUNTY CASA

- Please expand more on the presentation equipment granted in 2011 (how it has been used; how the current request is not duplicative, etc.)
- Please relate the community needs you cite in your application (from HAND's Consolidated Plan) to the services provided by CASA.
- Please clarify how many children you plan to serve in 2018 and how many of those are City residents.

MONROE COUNTY UNITED MINISTRIES

- How did MCUM pay for the 1,044 extra educator hours incurred due to a flu outbreak?
- The second outcome indicator you cite you will measure the efficacy of the proposed Hopkins-funded program by, and in part, "[i]mproved access to basic needs assistance for 100+ city resident households each week (5,100+ during the funding period)." As the Hopkins funding period runs late-June to early December 2018, please explain the 5,100 figure.
- Please clarify the number of self-sufficiency coaching appointments to be provided during the Jack Hopkins funding period of June-December 2018.

MOTHER HUBBARD'S CUPBOARD

- No questions

MY SISTER'S CLOSET

- Your application was incomplete: it was missing a year-end financial statement, as called for in the [solicitation letter from the Chair](#). The Committee asks that you: 1) please submit a year-end financial statement no later than the 3rd; and 2) explain during the course of your presentation why you did not include the statement as part of your submission.

NEW HOPE FAMILY SHELTER

- You write that an anonymous donor has promised to match any funds granted by Jack Hopkins, 1:1. New Hope is requesting \$25,000, but the total cost of the vehicle and associated costs is \$44,999. Should your organization receive full funding from Jack Hopkins and receive the match for a total of \$50,000, New Hope will have \$5,000 beyond the amount needed for the vehicle and associated costs. Please explain how this additional \$5,000 would be used.

NEW LEAF – NEW LIFE

- In light of many recent changes experienced by New Leaf-New Life, please speak *generally* about how things are going for your organization.
- Please speak *specifically* about the current state of in-jail programming. How is the program working logistically?
- How did your organization derive the estimates for the program costs outlined in your application (p.5)?
- Please speak with more specificity to your organization's impact on recidivism.
- Relatedly, please speak to the methods New-Leaf New Life uses to track success.
- New Leaf-New Life has not yet submitted its final report regarding its 2017 funding from Jack Hopkins. When does it anticipate doing so?

SHALOM CENTER AND LIFEDESIGNS

- Please provide more detail on your program budget by itemizing and prioritizing your request. The lump sum request of \$10,800 and the program budget provided does not provide sufficient specificity.

Note: Councilmember Granger left the room for the discussion of this application.

SHALOM CENTER

- No questions

Note: Councilmember Granger left the room for the discussion of this application.

SUSIE'S PLACE

- Why is Susie's Place not using TechSoup or some similar free/reduced-cost software for non-profits?
- What is the life expectancy of the Jamboard?

VOLUNTEERS IN MEDICINE

- Please describe with more particularity how Volunteers in Medicine intends to meet the need for diagnostic testing in future years.

WHEELER MISSION

- Please reconsider the assertion made in your application that your organization would not be able to proceed with partial funding from the Committee in the event that the Committee is unable to meet your full funding request. (p. 5 of Application). Please re-state your priorities for funding.
- In 2011 and 2012, the Jack Hopkins Committee granted the Interfaith Winter Shelter funds to purchase sleeping mats. Please explain what happened/will happen to this bedding.
- The quotation from PEN Products cites three quotes for three different types of mattresses. Why did Wheeler choose the most expensive option of the blue ticking, polyester mattress?
- Did Wheeler shop around for quotes from other vendors?
- Are these mattresses bed-bug resistant? If so, how can this be verified?
- Please note that while you include a year-end financial statement for your entire organization, the Committee asks that you submit financials associated with your Bloomington operations.

V. ADJOURNMENT: 8:14 PM

Memorandum

**BLOOMINGTON COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
03 May 2018
5:30 PM, COUNCIL CHAMBERS**

AGENCY PRESENTATIONS

In attendance

Committee Members: Allison Chopra (Chair), Jennifer Crossley, Dorothy Granger, Tim Mayer, Isabel Piedmont-Smith, Andy Ruff, and Susan Sandberg.

Staff: Dan Sherman and Stacy Jane Rhoads (Council Office); Dan Niederman (HAND)

I. Prologue

Chair Chopra welcomed all present and stated that the Committee will hear from 23 agencies this evening. This year, presentations will follow alphabetical order. Each agency is provided five minutes in which to make their presentation and answer questions previously relayed by staff. After agency presentation, members of the Committee may ask applicants further questions specific to their proposal.

II. Presentations

Applicants made presentations to the Committee in the following order. Please refer to the CATS broadcast for the substance of these presentations.

- | | | |
|-----|---|-------------------------------------|
| 1. | Amethyst House | (Hannah Crouch) |
| 2. | Boys & Girls Club of Bloomington | (Jeff Baldwin) |
| 3. | Catholic Charities Bloomington | (O'Connel Case) |
| 4. | The Center for Sustainable Living | (Ryan Conway) |
| 5. | Community Justice and Mediation Center | (Liz Grenat) |
| 6. | Community Kitchen | (Vicki Pierce) |
| 7. | Girls Inc. of Monroe County | (Amy Stark) |
| 8. | Hoosier Hills Food Bank | (Julio Alonso) |
| 9. | Indiana Recovery Alliance | (Christopher Abert) |
| 10. | Interfaith Winter Shelter | (Richard Rose) |
| 11. | Middle Way House | (Deborah Morrow) |
| 12. | Monroe County CASA | (Amber Shride) |
| 13. | Monroe County United Ministries | (Katie Broadfoot) |
| 14. | Mother Hubbard's Cupboard | (Sarah Cahilane) |
| 15. | My Sister's Closet | (Sandy Keller) |
| 16. | New Hope Family Shelter | (Emily Pike) |
| 17. | New Leaf - New Life | (David Meyer) |
| 18. | Shalom Community Center | (Forest Gilmore) |
| 19. | Shalom - Life Designs Collaborative | (Danielle Sorden) |
| 20. | Susie's Place | (Lynn Clinton) |
| 21. | Volunteers in Medicine | (Samantha Eads) |
| 22. | Wheeler Mission | (Dwayne Gordon) |
| 23. | Hoosiers Feeding the Hungry | (Amber Zecca - remote presentation) |

III. Reminders

Chair Chopra reminded those in attendance of the Committee's next steps.

IV. Adjournment

The Committee adjourned at 8:16 PM

In attendance: COMMITTEE: Allison Chopra (Chair), Jennifer Crossley, Dorothy Granger, Tim Mayer, Isabel Piedmont-Smith, Andy Ruff, and Susan Sandberg. STAFF: Dan Niederman (HAND), Dan Sherman and Stacy Jane Rhoads (Council Office).

PUBLIC: Tommy Chopra and Sue Mayer.

--> The Committee voted on pre-allocation recommendations as follows. Adjournment: 6:55 pm

AGENCY	PROJECT	REQUEST	AVERAGE RECOMMENDATION	PRE-ALLOCATION AMOUNT	CONDITIONS, TERMS, PARTIAL FUNDING, ETC.
1) AMETHYST HOUSE	Expand and Renovate therapeutic space at men's house	\$16,758.00	\$ 16,327.14	\$ 16,758.00	
2) BOYS & GIRLS CLUB, BLOOMINGTON	Furnishings for Lincoln Street Unit	\$31,612.32	\$ 26,944.57	\$ 27,000.00	
3) CATHOLIC CHARITIES, BLOOMINGTON	Trauma-Informed Care Project	\$13,000.00	\$ 12,428.57	\$ 13,000.00	
4) CENTER FOR SUSTAINABLE LIVING	Expand Glenn Carter Memorial Toolshare Workshop	\$24,032.00	\$ 13,364.00	\$ 3,000.00	funds for sewer connection contingent upon finalizing trust -- ownership trust; concern making improvements to real property when ownership status not settled. Must demonstrate ownership/trust by 30 October 2018
5) CJAM	"Mediation Matters" Pilot	\$9,493.00	\$ 9,066.43	\$ 9,493.00	
6) COMMUNITY KITCHEN	Double Convection Oven	\$8,860.00	\$ 8,860.00	\$ 8,860.00	
7) GIRLS INC, MONROE COUNTY	Repair Bus Fleet	\$13,463.05	\$ 12,693.16	\$ 13,463.00	
8) HOOSIER HILLS FOOD BANK	Insulated Refrigerator Van	\$30,000.00	\$ 29,285.71	\$ 30,000.00	
9) HOOSIERTS FEEDING THE HUNGRY	Process Meat	\$5,000.00	\$ 2,699.14	\$ 2,700.00	
10) INDIANA RECOVERY ALLIANCE	Naloxone/ Salary, Printer, Furnishings and Items for Disposal	\$16,953.92	\$ 16,044.83	\$ 16,953.00	no need to attach additional reporting requirements
11) INTERFAITH WINTER SHELTER	Metal Shelving for Guest Belongings	\$1,500.00	\$ 1,500.00	\$ 1,500.00	
12) MIDDLE WAY HOUSE	Redesign Technology Closet	\$11,000.00	\$ 10,487.86	\$ 11,000.00	Only for projects outlined in the application
13) MONROE COUNTY CASA	Work stations and Projector	\$7,768.43	\$ 7,153.27	\$ 7,768.00	
14) MCUM	Equipment Upgrades and Additional Staffing for Compass Early Learning Center	\$18,026.00	\$ 14,014.43	\$ 14,014.00	(Ask Mayor's Office for an update on the \$100,000 provided for City's childcare initiative.)
15) MOTHER HUBBARD'S CUPBOARD	Equipment Purchase	\$7,017.09	\$ 7,014.62	\$ 7,017.00	
16) MY SISTER'S CLOSET	Ready-2-Work program and Technology Equipment	\$11,489.70	\$ 9,851.16	\$ 9,490.00	all sans supplies and materials -- not clear in material the scope
17) NEW HOPE FAMILY SHELTER	8-Passenger Vehicle	\$25,000.00	\$ 22,085.71	\$ 25,000.00	
18) NEW LEAF NEW LIFE	New Leaf- New Life Services	\$12,950.00	\$ 11,228.57	\$ 11,228.00	

19) SHALOM COMMUNITY CENTER	Phone System	\$13,740.00	\$ 12,536.67	\$ 13,740.00	
20) COLLABORATIVE: SHALOM & LIFEDESIGNS	Crawford Homes II Housing First Program	\$10,800.00	\$ 10,366.67	\$ 10,800.00	
21) SUSIE'S PLACE	Update Computer Technology	\$9,371.36	\$ 8,698.53	\$ 9,089.00	
22) VOLUNTEERS IN MEDICINE	Diagnostic Labs and Imaging	\$26,000.00	\$ 25,000.00	\$ 26,000.00	
23) WHEELER MISSION	Expand Capacity	\$27,480.00	\$ 22,565.71	\$ 25,000.00	
TOTALS		\$351,314.87	\$ 310,216.76	\$ 312,874.00	

MEETING MINUTES
Bloomington Common Council
Jack Hopkins Social Services Funding Committee

Clerk/Council Library, Suite 110
Bloomington City Hall, 401 North Morton Street, Bloomington, Indiana
June 6, 2018

Committee Chair Allison Chopra called the meeting to order at 5:02 p.m.

