

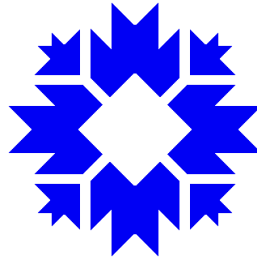
# **City of Bloomington Common Council**

## **2020 Jack Hopkins Social Services Funding Committee**

### **Organizing Meeting**

**Thursday, 27 February 2020  
6:30pm  
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](mailto:council@bloomington.in.gov)  
<http://www.bloomington.in.gov/council>



## **AGENDA**

### **Jack Hopkins Social Services Funding Committee**

#### **Organizing Meeting**

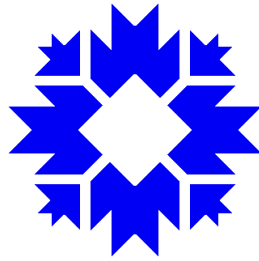
Monday, 27 February 2020

6:30pm

Council Library (Suite #110)

City Hall, 401 North Morton

- I. Welcome (Chair Sandberg)
- II. 2020 Hopkins Funds: \$311,000 (budgeted)
- III. 2019 Grants – HAND Monitoring Report (Sader)
- IV. The Hopkins Process – Review and Issues for 2020 (All)
  - Criteria
  - Funding Process
    - Solicitation, assistance, and submission
    - Application review, hearings, and recommendations
    - Funding Agreements
    - Proposed Schedule
- V. Other
- VI. Adjourn



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

**To: The Jack Hopkins Social Services Funding Committee**  
**From: Council Office**  
**Re: Organizing Meeting – Monday, 27 February 2020**  
**Date: 21 February 2020**

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### **PROLOGUE**

Welcome to the 2020 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 28<sup>th</sup> 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 Thursday's meeting is to plan the 2020 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 2020 Committee includes Councilmembers Susan Sandberg, Ron Smith, Sue Sgambelluri, and Matt Flaherty and one yet to be determined.

The Bloomington Municipal Code §2.04.210 requires that the Council President appoint the chair of the Hopkins Committee. Council President Volan has appointed Susan Sandberg. In turn, the Chair appoints "two City of Bloomington residents with experience in social services" to serve on the Committee.<sup>1</sup> Chair Sandberg has appointed Tim Mayer and Mark Fraley.

As a standing committee of the City Council, all meetings of the Hopkins Committee are subject to the Open Door Law, which means meetings are open for the public to attend, observe and record what transpires.

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

## JACK HOPKINS FUNDING – PAST AND PRESENT

This year, the Committee has **\$311,000** in budgeted funds to distribute.

(Unused 2019 funds may be available upon appropriation. The final amount of unused money will not be known until final claims are due on 31 March 2020.)

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
		2020	\$311,000

## 2019 FUNDING

Last year, the Committee distributed **\$313,193** among the following 27 projects.

AGENCY	GRANT	PURPOSE
Area 10 Agency on Aging, Indiana University Health Alzheimer's Resource, City of Bloomington Parks & Recreation Department, and City of Bloomington Commission on Aging	\$9,775.00	To expand the health and wellness programming of the Endwright Center to a site located within the City of Bloomington corporate boundaries.
Amethyst House	\$15,000.00	To expand the case manager's office at the Women's House located at 515 S. Madison Street and to purchase flooring for the basement of the Men's House, located at 215 N. Rogers Street.
Boys and Girls Club of Bloomington	\$9,000.00	To cover the costs of site preparation for a new outdoor recreational space at the Ferguson Crestmont Club, located at 1111 W. 12th Street.
Catholic Charities Bloomington	\$13,479.00	To pay for the first five months' salary of a specialized therapist devoted to early intervention and treatment of children and families.
Center For Sustainable Living (Indiana Solar for All)	\$6,290.00	To purchase safety equipment and installation tools for the installation of rooftop solar systems for vulnerable residents.
Center for Sustainable Living and Made Up Mind	\$20,782.00	To pay for excavation, piping, fixtures at 611 W. 12th Street and four months' salary of a temporary employee (who is also a M.U.M. client) to oversee expansion of the Glen Carter Memorial Toolshare. (Additional conditions associated with this grant.)
Community Kitchen	\$1,170.00	To purchase awning for vans used in the interest of the Community Kitchen's summer food service delivery programs and to purchase a commercial-grade vacuum cleaner.
Courage to Change Sober Living	\$5,667.00	To expand the <i>Fresh Start</i> rent subsidy program by paying for six months' rent and utilities for two program participants.
Girls Inc., Monroe County	\$8,200.00	To pay for the purchase and installation of a security system with access control.
Habitat for Humanity	\$19,400.00	To purchase a passenger van to be used to transport Habitat volunteers, community members, staff, and partner families.
Hoosier Hills Food Bank	\$5,000.00	To provide challenge matching funds that will serve as a down payment on the purchase of a new, high-payload refrigerated truck with a lift gate.

LIFEDesigns	\$16,084.00	To purchase a maintenance truck.
Made Up Mind	\$16,500.00	To pay for six months' rent at 840 W. 17th, Suite 7; internet service; and two staff positions @\$10/hour, 15 hours/week for six months to staff the Community Center Pilot Project. (Additional conditions associated with this grant.)
Middle Way House	\$7,470.00	To purchase: 1) four automated external defibrillators (AEDs) and accessories for Middle Way House's Child Care, Administration, Emergency Shelter and Transitional Housing Programs and 2) four ADA-compliant guest room kits for deaf or hard-of-hearing residents.
Monroe County United Ministries	\$31,456.00	To purchase a Compass-N fire alarm replacement and a SSC fire alarm replacement.
Mother Hubbard's Cupboard	\$8,620.00	To purchase: 1) three laptop computers for staff involved in The Hub Garden Corps; 2) three desktop computers for intern/volunteer use; 3) an i-Pad; and 4) computer software.
My Sister's Closet	\$9,474.00	To purchase and pay for the following in interest of My Sisters' Closet on-line store: equipment, fixtures, materials, and the salary of the online sales coordinator.
New Hope Family Shelter	\$12,653.00	To pay for: 1) summer enrichment camp scholarships for children, most of whom are impacted by homelessness. Payment for these scholarships includes costs incurred starting June 3, 2019 running through the end of the summer 2019 Summer Camp season; 2) computer tablets; and, 3) classroom equipment.
New Leaf - New Life	\$12,090.00	To purchase computer(s), a printer with cartridges, one-year subscription to Office 365 and to pay the salary of two part-time staff devoted to the Day 1 program.
Saint Vincent de Paul Society	\$8,167.00	To pay for vehicle repair under the <i>Vehicle Assistance Program</i> .
Shalom Community Center, Inc.	\$12,502.00	To purchase: 1) six water-efficient, power-flush toilets, 2) four washers and dryers, and 3) a reach-in freezer.
Shalom Community Center, Inc. and LIFEDesigns	\$8,498.00	To purchase fifty fingerprint deadbolt locks.
South Central Indiana Housing Opportunities	\$5,000.00	To pay for approximately ¼ salary of the Executive Director for 13 weeks.
South Central Indiana Housing Opportunities, Community Justice and Mediation Center, Justice Unlocked, and the Tenant Assistance Project	\$7,676.00	To pay to staff the Tenant Assistance Table for 2.5 hours, one day/week.

Special Olympics Indiana Monroe County	\$5,714.00	To purchase uniforms and equipment and to fund program expansion for the Special Olympics Indiana, Monroe County program.
Volunteers in Medicine	\$24,800.00	To fund 6 months' salary and benefits of a Nurse Practitioner for the Volunteers in Medicine Walk-In Clinic.
Wheeler Mission	\$12,726.00	To purchase security camera upgrades for the Men's Center (215 S. Westplex Avenue) and Women's Center (400 S. Opportunity Lane) and a metal detector for the Women's Center.

### 2019 REQUESTS FOR INTERPRETATION OF FUNDING AGREEMENTS

Sometimes, after agencies have signed their funding agreements, they wish to use funds in ways that may not be clearly within the scope of the agreement. The Chair is responsible for providing interpretations of agreements. Last year, Both South Central Indiana Housing Opportunities (SCIHO) and Made Up Minds (MUM) requested interpretations in 2019. A history of each interpretation is available in the Council Office for interested Committee members.

### 2019 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. Please see the *Report* from HAND Assistant Director, Eric Sader, for details on carry-over funding, encumbered funding, and unused funding.

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

### THE NON-REVERTING JACK HOPKINS FUND


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.

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 should consider a motion asking the Mayor to appropriate any unused 2019 Jack Hopkins monies into the Hopkins non-reverting fund.

## ASSESSING THE 2019 PROGRAM & PLANNING FOR 2020

 *The below reviews the 2019 Jack Hopkins Social Services program and plans for the 2020 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. Some agency self-reports are included in the *Report* from Eric Sader. 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***

91% “strongly agreed” or “agreed” that the criteria provide clear guidance; 9% were “not sure” or “strongly disagreed.” One respondent wrote that the Committee told the respondent the application was too vague, despite the respondent doing what was asked for in the application.

#### ***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.

*See included survey for specific 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, 2018, and 2019 Committees continued the allowance.

Specifically, in last year’s solicitation material, the 2019 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 2019 funding cycle; the Committee may not offer this allowance in 2020.

***Be advised that the Committee will not accept applications from agencies two years in a row for the same operational expense.***

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

### **Survey – Broader Operational Allowance**

When asked in the 2019 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:

- 55% of respondent agencies thought the broad allowance was a better way to help agencies realize their missions
- 45% of respondent agencies thought the one-time funding rule was a better approach.

See included survey for specific responses.

### **DeBriefing Meeting - 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 2019 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 2020? 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, 14 collaborative projects have been funded. A history of these collaborative initiatives is available in the Council Office. Historically, collaborative projects that focused on collaboration on a new, shared *program* have been successful, while projects that focused on *staff sharing* in the interest of increased agency efficiencies have struggled.

### **Survey: Collaboration**

When asked about observations about the collaborative initiative, respondents spoke favorably of it, but some responses noted that collaboration can be difficult and does not work for every agency.

See included survey for specific responses.

## **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.

### **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 consideration of "proportionality" – that is, the amount of funding requested relative to the number of clients that project would serve.

Last year's Committee recommended that staff add clarification to the *Elaboration* to explain that the Committee considers proportionality during its deliberations. A brief statement about proportionality has been added to the proposed *Elaboration* for this year.

### **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 64% learned about the availability of funds through e-mail, about 9% through the NPA newsletter, and about 4% through the newspaper, and 23% percent through other means, most usually word-of-mouth or past practice.

### **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 it was unclear that grants must be used by December. Another felt that there should be a variety of grant recipients instead of the same group each year. *Please see* survey for further details.

### **Debriefing Meeting**

No recommendations for change.

#### **ISSUES & ACTIONS**

► Does the Committee wish to make any other changes to the solicitation material? If so, 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. 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. *See survey* for further details.

### **Debriefing Meeting**

No recommendations for change.

### **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. 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 27 agencies to make 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 A-Z.

**Survey:** According to the survey, 52% “strongly agreed” and 38% “agreed” that the 5-minute limit was sufficient. 10% indicated that they were “not sure” and 0% “strongly disagreed.”

**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.<sup>2</sup> 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. 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**

Please see the included survey for responses to the question asking how the allocation process can be more effective in meeting community need.

#### **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, 41% of the respondents “strongly agreed” and 37% “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.

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<sup>2</sup> 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.

Recall that agencies granted operational funds are required to provide outcome data at two points: at the end of 2020 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 HAND staff 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.

## DRAFT 2020 SCHEDULE

### MARCH

02 (Monday) Solicitations issued

17 (Tuesday, 4:00pm) Technical Assistance Meeting

30 (Monday, by 4:00pm) Applications due

### APRIL

15 (Wednesday) (no later than) Applications sent to Committee

**20 (Monday, 6:00pm, Council Library) Committee meets to discuss applications**

**30 (Thursday, 5:30pm, Council Chambers) Agency Presentations**

### MAY

04 (Monday, by Noon) Committee members submit allocations

04 (Monday, by COB) Staff turns around compiled allocations

**07 (Thursday, 6:00pm, Council Library) Pre-Allocation Meeting**

**11 (Monday, 6:00pm, McCloskey) Allocation Hearing**  
 (Other dates? May 12 at 7pm? May 15?)

### JUNE

early June Agencies sign funding agreements

**04 (Thursday, 6:00pm, Council Library) Debriefing Meeting**

17 (Wednesday, 6:30pm, Council Chambers) Council Action on recommendations

23 (Tuesday, 8:30am, McCloskey) HAND Technical Assistance

Key: **COMMITTEE ATTENDANCE REQUIRED**

### ISSUES & ACTIONS

- ▶ Determine dates and times that work best for most re: Committee meetings. Motion needed.
- ▶ Approve the 2020 Jack Hopkins Committee schedule. Motion needed.

**RESOLUTION 19-09**

**AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2019 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, the Committee also includes two City residents (appointed by the Chair) 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 Kaye Lee Johnston and Nidhi Krishnan; and
- WHEREAS, this year's funding for the Jack Hopkins Committee increased from \$300,000 to \$305,000; and
- WHEREAS, an additional \$8,193 is available through past unused monies in the Jack Hopkins non-reverting fund and the Administration has indicated that it will propose an appropriation ordinance for the same; and
- WHEREAS, the Committee held an Organizational Meeting on February 25, 2019 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 a 2012 change that allowed agencies to submit a second application as part of a collaborative project with one or more other agencies; 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 1, 2019, the Committee received 30 timely applications seeking approximately \$617,394.46 in funding; and
- WHEREAS, on April 22, 2019 the Committee met to discuss the applications, decided to hear from 27 applicants and raised questions to be addressed by the applicants at the presentation hearing, which was held on May 2, 2019; 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 9, 2019, the Committee met for a pre-allocation meeting and adopted a preliminary recommendation to fund 27 applications and these recommendations were adopted by the Committee at its Allocation Hearing on May 13, 2019; 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 or will be executed by the 27 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 thirteen thousand one hundred ninety three dollars (\$313,193) set aside for the Jack Hopkins Social Services Funding program to the following agencies for the following amounts and in accordance with the funding agreements approved in Section 2.

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.


	<u>Agency</u>	<u>Grant</u>	<u>Purpose</u>
a.	Area 10 Agency on Aging, Indiana University Health Alzheimer's Resource, City of Bloomington Parks & Recreation Department, and City of Bloomington Commission on Aging	\$9,775.00	To expand the health and wellness programming of the Endwright Center to a site located within the City of Bloomington corporate boundaries.
b.	Amethyst House	\$15,000.00	To expand the case manager's office at the Women's House located at 515 S. Madison Street and to purchase flooring for the basement of the Men's House, located at 215 N. Rogers Street.
c.	Boys and Girls Club of Bloomington	\$9,000.00	To cover the costs of site preparation for a new outdoor recreational space at the Ferguson Crestmont Club, located at 1111 W. 12th Street.
d.	Catholic Charities Bloomington	\$13,479.00	To pay for the first five months' salary of a specialized therapist devoted to early intervention and treatment of children and families.
e.	Center For Sustainable Living (Indiana Solar for All)	\$6,290.00	To purchase safety equipment and installation tools for the installation of rooftop solar systems for vulnerable residents.
f.	Center for Sustainable Living and Made Up Mind	\$20,782.00	To pay for excavation, piping, fixtures at 611 W. 12th Street and four months' salary of a temporary employee (who is also a M.U.M. client) to oversee expansion of the Glen Carter Memorial Toolshare. (Additional conditions associated with this grant.)
g.	Community Kitchen	\$1,170.00	To purchase awning for vans used in the interest of the Community Kitchen's summer food service delivery programs and to purchase a commercial-grade vacuum cleaner.
h.	Courage to Change Sober Living	\$5,667.00	To expand the <i>Fresh Start</i> rent subsidy program by paying for six months' rent and utilities for two program participants.
i.	Girls Inc., Monroe County	\$8,200.00	To pay for the purchase and installation of a security system with access control.
j.	Habitat for Humanity	\$19,400.00	To purchase a passenger van to be used to transport Habitat volunteers, community members, staff, and partner families.
k.	Hoosier Hills Food Bank	\$5,000.00	To provide challenge matching funds that will serve as a down payment on the purchase of a new, high-payload refrigerated truck with a lift gate.

l.	LIFEDesigns	\$16,084.00	To purchase a maintenance truck.
m.	Made Up Mind	\$16,500.00	To pay for six months' rent at 840 W. 17th, Suite 7; internet service; and two staff positions @\$10/hour, 15 hours/week for six months to staff the Community Center Pilot Project. (Additional conditions associated with this grant.)
n.	Middle Way House	\$7,470.00	To purchase: 1) four automated external defibrillators (AEDs) and accessories for Middle Way House's Child Care, Administration, Emergency Shelter and Transitional Housing Programs and 2) four ADA-compliant guest room kits for deaf or hard-of-hearing residents.
o.	Monroe County United Ministries	\$31,456.00	To purchase a Compass-N fire alarm replacement and a SSC fire alarm replacement.
p.	Mother Hubbard's Cupboard	\$8,620.00	To purchase: 1) three laptop computers for staff involved in The Hub Garden Corps; 2) three desktop computers for intern/volunteer use; 3) an i-Pad; and 4) computer software.
q.	My Sister's Closet	\$9,474.00	To purchase and pay for the following in interest of My Sisters' Closet on-line store: equipment, fixtures, materials, and the salary of the online sales coordinator.
r.	New Hope Family Shelter	\$12,653.00	To pay for: 1) summer enrichment camp scholarships for children, most of whom are impacted by homelessness. Payment for these scholarships includes costs incurred starting June 3, 2019 running through the end of the summer 2019 Summer Camp season; 2) computer tablets; and, 3) classroom equipment.
s.	New Leaf - New Life	\$12,090.00	To purchase computer(s), a printer with cartridges, one-year subscription to Office 365 and to pay the salary of two part-time staff devoted to the Day 1 program.
t.	Saint Vincent de Paul Society	\$8,167.00	To pay for vehicle repair under the <i>Vehicle Assistance Program</i> .
u.	Shalom Community Center, Inc.	\$12,502.00	To purchase: 1) six water-efficient, power-flush toilets, 2) four washers and dryers, and 3) a reach-in freezer.
v.	Shalom Community Center, Inc. and LIFEDesigns	\$8,498.00	To purchase fifty fingerprint deadbolt locks.
w.	South Central Indiana Housing Opportunities	\$5,000.00	To pay for approximately ¼ salary of the Executive Director for 13 weeks.
x.	South Central Indiana Housing Opportunities, Community Justice and Mediation Center, Justice Unlocked, and the Tenant Assistance Project	\$7,676.00	To pay to staff the Tenant Assistance Table for 2.5 hours, one day/week.
y.	Special Olympics Indiana Monroe County	\$5,714.00	To purchase uniforms and equipment and to fund program expansion for the Special Olympics Indiana, Monroe County program.
z.	Volunteers in Medicine	\$24,800.00	To fund 6 months' salary and benefits of a Nurse Practitioner for the Volunteers in Medicine Walk-In Clinic.
aa.	Wheeler Mission	\$12,726.00	To purchase security camera upgrades for the Men's Center (215 S. Westplex Avenue) and Women's Center (400 S. Opportunity Lane) and a metal detector for the Women's Center.

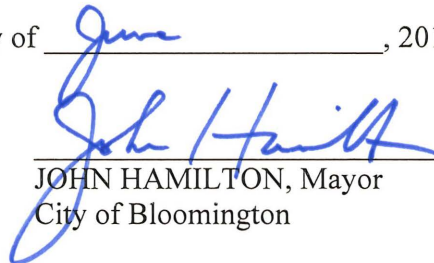
SECTION 3. The Council authorizes the Chair of the Jack Hopkins Social Services Funding Committee to resolve any questions regarding the implementation of the 2019 funding agreements.

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 12  
day of June, 2019.

  
\_\_\_\_\_  
DAVE ROLLO, President  
Bloomington Common Council

SIGNED and APPROVED by me upon this 17<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
JOHN HAMILTON, Mayor  
City of Bloomington

ATTEST:

  
\_\_\_\_\_  
NICOLE BOLDEN, Clerk  
City of Bloomington

SYNOPSIS

This resolution brings forward the recommendations of the 2019 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 \$313,193 to 27 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.

*Note: A prior note accompanied this legislation indicating that the Council would vote on the resolution by dividing the question. This would have allowed Councilmember Granger to vote on funding for social services agencies other than the Shalom Center, her employer. As Councilmember Granger was not in attendance for this meeting, the division of the question was not necessary.*

## 2019 Jack Hopkins Social Service Funding Report

The following agencies have fully drawn (100%) allocated 2019 funds:

- Amethyst House Expand office, purchase flooring
- Area 10 Expand senior center programming
- Boys & Girls Club Prepare site for new playground
- Catholic Charities Five months of therapist salary
- Center for Sustainable Living & MUM Excavation, piping, fixtures, salary
- Community Kitchen Awning, vacuum
- Courage to Change Rent subsidy program
- Girls, Inc. Purchase security system
- Hoosier Hills Food Bank Matching funds for truck purchase
- LifeDesigns Purchase maintenance truck
- Monroe County United Ministries Fire alarms
- Saint Vincent de Paul Vehicle assistance program
- SCIHO Salary for thirteen weeks
- Volunteers in Medicine Six months salary
- Wheeler Mission Security camera upgrades, metal detector

The following agencies have submitted final claims but have funding remaining that will carry over:

- Center for Sustainable Living \$140.32 remaining balance for safety equipment
- Habitat for Humanity \$75.00 remaining balance for passenger van
- Mother Hubbard's Cupboard \$220.12 remaining balance for computers
- Shalom Center \$60.20 remaining balance for toilets, washers, etc.

