

City of Bloomington Common Council

LEGISLATIVE PACKET ***Meetings for the week of 15-19 June 2020***

Wednesday, 17 June 2020
Regular Session
6:30 PM

Thursday, 18 June 2020
Public Safety Committee
7:00 PM

Legislation and background material on Resolution 20-09, is contained herein.
For legislation and background material on Ordinance 20-11 please view the [10 June 2020
Legislative Packet](#)

Please see the note on the [Agenda](#) addressing public meetings during the public health emergency

*For a schedule of upcoming meetings of the Council and the City's boards and commissions, please consult
the City's [Calendar](#).*

City of
Bloomington
Indiana



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

Office of the Common Council
(812) 349-3409
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To: Council Members
From: Council Office
Re: Weekly Packet
Date: 12 June 2020

LEGISLATIVE PACKET CONTENTS

REGULAR SESSION - WEDNESDAY, 17 JUNE 2020 [6:30 PM]

PUBLIC SAFETY COMMITTEE - THURSDAY, 18 June 2020 [7:00 PM]

- Memo from Council Office
- Agenda – Regular Session on Wednesday, June 17, 2020 at 6:30 pm
- Agenda – Public Safety Committee on Thursday, June 18, 2020 at 7:00 pm
- Notice of Regular Session on Wednesday, June 17, 2020 at 6:30 pm to be held remotely – Zoom meeting link: <https://bloomington.zoom.us/j/97746520288>
- Notice of Public Safety Committee on Thursday, June 18, 2020 at 7:00 pm to be held remotely – Zoom meeting link: <https://bloomington.zoom.us/j/93540977607>

Regular Session – Second Reading and Resolutions

- **Ordinance 20-11** - An Ordinance Recommending that Portions of the Bloomington Municipal Code be Temporarily Suspended Due to the Ongoing Public Health Emergency
 - Committee Report forthcoming→ Please see the weekly Council Legislative Packet issued for the [10 June 2020 Special Session](#) for the above legislation, material, and summary.

Contacts:

Mike Rouker, roukerm@bloomington.in.gov, 812-349-3426
Jackie Scanlan, Scanlanj@bloomington.in.gov, 812-349-3423
Alex Crowley, crowleya@bloomington.in.gov, 812-349-3477

- **Resolution 20-09** – Authorizing the Allocation of the Jack Hopkins Social Services Program Funds for the Year 2020 and Related Matters
 - 2020 Committee Report (signatures forthcoming)
 - 2020 Solicitation Letter
 - 2020 Application
 - Elaboration of Criteria
 - 2020 Committee Recommended Allocations
 - Funding Agreement Template

Contacts: Susan Sandberg, sandbers@bloomington.in.gov, 812-349-3409; Stephen Lucas, lucass@bloomington.in.gov, 812-349-3565

Regular Session – First Reading – None

PRELIMINARY MATTERS – REMINDERS FOR THE WEEK, ETC.

WEDNESDAY

June 17, 2020 at 6:30 p.m. – Regular Session to be held remotely – Zoom meeting link:
<https://bloomington.zoom.us/j/97746520288>

THURSDAY

June 18, 2020 at 7:00 pm– Public Safety Committee to be held remotely – Zoom meeting link:
<https://bloomington.zoom.us/j/93540977607>

During the June 10, 2020 Special Session, the Council tentatively indicated that this meeting would occur on June 16. Please note the change in date for the meeting, which is meant to avoid conflicting with other meetings taking place on June 16.

SUMMER RECESS

The Council's annual summer recess will begin after the Regular Session on June 17 and will end with a Work Session on Friday, July 10. Please note that standing committees of the Council may meet during the recess.

REGULAR SESSION – SECOND READINGS AND RESOLUTIONS – NEW MATERIALS - SUMMARY

Item 1:

Ordinance 20-11 – An Ordinance Recommending that Portions of the Bloomington Municipal Code be Temporarily Suspended Due to the Ongoing Public Health Emergency

The Sustainable Development Committee met on June 10, 2020 to consider Ordinance 20-11. The Committee received a presentation on the matter by Alex Crowley, Director of Economic and Sustainable Development, and Mike Rouker, City Attorney. The committee do-pass recommendation was 4-0.