Committee Members present: Allison Chopra (Chair), Susan Sandberg, Tim Mayer, Isabel Piedmont-Smith, Jennifer Crossley (arrived 5:07p.m.)

Committee Members absent: Andy Ruff, Dorothy Granger

Staff present: Eric Sader (Assistant Director, Housing and Neighborhood Development), Stacy Jane Rhoads (Council Deputy Administrator/Deputy Attorney), Dan Sherman (Council Administrator/Attorney), Stephen Lucas (Chief Deputy Clerk)

I. Brief review of the 2018 process

Chopra said she would briefly review the committee's review process used during 2018. She noted that the allowance for general operational requests had been in place since 2016 and asked if the committee wanted to discuss whether to continue that allowance. Rhoads noted that when the allowance was put in place the committee agreed to let the allowance run for three or four years. Sandberg thought the allowance should be continued with the caveat that agencies should not return year after year requesting funds for the same operational expense. Rhoads noted that agencies were cautioned not to rely on operational funds year after year. Rhoads also noted that two agencies (Big Brothers Big Sisters and All Options Pregnancy Resource Center) withdrew their applications after the committee reviewed them. She said both agencies indicated they withdrew the applications because they were unsure they could complete the proposed programs. The committee had no changes to the allowance for general operational requests.

Chopra moved and it was seconded to require 501(c)(3) incorporation documents, or similar incorporation documents, in the solicitation materials from agencies new to the program and to authorize staff to craft appropriate language for the solicitation materials. The motion was approved by voice vote.

Rhoads said the technical assistance meeting was not well attended. She suggested asking in the survey why agencies did not attend. She said the committee might also consider requiring first-time applicants to attend. Sandberg said she preferred not to require that applicants attend the meeting. Sandberg asked if it was worth holding the meeting if only a few agencies attended. Rhoads said yes. Rhoads confirmed that there were no changes to the technical assistance meeting process.

Chopra asked if there were any suggested changes to committee deliberations. Sandberg suggested that individual rankings of applicants by committee members and accompanying comments could be made anonymously. Piedmont-Smith said she did not have a strong preference but liked to see other committee members' comments to better understand the thought process. She asked if the ranking sheet was a public record. Rhoads explained that individual ranking sheets could be considered deliberative documents and did not have to be released publicly. She said there might be good reasons to make such information public in response to a request, even if it would not be required. Chopra preferred not to change the deliberation process. Mayer thought making public comments that detailed a committee member's thought process and were not personal would not be a problem. Crossley agreed.

Chopra asked if there were any suggested changes to the presentation hearing. Mayer said he had received a request to mix up the presentation order for applicants. Rhoads noted that agencies were given an approximate arrival time to cut down on waiting time.

Chopra asked if there were any suggestions for the pre-allocation or allocation hearings. There were none.

Rhoads confirmed there were no suggested changes to the deliberation process.

II. Other suggested changes

Crossley said she appreciated being a part of the process but had no suggested changes. Sader said he had no suggested changes. Chopra confirmed there were no other changes to the process.

III. Survey

Chopra noted that staff had suggested changes to question seven and question ten on the survey. Piedmont-Smith moved and it was seconded to amend the survey to revise the suggested questions. The motion was approved by voice vote.

IV. Meeting minutes

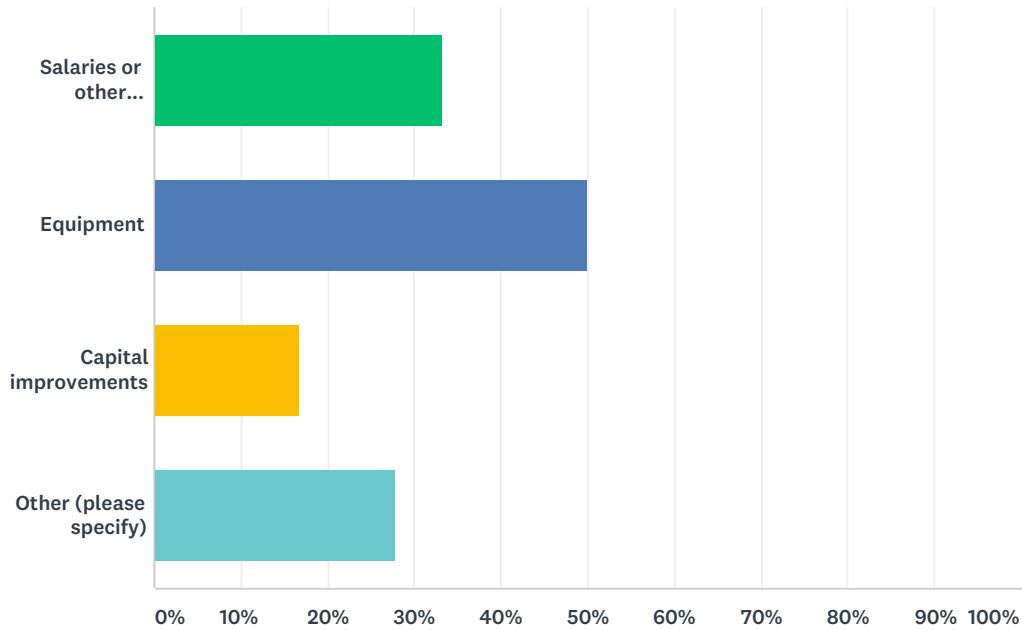
Sandberg moved and it was seconded to authorize the committee chair to approve minutes after comment from committee members. The motion was approved by voice vote

V. Adjournment

The meeting was adjourned at 5:32 p.m.

Q1 Your agency sought funds for:

Answered: 18 Skipped: 0

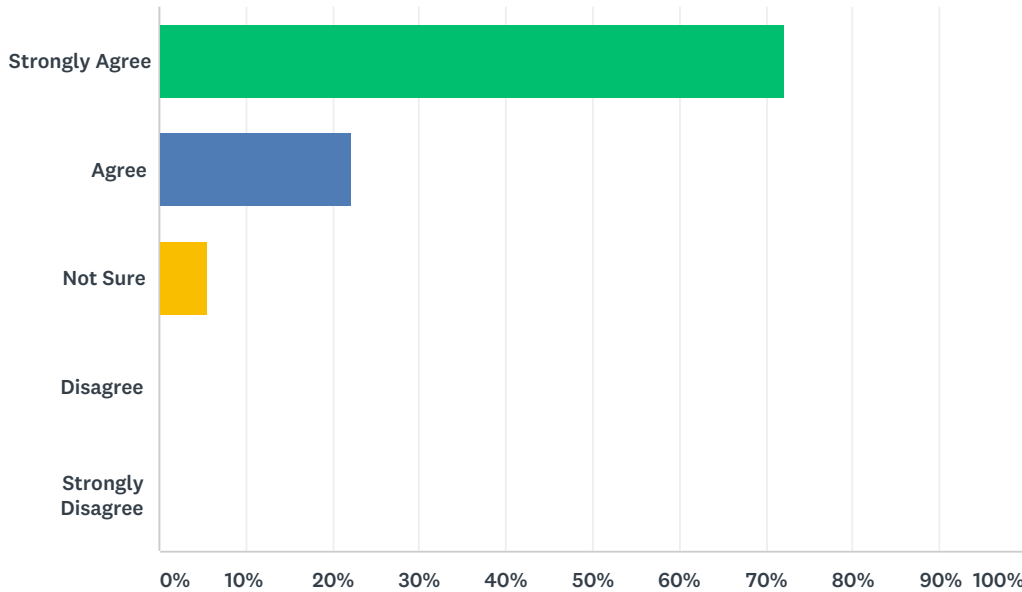


ANSWER CHOICES	RESPONSES
Salaries or other operational expenses	33.33% 6
Equipment	50.00% 9
Capital improvements	16.67% 3
Other (please specify)	27.78% 5
Total Respondents: 18	

#	OTHER (PLEASE SPECIFY)	DATE
1	Training	7/16/2018 2:59 PM
2	Program Support	7/9/2018 9:43 AM
3	Labor for equipment installation	7/5/2018 10:29 AM
4	training	6/25/2018 5:12 PM
5	technological upgrades	6/25/2018 10:21 AM

Q2 Under the current guidelines, to be eligible for consideration, any agency application must: - Address a previously-identified priority for social services funding; - Function as a one-time investment; - Leverage matching funds or other fiscal mechanisms; and- Make a broad and long-lasting contribution to our community. These criteria for funding provide clear guidance.