The following agencies have submitted at least one claim but have not closed out their grant agreements. They have until March 31 to do so:

- New Hope Family Shelter \$7,973.05 to be drawn for camp scholarships, etc.
- Justice Unlocked & SCIHO \$4,076.07 to be drawn for salary
- Special Olympics \$613.46 to be drawn for uniforms and equipment

The following agencies have yet to submit any claims. They are at 0% drawn but all have submitted requests for extension that were approved:

- Middle Way House \$7,470.00 awarded for AEDS and hearing kits
- My Sister's Closet \$9,474.00 awarded for salary and assorted items
- New Leaf New Life \$12,090.00 awarded for computers, salaries, etc.
- LifeDesigns & Shalom Center \$8,498.00 awarded for fingerprint security

This leaves a total \$50,690.22 balance as of February 19, 2020. \$292,661.00 (82.68%) has been drawn.

Subsequent this summary you will find attached final draw reports from the majority of closed out agencies; several reports are still being collected and/or compiled by HAND in the midst of unanticipated employee turnover. We appreciate your understanding and wanted to forward what is currently available.

Thank you,  
Eric Sader (Housing & Neighborhood Development)



*Boys & Girls Clubs of Bloomington*

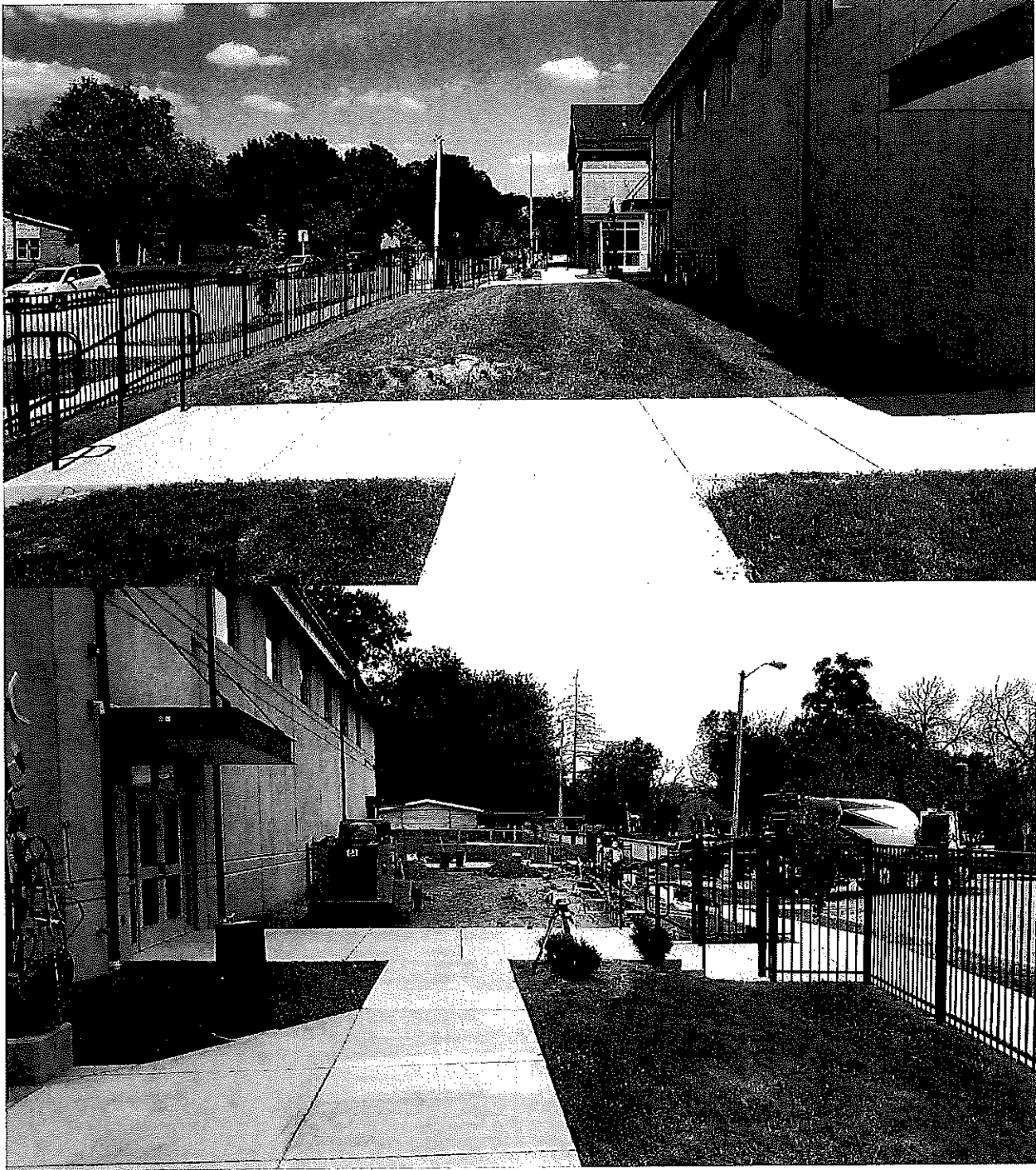
*Jack Hopkins Social Services Funding Opportunity 2019*

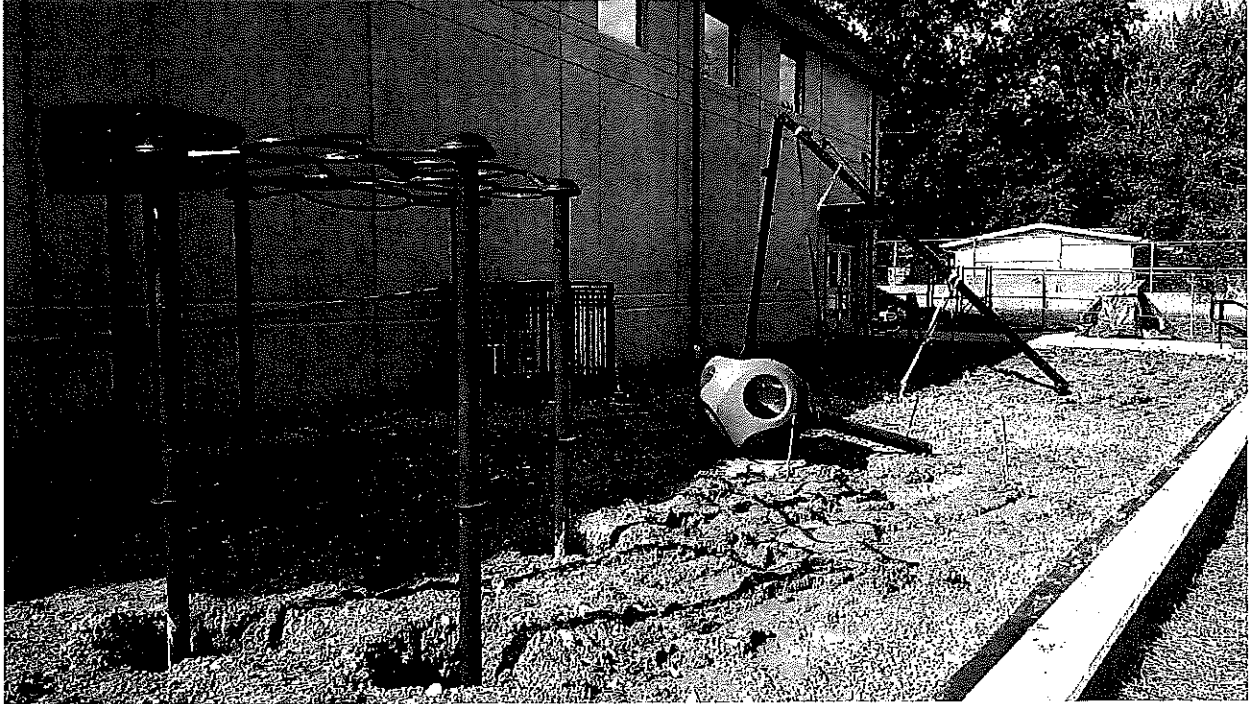
*Final Report*

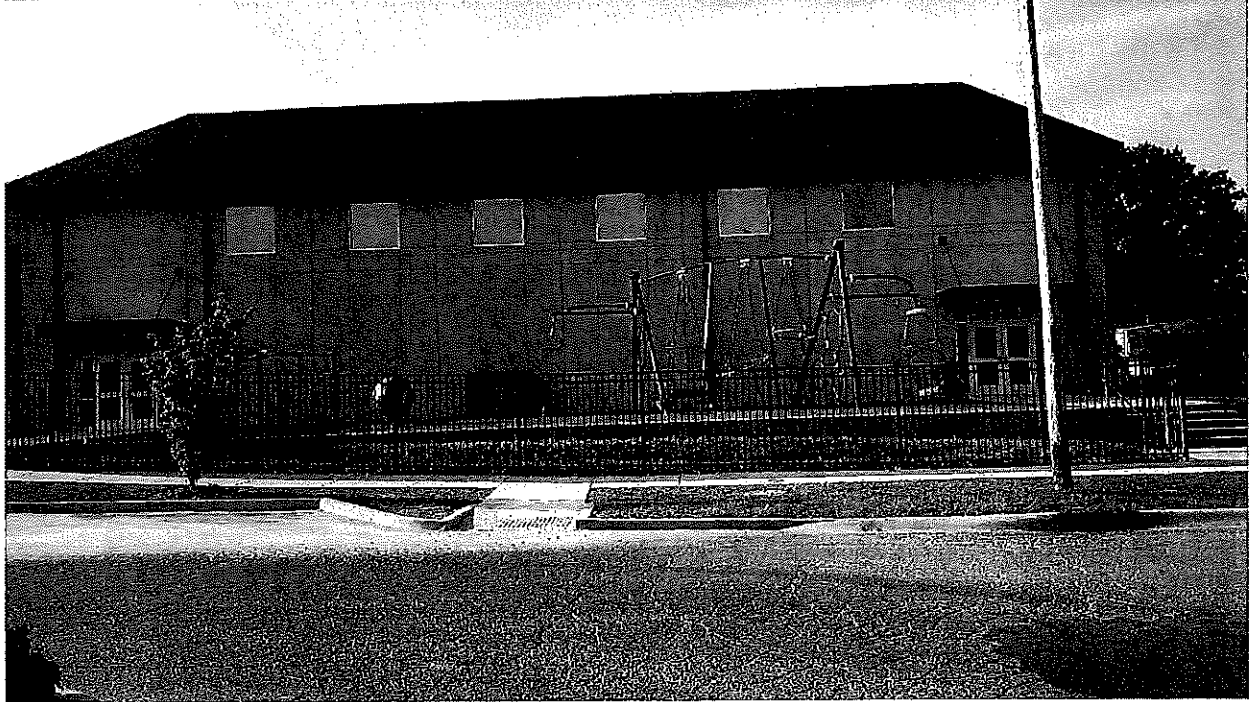
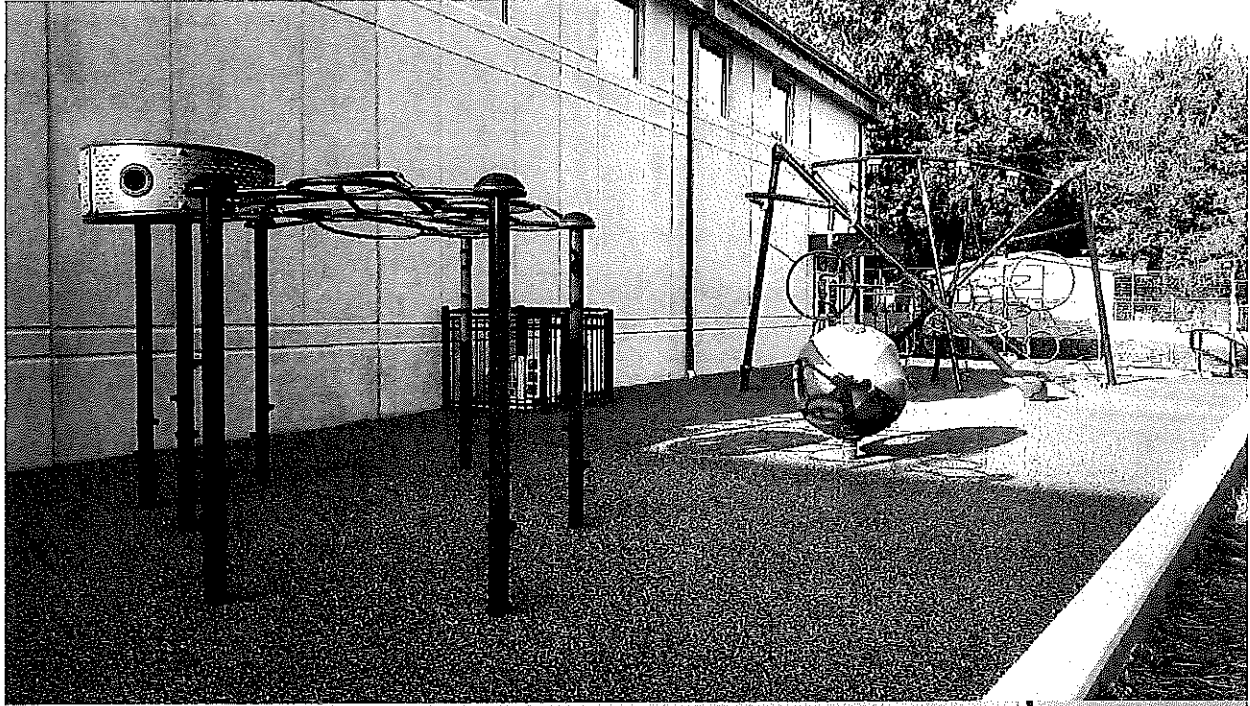
The Boys & Girls Clubs of Bloomington (BGCB) graciously accepted \$9,000 from the Jack Hopkins Social Services Grant to prepare the site at the Steve & Connie Ferguson Crestmont Club for the installation of a new recreational space (playground) to serve the newly expanded facility and its members as well as the surrounding Crestmont community. This included excavation and concrete work to allow for a safe-fall substrate, as well as a small retaining wall to account for the sloping terrain.

The project was completed in early August, to coincide with the beginning of the school year. As the overall cost of the project exceeded total grant funding from the JHSSF, the Bloomington Rotary Foundation partnered with us to provide the final funding to finish the playground as part of their Centennial Celebration. The population that our Club serves is the local Crestmont neighborhood, one of Bloomington's lowest income areas. Having access to parks and play areas significantly improves the quality of life and the appeal of a neighborhood. It also serves to introduce that community to the Club if they have not had prior interaction with our organization.

The installation of the new playground equipment offers the children of the Club and the surrounding Crestmont neighborhood a communal outdoor recreation space, giving the club an additional venue, outdoors, for our healthy lifestyle programming. The Club tracks daily attendance as one outcome metric. The Ferguson Crestmont Club currently has 465 registered members, up from 291 in 2017 before the new facility opened. Currently, the Ferguson Crestmont Club is averaging around 100 children each day, up from around 80 in 2018. An additional outcome goal of the installation of this outdoor play area was to promote healthy lifestyles and to allow Club members access to a safe area for daily physical recreation. The location of this play area means these benefits spread to the surrounding neighborhood as well as the Club, and make the neighborhood look inviting and welcoming. Developing a Community Center model continues to be a top priority for BGCB, with the goal of serving up to 600 additional community members annually through this inviting play space.







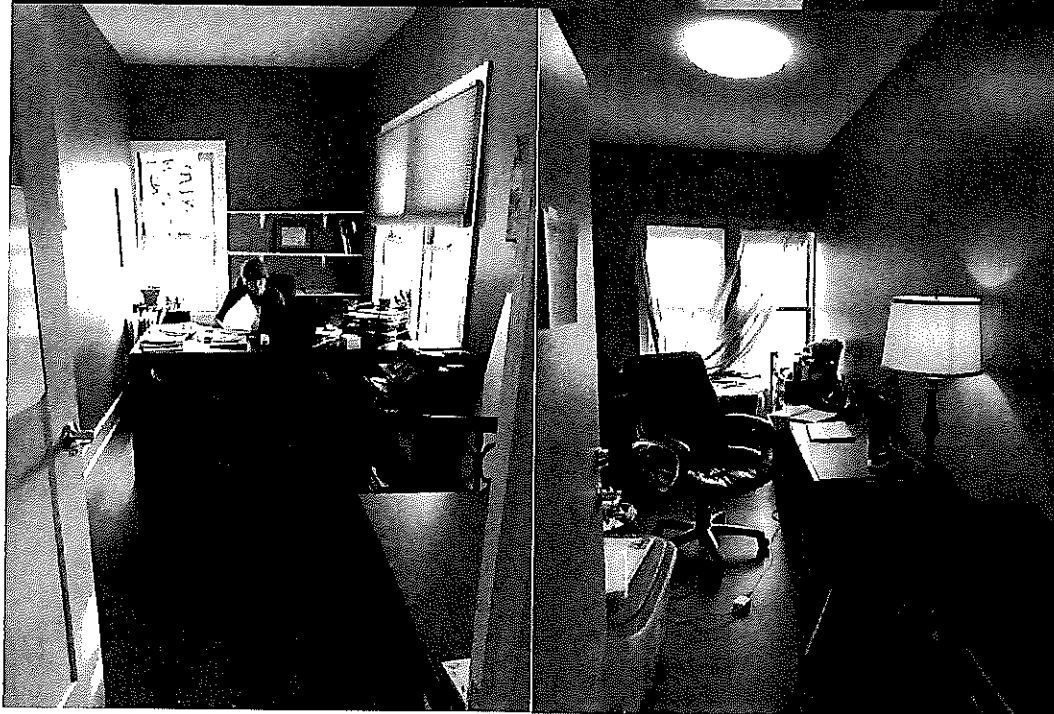
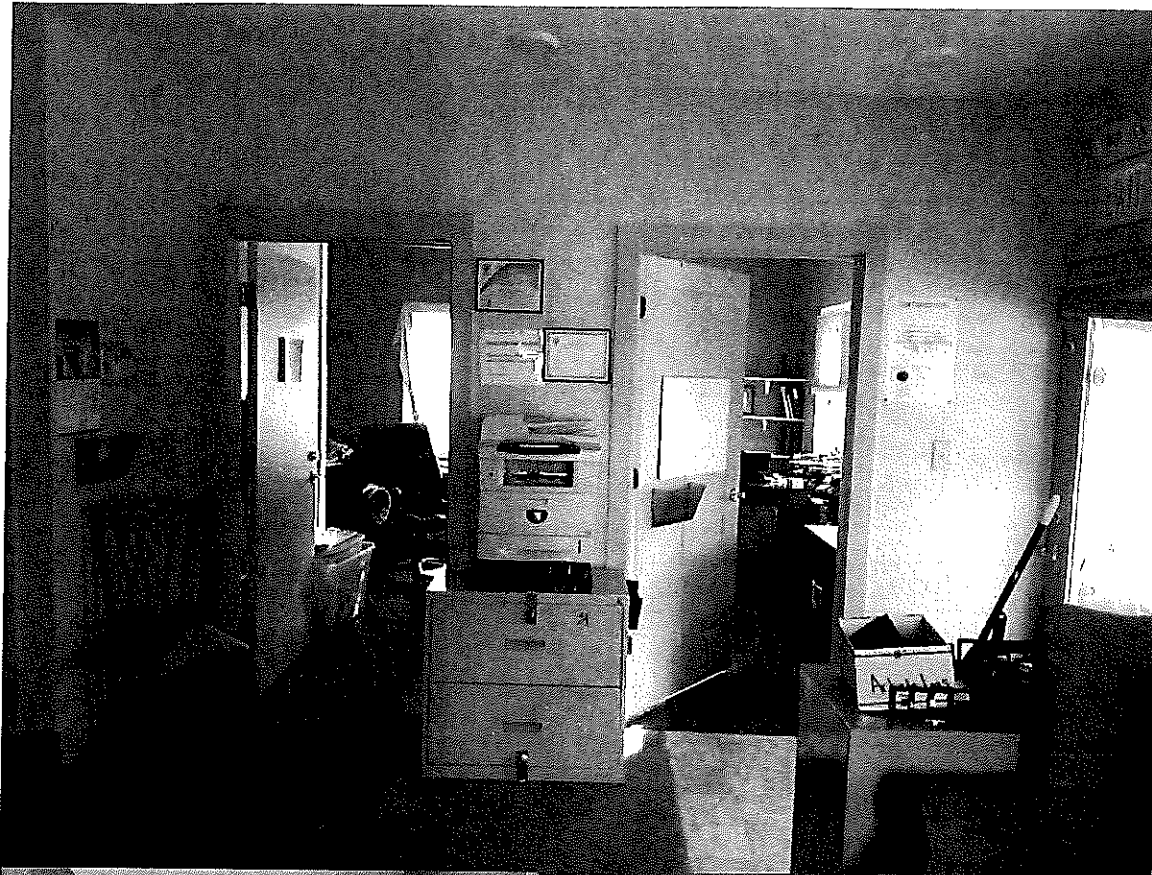
Jack Hopkins Social Services Program 2019  
Case Manager's Office expansion & Flooring for MH basement

Amethyst House was awarded \$15,000 in funding. The money was used for the purchase and installation of new vinyl hardwood flooring in the basement at the Men's House. This was a much needed upgrade from our cement flooring that was always peeling and looked very unprofessional. Then expanding our case manager's office at the Women's House. We now have 2 offices for our 2 case managers instead of 1 office being shared.

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 2019 annual report and will be published in January 2020. 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.





# CATHOLIC CHARITIES BLOOMINGTON

final report

## Jack Hopkins Grant Report for 2019 November 25, 2019

Catholic Charities Bloomington (CCB) was awarded \$14,705 to expand agency capacity to treat children under the age of 8 with trauma and attachment wounds. In order to increase capacity of treating young children and families, CCB was in need of bridge funding to hire an additional therapist with experience in Play Therapy, Theraplay, and EMDR. We hired J. Sky Adams, LCMH-A, who was a preschool teacher for 10 years and an intern with CCB, one and a half years. He had impressed the staff regarding his work with small children and their families. Sky Adams was hired in July and has become the Play Therapy Coordinator, to make sure that the equipment and space are in excellent condition and holds a supervision for Play Therapy to review challenging cases with young children.