Upon the signature of a majority of the Sustainable Development Committee members, a Report from the Committee will be issued prior to the June 17 Regular Session as a supplement to this legislative packet.

Item 2:
Resolution 20-09 – Authorizing the Allocation of the Jack Hopkins Social Services Program Funds for the Year 2020 and Related Matters

Resolution 20-09 brings forward recommendations from the Jack Hopkins Social Services Funding Committee. The Committee's *Report* included herein contains a summary of the 2020 funding program, a description of the Committee's meetings, and information about the program's criteria and policies. Additional information can be found on the Committee's website [here](#). The *Report* also details the funding recommendations forwarded from the Committee and contained in the resolution.

At the Committee's June 11 debriefing meeting, the Committee made a recommendation to adjust the membership of the Committee itself. The 2020 Committee recommends that the committee membership be adjusted such that the membership would include four members from the Council assigned by the President of the Council (instead of five) and three City residents appointed by the Committee Chair with experience in social services (instead of two). As the *Report* notes, this change would align the number of Council members serving on this standing committee with the number serving on most other standing committees of the Council. The Committee believes the addition of a third member of the public to the Committee would increase the public's ability to directly participate in and influence the funding recommendations of the Committee.

Under local code, the Council may by resolution establish standing committees and define the duties and responsibilities of each committee.¹ [Resolution 02-16](#) affirmed this Committee as a standing committee of the Council created under applicable local code. Subsequent resolutions ([Resolution 13-07](#) and [Resolution 16-06](#)) included additional affirmations and changes to the membership of the committee.

Section 4 of the proposed [Resolution 20-09](#) would carry out the Committee's recommended changes to the membership.

REGULAR SESSION– FIRST READINGS – None

¹ [BMC 2.04.210](#)

**NOTICE AND AGENDA
THE BLOOMINGTON COMMON COUNCIL**

**REGULAR SESSION
WEDNESDAY, 17 JUNE 2020 AT 6:30 PM**

Per Executive Orders issued by the Governor, this meeting will be conducted electronically. The public may access the meeting at the following link:
<https://bloomington.zoom.us/j/97746520288>

I. ROLL CALL

II. AGENDA SUMMATION

III. APPROVAL OF MINUTES *None*

IV. REPORTS *(A maximum of twenty minutes is set aside for each part of this section.)*

- 1. Councilmembers**
- 2. The Mayor and City Offices**
- 3. Council Committees**
- 4. Public***

V. APPOINTMENTS TO BOARDS AND COMMISSIONS

VI. LEGISLATION FOR SECOND READING AND RESOLUTIONS

1. Ordinance 20-11 – An Ordinance Recommending that Portions of the Bloomington Municipal Code be Temporarily Suspended Due to the Ongoing Public Health Emergency

Sustainable Development Committee Recommendation (10 June 2020): Do Pass: 4-0-0

2. Resolution 20-09 - Authorizing the Allocation of the Jack Hopkins Social Services Program Funds for the Year 2020 and Related Matters

Jack Hopkins Social Services Funding Committee Recommendation
on amounts and purposes for funding (28 May 2020): 6-0-0

VII. LEGISLATION FOR FIRST READING

None

VIII. ADDITIONAL PUBLIC COMMENT*

(A maximum of twenty-five minutes is set aside for this section.)

IX. COUNCIL SCHEDULE

Note: Tonight's meeting is the last Council meeting before the annual summer recess.