Answered: 18 Skipped: 0

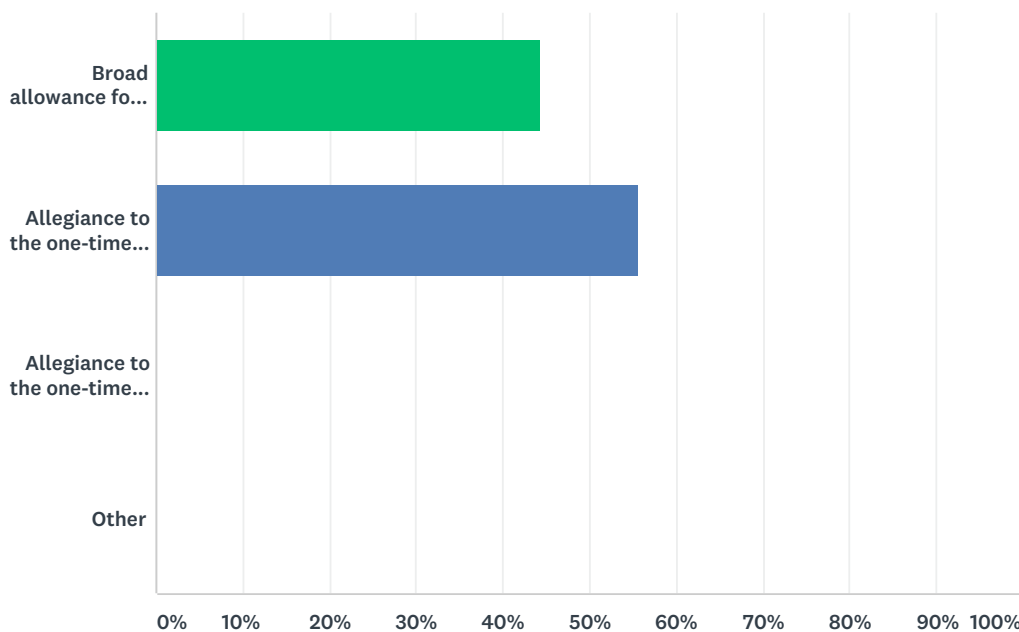


ANSWER CHOICES	RESPONSES
Strongly Agree	72.22% 13
Agree	22.22% 4
Not Sure	5.56% 1
Disagree	0.00% 0
Strongly Disagree	0.00% 0
TOTAL	18

#	COMMENTS:	DATE
1	The definition of broad and long-lasting seems vague compared to looking at what was funded.	7/6/2018 11:30 AM

Q3 Hopkins grants were originally intended to be a one-time investment. This guideline was meant to encourage innovative projects and to discourage reliance of an agency on Hopkins monies to meet on-going operational costs. Over time, the Committee has allowed exceptions to this one-time funding rule by providing operational funding in the following contexts: for pilot projects; to bridge the gap left by a loss of other funding; and, to incent collaborative initiatives. In response to agency feedback, for the last three years, the Committee has accepted requests for operational funds that do not fit into one of the aforementioned exceptions. The Committee may or may not continue with this allowance next year. Do you think that new allowance for requests for operational funding is a better way to help agencies realize their goals or do you think it is best for the Committee to stick to its commitment to one-time funding? Please explain.

Answered: 18 Skipped: 0

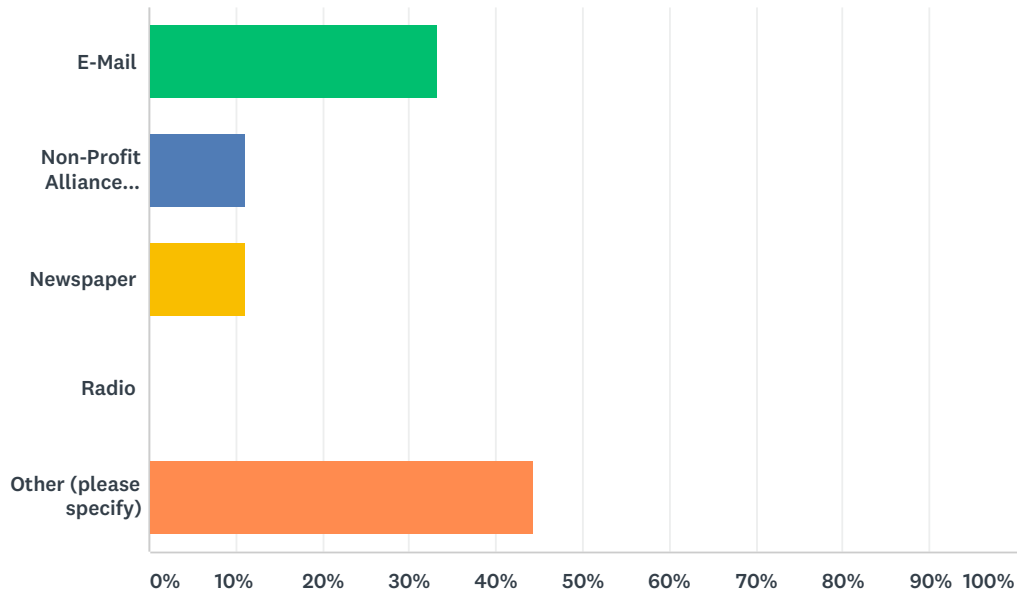


ANSWER CHOICES	RESPONSES
Broad allowance for requests for operational funds	44.44% 8
Allegiance to the one-time funding rule, with exceptions for pilot, bridge, and collaborative operational funding	55.56% 10
Allegiance to the one-time funding rule, no exceptions	0.00% 0
Other	0.00% 0
TOTAL	18

#	PLEASE EXPLAIN.	DATE
1	Continued support allows organizations to consistently provide much-needed services from year to year.	7/9/2018 9:43 AM
2	In this age of cutbacks and funding shartages, we need access to operational funding, particularly salaries.	7/8/2018 1:42 PM
3	I do agree that operational funding is often what is needed to best achieve agency goals	7/6/2018 11:30 AM
4	Operational funds can go a long way, and there are very few opportunities to get this kind of money	7/5/2018 7:12 PM
5	Once it shows it works, funding in a budget is easier to attain.	6/25/2018 5:12 PM

Q4 How did you learn about the Jack Hopkins Funding program?

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
E-Mail	33.33%	6
Non-Profit Alliance Newsletter	11.11%	2
Newspaper	11.11%	2
Radio	0.00%	0
Other (please specify)	44.44%	8
TOTAL		18

#	OTHER (PLEASE SPECIFY)	DATE
1	Online, while seeking grants for Monroe County	7/9/2018 9:43 AM
2	another non-profit introduced us to you	7/8/2018 1:42 PM
3	Work	7/6/2018 3:27 PM
4	Historical organizational knowledge	7/5/2018 10:29 AM
5	Past Executive Director	6/28/2018 10:03 AM
6	Word of mouth	6/27/2018 10:17 AM
7	Word of mouth	6/26/2018 8:31 AM
8	We are a past recipient	6/25/2018 10:21 AM

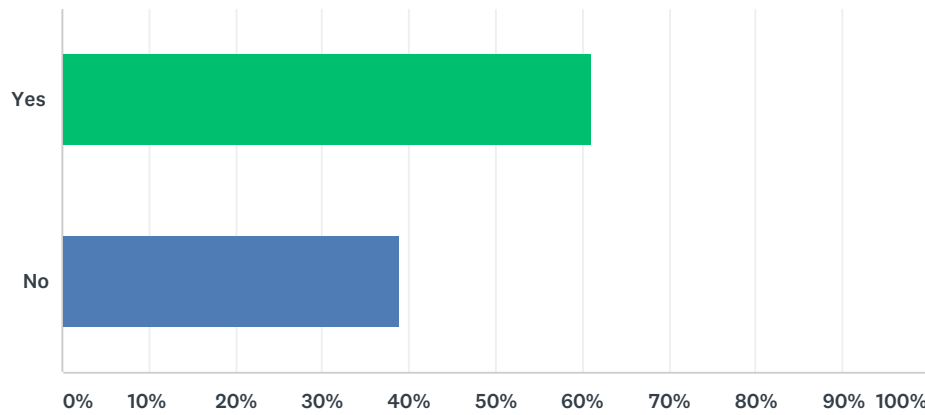
Q5 The Committee strives to make the application process as simple and convenient as possible. Please let us know what you think about the application process and how we might improve it.

Answered: 15 Skipped: 3

#	RESPONSES	DATE
1	I thought the application process was very simple and easy to apply.	7/9/2018 9:43 AM
2	I think it's a very reasonable process.	7/6/2018 3:27 PM
3	Really appreciate the simplicity of the application process, the technical support and guidance provided. Nothing comes to mind to improve.	7/6/2018 11:30 AM
4	I think the application process is simple enough. I do wonder, though, if the committee would benefit from making the application form shorter, and instead meet with the applicants for 15 - 20 minutes. The application could consist only of a summary outlining the request, and a budget. Then, the committee would spend only 5 minute reviewing the written applications and get a clear understanding of the request by talking to the applicants.	7/5/2018 7:12 PM
5	Budget was only mentioned in the letter, any request of information we ask to be included within the application.	7/5/2018 1:43 PM
6	It's going well as it is!	7/5/2018 10:29 AM
7	It is the most straightforward yet complete grant application I know of.	6/28/2018 10:03 AM
8	For the past couple of years, I have found the process very easy.	6/27/2018 10:17 AM
9	Very clear cut. Appreciate that.	6/26/2018 1:26 PM
10	Very simple to complete. I think there was some confusion about the required supporting documents. I noticed many agencies had not included a financial document.	6/26/2018 8:39 AM
11	Very straight forward and clear.	6/26/2018 8:31 AM
12	Good process.	6/25/2018 5:12 PM
13	It works well and is transparent.	6/25/2018 10:43 AM
14	The process is straight forward	6/25/2018 10:27 AM
15	Easy and straightforward	6/25/2018 10:21 AM

Q6 Did your agency attend the Council Office Technical Assistance Meeting?

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	61.11%	11
No	38.89%	7
TOTAL		18

Q7 If you attended the Council Office Technical Assistance Meeting, what were the most helpful aspects of the meeting? What would you like to see addressed in the future?