### Results:

- A. Increased Capacity: CCB has been able to increase capacity as projected. The new Play Therapy Coordinator, Sky Adams, provided services to 63 clients from July 1, 2019 to November 1, 2019. In those first four months, the therapist has provided 390 treatment sessions to this group
- B. Caregivers feel more Capable of Parenting Effectively: 92%
- C. Families will report fewer emotional and behavioral problems at home and school:95%
- D. Children would be able to remain in school or childcare longer, allowing families to maintain employment: 96%

### Populations Served and Type of Treatment Provided:

Of the 63 clients the therapist has served so far, Twenty-three clients are children under 5 years old, Twenty-three are children 6 to 12 years old, five clients are 12 to 18 years old, and twelve clients are adults. Twenty-three of the clients were provided 135 Play Therapy session, five children were provided 16 Theraplay sessions, and six clients were provided EMDR treatment in 17 sessions. All clients under the age of 16 had parenting consults, along with treatment.

Community benefits of the project: Intervening with children and families as soon as possible interrupts the effects of attachment challenges, trauma, and family stress. Many of the young children served were not able to maintain a childcare placement so that parents could maintain consistent employment at the beginning of treatment. Now 97% have been able to stay in childcare. Students ranging from 6 to 12 years old were disruptive at school and being labeled as behavior problems or so anxious that they had difficulty attending and staying at school. Parents would get texts from their children and calls from the school. Some children were acting out due to trauma, which they have been able to work through.

In that process the parents have identified their own trauma or mental health issues, so the project has assisted whole families to heal. Many parents have realized that how their co-parent affects the stability of their child and family. Family by family, this project not only changes the trajectory of the child, but also the families as a whole.

Digital pictures

Successes:

Since Sky Adams, our new therapist, has been employed with CCB, he has spearheaded the design and renovation of two Play Therapy Rooms. This was made possible by the generous donation of a family. We were able to expand out play therapy facilities to include Fairview Elementary School. Sky has also initiated a Parenting Information Board in our waiting room with Tip Sheets on Parenting issues. He also, initiated a fundraiser at Skateland to assist with the treatment of children. The statistics above show that the program has been highly impactful with allowing stable childcare and schooling, which has allowed parents to maintain or obtain employment.

Challenges:

Scheduling is always a challenge in mental health therapy. For this project, scheduling from 3 to 5 pm. Is the peak time for parents that are employed to bring their children and for their children to avoid missing school. If appointments are after that time, treatment looks very different when the child is tired. We have come up with creative ways to expand our hours to treat the demand, such as before school/work and during lunch.

We are grateful for the funding for this ongoing project and feel as if it has been launched. The bridge funding was key to getting the project off the ground. Attached is a few pictures of our new renovated space from which many children and families will benefit.

Sincerely,

O'Connell Case, LCSW

Clinical Director





Sara Bohs <sara.bohs@bloomington.in.gov>

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## Jack Hopkins Grant Report from CCB

1 message

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O'Connell Case <occase@ccbin.org>

Tue, Dec 3, 2019 at 4:16 PM

To: "sara.bohs@bloomington.in.gov" <sara.bohs@bloomington.in.gov>

Sara,

Attached please find a copy of our Grant Report, and pictures of our Play Therapy Coordinator and our newly renovated play therapy rooms. Thank you all for helping to make a difference of children and families.



-----  
O'Connell Case, LCSW  
Clinical Director  
Catholic Charities Bloomington, Inc.  
(812) 332-1262 ext. 213  
occase@cabin.org

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**2 attachments**

**Jack Hopkins Report - 2019.docx**  
18K



**Play\_Therapy\_Room\_Pictures.zip**  
5377K

## ISFA Yearend Report

Indiana Solar for All (ISFA) spent \$6,149.68 (of \$6,290 awarded by JHSSF) to purchase safety gear, installation tools, and a trailer to carry everything needed at an installation. In 2019, ISFA grant recipients and volunteers installed 10 solar systems, 6 of them after receipt of the grant. This will save recipients between \$377-\$439 (see NREL sheets) annually for decades on their electricity bills while adding over 30 kilowatts of renewable energy to the city's total. In addition to delivering rooftop solar to low-income homeowners, ISFA advised on how to weatherize their homes and further decrease their utility costs.

To put this in perspective, five years ago, Bloomington's solar sector as a whole typically did 10 installations a year. ISFA crews did that many in 2019, and had a powerfully positive experience of skills-building and community-building along the way. The volunteers who satisfied their sweat-equity requirements working on the fundraising committee raised over \$5,000 with bake sales, a dance, a concert and other events.

To achieve these successes, we overcame a number of obstacles that included working out an inspection process with the County Building Department and implementing procedures to integrate the roles played by Duke Energy, our consulting engineer and the homeowners. The biggest obstacle was logistical, however, and it led to our requesting permission to reallocate some of the grant funding to purchase a utility trailer. JHSSF Committee Chair Allison Chopra reviewed and approved the change in a letter attached.

In January, a retired Crane project manager volunteered to manage the inventory (hundreds of supplies and tools are needed for every job) and organize their transport to and from the job site. He had to drop out midyear because his wife had cancer. Thereafter, this duty fell mostly on the electrical crew leads who were the first in and last out of every job, and who worked the longest hours. The roof crew leads helped out when possible but in this case, many hands did not make light work, because inconsistency leads to disorganization.

If it had been possible to keep everything always in the same place, it would have alleviated this difficulty. However, tools were stored with volunteers, system components were stored in our supplier's warehouse and the essentials had to be staged in a pickup truck or (most often) in the Energy Bus which SCAAP and the Monroe County Energy Challenge kindly loaned us on weekends. Between uses, the educational displays in the bus had to be disassembled and stored, then reassembled afterwards. One weekend the bus had been promised to two nonprofits at the same time. We looked for a trailer, deferring some purchases in order to afford it per Cm. Chopra's letter. We got a 6' tall, 10' deep trailer with barn-style doors allowing a forklift to insert a pallet of panels directly from the back. The side door allows access to tools and such stored in the front portion (even while a pallet of panels is blocking rear access).

Photos: <https://drive.google.com/drive/folders/1vpWA3kYhNflu1fqzVADrGH0rOEPZVNXXK?usp=sharing>



# COMMUNITY KITCHEN OF MONROE COUNTY, INC.

30 Years • 2.5 Million Meals • A Healthier Community

June 26, 2019

## Final Report – Jack Hopkins Social Service Funding – Community Kitchen

Community Kitchen is grateful to have been the recipient of 2019 JHSSF in the amount of \$1,170. The funds were granted for and used for the purchase of awnings (and brackets) for our summer delivery vans and a commercial bagless vacuum cleaner.

Our projected outcomes measure is in improved percentage of claiming meals served along the summer route. With awnings available to help children escape the weather a little, we knew that their likelihood that children would stay and eat with us, instead of carrying away their meal, would increase. That means that our reimbursement percentage would increase over last year. While we're only part way through the summer, we witness more children staying to eat at our van, even when it's raining, as they have a place to get out of the weather. If this trend continues, we expect higher reimbursement percentage for the entire summer.

Community Kitchen serves anyone in need in Monroe County. Current surveys indicate though, that 88% are City of Bloomington residents and 94% are Low or Extremely Low Income.

The community benefit of this funding is in our ability to meet hungry children where they are and provide a healthy lunch that will help meet their nutritional needs and thereby help them develop on schedule and succeed in school and life.

Attached is a photo of the purchased equipment, as well as, the Facebook post that announced the purchase and funding.







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### SPONSORS, NEWS, EVENTS

 <p><b>Sober Joe Coffee</b></p> <p>Sober Joe coffee for every reason... we make a different coffee and grounds are supported for every community of 23 cities in the world. It's just that simple. We produce affordable, high-quality coffee that tastes great and helps to transform lives. Here's how it works. You're in a neighborhood in Bloomington, Indiana, where we've partnered with Courage to Change Sober Living House to provide sober living for addicts and alcoholics who can't afford entry into their program. Courage to Change offers a 10% and 15% supportive environment to begin the transformative road of recovery.</p>	 <p><b>Lucky's Market</b></p> <p>Courage to Change is proud to be part of the "Bags for Change" program at Lucky's Market from August 1st to November 5th, 2019. Bring your reusable bags when you shop with us, and they'll give you a voucher one for each bag you bring in. At the end of the quarter, they add up what the community has donated, and double the amount. Show your support for us by shopping at Lucky's Market.</p>	 <p><b>Smithville Foundation Grant</b></p> <p>Courage to Change is the proud recipient of a grant from the Smithville Foundation. The grant is used to help pay our house manager fees as a small part of the work Courage to Change does. We want to thank the Smithville Foundation for supporting us in providing safe, sober living housing for residents in Monroe County.</p>
 <p><b>Monroe County Cares Grant</b></p> <p>Courage to Change is the proud recipient of a Monroe County Cares Grant for 2020. This grant is used to help pay our house managers who are a vital part of the work Courage to Change does in our community. Thank you Monroe County Cares for your continued support of Courage to Change.</p>	 <p><b>Support Courage to Change</b></p> <p>When you shop at smile.amazon.com and choose Courage to Change Sober Living as your charity, Amazon will donate to Courage to Change. Every donation makes a difference to the work we do and in the lives of those we help. Thank you for your support.</p>	 <p><b>Jack Hopkins Grant</b></p> <p>Thank you to the Jack Hopkins Social Services Grant Committee for assisting Courage to Change a \$100 grant to support our recent Staff Rent Subsidy Fund. With this funding we are able to help residents every time our program by giving them a scholarship to pay for the first month's rent. The above residents to concentrate on finding a job and begin their road to recovery in safe and sober environment.</p>

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2:30 PM 11/24/2019

Final Report

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Most Visited Hosting dashboard Getting Started NCCS Information Desk - 2n... News Teams Google Follow Up - Grant Life... U/GPro New Tab QuickBooks

 **Courage to Change Sober Living** is asking for donations. June 27 · 🌐

Thank you to the Jack Hopkins Social Service Funding Committee for awarding Courage to Change a grant for 2019. The monies will be used for our Fresh Start Rent Fund which provides residents with a one-time rent scholarship.

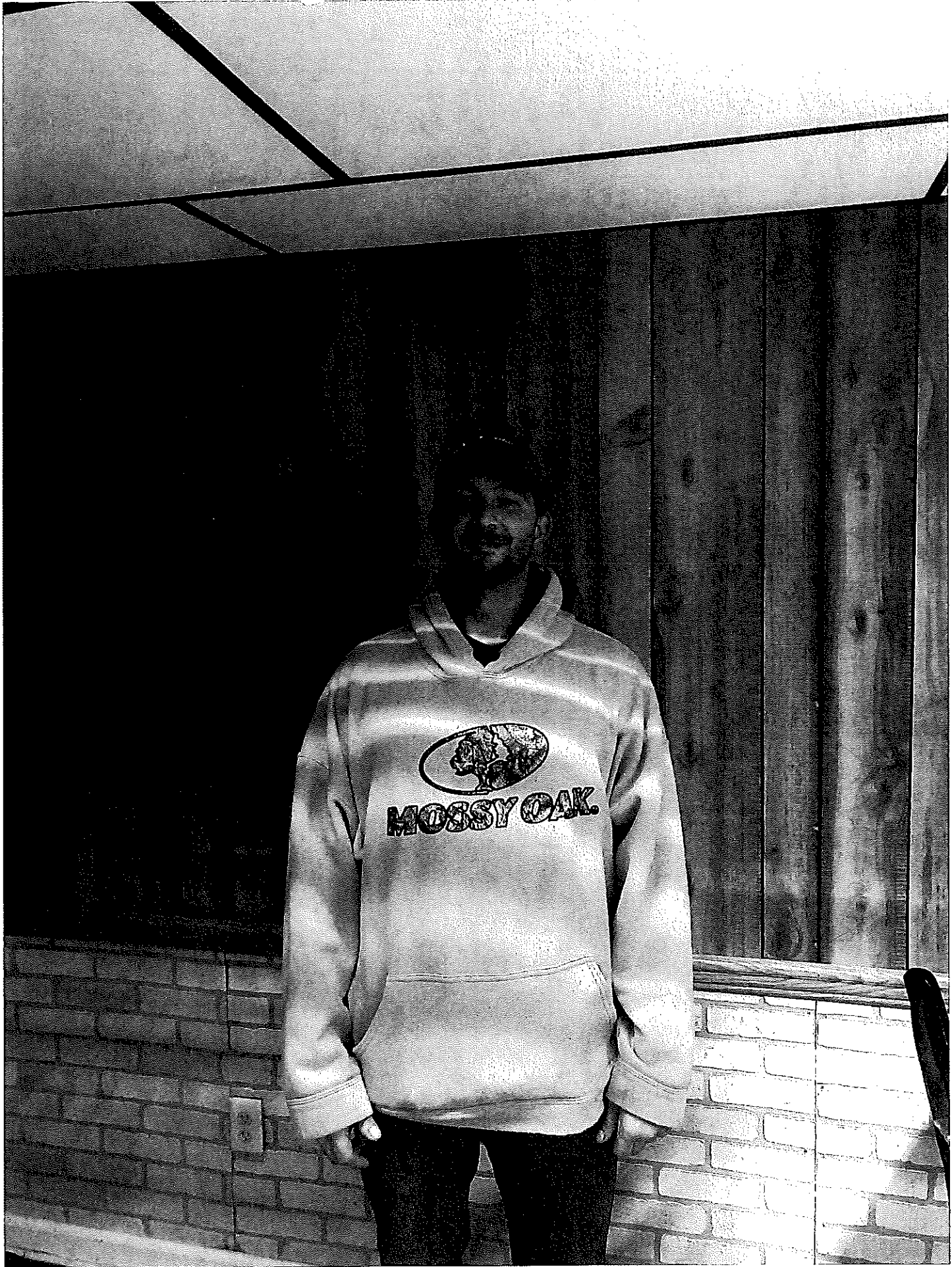
**\$0 raised for Courage To Change Sober Living** Donate  
Be the first to donate!

208 People Reached 8 Engagements Boost Post

👍 6

Like Comment Share







## **Courage to Change Sober Living Jack Hopkins Social Services Fund Grant Final Report**

**December 3<sup>rd</sup>, 2019**

### **Mission Statement of Courage to Change Sober Living:**

Courage to Change Sober Living provides low barrier, affordable, safe sober living, transitional housing to people affected by substance abuse disorders in Monroe County.

**Amount Awarded by Jack Hopkins: \$5667.00**

### **Project Funded by Jack Hopkins Social Services Fund: Fresh Start Rent Subsidy Program**

The Fresh Start Rent Fund exists to provide assistance to our residents who face many obstacles while transitioning out of homelessness, unemployment, incarceration or other crisis situations.

This program allows new residents the opportunity to secure employment and become self-sufficient in the household; allows residents who have relapsed, lost their job or who had to satisfy court mandated temporary incarceration work on their situation without the extra burden of becoming homeless. Residents must apply for this one-time assistance and must meet all other requirements of our program in order to be given a rent scholarship.

### **Results of the Fresh Start Rent Fund Program:**

The funding allowed CTC to provide 12 scholarships to 12 individuals living in our houses. Each month the Jack Hopkins Social Services grant provided the means for two of our residents to pay the rent for that month allowing them to focus on securing employment, getting into treatment, reconnecting with their families and the community while living in a safe, sober environment. It has allowed them some breathing room during a stressful time.

**Population Served by the Fresh Start Rent Program:**

A large percentage of our residents come from the criminal justice system and are Monroe County residents.

**Community Benefits of the Fresh Start Rent Program:**

This program acts as a bridge for those coming out of the criminal justice system in particular. Most leave with no money, no family support, without means to pay rent and lack of employment and housing options. Recidivism is a big problem in our community and those rates are exacerbated by lack of housing and employment options along with addiction. Residents living in our houses start to build up a history of paying rent, having a job and living in a stable environment.

Having the rent paid for one month may not seem like a lot but it can give the recipient a much needed hand-up right when one is desperately needed. This can mean the difference in our residents having to leave one of our houses and becoming homeless or perhaps starting the cycle of incarceration all over again.

Courage to Change is committed to keeping our residents in our houses. That is why we started the Rent Subsidy Fund. Our ability to continue to run our program depends on our ability to pay our rent. The funding we received from Jack Hopkins not only helped the individuals receiving the rent scholarships but also helped the other residents and the community as a whole by supporting the work we do and providing rent help to 12 of our residents.

## Courage to Change Jack Hopkins Grant Testimonials from Recipients

I wanted to share with the Jack Hopkins Committee what receiving a scholarship from the Fresh Start Rent Subsidy fund meant to a few of the recipients.

Zachariah said the following:

“It was a true blessing to receive this rent scholarship. It has made a big difference in trying to help myself and my family who are getting ready to have me transition into living back with them soon.”

Jay Hickman said the following:

“This grant really helped me out tremendously. I got out of rehab and was living with my Mom in the country where it was hard to get to meetings and of course just living with my Mom at the age of 34. It was really rough trying to get a job. I moved into Courage to Change and started looking for a job. I had no money and was immediately in debt. It took me a week or so to get a job so I would’ve been two weeks behind in rent but the grant helped me to be able to not have to play catch up. It gave me the opportunity to get a couple of pay checks and get caught up before I had to pay rent. I would be broke and living paycheck to paycheck But this rent scholarship gave me the opportunity to catch my breath and be less stressed. I almost have 4 months clean now and some of the credit goes to receiving this help from the Jack Hopkins grant committee. It helped me out in a huge way. I would not be where I am at now without it. Thank you.”

### **Introduction**

Girls Inc. received \$8,200 from the Jack Hopkins Social Service Program to install a new security system for the Girls Inc. Center building at 1108 West 8<sup>th</sup> Street. In our request for funding we indicated a need for greater access control over the building where girls participate in after-school programs. The proposed security system would also offer a doorbell and intercom from the front door of the Girls Inc. center to the staff offices in located in the gym.

### **Final Security System Installed**

Girls Inc. staff met with Erin Goetze, owner of Leading Edge Security and Home Technology after the this grant funding was announced. Erin created a system for the Girls Inc. campus and generously included a security camera system for our parking lot that was not included in the original request.

Girls Inc. buildings are now secured with motion detectors in both buildings. All doors are equipped with keypad entry and accessible with a smartphone app. The app has proven to be very helpful after hours and on weekends when guests or staff need access to the buildings. The front door of the center now has a doorbell that can be set with the locking system. All doors to the center are now locked from the outside during program time if no staff are available at the front desk. A doorbell is positioned outside the door for guests to use.

The security system works in conjunction with the new locks to alert Girls Inc. staff when doors are opened. The alerts are sent through text messages to selected staff members and to our alarm monitoring company. If the alarm is tripped at any point the staff is notified immediately. If a person is not available to disarm the system our alarm company will call the police department for us.

The security camera was placed in the corner of the Girls Inc. center roof facing our four buses. The camera records movement in the parking lot that can be accessed through a website or app and saved. Girls Inc. staff can monitor the parking lot use from smartphone apps at home.

### **Results and Population Served**

Girls Inc. eliminated the use of physical keys with this new system. This change gives staff more control over the individuals with access to the buildings, since lock codes can be disabled at any time. The one-time access codes also allow us to provide space to partner organizations more easily. Program facilitators and volunteers can move freely between buildings without leaving them unlocked from the outside during program time. The security camera will deter individuals from vandalizing buses.

### **Community Benefit**

This support from the Jack Hopkins Social Service Fund improved the programming experience at Girls Inc. The buildings are now secure but accessible for girls, guests, and parents. The locks, security system, and camera are unobtrusive. Girls Inc. staff can now monitor the buildings from anywhere with web and smartphone technology. Staff and board members are grateful for the support from this grant.

HO°  
LO°

4:29 PM  
Oct 16 2019



GYM  
DISARMED

10 PANEL



The Jack Hopkins Social Services fund awarded Habitat for Humanity the amount of \$19,400 for the purchase of a passenger van that will be used to help transport volunteers, community members and staff to various locations throughout Bloomington and to provide tours to potential volunteers and donors. Habitat purchased a used 2018 Dodge Grand Caravan from Curry Automotive Center in Bloomington at the end of July 2019 with these funds. In its first week alone, the van was used to transport 5 staff and Board members to a job site meeting with U.S. Representative Trey Hollingsworth, saving the affiliate over \$50 in mileage reimbursement costs. One trip like this per week saves the affiliate almost \$3,000 per year and this is only one way that the van will be used to help the affiliate in this area.

The new van is allowing Habitat to restructure our current cultivation tours. We will now be able to offer anyone who wants to find out more about our organization the opportunity to take a tour of our neighborhoods and jobsites to learn more about our organization and to see the positive impact of Habitat communities. We anticipate being able to start offering these opportunities in the fall of 2019 because of this van.

Right now, Habitat is not able to serve all of the needs in the community. In July alone, Habitat received 27 applications for homeownership. Due to this unusually high number, Habitat will not be accepting applications until at least October, 2019 and possibly later, in order to ensure that the applicants who are accepted are able to move into their homes in a reasonable amount of time. The main reason that Habitat cannot keep up with the demand is due to funding.

We anticipate that adding the tours will increase both the number of donors who contribute to Habitat and the amount of the average donation. We also expect to see an increase in volunteers as a result of these tours. All of these will increase Habitat's capacity to provide more households with affordable homeownership. The Bloomington community as a whole will benefit from this through the generation of property taxes that the homeowners pay and by an improved quality of life for the entire community.

Habitat for Humanity is incredibly grateful to the City of Bloomington for providing money to the Jack Hopkins Social Services fund. We are humbled to have received such a large award and appreciate the committee for recognizing the benefit that this van will provide to the Bloomington community.



**CURRY**

BLOOMINGTON INDIANA



*Paid for by grant from City of Bloomington  
Jack Hopkins Social Services Funding Committee.*

**We build strength, sta**



## LIFEDesigns' Jack Hopkins Grant Report

October 28, 2019

### **Overview**

LIFEDesigns thanks the Jack Hopkins Foundation for the 2019 grant in the amount of \$16,084. This grant has been for a one-time, capital purchase of a new Ford 250 truck. The total cost of the truck was \$31,642.

### **Project Details**

The new F250 truck will be our primary maintenance vehicle and replace our old maintenance van which needed repairs. The truck will serve all 5 of LIFEDesigns' owned group homes and affordable housing locations in Bloomington and the surrounding area. These housing locations directly serve low income housing residents some of whom are our clients and have disabilities. All residents rely on low income subsidies and assessible options. Additionally, we plan to purchase a snowplow for the vehicle to service our main office as well as the housing. Handling our own snow maintenance will reduce expenditures by approximately \$12,000 every 3 years.

### **Outcomes**

Due to this new truck, our maintenance staff will be more efficient. Prior to this new truck, our maintenance supervisor was using his personal truck which caused undue stress and repairs. This new truck has increased morale for maintenance staff as well as increased job performance. Our maintenance staff is better able to haul tools securly. We are also purchasing a lock box so that tools can be kept in the truck instead of having to be unloaded. This will keep our materials safe as well as reduce unloading time.

This truck will also help with name recognition in the community for LIFEDesigns as our logo is on the side. This will hopefully result in new supporters for LIFEDesigns. We will continue to evaluate efficiencies for our new truck. We have already interviewed our maintenance staff and will survey residents during our annual survey. We will then report any updates to the Jack Hopkins Committee.

### **Acknowledgement and Follow Up**

Due to your generous grant, the Jack Hopkins' logo will be placed on the side of the truck. Within the next two weeks we plan to have the logo on the truck and will follow up with you with an updated photo. Attached you will find the truck's invoice and a photo. Additionally, a press release of the truck which we shared in our biweekly donor newsletter can be found at this link: <http://lifedesignsinc.org/category/fundraising-news/> . We have also submitted our press release to the Herald Times.

Again, thank you so much for supporting LIFEDesigns!





**Monroe County United Ministries**

827 West 14th Court  
Bloomington, IN 47404  
812.339.3429  
[www.mcum.org](http://www.mcum.org)

September 25, 2019

The City of Bloomington, Common Council  
c/o Sara Bohs  
City Hall  
401 North Morton Street  
Suite #130  
Bloomington, IN 47404

RE: 2019 Jack Hopkins Social Services Funding

Dear Ms. Bohs,

On behalf of Monroe County United Ministries (MCUM), I am writing to claim the \$31,456.00 of MCUM's Jack Hopkins Social Services Funding. As of last week, Koorsen Fire & Security have completed the task of installing the new fire alarm system.

Over the course of September, Koorsen Fire & Security did a complete replacement of all smoke and fire alarm systems. Both the Self-Sufficiency Center (MCUM administration) building and the Compass North building have their brand new systems up and running. Now we can ensure the safety of our staff, clients, volunteers, and preschoolers.

Our Self-Sufficiency Center serves more than 5,500 families each year. We offer direct services (food pantry access, cleaning and hygiene items, clothing vouchers, and referrals) as well as longer-term coaching with our life coaches. Through our Compass Early Learning Centers, MCUM provides affordable childcare for low-income, working families with the capacity to serve 124 children at once. Compass is a licensed, high-quality center in Monroe County that targets low-income families.

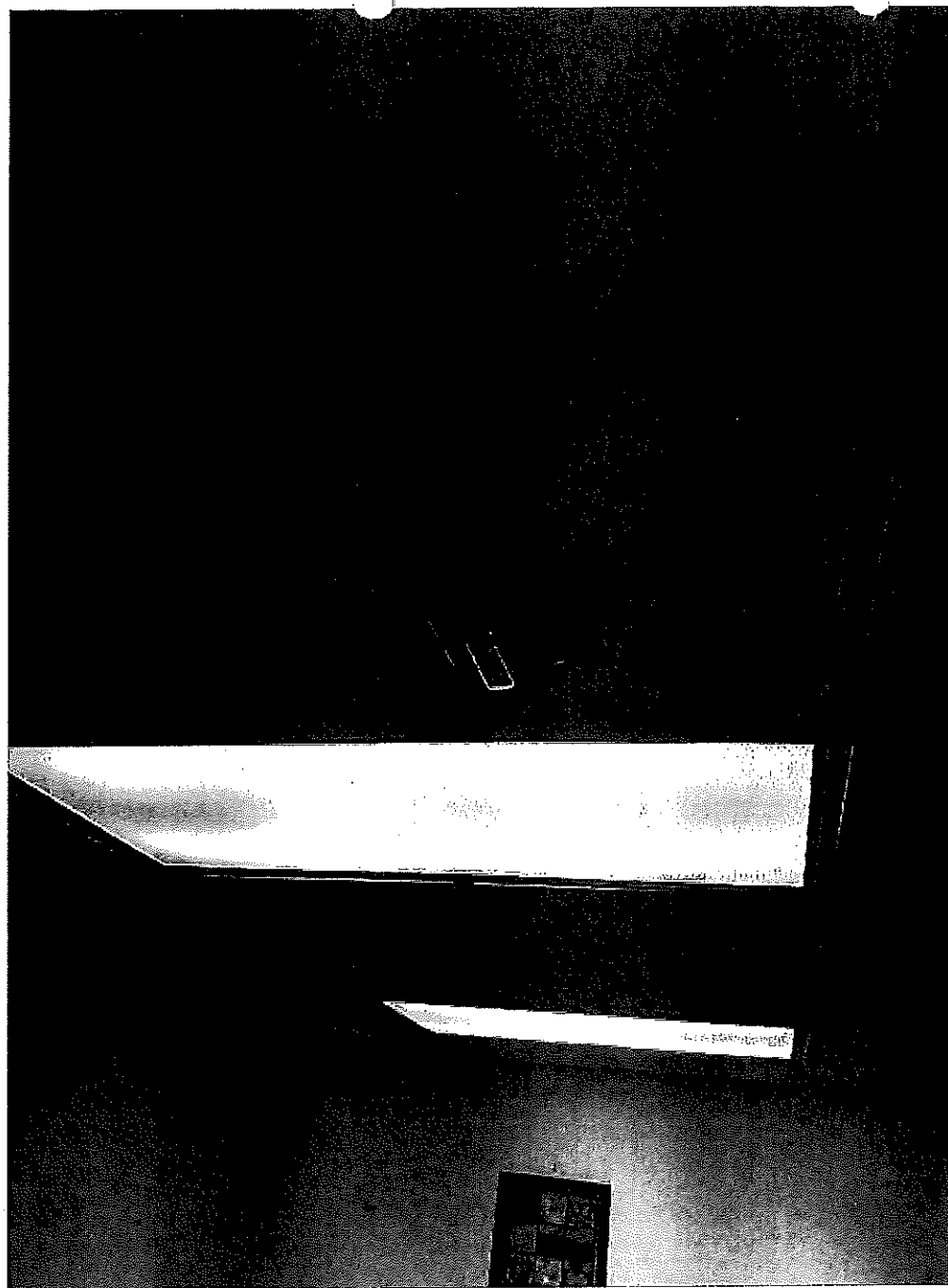
MCUM's 30 year vision is to eliminate generational poverty in Monroe County, and our Compass Early Learning Centers and Self-Sufficiency Center work together, along with funders like the Jack Hopkins committee, in effort to make that happen.

Thank you for your continued support of MCUM's programs. Please contact me if you have any questions about this claim.

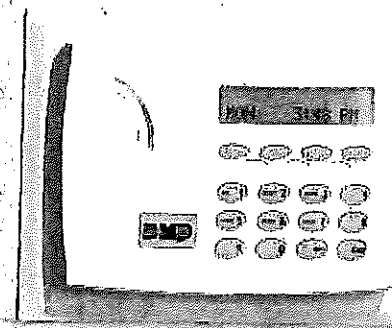
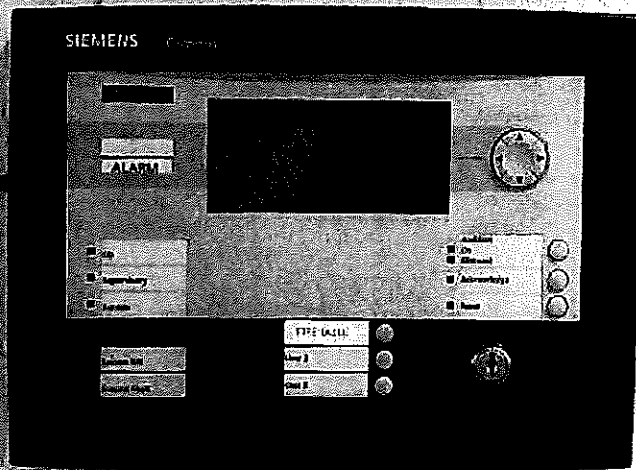
Sincerely,

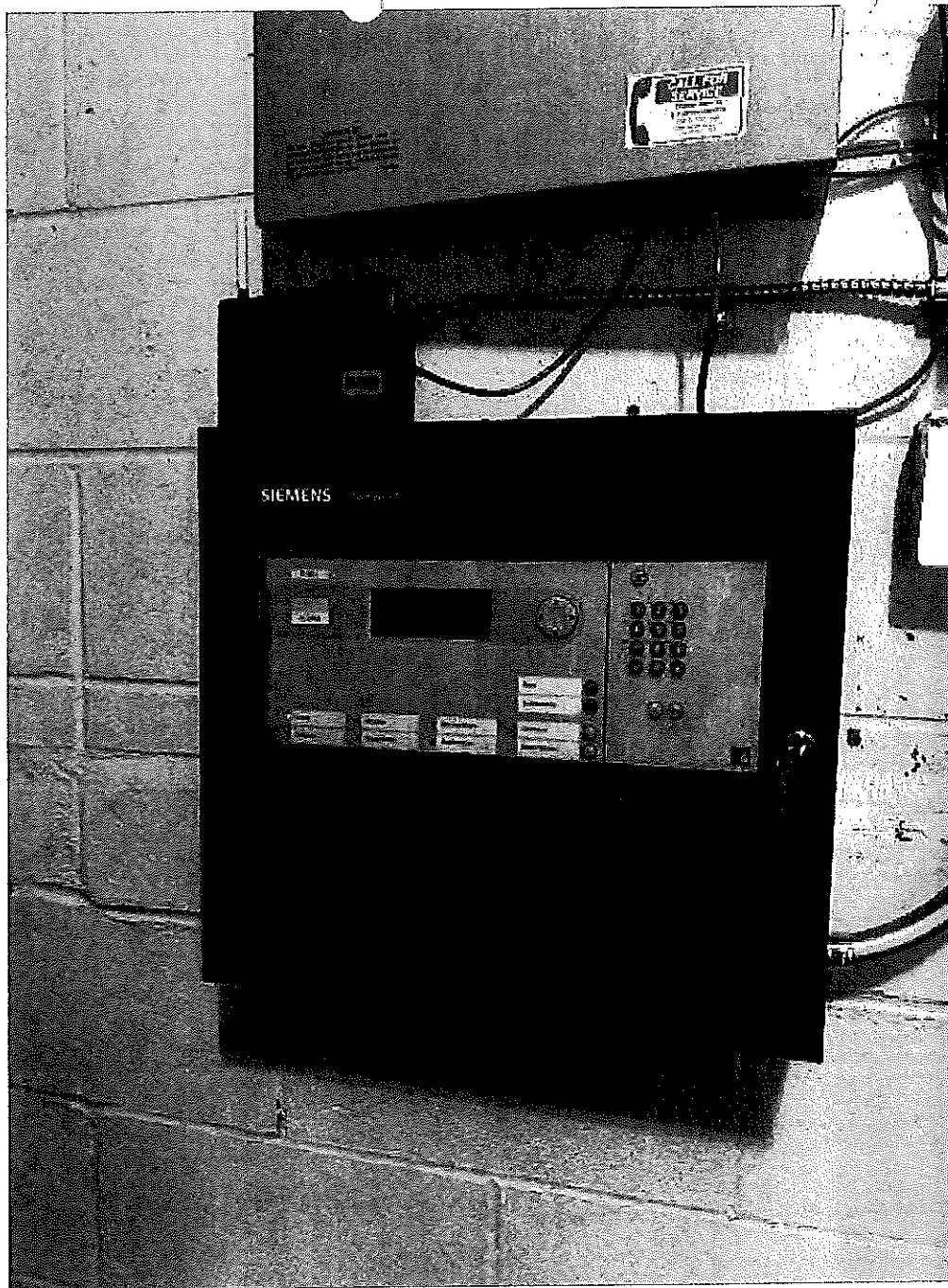
*Mary Jean*

Mary Jean Holwager  
Development Associate



# Building







**2019 Jack Hopkins Social Service Fund**  
*Final Report for Mother Hubbard's Cupboard*

Mother Hubbard's Cupboard (MHC) was awarded \$8,620 to purchase three laptop computers, three desktop computers, 1 iPad, and computer software. The final cost of the equipment was \$8,416.67. 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 our technological efficiency. The new desktop computers have greatly reduced the amount of time interns and volunteers spend checking in, creating and printing recipes, and checking in Tool Share items.

The new laptop computers have provided our newest program, The Hub Garden Corps, the ability to work together on projects, track hours and data, and create needed documents. The Hub Garden Corps staff are selling at our monthly Hub Farm Stand, providing them with business training, gardening/farming training, and providing a platform to earn extra money.

The new iPad will be used in the gardening programs to provide quick access to youth programming and plant identification, soil amendment needs, and other educational necessities. In addition to programming, it will be used to assist in fundraising efforts. The software purchased has eased our ability to make pamphlets, brochures, signs, and social media posts.

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





**Jack Hopkins Social Services Funding Final Report**  
**Submitted by: Nancy E. Richman, Ph.D., MPA**  
**January 14, 2020**

Volunteers in Medicine is grateful for the one-time grant of \$24,800 that helped to fund the clinic's urgent care Walk-In services during 2019, the clinic's last year as VIM. The VIM walk-in clinic gave uninsured people immediate access to medical care for urgent issues, as well as an alternative to visiting the emergency room (ER). Since people often wait until they are sick to seek medical care, frequently new VIM patients arrived only when they needed immediate medical attention. Because of our Walk-In Clinic we were able to have them enroll in VIM services, and at the same time, also see a practitioner for their urgent concern. The purpose of this request fit one of the high priority areas for JHSS funding: emergency medical care.

The end-of-grant report was submitted on October 10, 2019. This brief report serves as the final reporting requirement, per the grant agreement, to update the outcome indicators.

Between October 1 and December 29 another 283 people were seen in the walk-in clinic. This number is lower than we'd typically expect for three months due to VIM being closed for two weeks while employees were trained to step into their new positions with HealthNet Bloomington Health Center and, later, for the holidays. Thus, the total walk-in numbers for 2019 totaled approximately 1300 individuals.

As of December 30, 2019, the VIM clinic was acquired by HealthNet, a federally qualified health center (FQHC). As an FQHC, the clinic, now called HealthNet Bloomington Health Center, will provide access to primary care, dentistry, and behavioral health services for all people, all ages, whether insured, underinsured, or not insured at all. We are excited to be able to expand our services to children and seniors – populations that are typically insured.

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

**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 25, 2019**

Committee member Susan Sandberg called the meeting to order at 6:00 p.m.

Committee members present: Susan Sandberg, Dorothy Granger, Isabel Piedmont-Smith, Andy Ruff, Kaye Lee Johnston, Nidhi Krishnan

Committee members absent: Allison Chopra

Staff present: Dan Niederman (Program Manager), Stacy Jane Rhoads (Council Deputy Administrator/Deputy Attorney), Dan Sherman (Council Administrator/Attorney), Stephen Lucas (Chief Deputy Clerk)

I. Welcome

Sandberg introduced and welcomed committee members.

II. 2019 Hopkins Funds: \$306,000 (budgeted) + \$5,027 (2017 unused to date) = \$310,027

Sandberg said there was approximately \$310,027 for the committee to allocate in 2019. Rhoads explained that the exact amount available would not be known until the end of March, after final claims were submitted.

III. 2018 Grants – HAND Monitoring Report

Niederman provided the committee with an update on unspent funding from 2018. He said some agencies had received funding extensions and noted there was a report that detailed why each extension was granted. He explained that the report also included detail about any unused funds. He identified one agency, the Center for Sustainable Living (CSL), that was unable to use its funding because it was not able to meet the terms of its funding agreement. He said other funding went unused for various reasons, such as agencies overestimating costs or finding better prices.

Rhoads said that agencies were obligated to report back to the committee after they submitted their final claims. She said agencies that received extensions would still be required to report back to the committee. She explained that the reports were meant to help the committee decide if agencies were spending their funding as the committee intended, which could impact future funding decisions.

Rhoads provided additional information about why CSL could not meet the terms of its funding agreement. She said CSL had requested \$3,000 for a sewer connection, but the connection was more expensive than expected. The connection would have cost \$25,000, and CSL could not provide funding for the additional amount. Also, she noted that the funding agreement was contingent upon CSL acquiring ownership of the property. Because CSL could not meet the terms of the funding agreement, it could not use the \$3,000 it was awarded. She said the committee might want to address requests for funding that would pay for capital improvements to real property where the property is not owned by the applicant. She suggested that the committee consider adding a clarifying statement to its criteria to address such requests.

Rhoads noted that agencies that received operational funding were also required to file another report in March.

#### IV. The Hopkins Process – Review and Issues for 2019

Rhoads explained the purpose of the Jack Hopkins Social Services funding program. She said the fund was meant to help the community's most vulnerable residents by supporting services that addressed certain needs. She reminded committee members that various criteria were used 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. She said the committee typically assessed applicants against those criteria over a series of meetings. She said that the committee assessed the criteria annually to make sure they were clear to applicants. She noted that the committee loosened the one-time investment criterion in 2016 and 2017. She said the committee did so because it recognized a growing need for such funding in light of challenges faced by community organizations in getting funding. She said the committee should address whether it wanted to continue allowing agencies to request operational funding.

Piedmont-Smith asked if the criterion that called for projects to make a broad and long-lasting contribution was too vague. She wondered if that language could be clarified. Rhoads explained that was language from the original founding of the committee. She said that the committee used outcome indicators to try to measure the efficacy of the funding. The committee discussed whether and how it could be more specific about what it meant to make a broad and long-lasting contribution.

Krishnan asked whether applicants were required to leverage Jack Hopkins funding with other funding, or if the committee just preferred applicants who did so. Piedmont-Smith explained the committee had historically taken a broad view of that criterion. She said the fact that the city provided funding to an applicant might help that applicant receive funding from additional sources. Sandberg added that the committee liked to see applicants who had other funding sources available to them, because it demonstrated that the organization was stable and would be around for some time to provide services. Rhoads said the committee did not require matching funds to be lined up, even if the committee preferred to see applicants leverage funding. Krishnan asked if the committee should continue to use that criterion. Granger said she preferred to keep it in place, because it encouraged applicants to think about and seek other sources of funding. Piedmont-Smith noted that agencies could leverage funding in a number of ways, including obtaining other funds, receiving in-kind contributions, or using volunteers. Krishnan said she wanted to make sure agencies were not

dissuaded from applying for funding simply because they did not know the committee was taking a broad view of the leveraging criterion. Rhoads said that applicants who read through the materials would understand how the committee was operationalizing the criteria.

Rhoads asked whether the committee wanted to renew its broad allowance for applicants to request operational funds. Granger said she preferred to continue the allowance, even though it might lead to an agency being disappointed in the future if the same funding were not available. Sandberg agreed that agencies were in need of operational funding. She suggested that the committee look at past applications to not fund the same operational expense two years in a row. Rhoads pointed out that was not an existing restriction. Sandberg wondered if that restriction should be added. Piedmont-Smith agreed that the committee should not fund the same operational expense two years in a row. Rhoads confirmed that the committee wanted to allow requests for operational funding but add language to the materials that stated agencies should not submit a request for the same operational expense two years in a row. The committee agreed to continue the broad allowance for applicants to request operational funds but to add language to not allow the same operational funding in consecutive years.

Rhoads noted that the committee had encouraged collaborative applications in the past. She asked if the committee wanted to change any criteria related to such applications. The committee made no changes to the criteria.

Rhoads said the materials included an elaboration of the criteria. She suggested that the committee consider clarifying how it viewed applications for capital improvements to property the applicant did not own. She asked whether the committee wanted to prohibit or discourage such requests.

Granger said she preferred to discourage such requests rather than prohibit them. She said an agency might not have any intention of moving even if it did not own the property where it was located. She said agencies could lease property or purchase property on contract without intending to move. Niederman said that agencies buying property on contract were more likely to remain in the property than an agency simply leasing property. Piedmont-Smith asked if the committee should distinguish between a lease and a purchase contract. She asked if there was a way to get that information from applicants. Rhoads said the application already included a question about whether the applicant owns the property. Piedmont-Smith suggested adding a follow-up question if the applicant did not own the property, to determine whether there was a long-term commitment in place for the applicant to buy the property. Niederman suggested that the committee ask for some sort of documentation as well. Sandberg preferred to add language discouraging such requests but not prohibiting them. Granger agreed. The committee discussed how best to word a new question on the application.

Piedmont-Smith moved and it was seconded to authorize staff to craft language to discourage requests for improvements to real property not owned by the applicant agency. The motion was approved by voice vote.

Ruff said that he was hesitant to ask about commitments or intentions of applicants or their landlords, as circumstances could always change in the future. He said information about someone's intentions to occupy property would not be persuasive to him. The committee discussed what information applicants should provide to demonstrate their interests in property. Krishnan said information about how long an applicant had been located at a particular property might be more relevant than a statement of future intentions.

Rhoads reviewed the application materials for the committee. She said she added a checklist to the materials to help ensure agencies were submitting complete applications. She asked whether the committee wanted staff to inform applicants if their applications were incomplete. Sandberg thought that agencies should be responsible for submitting complete applications. Krishnan asked whether an applicant could amend an incomplete application up to the application deadline. The committee agreed that amendments prior to the application deadline would be allowed.

Piedmont-Smith moved and it was seconded to approve the application materials as amended. The motion was approved by voice vote.

Rhoads discussed the technical assistance meeting process and asked if the committee wanted to make any changes to the process. The committee made no changes to the process.

Rhoads discussed the initial review of applications meeting. She asked if the committee wanted to make any changes to the meeting. The committee made no changes to the meeting.