Answered: 11 Skipped: 7

#	RESPONSES	DATE
1	N/A	7/8/2018 1:42 PM
2	I wasn't the one who attended.	7/6/2018 3:27 PM
3	Really liked the samples that were shared and willingness to answer questions. Very thorough overview.	7/6/2018 11:30 AM
4	I think it was very helpful. Nothing to add about this	7/5/2018 7:12 PM
5	Specific listing of any required documents or funding priorities from the committee.	7/5/2018 1:43 PM
6	Most helpful - the timelines and description of reimbursement processes. Dan's assurance that he is always open to discussion and assistance is greatly appreciated.	7/5/2018 10:29 AM
7	It had the details I needed.	6/28/2018 10:03 AM
8	Did not attend.	6/27/2018 10:17 AM
9	Very helpful.	6/26/2018 8:39 AM
10	The sample of forms.	6/25/2018 5:12 PM
11	na staff attended	6/25/2018 10:27 AM

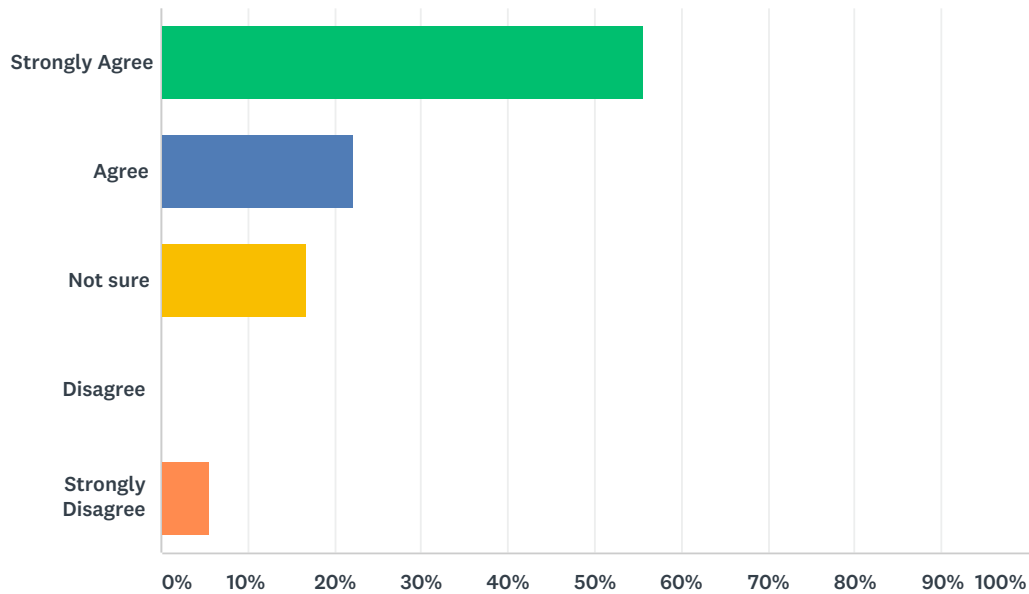
**Q8 If you did not attend the Technical Assistance meeting, is there a change to the meeting -- including, but not limited to, matters such as time, place, or content -- that might encourage you to attend next year?
Any feedback is appreciated.**

Answered: 10 Skipped: 8

#	RESPONSES	DATE
1	It would be nice to have you offer two options, and for one to take place in a location that does not involve paid parking. Another option would be an on-demand webinar, which will allow everyone to participate. You could then make that a requirement for application.	7/12/2018 9:25 AM
2	Due to the fact that our main office and personnel are located in northeast Indiana, we were unable to attend. Our local representative was also busy at that time. With plenty of notice ahead of time, we will make sure we line a representative up to attend.	7/9/2018 9:43 AM
3	We have attended in past years, so did not think it was necessary.	7/8/2018 1:42 PM
4	n/a	7/5/2018 1:43 PM
5	Good time, great content.	7/5/2018 10:29 AM
6	N/A	6/28/2018 10:03 AM
7	Because my agency has applied for the grant several times, I don't generally feel the technical assistance meeting is necessary.	6/27/2018 10:17 AM
8	No. Unless the application changes, there is no need for us to attend the technical assistant meeting.	6/25/2018 10:43 AM
9	na	6/25/2018 10:27 AM
10	We attended after being awarded the 2017 funding. It seemed to be redundant to attend again if there aren't significant changes.	6/25/2018 10:21 AM

Q9 During Agency Presentations, agencies were provided five minutes to explain their proposal and to answer questions raised in advance by the Committee. This was enough time to explain your proposal and answer questions.

Answered: 18 Skipped: 0

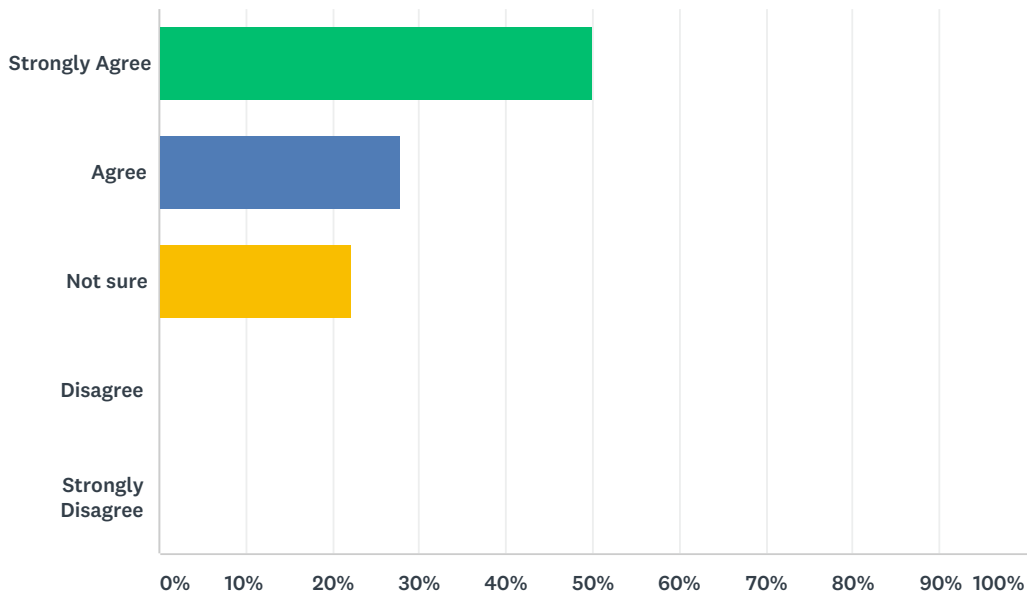


ANSWER CHOICES	RESPONSES
Strongly Agree	55.56% 10
Agree	22.22% 4
Not sure	16.67% 3
Disagree	0.00% 0
Strongly Disagree	5.56% 1
TOTAL	18

#	COMMENTS:	DATE
1	We were not invited to present, which was a huge disappointment.	7/12/2018 9:25 AM
2	I think that a longer presentation time would have been more informative, and would give the applicants a better chance to clarify all the committee's questions	7/5/2018 7:12 PM
3	I wasn't able to be present.	6/26/2018 1:26 PM

Q10 During Agency Presentations, the Committee treated agencies in a fair and equitable manner.

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	50.00% 9
Agree	27.78% 5
Not sure	22.22% 4
Disagree	0.00% 0
Strongly Disagree	0.00% 0
TOTAL	18

#	COMMENTS:	DATE
1	It sometimes feels as though agencies were being slightly chided for not being financially stable.	7/8/2018 1:42 PM
2	It appeared that some committee members had prejudice or skepticism of certain agencies	7/5/2018 1:43 PM
3	I appreciated that agencies were held accountable for missing documents.	6/27/2018 10:17 AM

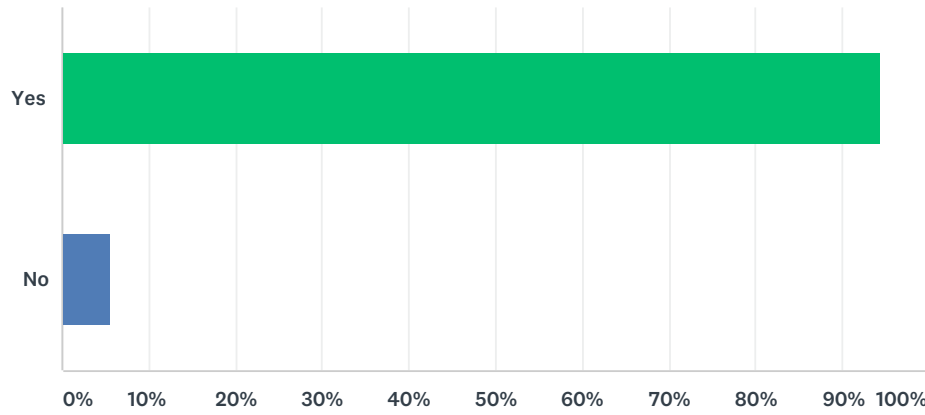
Q11 How can the allocation process be more effective in meeting community needs?

Answered: 11 Skipped: 7

#	RESPONSES	DATE
1	Our agency continues to be denied an opportunity to even present our grant proposal. It is frustrating to never receive an opportunity to make a case for funding.	7/12/2018 9:25 AM
2	It can be more open to on-going needs of non-profits, rather than one-time capital investment.	7/8/2018 1:42 PM
3	I don't think I have enough information to answer this question. I don't know how the money was finally allocated	7/5/2018 7:12 PM
4	A rubric of points that the committee does to ensure that the agency is aligned with the committee goals/expectations. Agencies could then see that judging is fair, concise, and is meeting the goals of the funding provided.	7/5/2018 1:43 PM
5	Prioritized support for agency needs that are reflective of emergency situations (equipment failure, weather damage, etc.) or urgent time constraints. It is always important to support general agency growth and extension of services, but the JH grant is one of few funding sources that exists to address pressing, one-time funding needs. That must not change.	7/5/2018 10:29 AM
6	More money. ;-)	6/28/2018 10:03 AM
7	Remaining dedicated to funding effective community social service agencies and exercising caution around faith-based organizations.	6/27/2018 10:17 AM
8	I think it is a well-oiled machine. Good communication with agencies and clear instructions. Good technical assistance before and after awards are made.	6/26/2018 1:26 PM
9	It is fine.	6/25/2018 5:12 PM
10	without being part of that process, this is difficult to answer	6/25/2018 10:27 AM
11	It seems fair and allocated well.	6/25/2018 10:21 AM

Q12 Did your agency receive funding in 2018?

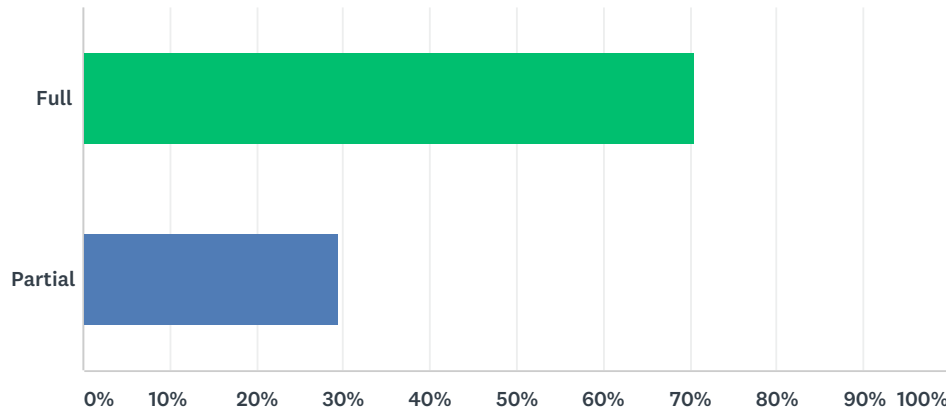
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	94.44%	17
No	5.56%	1
TOTAL		18

Q13 If yes, did your agency receive full or partial funding?

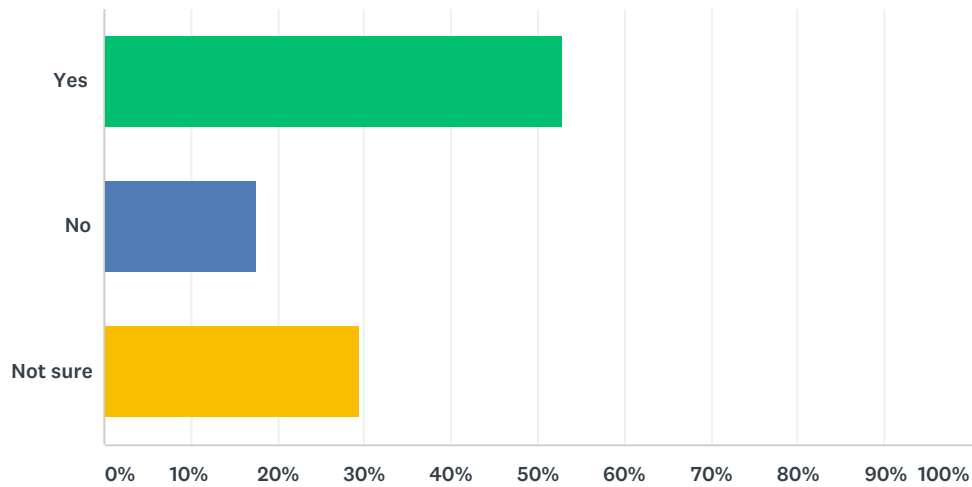
Answered: 17 Skipped: 1



ANSWER CHOICES	RESPONSES	
Full	70.59%	12
Partial	29.41%	5
TOTAL		17

Q14 Did receipt of Jack Hopkins funding this year help you leverage funds from other sources? Please explain.

Answered: 17 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	52.94% 9
No	17.65% 3
Not sure	29.41% 5
TOTAL	17

#	PLEASE EXPLAIN.	DATE
1	Having the support of your organization shows other funders that your organization believes in the program and our ability to use the funds effectively and efficiently, possibly encouraging other funding opportunities.	7/9/2018 9:43 AM
2	Using it in some pending grant applications - made for a stronger application.	7/6/2018 11:30 AM
3	It is too soon to tell	7/5/2018 7:12 PM
4	Not funding but an in-kind product donation from Cisco was just awarded to us, in part because we were able to demonstrate our dedication to improving our technology storage area, as evidenced by the community support represented by the JH award.	7/5/2018 10:29 AM
5	We received full funding.	6/28/2018 10:03 AM
6	We were able to leverage \$21,000 from a matching donor.	6/27/2018 10:17 AM
7	I expect it will, but it hasn't happened yet.	6/26/2018 1:26 PM
8	Because we received this funding we are able to partner with other agencies to provide transportation for camps and programs.	6/26/2018 8:39 AM
9	Allows us to use operational funds for their intended purpose instead of one time purchases of equipment.	6/25/2018 10:43 AM
10	we were able to obtain a match from Rotary group	6/25/2018 10:27 AM
11	It can be used as match for our federal funding.	6/25/2018 10:21 AM

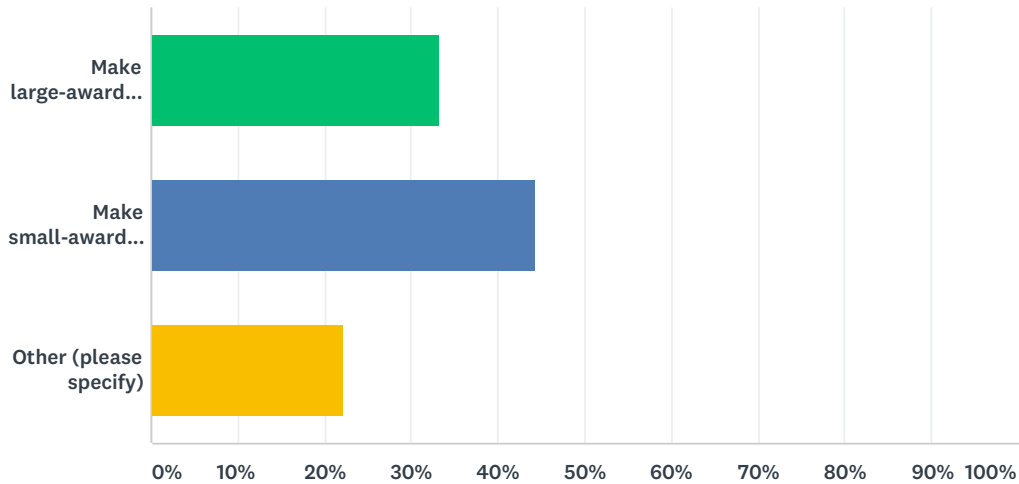
Q15 For the last number of years, the Committee has accepted as many as two applications from agencies -- one on behalf of the individual agency and one as a participant in a collaborative project. The request for collaborative applications is intended to encourage innovation and to encourage agencies to more efficiently meet the needs of their organizations and their clients. Do you have any observations about this collaborative initiative?

Answered: 10 Skipped: 8

#	RESPONSES	DATE
1	N/A	7/8/2018 1:42 PM
2	I think this is an important incentive to help drive innovation and to encourage collaboration, especially when we all need support for our individual agency needs.	7/6/2018 11:30 AM
3	I think it is a great idea; encouraging sharing of resources across agencies is essential	7/5/2018 7:12 PM
4	Collaboration with funding is always a tricky task, ensuring that the benefit, work, and distribution of funds is adequately managed and tracked can be challenging.	7/5/2018 1:43 PM
5	I feel our agency needs to build more collaborative initiatives and this source of funding is a great source of encouragement	7/5/2018 10:29 AM
6	We appreciate it. It helps us access support we might not otherwise be able to.	6/28/2018 10:03 AM
7	The collaborative initiative is great. We are working on a possible project for the future.	6/26/2018 8:39 AM
8	I do not.	6/25/2018 5:12 PM
9	na	6/25/2018 10:27 AM
10	No.	6/25/2018 10:21 AM

Q16 In your opinion, is it better to:

Answered: 18 Skipped: 0

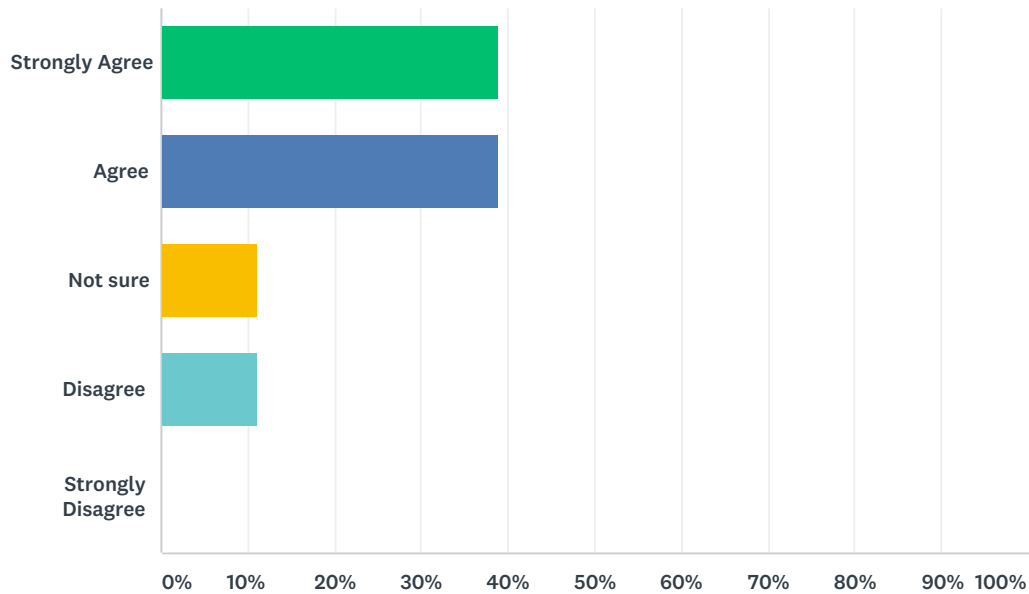


ANSWER CHOICES	RESPONSES	
Make large-award grants to a handful of agencies	33.33%	6
Make small-award grants to many agencies	44.44%	8
Other (please specify)	22.22%	4
TOTAL		18

#	OTHER (PLEASE SPECIFY)	DATE
1	I lean more towards smaller grants to more agencies because there are so many valuable services being provided to support the needs of our most vulnerable, but sometimes large capacity building grants are important too.	7/6/2018 11:30 AM
2	I think it depends on what the agencies are requesting; giving money in proportion to the number of people served is a good first heuristic ;)	7/5/2018 7:12 PM
3	As long as funds distributed can make impactful contributions we believe they are beneficial.	7/5/2018 1:43 PM
4	I think it depends on the validity/significance of request.	6/25/2018 10:21 AM

Q17 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. This time frame serves your agency's needs.

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	38.89% 7
Agree	38.89% 7
Not sure	11.11% 2
Disagree	11.11% 2
Strongly Disagree	0.00% 0
TOTAL	18

#	COMMENTS:	DATE
1	It depends on what is being funded, but having the option to request an extensive, provides flexibility.	7/6/2018 11:30 AM
2	Funding in a 6 month period might not always meet the agency needs.	7/5/2018 1:43 PM
3	Mostly, however, it does at times limit what we apply for. We often work on annual expenses, so a six-month time frame does have its limits.	6/28/2018 10:03 AM
4	It is a little short because it is really from mid June to Nov 3 unless you make an extension request.	6/25/2018 5:12 PM

Q18 Please let us know of any further comments, concerns or suggestions.