Rhoads discussed the agency presentation meeting, pre-allocation meeting, and allocation hearing. She asked if the committee wanted to make any changes to the meetings. The committee made no changes to the meetings.

Granger moved and it was seconded to approve the proposed schedule. The motion was approved by voice vote.

V. Other

There was no other business.

VI. Adjourn

The meeting was adjourned at 7:06 p.m.

2019 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE  
FIRST REVIEW OF APPLICATIONS  
24 APRIL 2019  
6:00 PM, COUNCIL LIBRARY

In attendance:            Committee Members: Chopra, Granger, Johnston, Krishnan, Piedmont-Smith, Sandberg, and Ruff. Staff: Niederman, Sims, and Rhoads

I. APPROVAL OF MINUTES – The Committee approved minutes for its 25 February 2019.

II. CONFLICTS OF INTEREST

- Granger announced that she is an employee of the Shalom Community Center. As Shalom has applied for two grants, she will recuse herself from all discussion and votes associated with these applications. Granger will file a conflict of interest statement with the State prior to any City Council action on these grants.
- Sandberg announced that she previously was a volunteer with New Leaf-New Life, but can act fairly, objectively, and in the public interest. No other conflicts were announced.

III. REVIEW OF APPLICATIONS

- The Committee reviewed all 30 applications totaling \$617,394.46.
- The Committee voted to cut the following four applications from consideration for the following reasons.
  - All Options Pregnancy Resource Center – No meaningful plan for future funding.
  - Be Loved Transportation – A very big ask relative to the number of people served. Should be encouraged to ask for a smaller amount next year.
  - Big Brothers, Big Sister – The request is vague; it is unclear how the requested funds would be used. Additionally, a project budget is not provided.
  - Monroe County Humane Association – The Elaboration of Criteria make clear that the Committee will not fund capital improvements outside of the City limits. This request is for capital improvements outside the City limits.
- The Committee voted to invite the balance of agencies to present to the Committee. In the course of the presentation, agencies should address the following questions from the Committee.

## Questions put to Agencies by the Committee for Response During Presentation

### 1. WHEELER

- In 2017, Wheeler was granted Jack Hopkins funds to pay for security cameras and associated equipment at the Women's House. Would you please explain what happened to this equipment?
- Are Wheeler clients permitted to stay in the shelters during the day?

### 2. VIM

- If V.I.M. is going to pursue status as a Federally Qualified Health Center, V.I.M will have to provide behavioral health services. What is V.I.M.'s plan for the provision of such services?

### 3. SPECIAL OLYMPICS

- How many people were served by the program last year and how many of those were City residents?
- Where will the equipment be located? Can anyone use the equipment? How frequently do you anticipate the equipment will be used?
- How frequently will sporting events occur? Relatedly, please clarify: Is the "team expansion" component focused on an annual Special Olympics event or does it include other events?
- Do the program participants keep their uniforms after the program is over or are the uniforms recycled for use by other participants?

### 4. SCIHO-Justice Unlocked-CJAM-Tenant Assistance Project – COLLABORATIVE PROJECT

- Please clarify if the SCIHO Program Coordinator proposed as part of this collaborative project will be existing SCIHO staff or if this will be a new position.
- Please explain in greater detail how this tabling effort will help reduce evictions.
- Please describe if there is way to reach people earlier in the process -- that is, before the matter gets to the small claims eviction and damages hearing.
- Please have a representative from each collaborating agency present at the presentation for further follow-up questions from the Committee.

5. SCIHO

- Describe what will happen if you do not receive Jack Hopkins funding.
- What is SCIHO's long-term plan for funding this position?
- Describe in greater detail the services that will be provided by this position during the term of the grant.
- Clarify the number of employees of SCIHO -- the application indicated that there was one full-time staff and a part-time staff.
- If SCIHO has a part-time staff person, how is that position being paid?

6. SHALOM-LIFEDESIGNS – COLLABORATIVE PROJECT

- How many incidents stem from invited v. uninvited guests?
- What sort of maintenance will these locks require? Relatedly, what is the life expectancy of the locks?

7. SHALOM

- The Jack Hopkins Committee granted Shalom and the Interfaith Winter Shelter \$6,800 in 2015 to purchase 4 washers, dryers, and a PureWash system. Please describe what happened to this equipment -- is it still in use? in need of replacement? other?

8. LIFEDESIGNS

- Please explain with more particularity how the truck will be used for purposes other than snow removal.
- Relatedly, how frequently will the truck be used?

9. ST. VINCENT DEPAUL

- No questions.

10. NEW LEAF-NEW LIFE

- What will happen to the employment liaison position after the pilot?
- Please describe both the Day 1 and job support pilots in greater detail.
- Please provide data on the number of people who stay in the community after they are released from jail v. the number of people who move elsewhere. (As you know, both BPD and Shalom work to help re-connect people with their families.)

11. NEW HOPE FOR FAMILIES

- Summer camps typically fill up quickly. Are the New Hope kids already signed up for these camps?
- What will happen to these children if New Hope does not receive the requested Jack Hopkins funding?



12. MY SISTER'S CLOSET

- Please clarify amount requested
- Please provide an update on the status of the lease extension.
- The Hopkins funds are intended for use between June and December. However, it appears that you are asking for funds for a year's worth of salary. If so, how will use these funding in the period allotted?
- Is the proposed position full or part time?
- Please describe further how much on-line business MSC is already doing.
- From the project budget submitted, it appears that MSC has already incurred some costs for which it wishes to be reimbursed. If MSC does not receive funding from Jack Hopkins, how does it intend to pay for these costs?

13. MOTHER HUBBARD'S CUPBOARD

- Please explain why MHC needs Apple computers, which are typically more expensive.
- The Hopkins Committee granted MHC funds in 2015 for the purchase of 4 staff laptops, 2 external CD drives and software. Please explain how this request differs.

14. MONROE COUNTY UNITED MINISTRIES

- Please explain why the need to replace the security system is one that is both "urgent and unexpected."
- In the application under "Other funds expected for this project," MCUM writes that it anticipated \$7,994.82 from "MCUM donors (pending JH funds)." Please explain why this anticipated funding source depends on Jack Hopkins funding.

15. MIDDLE WAY HOUSE

- No questions.

16. MADE UP MIND

- Is it Made Up Mind's intention that partner agencies you cite in your application will come to the MUM Community Center for the one-stop provision of services?
- Are the staff positions for which MUM seeks funding already in existence or will these be new positions?
- Is the request for rent, rent for MUM's existing site? Relatedly, how is the requested rent for the community center different from the rent associated with the two businesses associated with this effort (Big Boys Moving LLC and Gardens by Ana)?
- Are Big Boys Moving LLC and Gardens by Ana for-profit businesses?
- Please describe more clearly how the above two businesses are kept distinct from MUM.

17. HOOSIER HILLS FOOD BANK

- What happens if HHFB does not raise the funds needed to meet the \$65,000 challenge grant?

18. HABITAT

- Please clarify the number of total clients served by this project and how many are City residents. (The application indicates that the total number of clients served by this project will be 45, 90 of whom are City residents.)
- Please explain how you derived the \$50,000 you are requesting. Do you have any estimates from local dealers for used trucks and vans? If so, please provide that information at the meeting.

19. GIRLS INC.

- What prompted the need for a better security system?
- Please provide more descriptive outcome indicators.
- Will this new system require *more* staff time or *less* staff time?
- In general, please explain how the security system works.
- Does this request include a camera?
- It seems like this request could usefully be the subject of a targeted funding raising campaign, given the nature of the need -- have you explored that?

20. COURAGE TO CHANGE

- Does your agency own or rent the properties?
- Make clear the number of City residents served.
- Where are the four houses located?
- Please provide more detail on how your agency derives \$80,000/year in rental income.
- Please clarify the time period for which you are seeking funding.

21. COMMUNITY KITCHEN

No questions.

22. CENTER FOR SUSTAINABLE LIVING and MADE UP MIND – COLLABORATIVE PROJECT

- Is it Made Up Mind's intention that partner agencies you cite in your application will come to the MUM Community Center for the one-stop provision of services?
- Are the staff positions for which MUM seeks funding already in existence or will these be new positions?
- Is the request for rent, rent for MUM's existing site? Relatedly, how is the requested rent for the community center different from the rent associated with the two businesses associated with this effort (Big Boys Moving LLC and Gardens by Ana)?
- Are Big Boys Moving LLC and Gardens by Ana for-profit businesses?
- Please describe more clearly how the above two businesses are kept distinct from MUM.

23. CENTER FOR SUSTAINABLE LIVING (fiscal agent) for INDIANA SOLAR FOR ALL

- What can you afford to pay for the van up front? What is the result if the van costs more than what you anticipate?
- How does your organization identify low-income participants? What income test does the organization use to determine eligibility?
- How do you publicize this program?
- If utility costs were reduced by 16% per household through your program, what does this percentage translate into in terms of dollars saved?

24. CATHOLIC CHARITIES

- Please explain how this year's request is different from last year's request for the trauma-informed care project.

25. BOYS AND GIRLS CLUB OF BLOOMINGTON

- As you may know, the City is installing playground equipment at Crestmont Park for public use. Please explain how the Club's request for a playground at the Ferguson Crestmont Club complements the playground at Crestmont Park and otherwise meets an unmet need.

26. AREA 10, ALZHEIMER'S RESOURCE, PARKS AND REC, AND COMMISSION ON AGING

- You estimate rental space costs at \$500/month. That is very low cost. Do you have any leads on rental space at this cost?
- Describe with more particularity the number of City residents you plan to serve in this grant period. (The application cites 125 total clients served by this project and 14,265 City residents served by this project.)
- The itemized components of your request on your Jack Hopkins Funding Priority sheet total \$10,375.48, yet your total request is cited as \$9,775.48. Please clarify how your request for funding from the Committee.

27. AMETHYST HOUSE

- Please clarify the number of City residents served by this project. The application states that 125 is the total number of clients to be served by this project, while 450 City residents will be served by the project.

Motion to approve the above eliminations and questions carried by voice vote.

IV. ADJOURNMENT

The Committee adjourned at approximately 8:35 pm.

MEMORANDUM  
BLOOMINGTON COMMON COUNCIL  
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE  
02 May 2019  
5:30 PM, COUNCIL CHAMBERS

AGENCY PRESENTATIONS

*In attendance*

Committee Members: Granger, Krishnan, Piedmont-Smith, and Sandberg

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

**I. Prologue**

Piedmont-Smith 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.  | Wheeler Mission  | (Dana Jones)                       |
| 2.  | Volunteers in Medicine   | (Nancy Richman)                    |
| 3.  | Special Olympics Indiana, Monroe County  | (Denise Brown)                     |
| 4.  | SCIHO, CJAM, Justice Unlocked, Tenant Asst.*   | (Deborah Myerson, et al.)          |
| 5.  | SCIHO  | (Deborah Myerson)                  |
| 6.  | Shalom Community Center and LIFE Designs*  | (Rev. Gilmore & Stephanie Shelton) |
| 7.  | Shalom Community Center  | (Rev. Forrest Gilmore)             |
| 8.  | LIFE Designs   | (Stephanie Shelton)                |
| 9.  | Saint Vincent De Paul Society  | (Ron Kofmehl)                      |
| 10. | New Leaf – New Life  | (David Meyer)                      |
| 11. | New Hope for Families  | (Emily Pike)                       |
| 12. | My Sister’s Closet   | (Sandy Keller)                     |
| 13. | Mother Hubbard’s Cupboard  | (Sarah Cahillane)                  |
| 14. | Monroe County United Ministries  | (Katie Broadfoot)                  |
| 15. | Middle Way House   | (Debra Morrow)                     |
| 16. | Made Up Mind   | (Ana Bouwkamp)                     |
| 17. | Hoosier Hills Food Bank  | (Julio Alonso)                     |
| 18. | Habitat for Humanity   | (Glenn Ball)                       |
| 19. | Girls, Inc.  | (Amy Stark)                        |
| 20. | Courage to Change Sober Living   | (Marilyn Burrus)                   |
| 21. | Community Kitchen of Monroe County   | (Tim Clougher)                     |
| 22. | Center for Sustainable Living and MUM*   | (Hugh Farrell)                     |
| 23. | Center for Sustainable Living (Indiana Solar)  | (Anne Hedin)                       |
| 24. | Catholic Charities   | (O’Connell Case)                   |
| 25. | Boys & Girls Club of Bloomington   | (Jeff Baldwin)                     |
| 26. | Area 10 Agency on Aging, Alzheimer’s<br>Resource, City’s Parks & Recreation and Commission on Aging* | (Chris Myers)                      |
| 27. | Amethyst House   | (Hannah Crouch)                    |

\* Collaborative project applications.

**III. Reminders**

Piedmont-Smith reminded those in attendance of the Committee’s next steps.

**IV. Adjournment**

The Committee adjourned at 8:35 PM

In attendance: COMMITTEE: Chopra, Ruff, Piedmont-Smith, Sandberg, Johnston, Krishnan STAFF: Sherman, O'Neill, Sims

PUBLIC:

--> The Committee voted on pre-allocation recommendations as follows. Adjournment: 7:50 pm

AGENCY	PROJECT	REQUEST	AVERAGE RECOMMENDATION	PRE-ALLOCATION AMOUNT	CONDITIONS, TERMS, PARTIAL FUNDING, ETC.
1. Amethyst House	Expand case managers office to increase capacity, flooring for therapeutic space and energy efficient AC unit	\$ 18,055.00	\$ 14,685.00	\$ 15,000.00	Women's House office expansion and Men's House basement floor
2. Boys & Girls Clubs	Site preparation for new outdoor recreational space	\$ 18,717.00	\$ 9,612.50	\$ 9,000.00	
3. Catholic Charities Bloomington	Expand agency capacity for tramua treatment services	\$ 14,705.00	\$ 13,479.00	\$ 13,479.00	First five months' salary
4. Center for Sustainable Living (Indiana Solar for All)	Safety gear and tools	\$ 6,290	\$ 6,260.00	\$ 6,290.00	
5. Community Kitchen of Monroe County, Inc.	Equipment purchase and van retrofitting	\$ 1,169.91	\$ 1,168.80	\$ 1,170.00	
6. Courage to Change Sober Living	Expand Fresh Start Rent Subsidy program	\$ 6,000.00	\$ 5,666.67	\$ 5,667.00	Expand subsidy program by paying rent and utilities of at least two program participants per month
7. Girls Inc of Monroe County	Security System	\$ 20,000.00	\$ 7,200.00	\$ 8,200.00	
8. Habitat for Humanity	Pick up truck and passanger van	\$ 50,000.00	\$ 16,166.67	\$ 19,400.00	van only
9. Hoosier Hills Food Bank	Matching funds for new vehicle	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
10. LIFE Designs, Inc	Maintenace truck and snow plow	\$ 20,000.00	\$ 16,083.33	\$ 16,084.00	Maintenance truck
11. Made Up Mind, Inc	Pilot project MUM Community Center	\$ 18,900.00	\$ 15,534.50	\$ 16,500.00	
12. Middle Way House	AEDs and hearing-impaired accessibility	\$ 7,470.00	\$ 7,163.83	\$ 7,470.00	
13. Monroe County United Ministries	Security System, fire proection/security, and energy efficient lighting	\$ 39,132.18	\$ 30,087.33	\$ 31,456.00	Fire alarm and replacement (first two priorities) Compass-N fire alarm replacement and SSC fire alarm replacement
14. Mother Hubbard's Cupboard	Computers and software	\$ 9,695.00	\$ 8,620.17	\$ 8,620.00	3 laptops, 3 desk computers, an i-pad, computer software
15. My Sister's Closet	Pilot project online sales coordinator	\$ 26,086.00	\$ 9,473.50	\$ 9,474.00	Staff, equipment, fixtures, and materials
16. New Hope for Families	Camp attendance costs and equipment	\$ 21,384.80	\$ 12,652.83	\$ 12,653.00	
17. New Leaf - New Life	Salary for Day-1 support and computer equipment	\$ 17,456.00	\$ 12,553.00	\$ 12,090.00	priority 1 and 2 (no tools) two part-time staff, computers, printer with cartridges, and one-year subscription to Office 365 software
18. Saint Vincent de Paul Society	Funding to support vehicle repair program	\$ 10,000.00	\$ 8,166.67	\$ 8,167.00	
19. Shalom Community Center	Water-efficient toilets, washer and dryers and freezer	\$ 12,502.00	\$ 10,242.83	\$ 12,502.00	
20. South Central Indiana Housing Opportunities	Bridge funding for Executive Director salary	\$ 19,550.00	\$ 12,702.00	\$ 5,000.00	roughly 1/4 time for 13 weeks
21. Special Olympics Indiana Monroe County	Equipment and Team expansion support	\$ 11,563.16	\$ 5,714.08	\$ 5,714.00	any and all requested items
22. Volunteers in Medicine Clinic of Monroe County, Inc.	Offset Nurse Practitioner salary and fringe benefit cost to staff Walk-In Clinic	\$ 24,800.00	\$ 20,433.33	\$ 24,800.00	
23. Wheeler Mission	Increased safety and security for the most vulnerable	\$ 18,226.48	\$ 12,335.59	\$ 12,726.00	Security camera upgrades for Men's Center and Women's Center and metal detector for Women's Center
24. Area 10 Agency on Aging, Alzheimer's Resource, City's Parks & Recreation and Commission on Aging	Expand senior center programing to Endwright Center	\$ 9,775.48	\$ 9,091.75	\$ 9,775.00	
25. Center for Sustainable Lving and Made Up Mind	Expansion of GCMT programming, building renovations, and temporary staff	\$ 32,517.00	\$ 18,629.67	\$ 20,782.00	excavation and piping, fixtures and 4 months salary
26. Shalom Community Center and LIFE Designs	Fingerprint locks	\$ 8,497.50	\$ 6,982.08	\$ 8,498.00	
27. South Central Indiana Housing Opportunities and Justice Unlocked	Pilot Tenant Assistance Table at Monroe County Justice Center	\$ 15,352.00	\$ 9,950.67	\$ 7,676.00	1 day labeling for 2.5 hours, one day per week
<b>TOTAL</b>		\$ 462,844.51	\$ 305,655.80	\$ 313,193.00	

**Common Council**  
**Jack Hopkins Social Services Funding Committee**  
**Allocation Hearing**  
**13 May 2019**  
**5:30 pm**  
McCloskey Room (#135), City Hall, 401 N. Morton

**Memorandum**

*In attendance:* Committee Members: Chopra (Chair), Krishnan, Piedmont-Smith, and Ruff.  
Staff: Sherman and Rhoads (Council Office); Sader (HAND)

**Introduction**

Chair Chopra called the meeting to order, explaining that the purpose of this meeting is to make funding recommendations. She reviewed that this year the Committee received 30 timely applications for a total ask of \$ \$617,394.46. This year, the Jack Hopkins Committee had \$305,000 in 2019 budgeted funds and as much as \$8,387.18 in unused 2018 monies in the Jack Hopkins non-reverting fund to recommend for funding. She relayed that the Committee met on May 9 for a pre-allocation meeting and recommended funding to the following agencies:

**2019 Recommended Allocations**

<b>AGENCY</b>	<b>RECOMMENDED ALLOCATION</b>
<b>Agency 10 Agency on Aging, Alzheimer’s Resource, City’s Parks and Rec and Commission on Aging</b> – <i>To expand senior center programming of Endwright Center to a location within the city.</i>	<b>\$9,775.00</b>
<b>Amethyst House</b> – <i>To expand case manager’s office and purchase of flooring for therapeutic space.</i>	<b>\$15,000.00</b>
<b>Boys and Girls Club of Bloomington</b> – <i>To prepare site for new playground.</i>	<b>\$9,000.00</b>
<b>Catholic Charities Bloomington</b> – <i>To pay five months of therapist salary.</i>	<b>\$13,479.00</b>
<b>Center For Sustainable Living (Indiana Solar for All)</b> – <i>To purchase safety equipment and tools.</i>	<b>\$6,290.00</b>
<b>Center for Sustainable Living and Made Up Mind</b> – <i>To pay for excavation, piping, fixtures at 611 W. 12<sup>th</sup> Street and 4 months’ salary of a temporary employee to oversee expansion of the Glen Carter Memorial Toolshare.</i>	<b>\$20,782.00</b>
<b>Community Kitchen</b> – <i>To purchase awning and a vacuum.</i>	<b>\$1,170.00</b>
<b>Courage to Change Sober Living</b> – <i>To expand Fresh Start Rent subsidy program.</i>	<b>\$5,667.00</b>
<b>Girls Inc., Monroe County</b> - <i>To purchase security system.</i>	<b>\$8,200.00</b>
<b>Habitat for Humanity</b> - <i>To purchase passenger van.</i>	<b>\$19,400.00</b>
<b>Hoosier Hills Food Bank</b> – <i>To match funds for purchase of new refrigerated box truck.</i>	<b>\$5,000.00</b>
<b>LIFEDesigns</b> – <i>To purchase maintenance truck.</i>	<b>\$16,084.00</b>
<b>Made Up Mind</b> – <i>To pay for 6 months’ rent, internet and staff positions for 20 hours/week for 6 months.</i>	<b>\$16,500.00</b>
<b>Middle Way House</b> – <i>To purchase AEDs and hearing-impaired accessibility kits.</i>	<b>\$7,470.00</b>
<b>MCUM</b> – <i>To purchase a Compass-N fire alarm replacement and a SSC fire alarm replacement.</i>	<b>\$31,456.00</b>
<b>Mother Hubbard’s Cupboard</b> – <i>To purchase computer(s) and software.</i>	<b>\$8,620.00</b>
<b>My Sister’s Closet</b> – <i>To purchase equipment, fixtures, materials and staff for online store.</i>	<b>\$9,474.00</b>
<b>New Hope Family Shelter</b> – <i>To provide camp scholarships and purchase equipment.</i>	<b>\$12,653.00</b>
<b>New Leaf - New Life</b> – <i>To purchase computer(s), printer with cartridges, one-year subscription(s) to Office 365 and two part-time staff.</i>	<b>\$12,090.00</b>
<b>Saint Vincent de Paul Society</b> – <i>To fund the Vehicle Assistance Program.</i>	<b>\$8,167.00</b>

<b>Shalom Community Center</b> – <i>To purchase water-efficient toilets, washers and dryers, and a reach-in freezer.</i>	<b>\$12,502.00</b>
<b>Shalom Community Center and LIFE Designs</b> – <i>To purchase fifty Fingerprint Deadbolt Locks.</i>	<b>\$8,498.00</b>
<b>South Central Indiana Housing Opportunities</b> – <i>To pay for approximately ¼ salary for 13 weeks.</i>	<b>\$5,000.00</b>
<b>South Central Indiana Housing Opportunities and Justice Unlocked</b> – <i>To pay salary for Tenant Assistance table one day per week for 2.5 hours.</i>	<b>\$7,676.00</b>
<b>Special Olympic Indiana Monroe County</b> – <i>To purchase uniforms and equipment and to fund program expansion.</i>	<b>\$5,714.00</b>
<b>Volunteers in Medicine</b> – <i>To fund 6 months Nurse Practitioner salary and benefits for Walk-In Clinic.</i>	<b>\$24,800.00</b>
<b>Wheeler Mission</b> – <i>To purchase security camera upgrades for Men and Women’s Centers and a metal detector for the Women’s Center.</i>	<b>\$12,726.00</b>
<b>GRAND TOTAL</b>	<b>\$313,193.00</b>

**REQUEST FOR APPROPRIATION**

The Committee voted to request that the Administration propose an appropriation ordinance in the amount of **\$8,193** from the Jack Hopkins non-reverting fund to accommodate the above allocations.