Answered: 7 Skipped: 11

#	RESPONSES	DATE
1	If agencies meet criteria for application both as an agency and in terms of funding request, they should be invited to present. Our agency is denied an opportunity to present year after year, and we meet all of the criteria both as an agency and in terms of proposal.	7/12/2018 9:25 AM
2	Thank you for your service to our community!	7/8/2018 1:42 PM
3	Thanks for asking for feedback.	7/6/2018 11:30 AM
4	We are thankful for diverse funding opportunities that support our organization and contribute to our community. These funds allow our agency to do extra projects that may not otherwise be available. These funds have made a significant difference to our organization, and we are grateful for the opportunity.	7/5/2018 1:43 PM
5	Thank you for your support of the many social services agencies here and all the work they do to help make Bloomington a safe and civil community.	7/5/2018 10:29 AM
6	N/A	6/28/2018 10:03 AM
7	Thank you!	6/26/2018 1:26 PM



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.



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

Jack Hopkins Social Services Funding Program

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

(updated: February 2014)

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 those criteria which has been approved by the Committee.

- 1. 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 2010-2014 Consolidated Plan* or any 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, 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.

City Residency - Programs must primarily serve City residents. Individual programs have occasionally been located outside of the City but, in that case, these funds have never been used for capital projects (e.g. construction, renovation, or improvement of buildings).

Low income - Programs primarily serving low-income populations are given a high priority.

Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and medical services) will be given a high priority.

- 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. To make funds available for those purposes, this restriction discourages agencies from relying on these funds from year to year and from using these funds to cover on-going (or operational) costs, particularly those relating to personnel.

Ongoing or Operational Costs

These costs are recurring rather than non-recurring costs. Recurring costs typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other like ongoing budget items. Non-recurring costs typically include outlays for capital improvements and equipment.

Exceptions

While ongoing or operational costs are not generally considered a “one time investment,” they will be eligible for funding in three circumstances:

- first, when an agency is proposing start-up funds or a pilot project and demonstrates a well developed plan for funding in future years which is independent of this funding source;*
- 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; or*
- Third, when agencies seek funds as a Collaboration Project (see below)*

Elaboration

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 kinds of outlays, the Committee will consider such factors as whether this use of funds were the result of unforeseen circumstance or will result in an expansion of services.

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.

Scholarships and Vouchers

Scholarships and vouchers allowing persons to participate in a program are generally considered as an operational cost.

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 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.

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

“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).

Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications that promote or implement 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.

Collaborative Projects

The Committee wishes to encourage social services agencies to collaborate in order to solve common problems and better address local social services 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. Applicants pursuing such funding should:

- declare that they are seeking funds as a Collaborative Project and describe the project;
- describe each agency’s mission, operations, and services, and how they do or will complement one another;
- describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project;
- identify challenges to the collaboration and set forth steps that address the greatest challenges to its success;

- also address the following standard criteria and how, in particular, the collaborative project:
 - serves a previously-recognized community need,
 - achieves any fiscal leveraging or efficiencies, and
 - provides broad and long lasting benefits to the community.
- Complete a Memorandum of Understanding signed by authorized representatives of collaborating agencies and detailing the allocation of duties between the two agencies.

Other Policies and the Reasons for Them

Agency acting as fiscal agent must have 501(c) (3) status

The agency which 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: 1) with boards who are legally accountable for implementing the funding agreements; and 2) 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.

One application per agency – Exception for Collaborative Projects

Except as noted below, 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 risk their efforts on one application at a time; and 3) lower the administrative burden by reducing the number of applications of marginal value. As noted above, an exception to this rule applies to agencies which submit an application as a Collaborative Project. Those agencies may also submit one other application that addresses the standard criteria.

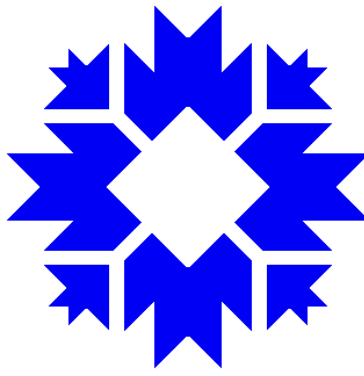
\$1,000 Minimum Dollar Amount for Request

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 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.

And, 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 grants were awarded, unless specifically approved in the funding agreement. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.



City of Bloomington Common Council Jack Hopkins Social Services Funding Committee

04 March 2019

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Funding Committee invites social services agencies serving the needs of City of Bloomington residents to apply for 2019 grant funding. This year, the Committee has \$305,000 (plus reverted funds) to distribute. Each year, the Mayor and City Council have increased funding for the Jack Hopkins initiative. Indeed, since 1993, the Jack Hopkins Committee has granted approximately \$4.15 million to social service agencies who serve our community's most vulnerable residents.

As funding for the Jack Hopkins program has steadily increased over the years, so too has our responsibility to be good stewards of this fund – a fund enabled by local taxpayer dollars. As stewards of these dollars, we strive to fund projects that have the potential for lasting change - projects that will improve the human condition of Bloomington residents in the long run. Please be advised that, depending on the strength of the applicant pool, the Committee may not distribute all of its available funding.

To be eligible for consideration, any proposal must meet the following criteria:

- 1) Address a previously-identified priority for social services funding.**
The need should be documented in the [Service Community Assessment of Needs \(SCAN\)](#), City of Bloomington, Housing and Neighborhood Development Department's [2015-2019 Consolidated Plan](#), or any other community-wide survey of social service needs. High funding priorities include emergency services (food, shelter or healthcare) or other support services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability, or are otherwise disadvantaged.

2) Function as a one-time investment.

Hopkins grants are intended to be a one-time investment. This restriction is meant to encourage innovative projects and to allow the funds to address changing community circumstances. While the Committee may provide operational funding for pilot, bridge efforts, and collaborative initiatives, an agency should not expect to receive or rely on the Hopkins fund for on-going costs (e.g., personnel) from year to year.

Please note that the Committee recognizes the growing need for operational funds that do not fit one of the aforementioned exceptions. For that reason, this year -- in addition to accepting applications for operational funds for pilot, bridge, or collaborative programs -- the Committee is again accepting applications for operational funds that *do not* meet one of the exceptions to the one-time funding rule. However, know that preference will still be given to initiatives that are one-time investments. Know further that this new allowance is specific to the 2019 funding cycle; the Committee may not offer this allowance in 2020. Applicants should be advised that, as always, **funding of any project or initiative this year does not guarantee funding in future years.**

As always, any request for operational funds must be accompanied by a well-developed plan for future funding.

3) Leverage matching funds or other fiscal mechanisms.

Other fiscal mechanisms might include things like number of volunteers or volunteer hours devoted to the proposed project, working in partnership with another agency, and/or other in-kind donations.

4) Make a broad and long-lasting contribution to our community.

As articulated by Jack Hopkins, the co-founder of this program: “[P]riority 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, [alleviating the effects of poverty]...etc.)” Historically, this criterion has excluded funding events or celebrations.

COLLABORATION – TWO APPLICATIONS ALLOWED

The Committee continues to accept applications for collaborative projects that address community-wide social problems and more efficiently meet the needs of social service agencies and agency clients. Note that if you are submitting a collaborative application, you may submit two applications – an individual application on behalf of your agency and another as part of your collaborative proposal. If submitting an application for a collaborative project, note that applicants must submit a MOU as part of their application.

ELABORATION OF CRITERIA

Over time, the Committee has refined each criterion. A detailed explanation of criteria is provided in the Committee’s *Elaboration of Criteria*, posted on the Committee’s webpage. <http://bloomington.in.gov/jack-hopkins>. Agencies are strongly encouraged to review this document.

OTHER REQUIREMENTS

In addition to satisfying the Jack Hopkins criteria, to be eligible for funding an application must meet the following requirements:

- Hopkins funds are intended to be put to work in the community as soon as possible. For that reason, agencies must submit final claims no later than December 3, 2019.
- The program for which funding is sought **must primarily benefit City residents**.
- The application must request a minimum of \$1,000.
- The applicant must be a 501(c)(3), or be sponsored by one. In the event the applicant is sponsored by a 501(c)(3), the sponsoring agency must provide a letter acknowledging its fiscal relationship to the applicant. All new applicants are required to submit 501(c)(3) documentation.
- One application per agency, unless participating in a collaborative project.

HOW TO APPLY

To be eligible for consideration, your agency **must** submit the following. Applications that are missing any of the following required information will be eliminated from further consideration.

- ✓ **COMPLETED APPLICATION FORM.** Electronic forms are available at: <http://bloomington.in.gov/jack-hopkins>.
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS**
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if an agency is seeking funding for capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project
- ✓ **501(c)(3) DOCUMENTATION FOR ANY FIRST-TIME HOPKINS APPLICANT**
Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.

APPLICATION DEADLINE

MONDAY, 01 APRIL 2019, 4:00 PM

Submit a complete application to
council@bloomington.in.gov

While electronic submissions are strongly encouraged, applicants may also deliver or mail their applications to the Council Office: Suite 110, 401 N. Morton

No late applications accepted.

LIVING WAGE REQUIREMENTS:

Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code* §2.28. For 2019, the Living Wage is \$13.00 an hour, of which \$1.95 may be in form of health insurance to the covered employee. An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

- 1) the agency has at least **15 employees**; *and*
- 2) the agency **receives \$25,000 or more** in assistance from the City **in the same calendar year**; *and*
- 3) at least \$25,000 of the funds received are for the **operation of a social services program**, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City; instead they are subject to a phase-in requirement. Please visit [Living Wage FAQs for Non-Profits](#) to learn more.



HELPFUL HINTS

- **Consult the Application Checklist**
- **Attend the Technical Assistance Meeting**
(Tuesday, 19 March, 4:00pm, Hooker Room (#245)
While attendance at the Technical Assistance Meeting is not required, it is strongly encouraged for new applicants and for those agencies whose applications have not been successful in the past. Bring your questions.
- **Read the [Elaboration of Criteria](#)** as posted on the [Committee's webpage](#). This document provides further explanation of the Committee's funding criteria. Agencies whose proposals are not successful sometimes fail because the proposal runs afoul of a rule in this document.
- **Keep your application clear and concise.** Remember, in some years, Committee members have had as many as 50 applications to review.
- **Applications should be self-explanatory and self-contained** (i.e., no need for staff follow up; **no** addenda accepted after the deadline)
- **Review an example of [a well-written application](#)** as posted on the Committee's webpage.
- **Peruse other successful applications** as posted on the [Committee's webpage](#).

2019 JACK HOPKINS SOCIAL SERVICES FUNDING SCHEDULE

Technical Assistance Meeting (attendance optional)	Tuesday, 19 March 2019, 4:00 pm Hooker Room (#245)
APPLICATION DEADLINE	MONDAY, 01 APRIL 2019, 4:00 PM
Invited Agencies Present Applications <i>Failure to attend this meeting may be grounds for disqualification of your application.</i> <u>Note</u> : This year, agencies will make their presentations in <u>reverse</u> alphabetical order.	Thursday, 02 May 2019, 5:30 pm Council Chambers (#115)
Committee Recommends Allocation of Funds (attendance optional)	[to be completed subsequent to Committee's organizing meeting]
Agencies sign Funding Agreements	early June 2019
Common Council Acts on Committee Recommendations (attendance optional)	Wednesday, 12 June 2019
HAND Technical Assistance Meeting for Grantees On Claims & Reimbursements	Tuesday, 18 June 2019, 8:30 am McCloskey Room (#135)

ABOUT THE JACK HOPKINS COMMITTEE

The Committee is composed of five members of the Bloomington Common Council and two City residents with experience in social services. Councilmembers serving are: Allison Chopra (Chair), Dorothy Granger, Isabel Piedmont-Smith, Andy Ruff, and Susan Sandberg. The citizen appointments are: Kaye Lee Johnson and Nidhi Krishnan.

HELP WITH APPLICATIONS

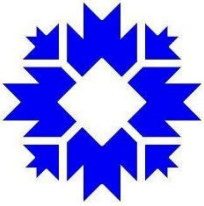
The application process is designed to be simple. However, if you have any questions, please don't hesitate to give us a call. You can contact the Council Office at 812.349.3409 or Dan Niederman in the Housing and Neighborhood Development Department at 812.349.3512.

Thank you for all you do to make our community a better place!

Sincerely,

/s/ Allison M. Chopra

Allison M. Chopra, Chair
2019 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council



CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
2019 GRANT APPLICATION

APPLICATION CHECKLIST

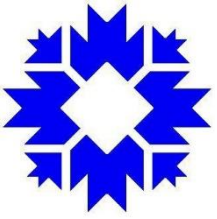
All applicants for 2019 Jack Hopkins funding must submit the following:

- ✓ **COMPLETED APPLICATION FORM**
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUND**
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if an agency is seeking funding for capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project
- ✓ **501(c)(3) DOCUMENTATION** for any first-time applicant. (Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.)

Incomplete applications will not be considered for funding.

ALL APPLICATIONS DUE BY MONDAY, 01 APRIL, 4:00 PM.
send to: council@bloomington.in.gov

No late applications accepted.



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
2019 GRANT APPLICATION**

AGENCY CONTACT INFORMATION

Lead Agency Name:

Address:

Phone:

E-Mail:

Website:

President of Board of Directors:

Name of Executive Director:

Phone:

E-Mail:

Name and Title of Person to Present Proposal to the Committee:

Phone:

E-Mail:

Name of Grant Writer:

Phone:

E-Mail:

AGENCY INFORMATION

Lead Agency:

Is Lead Agency a 501(c)(3)? [] Yes [] No

Note: If your agency is a first-time applicant for Jack Hopkins funding, you must provide 501(c)(3) documentation with your application.

Number of Employees:

Full-Time	Part-Time	Volunteers

AGENCY MISSION STATEMENT (150 words or less)

Note to faith-based applicants: If your organization is a faith-based agency, please provide the mission statement of your proposed project, not your agency. Please further note: 1) Hopkins funds may never be used for inherently religious activity; 2) Any religious activity must be separate in time or place from Hopkins-funded activity; 3) Religious instruction cannot be a condition for the receipt of services; and 4) Any Hopkins program must be open to all without a faith test.

PROJECT INFORMATION

Project Name:

Total cost of project:

Requested amount of JHSSF funding:

Total number of City residents anticipated to be served by this project in 2019:

Total number of clients anticipated to be served by this project in 2019:

PROJECT SYNOPSIS (250 words or less)

Please provide a brief overview of your project. This synopsis will be used in a summary of your proposal. Please begin your synopsis with the amount you are requesting and a concrete description of your proposed project. E.g., "We are requesting \$7,000 for an energy-efficient freezer to expand our emergency food service program."

Address where project will be housed:

Do you own or have site control of the property on which the project is to take place?

Yes No N/A

Is the property zoned for your intended use? Yes No N/A

If "no," please explain:

If permits, variances, or other forms of approval are required for your project, please indicate whether the approval has been received. If it has not been received, please indicate the entity from which the permitting or approval is sought and the length of time it takes to secure the permit or approval.

Note: Funds will not be disbursed until all requisite variances or approvals are obtained.

Is this a collaborative project? Yes No. If yes: List name(s) of agency partner(s):

If this is a collaborative project, please indicate: how your missions, operations and services do or will complement each other; the existing relationship between your agencies and how the level of communication and coordination will change as a result of the project; any challenges and steps you plan to take to address those challenges.

PROJECT COSTS

Is this request for operational funds? Yes No

If "yes," indicate the nature of the operational request:

Pilot Bridge Collaborative None of the Preceding – General request for operational funds pursuant to 2019 funding guidelines.

Other Funds Expected for this Project *(Please indicate source, amount, and whether confirmed or pending):*

Please describe when you plan to submit your claims for reimbursement and what steps precede a complete draw down of funds:

If completion of your project depends on other anticipated funding, please describe when those funds are expected to be received:

FISCAL LEVERAGING (100 words or less)

Describe how your project will leverage other resources, e.g., other funds, in-kind contributions, or volunteers.

FUNDING PRIORITIES -- RANKED

Due to limited funds, the Committee may recommend partial funding for a program. In the event the Committee is unable to meet your full request, **will you be able to proceed with partial funding?**

Yes No

If “yes”, please provide an itemized list of program elements, ranked by priority and cost:

	Item	Cost
Priority #1		
Priority #2		
Priority #3		
Priority #4		
Priority #5		
Priority #6		
Priority #7		
TOTAL REQUESTED		

JACK HOPKINS FUNDING CRITERIA

NEED (200 words or less)

Explain how your project addresses: a previously-identified priority for social services funding as documented in the [Service Community Assessment of Needs](#), the City of Bloomington, Housing and Neighborhood Development Department's [2015-2019 Consolidated Plan](#), or any other community-wide survey of social service needs.

ONE-TIME INVESTMENT (100 words or less)

Jack Hopkins Funds are intended to be a one-time investment. Please explain how your project fits this criterion. If you are requesting operational funds (e.g., salaries, rent, vouchers, etc), please explain how your project satisfies an exception to the one-time funding rule (pilot, bridge, or collaborative). If you are requesting operational funds that do not satisfy one of the aforementioned exceptions, but your request is being made pursuant to the 2019 allowance for operational funds, please make that clear. If you are requesting operational funding, you must detail your plan for future funding.

LONG-TERM BENEFITS (200 words or less)

Explain how your program will have broad and long-lasting benefits for our community.

OUTCOME INDICATORS (100 words or less)

Please describe the outcome indicators you intend to use to measure the success of your project.

The ultimate outcome of a project (e.g., reduced hunger, homelessness or addiction rates) are often not readily observable within the Jack Hopkins funding period. For that reason, we are asking agencies to provide us with outcome indicators. In contrast to program activities (what you bought or did with grant funds) and the long-term impacts of a program (the lasting social change effected by your initiative), the data we seek are the short-term indicators used to measure the change your program has created during the period of your funding agreement. Where possible, this information should be expressed in quantitative terms.

Examples: an agency providing a service might cite to the number of persons with new or improved access to a service. If funds were used to meet a quality standard, the agency might report the number of people who no longer have access to a substandard service. An agency seeking to purchase equipment or to make a physical improvement might cite to the number of residents with new or improved access to a service or facility. If funds were used to meet a quality standard or to improve quality of a service or facility, an agency might report the number of people who have access to the improved service or facility.

OTHER COMMENTS *(500 words or less)*

Use this space to provide other information you think the Committee would find useful. Any additional comments should supplement, not restate, information provided in the foregoing.