**ADJOURNMENT**

The Committee adjourned at 5:45pm

**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 4, 2019**

Committee chair Allison Chopra called the meeting to order at 5:36 p.m.

Committee members present: Susan Sandberg, Dorothy Granger, Isabel Piedmont-Smith, Allison Chopra, Kaye Lee Johnston, Nidhi Krishnan

Committee members absent: Andy Ruff

Staff present: Dan Niederman (Program Manager), Eric Sader (Assistant Director, Housing and Neighborhood Development Department), Doris Sims (Director, Housing and Neighborhood Development Department), Stacy Jane Rhoads (Council Deputy Administrator/Deputy Attorney), Dan Sherman (Council Administrator/Attorney), Nicole Bolden (City Clerk)

Public present: Ron Sharer, Mary Goetze

I. Consideration regarding Made Up Mind (M.U.M.)

Chopra said the committee had received additional information regarding M.U.M. after funding allocations had been made. She asked Rhoads to elaborate.

Rhoads explained that questions had been raised after the committee had made its allocations about the fiscal oversight and stewardship of funds regarding M.U.M. and its relationship to two for-profit LLCs—Big Boys Moving and Gardens by Ana. She said that additional questions had been submitted to M.U.M. at the request of the committee chair. She invited M.U.M. board members to speak to the issue.

Mary Goetze, M.U.M. board member, explained there had been no co-mingling of funds between M.U.M. and Big Boys Moving or Gardens by Ana.

Ron Sharer, M.U.M. Board Member, agreed that all financial transactions between M.U.M. and the for-profit organizations were appropriate and had been documented correctly.



Chopra asked what Sharer's role was with M.U.M. Sharer said he was the treasurer for the organization, and briefly described his experience and background.

Piedmont-Smith asked how long M.U.M. had existed. Goetze said it was granted its 501(C)(3) status in 2018.

Sims asked what M.U.M. was planning to purchase with the Jack Hopkins grant money. Rhoads explained that M.U.M. received both an individual grant and a portion of a collaborative grant and explained what each grant included.

Chopra asked how rent was divided up between M.U.M. and the for-profit LLCs, given that the organizations shared office space. Goetze and Sharer explained that rent was divided between the organizations based on the square footage each used.

Sandberg asked if M.U.M. anticipated continued support from the for-profit LLCs. Sharer said Big Boys Moving would likely continue supporting M.U.M. until M.U.M. found enough grant funding to stand on its own.

Chopra asked if M.U.M. had received any loans from Big Boys Moving or had to repay Big Boys Moving for any amounts. Sharer said there were loans from Big Boys Moving to M.U.M. that had later been turned into donations. He explained M.U.M. did not have a payroll system, so Big Boys Moving was paying for things and then billing M.U.M. Sharer said M.U.M. was getting its own payroll system within the next two weeks, before it would be receiving the grant funding. Chopra asked when the loans were converted to donations. Sharer said the money was converted to donations in October or November of 2018.

Niederman asked if M.U.M. clients would be employees of M.U.M. moving forward. Sharer said yes. Niederman asked if M.U.M. employees would still do work for Big Boys Moving. Sharer said possibly. Goetze explained the work that M.U.M. employees might perform.

Sandberg asked for more information about the hours that M.U.M. employees would work, noting that M.U.M. had indicated to the committee that some participants worked 60-70 hours per week. Sharer and Goetze explained that workers were not required to work that many hours, but many participants were happy to do so because it kept them busy.

Chopra asked if any women were in the program. Goetze said there were no women in the program at the time, but there could be in the future.

Piedmont-Smith asked whether an individual wanting to hire the participants in M.U.M. would go through M.U.M. or Big Boys Moving. Sharer said people who wanted to hire M.U.M. would go through M.U.M., and explained the arrangements between M.U.M. and Big Boys Moving.

Sandberg asked if M.U.M. workers were bonded. Sharer said yes.

Granger asked why M.U.M. was started. Goetze explained the creation and vision of the organization.

Sandberg asked if Goetze or Sharer were aware of any misdealings by Antonio Jackson, Ana Bouwkamp or anyone involved with M.U.M. They said no.

Krishnan asked if Big Boys Moving and M.U.M. would be in competition for any of the same jobs. Sharer said no.

Sherman asked how many people were expected to fill the positions requested in M.U.M.'s application. Sharer said two people.

Piedmont-Smith asked who would handle the hiring for M.U.M. Goetze said Jackson and Bouwkamp had been in charge, but Bouwkamp was stepping down from the M.U.M. board and Jackson would be moving into more of an advisory position. Sharer said Jackson would likely have input on hiring.

Sims asked who would monitor the positions requested by M.U.M. and funding by the grant. Sharer said Goetze would likely act as a site administrator.

Rhoads pointed out that non-profit organizations were subject to different labor standards than for-profit organizations.

Sandberg asked if the board had known that Jackson and Bouwkamp were applying for the grant. Goetze explained there had been a delay in communicating with the board, but the board was well aware of the application. Sandberg said there could be concerns about structure and communication since M.U.M. was such a new organization. Sharer acknowledged the concern and said such lessons were part of growing a new organization.

Chopra said she felt uncomfortable with funding M.U.M. since there had been a conflict of interest at the time the M.U.M. application was submitted and the allocation made.

Krishnan asked what the conflict of interest was between M.U.M. and Big Boys Moving or Gardens by Ana. Rhoads explained there was a conflict of interest when the leaders of the non-profit organization were also involved in for-profit businesses related to the same work while also sharing resources with the non-profit organization. Sims pointed out that bringing in business under the non-profit organization and then shifting that work to the for-profit businesses presented a conflict.

Johnston said she had concerns based on M.U.M.'s application, but after hearing from the organization, she agreed it was a worthwhile idea. She said M.U.M. had tried to address the conflict of interest issues.

Chopra thought all applicants should be held to the same standards and thought the committee was discounting concerns about M.U.M. because it believed in M.U.M.'s mission.

Dorothy agreed that M.U.M. had a worthwhile mission, but thought it might need some more time to sort out how it would be run.

Piedmont-Smith said that she would not feel comfortable providing any funds to M.U.M. until after its leadership was completely separate from the for-profit businesses, which was likely to happen by July 1, 2019.

Sims said that the funding agreement could specify any conditions that would need to be met for the committee to continue with funding.

Rhoads asked if the committee wanted to add the following conditions to M.U.M.'s funding agreement: no funds would be disbursed before July 1, 2019; no funds would be disbursed until M.U.M. provided a copy of its lease agreement; no funds would be disbursed until M.U.M. had a payroll system and Worker's Compensation insurance; and no funds would be disbursed until M.U.M. demonstrated that Bouwkamp and Jackson were no longer in leadership roles with M.U.M.

Chopra asked for the committee to take a confirmatory vote to determine whether it was still in favor of funding M.U.M.

The committee confirmed by voice vote to provide funding to M.U.M. (Chopra voted against).

Rhoads confirmed that the collaborative application would contain the same conditions on funding as M.U.M.'s individual application.

## II. Brief review of the 2019 process

Chopra asked if the committee wanted to continue its allowance for general operational requests for the next year. Granger said she would like to continue the allowance based on how much operational funds were needed by non-profit organizations. Sandberg said she also wanted to continue the allowance for those types of requests. Krishnan said she was fine continuing the allowance as long as the committee could still use its discretion to weigh applications and make funding decisions based on the quality of the applications. Granger wanted to ensure applicants were aware that there was no guarantee of continued funding from year to year.

Sims suggested adding a limit to how many times an agency could request operational funding. Chopra pointed out that there was already a limit on agencies requesting operational funding for the same expense two years in a row.

Rhoads suggested that the committee add clarification on how agencies could demonstrate a well-developed plan for future funding. Chopra confirmed that the committee wanted to add the clarification while keeping the broad allowance for general operational requests.

Rhoads suggested adding clarifying language to the elaboration of criteria to explain that the committee considers the amount of funding requested relative to the number of clients served by the project. Chopra confirmed that the committee would like staff to add language related to proportionality.

Granger asked if the committee wanted to allow all applicants to make a presentation to the committee or to add any language to the materials that would clarify how the committee selected applicants for presentations. Johnston asked if the materials included an example of a successful application. Rhoads said the materials did include such an example. Niederman pointed out some applicants had complained about receiving partial funding. The committee discussed how to address requests for funding when only partial funding for a project was possible. Piedmont-Smith pointed out that applicants could provide a prioritized list of requests. Niederman said breaking up and prioritizing requests was easier with equipment and capital requests, but more difficult with operational requests.

Krishnan suggested giving more time to committee members to change allocation recommendations.

Sims said only giving agencies six months after grants went out to use up funding was often not enough time, and many agencies requested extending the funding period into the next year. She suggested allowing operational funding to be used for up to nine months. Chopra thought it would encourage more requests for operational funding, which might not be what the committee wanted.

Rhoads said that the committee could begin its process earlier in the year to allow agencies more time to use up grants. Johnston said that starting earlier in the year might be a good idea to also allow new committee members to get more information before beginning that year's allocation process. Piedmont-Smith wondered if committee members should serve for two year terms so that there could be more continuity on the committee from year to year.

Piedmont-Smith moved and it was seconded to forward recommendations regarding the allocation process to the following year's committee. The motion was approved by voice vote.

III. Other suggested changes

IV. Survey

V. Meeting minutes

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

VI. Other matters

VII. Council action on 12 June 2019

VIII. Adjournment

The meeting was adjourned at 7:18 p.m.

**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**  
**July 22, 2019**

Committee chair Allison Chopra called the meeting to order at 6:02 p.m.

Committee members present: Susan Sandberg, Andy Ruff, Isabel Piedmont-Smith, Allison Chopra, Nidhi Krishnan

Committee members absent: Kaye Lee Johnston, Dorothy Granger

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

Public present: Ron Sharer, Mary Goetze, Maureen Biggers

**I. Introductions**

Committee members, city staff, and members of the public introduced themselves.

**II. Clarification of Funding Agreement Regarding Made Up Mind (M.U.M.)**

Chopra explained that the committee had previously placed certain conditions in M.U.M.'s funding agreement that had to be met before M.U.M. could receive grant funding. She said that one such condition was that Ana Bouwkamp and Antonio Jackson could no longer be in any leadership role for M.U.M.

Sherman explained that M.U.M. had subsequently requested to remove the condition requiring that Bouwkamp and Jackson step away from leadership roles with M.U.M.

Sandberg asked if Jackson was a member of the board of directors for M.U.M. Sharer said no. Sandberg asked what Jackson's role was within M.U.M. Sharer said he was acting as CEO of the organization. Sandberg asked why Bouwkamp changed her plans to step away from M.U.M. Sharer said many non-profit founders continued to serve in leadership roles after founding an organization and said Bouwkamp wanted to remain with the organization. He said Jackson was fine operating in an advisory capacity.

Sharer asked why the committee wanted the two founders to step away from the organization. Chopra said it was because of the conflicts of interest identified at the committee's previous meeting between M.U.M. and the for-profit LLCs Big Boys Moving and Gardens by Ana. Sharer and Goetze explained Bouwkamp's importance to the organization.

Sims asked if any grant money would go to paying Jackson's salary. Sharer said no. He explained the grant money would help pay for clients of the organization to run the training center. Sims asked if the clients would be providing the training. Sharer said the training would be provided by volunteers from the community. He explained what M.U.M. planned to do at the center.

Piedmont-Smith asked whether a person wanting help with gardening would receive help from M.U.M. or from Gardens by Ana. Sharer said Bouwkamp would be involved but the work would be completed by M.U.M. workers. He expected that Gardens by Ana would no longer exist in a few years. Chopra said that was no guarantee that there would not be conflicts of interest in the meantime. Piedmont-Smith said that even if people could choose between Gardens by Ana and M.U.M. when seeking gardening services, the distinction between the organizations might be lost on people. Chopra said she was concerned with tax dollars benefiting a for-profit business. Sharer said that the memorandum of understanding between the organizations would address that concern. Chopra said that such a memorandum would not likely be sufficient to address the conflict of interest that existed.

Piedmont-Smith asked if the rent money from the grant would help pay for space utilized by either of the for-profit companies. Goetze said no. Goetze and Sharer explained how the physical space used by the organizations was organized. Sims asked if M.U.M. could provide a copy of the lease agreement. Sharer said M.U.M. could do that.

Ruff said he was concerned with the precedent the committee was setting by allowing the arrangement between M.U.M. and the for-profit organizations. Sharer asked if the committee's concerns would be alleviated if Garden's by Ana closed. Chopra said that seemed like an absurd solution. Goetze asked if the committee was discounting the similar models followed by other organizations identified by the board. Piedmont-Smith said the committee and city staff would not have time to review memorandum of understanding for many applications if that approach became an example other organizations would follow.

Sandberg asked what harm there was in following the committee's conditions for at least the next year. She said she got the sense that the committee did not want to change its funding conditions. Sharer said he would have to consult with Jackson and Bouwkamp about whether they would be willing to step away from their leadership roles.

Piedmont-Smith asked what Jackson's role was with the organization. Sharer explained that he was a figure head and point of contact for the clients. Sims asked who the two staff persons would report to. Sharer said they would report to Biggers.

Sherman asked who should sign the funding agreement instead of Jackson and Bouwkamp. Sharer said he could sign, as well as Goetze.

Sharer said it was likely that Bouwkamp would no longer continue with Gardens by Ana in the future. Chopra said it might take some time to wind down a business, so she preferred to keep the original conditions in place.

Chopra moved and it was seconded to retain the original funding conditions contained in the funding agreement for M.U.M. The motion received a roll call vote of Ayes: 5, Nays: 0, Abstain, 0.

### III. Other Business

There was no other business.

### IV. Adjournment

The meeting was adjourned at 6:46 p.m.



## **2019 Jack Hopkins Social Services Funding Committee**

NOTE: This memorandum summarizes the following meeting.

**Date:** 17 October 2019

**Meeting began:** 6:04pm

**Location:** Clerk/Council Office Library

**Committee members present:** Dorothy Granger, Susan Sandberg, Isabel Piedmont-Smith, Andy Ruff

**Committee members absent:** Kaye Lee Johnston, Nidhi Krishnan, Allison Chopra

**Staff present:** Dan Sherman, Stephen Lucas, Doris Sims

**Public present:** Andrea Koenigsberger, Hugh Farrell, Mia Beach

### **Topics Discussed:**

1. Introductions
2. Severing of Grant and Funding Agreement – Re: The Glen Carter Memorial Toolshare Project (613 West 11<sup>th</sup> Street) – Center for Sustainable Living and Made Up Mind, Inc.

MOTION: Granger moved and it was seconded to allow the Committee to approve motions with a majority of Committee members present.

ACTION: The motion was unanimously approved by voice vote

MOTION: Piedmont-Smith moved and it was seconded to sever the collaborative grant awarded to the Center for Sustainable Living and Made Up Mind, Inc. so that Made Up Mind, Inc. would receive no funding and the Center for Sustainable Living would continue to receive \$16,750 for its portion of that collaborative grant.

ACTION: The motion received a roll call vote of Ayes: 3, Nays: 1 (Granger), Abstain: 0.

3. Other Business
4. Adjournment

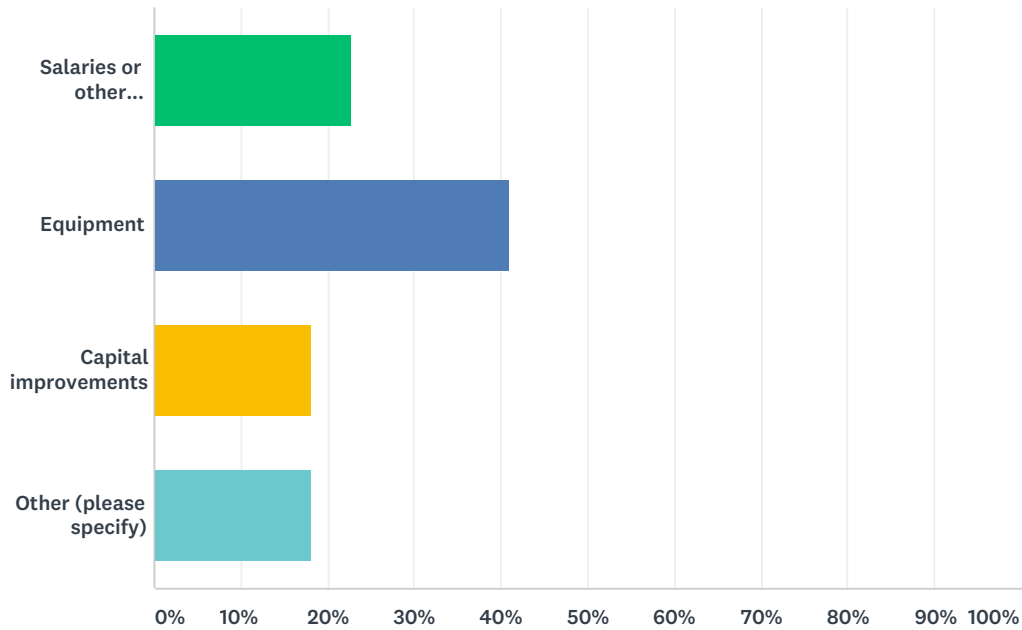
**Meeting ended:** 6:38pm

Memorandum prepared by:

Stephen Lucas, Deputy Administrator/Deputy Attorney  
Common Council Office, City of Bloomington

### Q1 Your agency sought funds for:

Answered: 22 Skipped: 0

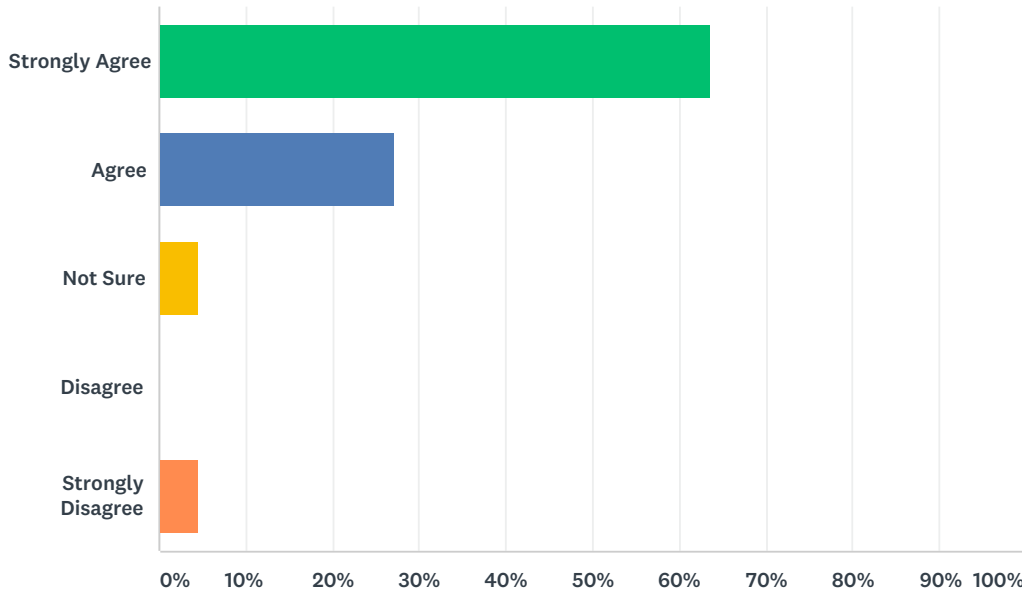


ANSWER CHOICES	RESPONSES
Salaries or other operational expenses	22.73% 5
Equipment	40.91% 9
Capital improvements	18.18% 4
Other (please specify)	18.18% 4
Total Respondents: 22	

#	OTHER (PLEASE SPECIFY)	DATE
1	Program support	7/15/2019 9:55 AM
2	Rent Scholarship Fund	7/2/2019 10:39 AM
3	start up of a new program	7/1/2019 2:56 PM
4	Vehicle repair assistance.	6/27/2019 12:02 PM