2018 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE: INDIVIDUAL AND AVERAGED RECOMMENDATIONS

AGENCY	PROJECT	REQUEST	CHOPRA	CROSSLEY	GRANGER	MAYER	PIEDMONT-SMITH	RUFF	SANDBERG	AVERAGE RECOMMENDATION	COMMENTS
1) AMETHYST HOUSE	Expand and Renovate therapeutic space at men's house	\$16,758.00		\$16,758.00	\$16,758.00	\$16,758.00	\$16,758.00	\$15,000.00	\$15,500.00	\$ 16,255.33	
2) BOYS & GIRLS CLUB, BLOOMINGTON	Furnishings for Lincoln Street Unit	\$31,612.32		\$25,000.00	\$30,000.00	\$31,612.00	\$25,000.00	\$28,000.00	\$29,000.00	\$ 28,102.00	DG: arbitrary (on my part) maximum allocation; IPS: arbitrary (on my part) maximum allocation
3) CATHOLIC CHARITIES, BLOOMINGTON	Trauma-Informed Care Project	\$13,000.00		\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$10,000.00	\$12,000.00	\$ 12,333.33	
4) CENTER FOR SUSTAINABLE LIVING	Expand Glenn Carter Memorial Toolshare Workshop	\$24,032.00		\$24,032.00	\$3,516.00	\$0.00	\$18,000.00	\$18,000.00	\$20,000.00	\$ 13,924.67	DG: for repair roof as they do not yet own the building and temporary staff to get program rolling; not clear that they have done their homework because not sure pipes run from the street and that the costs are accurate; IPS: Pending submission of cost estimates for new roof and bathroom. TM: Funding this project before the building's ownership gives me pause. I also note that the number of "persons served" is an estimate for 2018 and not based on past performance.
5) CJAM	"Mediation Matters" Pilot	\$9,493.00		\$9,493.00	\$9,493.00	\$9,493.00	\$9,493.00	\$8,000.00	\$8,000.00	\$ 8,995.33	DG: 60% low income
6) COMMUNITY KITCHEN	Double Convection Oven	\$8,860.00		\$8,860.00	\$8,860.00	\$8,860.00	\$8,860.00	\$8,860.00	\$8,860.00	\$ 8,860.00	
7) GIRLS INC, MONROE COUNTY	Repair Bus Fleet	\$13,463.05		\$10,000.00	\$13,463.00	\$13,463.00	\$13,463.05	\$13,000.00	\$12,000.00	\$ 12,564.84	DG: transportation is the biggest challenge for serving girls in the community; partners with Boys and Girls Club
8) HOOSIER HILLS FOOD BANK	Insulated Refrigerator Van	\$30,000.00		\$30,000.00	\$30,000.00	\$30,000.00	\$25,000.00	\$30,000.00	\$30,000.00	\$ 29,166.67	DG: CDBG cut by 25%; more than \$1M in food recovery; like the names of the vehicles
9) HOOSIERTS FEEDING THE HUNGRY	Process Meat	\$5,000.00		\$0.00	\$0.00	\$5,000.00	\$0.00	\$4,894.00	\$4,000.00	\$ 2,315.67	DG: really OK with allocating nothing.; IPS: Maybe if this were a collaboration with a local agency. This is operational funding with no plan to fund the increased operations in the long term.
10) INDIANA RECOVERY ALLIANCE	Naloxone/ Salary, Printer, Furnishings and Items for Disposal	\$16,953.92		\$16,953.92	\$16,953.00	\$16,953.00	\$15,000.00	\$15,500.00	\$14,000.00	\$ 15,893.32	IPS: With the understanding that we are paying for operational funds only as a "bridge" since they have now reached the 3-year mark and are eligible for other grants.
11) INTERFAITH WINTER SHELTER	Metal Shelving for Guest Belongings	\$1,500.00		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$ 1,500.00	DG: need to work with them on understanding what an end-of-year financials looks like, he should know as he has been active on many boards (nervousness?)
12) MIDDLE WAY HOUSE	Redesign Technology Closet	\$11,000.00		\$8,000.00	\$10,415.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$ 10,402.50	JC: Representative mentioned that the quote they had was only valid for 30 days and she had to round up. Would like to see a more updated quote; DG: allocate to original quote
13) MONROE COUNTY CASA	Work stations and Projector	\$7,768.43		\$6,000.00	\$7,768.00	\$7,768.00	\$7,768.43	\$6,000.00	\$7,000.00	\$ 7,050.74	
14) MCUM	Equipment Upgrades and Additional Staffing for Compass Early Learning Center	\$18,026.00		\$15,000.00	\$4,830.00	\$12,245.00	\$15,000.00	\$18,000.00	\$15,000.00	\$ 13,345.83	DG: uncomfortable paying for operations and for funds already expended but OK for equipment
15) MOTHER HUBBARD'S CUPBOARD	Equipment Purchase	\$7,017.09		\$7,017.09	\$7,017.00	\$7,017.00	\$7,017.09	\$7,000.00	\$7,017.09	\$ 7,014.21	
16.) MY SISTER'S CLOSET	Ready-2-Work program and Technology Equipment	\$11,489.70		\$11,489.70	\$8,000.00	\$11,489.00	\$9,489.70	\$7,000.00	\$10,000.00	\$ 9,578.07	DG: I know they do good work but not a clear presentation; monies are really paying for existing salaries to "evaluate" but not clear why that takes so much time; sort of an arbitrary allocation; IPS: "Supplies and expenses" of \$2,000 not sufficiently documented and seems very high for training conducted online.
17) NEW HOPE FAMILY SHELTER	8-Passenger Vehicle	\$25,000.00		\$20,000.00	\$25,000.00	\$22,600.00	\$25,000.00	\$22,000.00	\$20,000.00	\$ 22,433.33	
18) NEW LEAF NEW LIFE	New Leaf- New Life Services	\$12,950.00		\$12,950.00	\$7,750.00	\$11,000.00	\$12,950.00	\$11,000.00	\$10,000.00	\$ 10,941.67	DG: minus workboots and tools; uncomfortable not really knowing what the supplies are, how many birth certificates they estimate (listed in two different categories), etc.; like the idea of "re-entry" kits
19) SHALOM COMMUNITY CENTER	Phone System	\$13,740.00		\$10,000.00	no vote	\$13,740.00	\$13,740.00	\$12,000.00	\$12,000.00	\$ 12,296.00	
20) COLLABORATIVE: SHALOM & LIFEDESIGNS	Crawford Homes II Housing First Program	\$10,800.00		\$10,800.00	no vote	\$9,000.00	\$10,800.00	\$10,800.00	\$10,000.00	\$ 10,280.00	
21) SUSIE'S PLACE	Update Computer Technology	\$9,371.36		\$9,200.00	\$9,371.00	\$8,576.00	\$9,371.36	\$6,000.00	\$9,000.00	\$ 8,586.39	JC: Mentioned that Tech Soup approved them, would like to know how much Tech Soup cost would be for and will adjust more accordingly.

22) VOLUNTEERS IN MEDICINE	Diagnostic Labs and Imaging	\$26,000.00		\$26,000.00	\$26,000.00	\$26,000.00	\$25,000.00	\$26,000.00	\$26,000.00	\$ 25,833.33	IPS: It sounds like they are renegotiating with IU Health and getting services for reduced cost at other medical offices, so I am convinced this ask won't be repeated.
23) WHEELER MISSION	Expand Capacity	\$27,480.00		\$20,000.00	\$24,480.00	\$27,480.00	\$21,000.00	\$25,000.00	\$20,000.00	\$ 22,993.33	DG: not so excited that Wheeler cites IWS as contributing need for beds when they provide mats; OK with new mattresses just in general :) but screens not so much
TOTALS		\$351,314.87		\$312,053.71	\$274,174.00	\$314,554.00	\$314,210.63	\$314,554.00	\$311,877.09	\$ 310,666.57	

FUNDING AGREEMENT
CITY OF BLOOMINGTON - JACK HOPKINS
SOCIAL SERVICES PROGRAM

«Organization»

This Agreement entered into in June 2018 by and between the City of Bloomington, Indiana hereinafter referred to as the "City," and «Organization», 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;
- Whereas, the Common Council adopted Resolution 18-11 which provided funding to this Agency in the amount and for the purposes set forth in Sections I and III of this Agreement;
- 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

These funds are intended to serve vulnerable City residents. Agency agrees to use Agreement funds as follows:

«Project_Description»

II. TIME OF PERFORMANCE

The last claim for expenses under this Agreement must be filed no later than December 3, 2018. Requests for extensions must be submitted to the City's Housing and Neighborhood Development Director no later than November 16, 2018. Such request must be submitted in writing. The Director may extend the deadline no later than March 29, 2019.

III. PAYMENT PROCEDURES

It is expressly agreed and understood that the total amount to be paid by the City under this Agreement 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 the City's sole discretion, showing the Agency's expenditures.

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 of all such assets and assurance 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 financial records, supporting documents, statistical records, and all other records pertinent to the funding provided to the Agency for a period of three years from the termination of this Agreement pursuant to Section VII or VIII.

D. Reporting Requirement

The Agency agrees to provide a report describing the Agency's use of Jack Hopkins Social Services funds. The report shall include, but not be limited to: 1) the amount the agency was awarded; 2) a general description of the project; 3) results of the project as measured by the project's outcome indicators; 4) population served by the program; 5) community benefits of the project; 6) a digital photograph depicting the Hopkins-funded project and 7) copies of any written material for the project giving the Jack Hopkins Social Services Funding Committee credit as required by V(G) below. Please report the results of your project clearly, concisely and honestly. Please report both successes and challenges. The report shall not exceed 500 words and shall be submitted in Word format. The report shall be sent to the Housing and Neighborhood Development department no later than the date of Agency's last claim submission. Unless otherwise provided pursuant to Section II, no report shall be submitted any later than December 3, 2018.

Agencies who receive operational funding under this Agreement shall submit two reports: one due by December 3, 2018 as described above, and another providing an update on the project's outcome indicators, due March 1, 2019. Operational costs are those that are recurring and include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other like ongoing budget items.

V. GENERAL CONDITIONS

A. General Compliance

Agency agrees to comply with all applicable federal, State, and local laws, regulations, and policies governing the funds provided under this contract.

B. 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. None of the benefits provided by an employer to an employee, including but not limited to minimum wage and overtime compensation, workers' compensation insurance and unemployment insurance, shall be available from or through the City to the Agency.

C. 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 a subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. 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 Section 2.21.000 et seq. of the Bloomington Municipal Code. Unless specific exemptions apply, the Agency will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, disability, sexual orientation or gender identity. 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.

E. Living Wage Requirements

(1) This agreement is subject to the City of Bloomington Living Wage Ordinance, Chapter 2.28 of the Bloomington Municipal Code and any implementing regulations. The Living Wage Ordinance requires among other things, that unless specific exemptions apply, all beneficiaries of City subsidies, as defined, shall provide payment of a minimum level of compensation to employees which may include the cost of health benefits. Such rate shall be adjusted annually pursuant to the terms of the Bloomington Living Wage Ordinance.

(2) Under the provisions of the Bloomington Living Wage Ordinance, the City shall have the authority, under appropriate circumstances, to terminate this contract and to seek other remedies as set forth therein, for violations of the Ordinance.

F. Compliance with IC 22-5-1.7 – E-Verify Program

Agency shall sign a sworn affidavit, attached as Exhibit A, affirming that the Agency has enrolled and is participating in the E-Verify Program and affirming that the Agency does not knowingly employ an unauthorized alien. Agency must provide documentation to the City that Agency has enrolled and is participating in the E-Verify program.

G. Jack Hopkins Social Services Funding Committee Recognition

The Agency agrees to provide a credit line for the City of Bloomington Common Council Jack Hopkins Social Services Funding Committee in all written materials about the program and program activities funded pursuant to this Agreement.

VI. NOTICES

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

City: Dan Niederman, Program Manager Housing and Neighborhood Development City of Bloomington P.O. Box 100 Bloomington, IN 47402 Tel: (812) 349-3512 Fax: (812) 349-3582 E-mail: niederm@bloomington.in.gov	Agency: «Director_of_Agency_» «Organization» «Mailing_Address» «City_State_Zip_Code» Tel: («Home Phone» E-mail: «Email_Address»
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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 the 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 provision 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

«ORGANIZATION»

By: _____
Dorothy Granger
President, Common Council

By: _____
«Pres_BoD»
President, Board of Directors

Date

Date

By: _____
Doris Sims, Director
Housing and Neighborhood Development

By: _____
«Director_of_Agency_»
Executive Director

Date

Date

By: _____
John Hamilton, Mayor

Date