**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: 22 Skipped: 0

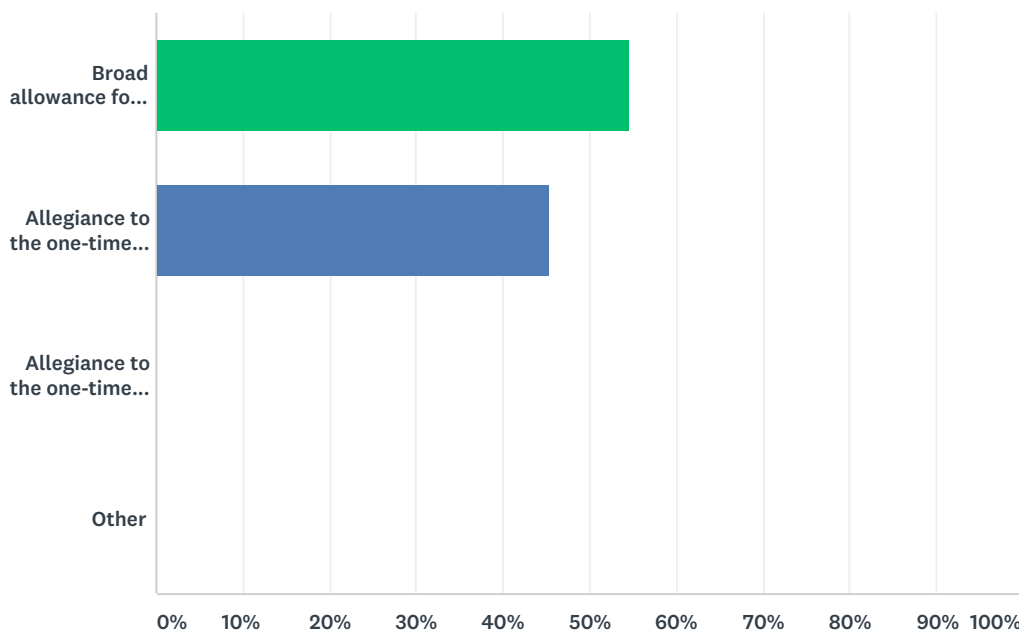


ANSWER CHOICES	RESPONSES
Strongly Agree	63.64% 14
Agree	27.27% 6
Not Sure	4.55% 1
Disagree	0.00% 0
Strongly Disagree	4.55% 1
<b>TOTAL</b>	<b>22</b>

#	COMMENTS:	DATE
1	I believe we did what the grant asked for/new program/and we were told it was too vague.	7/1/2019 2:56 PM

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 four 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: 22 Skipped: 0

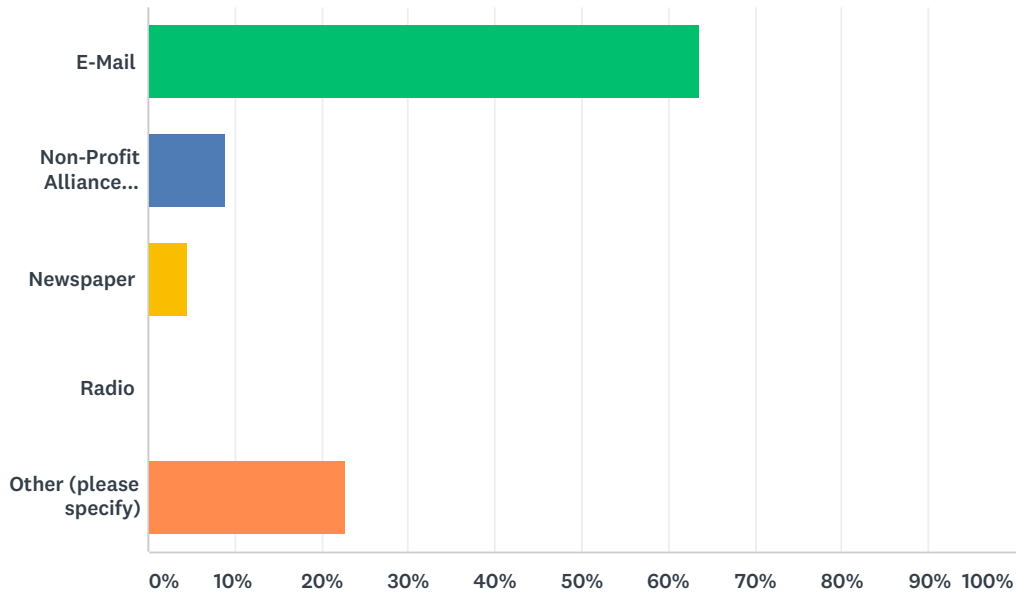


ANSWER CHOICES	RESPONSES	
Broad allowance for requests for operational funds	54.55%	12
Allegiance to the one-time funding rule, with exceptions for pilot, bridge, and collaborative operational funding	45.45%	10
Allegiance to the one-time funding rule, no exceptions	0.00%	0
Other	0.00%	0
<b>TOTAL</b>		<b>22</b>

#	PLEASE EXPLAIN.	DATE
1	Funding a non-profit is hard, full stop. If the city has the ability to make this easier for the organizations who serve the most vulnerable members of our community, they should absolutely do it.	7/12/2019 3:14 PM
2	Funding for "innovation" is useless if agencies can't meet their regular expenses. JH funding criteria should be broad enough for agencies to make the case for operational funding and have that case evaluated on its merits.	7/12/2019 3:12 PM
3	Operational funding is essential for small non-profits in the community.	7/11/2019 2:27 PM
4	Every dollar we spend is important, whether operational or one-time investments. But I understand that the former might encourage a relaxing of financial vigilance and even fundraising efforts.	7/9/2019 2:42 PM
5	I think operational costs are something nonprofits need to figure out how to fund outside of grants. Otherwise you will have salaries for one year and then if there isn't a grant to fund it for the next year that staff position just goes away. That doesn't make for a very stable nonprofit.	7/2/2019 10:39 AM
6	This is the ONLY grant that allows for operational funding. It is critical to the sustainability of local small nonprofits. However, in the spirit of not having organizations become dependent on JH funding I recommend that an agency cannot apply for the same purpose a second year.	7/1/2019 11:37 AM
7	I believe having the exceptions can allow small not for profits to grow and maintain programs during challenging times.	6/30/2019 8:41 AM
8	In a perfect world, agencies would not need help with operational funds. Our particular program is based on addressing a material need of the poorest in our community, and by definition will always have that need.	6/27/2019 4:06 PM
9	While I understand the desire to make one-time investments with a big impact, there are many ongoing operational needs in the community that have no where else to turn for funding. Through Jack Hopkins, you have the opportunity to give local support to pressing local needs by allowing operational requests.	6/27/2019 3:15 PM
10	I've received feedback from a committee member that broad allowance may not be as broad as stated and that there may be unwritten rules for multi-year application for the same operational funding. If that's true, those should be made public so applicants know how best to deal with that.	6/27/2019 1:39 PM
11	I think that many agencies face points in time where gap funding is crucial, and a one-time investment through Jack Hopkins will allow them to reconfigure their funding structures to be sustainable without limiting their services offered.	6/27/2019 1:38 PM
12	While I do understand the committee has priorities and doesn't want agencies to become reliant on funding, sometimes operational support has the greatest impact. Take Human Services for example, people serving people...the staff are the most needed resource, and we can be more effective if we just continue to put our time and resources into what we do best. Our organization generally does have capital type needs that vary each year, but if we didn't, we would still need help with operations and sometimes the ONLY way to do that is through fundraising. I don't think grantors should necessarily shy away from funding operations, but I do understand the desire to ensure that the funding would be used efficiently and to a program that will be sustainable long term.	6/27/2019 10:58 AM

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

Answered: 22 Skipped: 0



ANSWER CHOICES	RESPONSES	
E-Mail	63.64%	14
Non-Profit Alliance Newsletter	9.09%	2
Newspaper	4.55%	1
Radio	0.00%	0
Other (please specify)	22.73%	5
<b>TOTAL</b>		<b>22</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Grant research	7/15/2019 9:55 AM
2	Not sure how Habitat first learned of the grant	7/9/2019 2:42 PM
3	I am in charge of Nonprofit Central at MCPL so are aware of local grants.	7/2/2019 10:39 AM
4	I think a community member referred us originally	6/27/2019 3:15 PM
5	From my predecessor	6/27/2019 1:39 PM

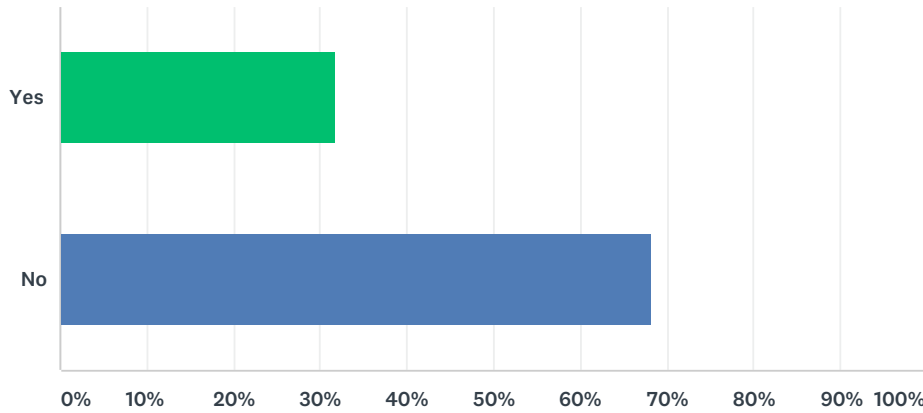
## Q5 The Committee strives to make the application process as simple and convenient as possible. Please let us know what you think about the application process and how we might improve it.

Answered: 20 Skipped: 2

#	RESPONSES	DATE
1	The process is simple and clear. No complaints.	7/12/2019 3:14 PM
2	The process is clear, fair and understandable.	7/12/2019 3:12 PM
3	After doing it once it is pretty transparent.	7/11/2019 2:27 PM
4	I liked the process and can't think of any improvements.	7/9/2019 2:42 PM
5	It was a bit unclear that the grant must be spent by December of this year. So instead of a year funding it is really six months worth of funding. That is not really explained in the grant as far as I can tell. Only because I work with other nonprofits and know others who have gotten funding did I realize this. That makes a difference when asking for funding in terms of what you might spend in six months as opposed to one year. I think this could be made clearer from the start especially for those who have never applied for a grant from Jack Hopkins before. Most grants are to be used within a year so this is a change some nonprofits might not be used to.	7/2/2019 10:39 AM
6	The JHSS Grant process has always been very positive. Time keeping is fair, questions shared ahead of time are appropriate, and committee members are professional and gracious.	7/1/2019 8:47 PM
7	I believe that there needs to be an opportunity to share in person all applicants and there needs to be a variety of recipients instead of the same group receiving grant funds each year.	7/1/2019 2:56 PM
8	I think it's fantastic - very clear, user-friendly, and manageable. Very much appreciate the well thought out approach to get to important information without allowing for frivolous text.	7/1/2019 11:37 AM
9	I am pleased with the application process.	6/30/2019 8:41 AM
10	Online submission is easiest for our agency.	6/29/2019 11:46 AM
11	It was user friendly.	6/28/2019 1:27 AM
12	This was my first year taking part in the process and found it to be clear & well-communicated.	6/27/2019 4:06 PM
13	The application process is easy and straightforward!	6/27/2019 3:15 PM
14	It's maybe the best grant application process I'm aware of. Very straightforward. No fluff or repetition required.	6/27/2019 1:39 PM
15	I think the process is simple and straightforward as is.	6/27/2019 1:38 PM
16	The application process is straight-forward and convenient.	6/27/2019 12:12 PM
17	Procedure was clear and no changes would be required.	6/27/2019 12:02 PM
18	I think the application process is simple, straightforward and appropriate in length.	6/27/2019 12:02 PM
19	It is pretty simple and convenient. I didn't really have any issues with it. If anything I felt there perhaps wasn't enough space to give some information we felt was important but it didn't seem to fit within the answers of specific questions.	6/27/2019 10:58 AM
20	Compared to other applications, the Hopkins grant is easy to complete.	6/27/2019 10:46 AM

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

Answered: 22 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	31.82%	7
No	68.18%	15
TOTAL		22



## 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: 6 Skipped: 16

#	RESPONSES	DATE
1	I didn't attend personally, but had a co-worker go.	7/9/2019 2:42 PM
2	For agencies that have been previously funded, the primary help is in highlighting what has changed. Dan has done a fantastic job over the years managing the grant funding and providing timely assistance as needed. He will be missed!	7/1/2019 11:37 AM
3	The staff member who attended found the meeting very useful for understand our obligations to the grant.	6/30/2019 8:41 AM
4	It was a thorough and efficient meeting. The way in which the time of those attending was valued was greatly appreciated.	6/27/2019 12:12 PM
5	No changes.	6/27/2019 12:02 PM
6	I thought it was fine, and covered basic information. It was nice to be able to have access to forms needed for submission right there, and verify answers to questions about which forms specifically were needed for your agency.	6/27/2019 10:58 AM

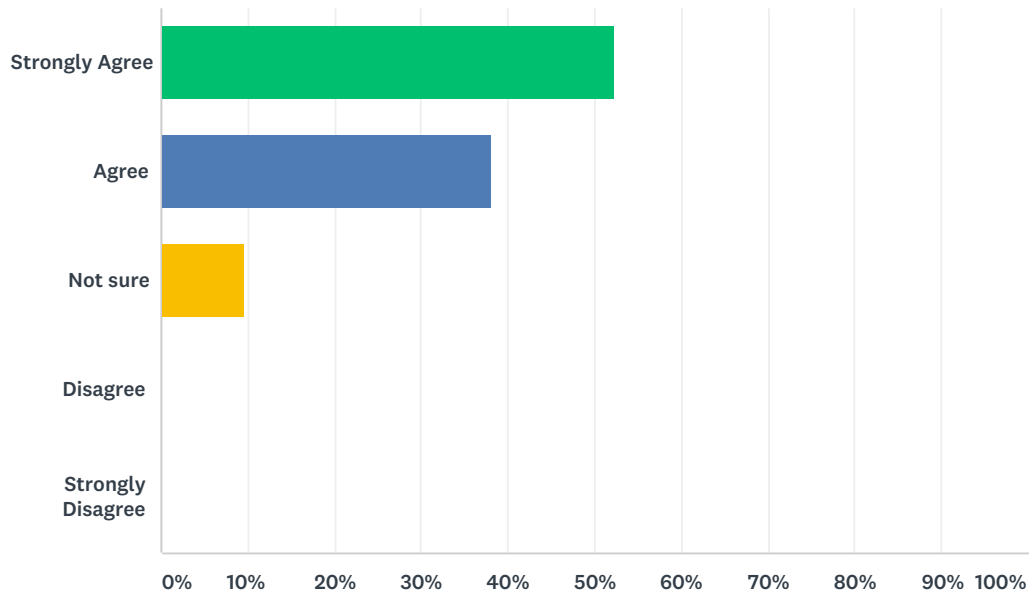
**Q8 If you did not attend the Technical Assistance meeting, is there a change to the meeting -- including, but not limited to, matters such as time, place, or content -- that might encourage you to attend next year?  
Any feedback is appreciated.**

Answered: 13 Skipped: 9

#	RESPONSES	DATE
1	We serve the entire state but our headquarters are in DeKalb County so distance and cost of travel are issues.	7/15/2019 9:55 AM
2	No, our organization has applied many years and did not need assistance with the application at the time. No complaints.	7/12/2019 3:14 PM
3	Not really. We would likely only attend if we had questions about reporting or claiming for our project - otherwise we are pretty familiar with the process.	7/12/2019 3:12 PM
4	I attended the meeting the previous year and was unavailable for this year's meeting. Last year's was very useful.	7/11/2019 2:27 PM
5	The time was fine. The person going got sick suddenly and the other board members were already working that day so couldn't change their schedule. I don't think you need to change the date, time or place of the meeting.	7/2/2019 10:39 AM
6	Having been fortunate to receive funding over many years, we have not felt the need to attend. However, we would be more than open to attending every year if there is new information that would be part of the presentation.	7/1/2019 8:47 PM
7	we were not invited to this meeting.	7/1/2019 2:56 PM
8	NA	6/30/2019 8:41 AM
9	We were not available to come and have participated in years past.	6/28/2019 1:27 AM
10	I've been too many. I would attend if there was a substantive change in content.	6/27/2019 1:39 PM
11	No. I've been doing this application for over 15 years. Unless something major about the process changes, it wouldn't be useful for me.	6/27/2019 12:02 PM
12	Anytime I have to pay for parking to attend a meeting it's frustrating for me, because it essentially comes out of my personal budget/expenses, because work doesn't reimburse for stuff like that...and we're all non-profits after all. I would say providing free parking to a meeting like this would be nice, but it's not going to prevent me from coming to the meeting.	6/27/2019 10:58 AM
13	Girls Inc. received funding in the past. The meeting is a review of the technical requirements for requesting funds. Since that process doesn't change year-over-year we don't see a need to attend.	6/27/2019 10:46 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: 21 Skipped: 1

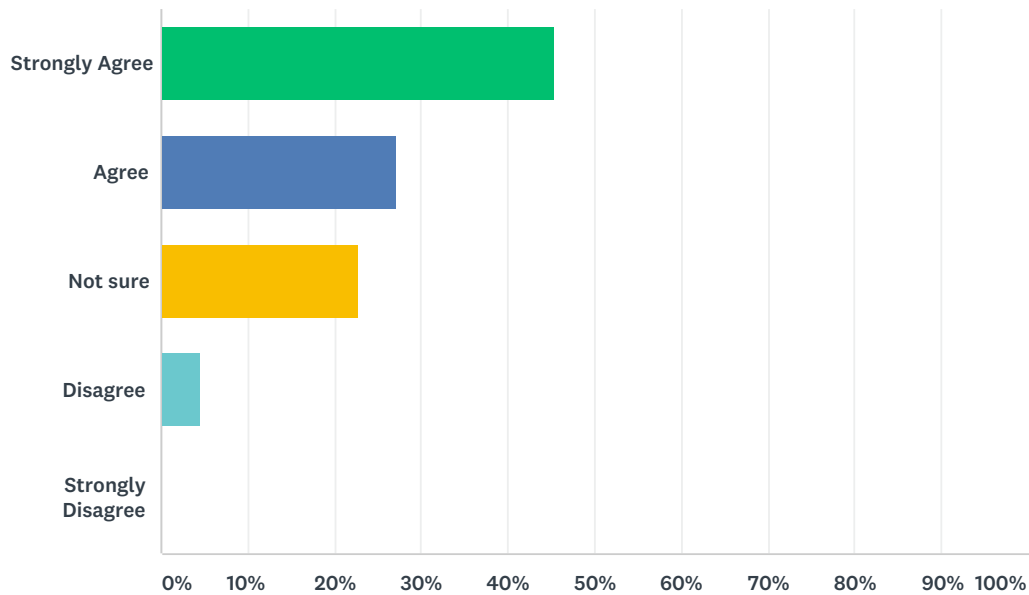


ANSWER CHOICES	RESPONSES
Strongly Agree	52.38% 11
Agree	38.10% 8
Not sure	9.52% 2
Disagree	0.00% 0
Strongly Disagree	0.00% 0
<b>TOTAL</b>	<b>21</b>

#	COMMENTS:	DATE
1	Did not attend	7/15/2019 9:55 AM
2	We were not a part of this	7/1/2019 2:56 PM
3	Five minutes is plenty. Honestly, I find the application itself more than sufficient and view the presentation time as primarily an opportunity to address questions of the committee.	6/27/2019 1:39 PM

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

Answered: 22 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly Agree	45.45%	10
Agree	27.27%	6
Not sure	22.73%	5
Disagree	4.55%	1
Strongly Disagree	0.00%	0
<b>TOTAL</b>		<b>22</b>

#	COMMENTS:	DATE
1	Did not attend	7/15/2019 9:55 AM
2	I think everyone is given the same chance although I am wondering if committee members who have strong ties with a certain agency should recuse themselves. I know one committee member did so but perhaps there were other members that may have had strong ties with one of the presenting agencies and should have also stepped away from the process during their presentation. It's okay to be enthusiastic about a presentation but it can come across as bias when watching the meeting. But overall I think the agencies are treated fairly.	7/2/2019 10:39 AM
3	We were not asked to attend this	7/1/2019 2:56 PM
4	We weren't invited to attend this year.	6/27/2019 3:15 PM
5	I saw nothing to suggest that anyone was treated unfairly.	6/27/2019 1:39 PM
6	While my agency is not in the middle alphabetically, I think the practice of presenting in alphabetical order one year and reverse the following year, is unfair to the middle alphabet folks. They can never be near the top of bottom. They're always smack dab in the middle. Seems unfair to them.	6/27/2019 12:02 PM

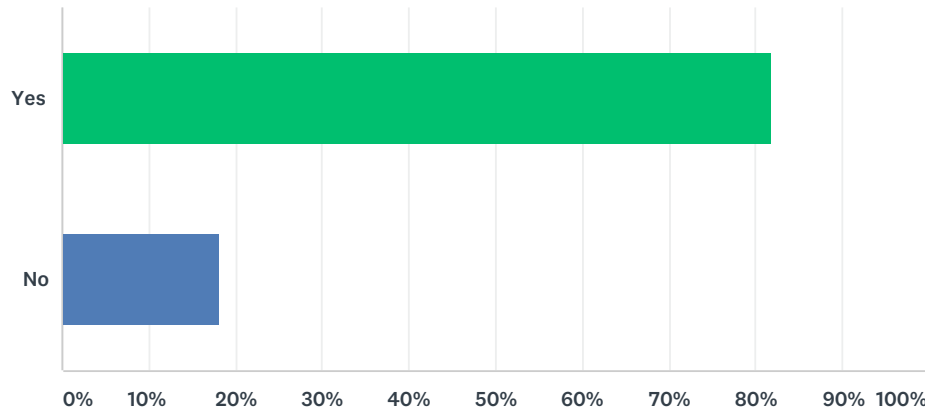
## Q11 How can the allocation process be more effective in meeting community needs?

Answered: 13 Skipped: 9

#	RESPONSES	DATE
1	1. Less restrictions on application requests. 2. A more informed committee- If members were better informed about the restrictions that nonprofits face in funding, they may possibly have an easier time making decisions.	7/12/2019 3:14 PM
2	Perhaps a portion of funding could be set aside for operational grants.	7/12/2019 3:12 PM
3	I can't think of anything.	7/9/2019 2:42 PM
4	I think the process is pretty effective at meeting community needs. Seems to be a good cross section of different agencies serving different parts of our community.	7/2/2019 10:39 AM
5	This has become a well-oiled machine	7/1/2019 8:47 PM
6	We need to focus on prevention instead of immediate service needs	7/1/2019 2:56 PM
7	i can't think of anything to recommend.	7/1/2019 11:37 AM
8	I am satisfied with the process.	6/30/2019 8:41 AM
9	Greater understanding of how non-profits function and work within the community. The committee tend to not have a clear understanding of this.	6/29/2019 11:46 AM
10	I'm not sure.	6/27/2019 1:39 PM
11	No suggestions.	6/27/2019 12:02 PM
12	I'm not sure...I'm not sure exactly what the allocation process is for determining which requests are fully granted and which ones aren't.	6/27/2019 10:58 AM
13	I appreciate the way the city continues to review funding proposals. Girls Inc. benefits greatly from the grants since most other funders will not cover any operational expenses for new programs or capital improvement expenses.	6/27/2019 10:46 AM

### Q12 Did your agency receive funding in 2019?

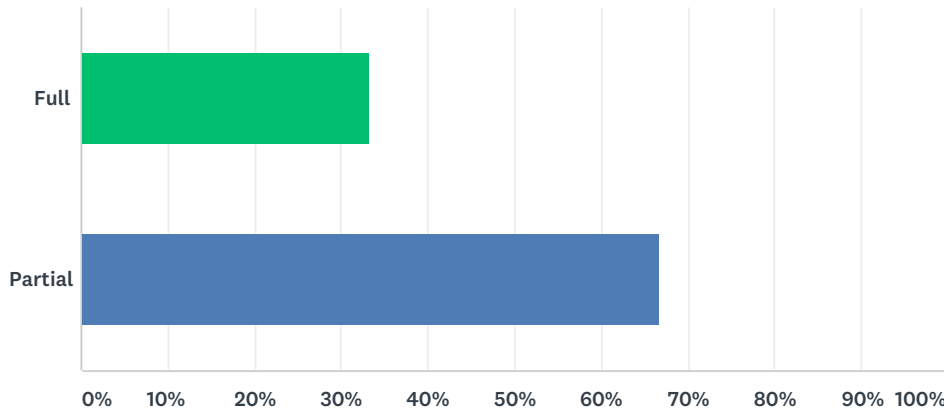
Answered: 22 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	81.82%	18
No	18.18%	4
TOTAL		22

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

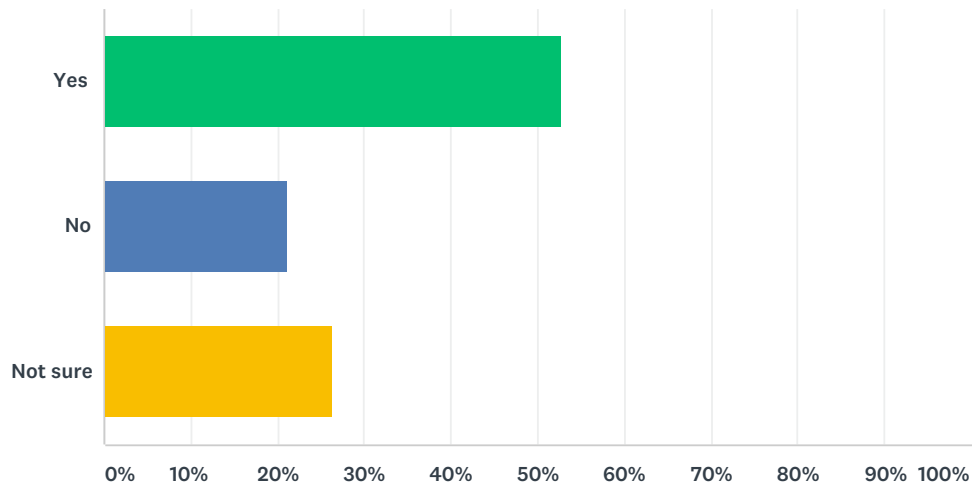
Answered: 18 Skipped: 4



ANSWER CHOICES	RESPONSES	
Full	33.33%	6
Partial	66.67%	12
TOTAL		18

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

Answered: 19 Skipped: 3



ANSWER CHOICES	RESPONSES
Yes	52.63% 10
No	21.05% 4
Not sure	26.32% 5
<b>TOTAL</b>	<b>19</b>

#	PLEASE EXPLAIN.	DATE
1	Funds were matched.	7/12/2019 3:12 PM
2	We rely on multiple sources of funding and we used those sources to leverage the Jack Hopkins grant to improve our capabilities.	7/11/2019 2:27 PM
3	We applied for another grant for the same program and mentioned receiving funding from Jack Hopkins. We haven't heard back from the funders yet.	7/2/2019 10:39 AM
4	Always. It is powerful to share that the City is partnering and showing their stamp of approval for the project	7/1/2019 8:47 PM
5	Partial funding was a challenge for our agency. Now we have requirements for JH and 50% that we additionally need to fund. We may not be able to implement our project and be forced to return our JH reward.	6/29/2019 11:46 AM
6	Yes, the Jack Hopkins funding combined with money raised from a local fundraiser allows us to carry out a project that the fundraising proceeds alone would not have covered.	6/27/2019 1:38 PM
7	Combined with receiving grants from Psi lot Xi and Smithville Grants.	6/27/2019 12:02 PM
8	When we can use grant monies for one time expenses, we can leverage our regular donor dollars for operating expenses.	6/27/2019 12:02 PM
9	We were able to get a grant from Smithville Foundation as well, and may get a smaller grant from Owen County Foundation. If we weren't able to get both sources of funding, we wouldn't have been able to make this purchase, and then wouldn't have been able to take advantage of the government bid discount option that Ford offers.	6/27/2019 10:58 AM
10	Possibly. We're still waiting to hear from other funders.	6/27/2019 10:46 AM



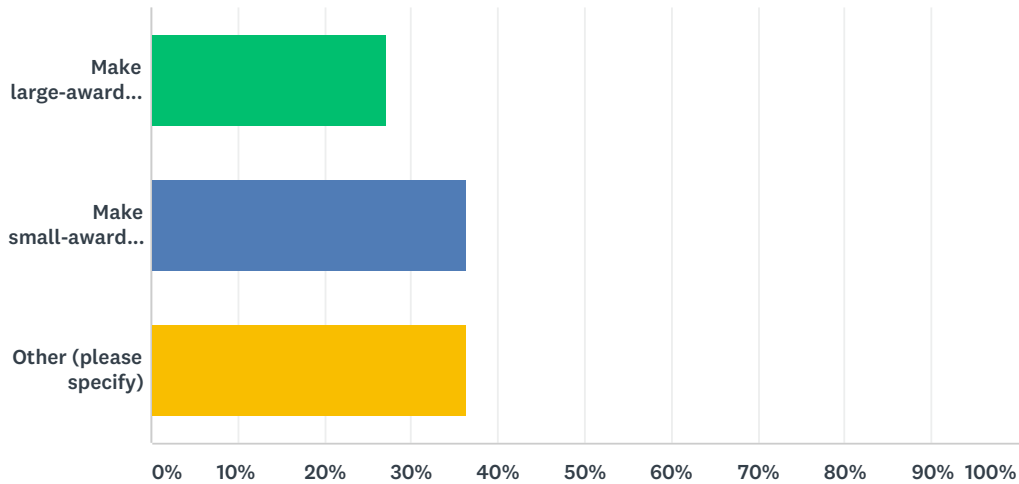
**Q15 For the last number of years, the Committee has accepted as many as two applications from agencies -- one on behalf of the individual agency and one as a participant in a collaborative project. The request for collaborative applications is intended to encourage innovation and to encourage agencies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

Answered: 13 Skipped: 9

#	RESPONSES	DATE
1	It's good. Thanks for allowing it to happen.	7/12/2019 3:14 PM
2	I believe agencies should be limited to one application, collaborative or otherwise.	7/12/2019 3:12 PM
3	No	7/11/2019 2:27 PM
4	In principle, I like it. But we haven't yet taken advantage of it.	7/9/2019 2:42 PM
5	I am always encouraging nonprofits to collaborate. I think it is important that nonprofits are willing to seek grants together. I am not sure if awarding a grant to the same agency--one for them individually and one for them collaboratively is that fair. I am also not sure if the agencies collaborating are doing so because in the past they got turned down for the same program so decided to collaborate so they could get the funding this year. Coming up with programs and collaborations in order to get funding for something that wasn't deemed to be a good idea in the past doesn't seem to be in the spirit of what collaboration is about.	7/2/2019 10:39 AM
6	Love this concept. Stay the course!	7/1/2019 8:47 PM
7	I think collaborative applications should be continued and encouraged.	6/30/2019 8:41 AM
8	Collaboration is particularly challenging especially when it involves funding. Not to say that it isn't possible, but non-profits have limited resources especially as it relates to staffing and time. Collaborative processes typically require additional work and fiscal organizing that exceeds agency time.	6/29/2019 11:46 AM
9	I appreciate it.	6/27/2019 1:39 PM
10	I feel that many of these collaborative programs are innovative and an effective use of resources and should continue to be encouraged. However, some agencies may not be in a position to collaborate and should not be given less priority.	6/27/2019 1:38 PM
11	No.	6/27/2019 12:02 PM
12	Not particularly. Everyone likes the idea of collaboration, but it's not always easier. I think most agencies would agree that we should collaborate where we can, and allowing for multiple requests on that basis does encourage collaboration. However, I don't think collaboration should be "forced" funding only available to or prioritized to collaborative projects. I think projects should be reviewed based on their capacity to help the people of Bloomington and meet unmet needs.	6/27/2019 10:58 AM
13	Please keep it going! We have so many nonprofits in Bloomington that funds are not available for everyone. Funding for collaborative efforts encourages cooperation and reduces program overlap.	6/27/2019 10:46 AM

### Q16 In your opinion, is it better to:

Answered: 22 Skipped: 0

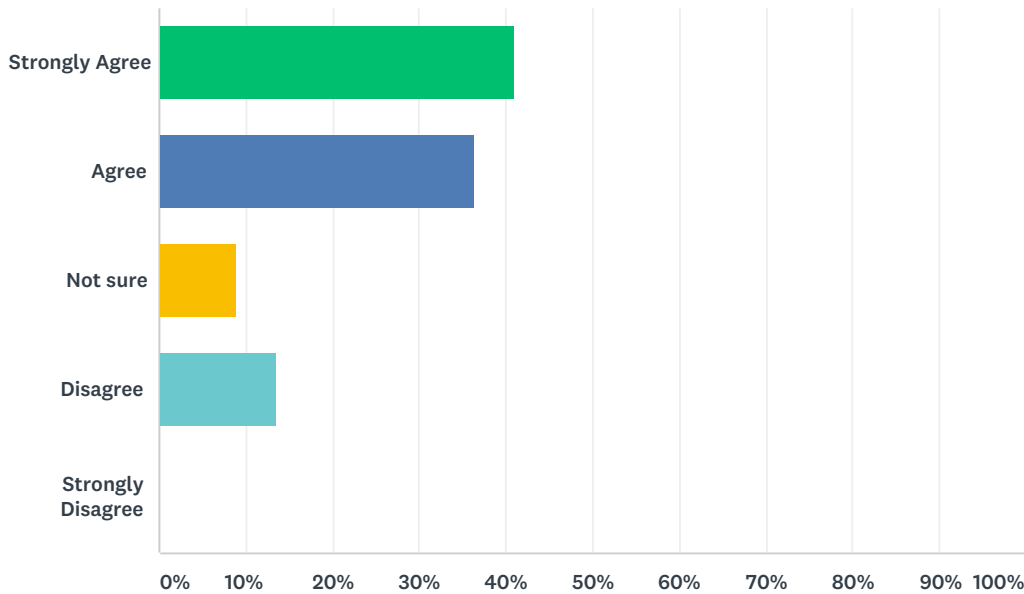


ANSWER CHOICES	RESPONSES
Make large-award grants to a handful of agencies	27.27% 6
Make small-award grants to many agencies	36.36% 8
Other (please specify)	36.36% 8
<b>TOTAL</b>	<b>22</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	This is too difficult for me to answer... I don't know which is better.	7/12/2019 3:14 PM
2	The current structure seems to allow for a little of both and that's a good thing.	7/12/2019 3:12 PM
3	I would try to make a mix between these two options. It makes sense to fund some larger efforts to a greater extent.	7/11/2019 2:27 PM
4	I think the way you are awarding grants now is a good mix. Some bigger grants for bigger projects and then some smaller grants for smaller projects.	7/2/2019 10:39 AM
5	I feel like you all have struck the right balance on this.	6/27/2019 3:15 PM
6	I think the rationale varies year to year, depending on the projects and community needs.	6/27/2019 12:02 PM
7	Honestly I'm not sure...there are all sizes of projects and things that need funded and they're all important. I think that decision is best left to the committee on a case by case basis. I don't like the idea of ruling out projects based on the size of their request. There aren't that many funding opportunities out there, and you should focus on what you think the city needs regardless of how large or small the request/initiative.	6/27/2019 10:58 AM
8	Small awards are obviously appreciated, but most of the programs the community needs (especially for pilot programs) require significant funding to get them off the ground.	6/27/2019 10:46 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: 22 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly Agree	40.91% 9
Agree	36.36% 8
Not sure	9.09% 2
Disagree	13.64% 3
Strongly Disagree	0.00% 0
<b>TOTAL</b>	<b>22</b>

#	COMMENTS:	DATE
1	Allowing more time to complete projects would be helpful. Six months is a short window to have to claim all funds.	7/12/2019 3:12 PM
2	The spending timetable is a hassle. It would be better if the grant would fund activities over a 12 month period.	7/11/2019 2:27 PM
3	As I mentioned above I think a year fits most agencies better. Most are used to a year long grant cycle. Not that we can't spend the money in six months because we can. But it makes it a bit more difficult to make sure the funds are spent in that time frame when needs are there year long. I hear from other agencies they perhaps buy things early because they have to get the funds spent by December. I think that can sometimes lead to agencies not using the grant monies in the most efficient way possible.	7/2/2019 10:39 AM
4	6 month spending is a very particular and short window, especially for large projects. More time would be better.	6/29/2019 11:46 AM
5	Mostly. Sometimes, the 6 month time frame is limiting.	6/27/2019 1:39 PM

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6 Especially for capital or one time expenditure projects this is very reasonable.

6/27/2019 10:58 AM

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

Answered: 11 Skipped: 11

#	RESPONSES	DATE
1	Thank you for your ongoing support of the community.	7/12/2019 3:14 PM
2	JH Funding makes an ENORMOUS difference in the community. Thank you!!	7/12/2019 3:12 PM
3	Thank you for the important work that you do.	7/11/2019 2:27 PM
4	Thank you for this survey. I appreciate being able to leave comments.	7/2/2019 10:39 AM
5	Thank you for a smooth and efficient process.	7/1/2019 11:37 AM
6	Thank you for bring this opportunity to organizations in the community.It is a wonderful resource that supports a considerable amount of work for our residents.	6/30/2019 8:41 AM
7	We understand that many committee members volunteer their time for this, and it is appreciated. It should be important that members are non-biased without an agenda to participate on such committee. There should also be a greater understanding of social impact with an emphasis of quality over quantity. More clearly asking about partial funding, if it could or would be accepted, minimum or maximum request, and how funds will be used.	6/29/2019 11:46 AM
8	Thank you for your past support! We will be thinking about different requests we could make in the future that are more one-time investments.	6/27/2019 3:15 PM
9	I would encourage the committee to be wary of nonprofit organizations that don't have an external audit of their finances. The potential for fraud seems high without adequate financial checks.	6/27/2019 1:39 PM
10	None at this time.	6/27/2019 12:02 PM
11	Thank you for providing this opportunity to the community. It does help a lot of people every year.	6/27/2019 10:58 AM



**Office of the Common Council**

16 February, 1993

To: Council Members  
From: Jack Hopkins

Subject: Social Services Funding

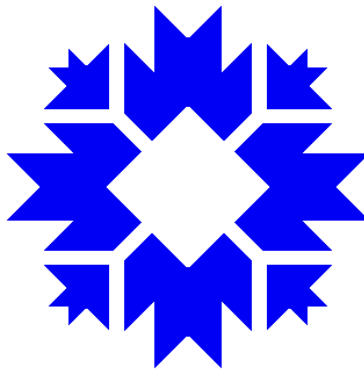
Most of us have discussed the question of social services funding, either in the Social Services Committee (which has met twice) or individually. I would like to summarize the discussions of the committee so far, in order that we may act soon to take final action on the matter.

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, Common Council  
Jack Hopkins Social Services Funding Program  
Elaboration of Criteria for Evaluating and Awarding Grants  
and Other Policies**

[updated: February 2020]

In 1993 Jack Hopkins wrote a letter 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. These interpretations have been approved by the Jack Hopkins 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 cost 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)*

**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**

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

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

### **Requests for Improvements to Real Property not Owned by the Applicant Agency Discouraged**

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

### **\$1,000 Minimum Dollar Amount for Request**

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

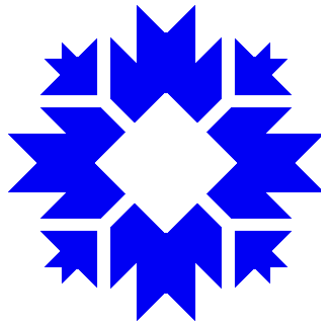
### **Funding Agreement – Reimbursement of Funds –Expenditure Before the End of the Year**

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.

### **Proportionality of Funding Request Relative to Clients Served**

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



## City of Bloomington Common Council Jack Hopkins Social Services Funding Committee

02 March 2020

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 2020 grant funding. This year, the Committee has \$311,000 (plus possible 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 \$4.45 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.

***Continued Allowance for General Operational Funds***

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 2020 funding cycle; the Committee may not offer this allowance in 2021.

- Be advised that the Committee will not accept applications from agencies two years in a row for the same operational expense.
- 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 1, 2020.
- 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, 30 MARCH 2020, 4:00 PM**

Submit a complete application to  
[council@bloomington.in.gov](mailto:council@bloomington.in.gov) with the subject "2020 JHSSF Application – [agency name]"

*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 2020, the Living Wage is \$13.21 an hour, of which \$1.98 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, 17 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](#).

## 2020 JACK HOPKINS SOCIAL SERVICES FUNDING SCHEDULE

<b>Technical Assistance Meeting</b> (attendance optional)	Tuesday, 17 March 2020, 4:00 pm Hooker Room (#245)
<b>APPLICATION DEADLINE</b>	<b>MONDAY, 30 MARCH 2020, 4:00 PM</b>
<b>Invited Agencies Present Applications</b> <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 alphabetical order.	Thursday, 30 April 2020, 5:30 pm Council Chambers (#115)
<b>Committee Recommends Allocation of Funds</b> (attendance optional)	Monday, 11 May 2020, 6:00 pm, McCloskey Room (#135)
Agencies sign Funding Agreements	Early June 2020
Common Council Acts on Committee Recommendations (attendance optional)	Monday, 17 June 2020
HAND Technical Assistance Meeting for Grantees On Claims & Reimbursements	Tuesday, 23 June 2020, 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: Susan Sandberg (Chair), Matt Flaherty, Sue Sgambelluri, Ron Smith, and \_\_\_\_\_.

The citizen appointments are: Tim Mayer and Mark Fraley.

### HELP WITH APPLICATIONS

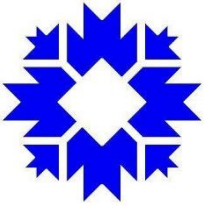
The application process is designed to be simple. However, if you have any questions, please don't hesitate to give us a call. You can contact the Council Office at 812.349.3409 Eric Sader in the Housing and Neighborhood Development Department at 812.349.3577.

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

Sincerely,

/s/ Susan Sandberg

Susan Sandberg, Chair  
2020 Jack Hopkins Social Services Funding Committee  
City of Bloomington Common Council



**CITY OF BLOOMINGTON, COMMON COUNCIL**  
**JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE**  
**2020 GRANT APPLICATION**

**APPLICATION CHECKLIST**

All applicants for 2020 Jack Hopkins funding must submit the following:

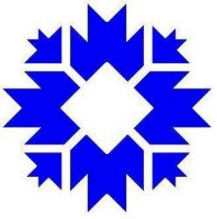
- ✓ **COMPLETED APPLICATION FORM**
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUND**
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if an agency is seeking funding for capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** 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, 30 MARCH, 4:00 PM.**  
send to: [council@bloomington.in.gov](mailto:council@bloomington.in.gov)

*No late applications accepted.*





**CITY OF BLOOMINGTON, COMMON COUNCIL  
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE  
2020 GRANT APPLICATION**

**AGENCY CONTACT INFORMATION**

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**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

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### Lead Agency:

Is the 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

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**Project Name:**

**Total cost of project:**

**Requested amount of JHSSF funding:**

**Total number of City residents anticipated to be served by this project in 2020:**

**Total number of clients anticipated to be served by this project in 2020:**

### **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 at which the project is to take place?**

Yes  No  N/A

**If you are seeking funds for capital improvements to real estate and if you do not own the property at which the project the project will take place, please explain your long-term interest in the property. For example, how long has the project been housed at the site? Do you have a contract/option to purchase? If you rent, how long have you rented this property and what is the length of the lease? *Be prepared to provide a copy of your deed, purchase agreement, or lease agreement upon the Committee's request.***

**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; and any challenges and steps you plan to take to address those challenges.

## PROJECT COSTS

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**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 2020 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

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### **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 2020 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)*

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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.

FUNDING AGREEMENT  
CITY OF BLOOMINGTON - JACK HOPKINS  
SOCIAL SERVICES PROGRAM

«Organization»

This Agreement entered into in June 2019 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 19-09 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, 2019. Requests for extensions must be submitted to the City's Housing and Neighborhood Development Director no later than November 15, 2019. Such request must be submitted in writing. The Director may extend the deadline no later than March 27, 2020.

### 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, 2019.

Agencies who receive operational funding under this Agreement shall submit two reports: one due by December 3, 2019 as described above, and another providing an update on the project's outcome indicators, due March 1, 2020. 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: niedermd@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: \_\_\_\_\_  
Dave Rollo  
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