X. ADJOURNMENT

** Members of the public may speak on matters of community concern not listed on the agenda at one of the two public comment opportunities. Citizens may speak at one of these periods, but not both. Speakers are allowed five minutes; this time allotment may be reduced by the presiding officer if numerous people wish to speak.*

Statement on public meetings during public health emergency:

As a result of Executive Orders issued by the Governor, the Council and its committees may adjust normal meeting procedures to adhere to guidance provided by state officials. These adjustments may include:

- allowing members of the Council or its committees to participate in meetings electronically;*
- posting notices and agendas for meetings solely by electronic means;*
- using electronic meeting platforms to allow for remote public attendance and participation (when possible);*
- encouraging the public to watch meetings via Community Access Television Services broadcast or livestream, and encouraging remote submissions of public comment (via email, to council@bloomington.in.gov).*

Please check <https://bloomington.in.gov/council> for the most up-to-date information about how the public can access Council meetings during the public health emergency.

**NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL**

PUBLIC SAFETY COMMITTEE

THURSDAY, 18 JUNE 2020 AT 7:00 PM

Per Executive Orders issued by the Governor, this meeting will be conducted electronically.

The public may access the meeting at the following link:

<https://bloomington.zoom.us/j/93540977607>

Chair: Jim Sims

I. CALL TO ORDER

II. DISCUSSION OF CITY POLICING

- A. Introduction to topic by Committee Chair
- B. Committee questions or debate
- C. Public comment (time per speaker may be limited based on total number of speakers)
- D. Additional Committee questions or debate

III. ADJOURN

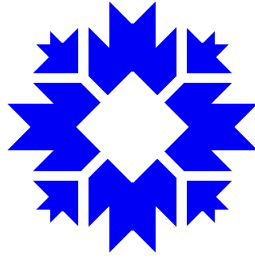
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Posted Friday, 12 June 2020



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

NOTICE

Wednesday, 17 June 2020 at 6:30 PM

Regular Session

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<https://bloomington.zoom.us/j/97746520288>***

Statement on public meetings during public health emergency

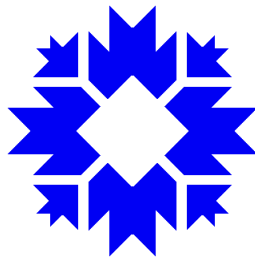
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As a quorum of the Council or its committees may be present, this gathering constitutes a meeting under the Indiana Open Door Law (I.C. § 5-14-1.5). For that reason, this statement provides notice that this meeting will occur and is open for the public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

Posted: Friday, 12 June 2020



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

NOTICE

Thursday, 18 June 2020

**7:00 PM – *Public Safety Committee
of the Common Council***

***Per [Executive Orders](#) issued by the Governor, this meeting will be conducted electronically. The public may access the meeting at the following link:
<https://bloomington.zoom.us/j/93540977607>***

Statement on public meetings during public health emergency

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Posted: Friday, 12 June 2020

RESOLUTION 20-09

AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2020 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 and Resolution 16-06, the Committee serves as a standing committee of the Council with five members from the Council assigned by the President of the Council and with two City residents (appointed by the Committee Chair) with experience in social services; and
- WHEREAS, the 2020 Committee recommends that the committee membership be adjusted such that the membership would include four members from the Council assigned by the President of the Council and three City residents (appointed by the Committee Chair) with experience in social services;
- WHEREAS, this year the Committee includes Council members Susan Sandberg (Chair), Ron Smith, Sue Sgambelluri, and Matt Flaherty (one seat reserved for a member from the Council was vacant) along with Tim Mayor and Mark Fraley; and
- WHEREAS, this year's funding for the Jack Hopkins Committee increased from \$305,000 to \$311,000; and
- WHEREAS, an additional \$7,795 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 27, 2020 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 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 extended deadline at 4:00 p.m. on April 13, 2020 (an original deadline was established for April 1, 2020 but was extended due to the ongoing COVID-19 public health emergency), the Committee received 37 timely applications seeking approximately \$822,970.96 in funding; and
- WHEREAS, on May 4, 2020 the Committee met to discuss the applications, and, rather than invite selected applicants to a presentation hearing as in previous years (which was not held in 2020 due to the ongoing COVID-19 public health emergency), the Committee instead submitted written questions to agencies seeking additional information where needed; and
- WHEREAS, after receiving agency responses to the Committee's written questions, the members of the Committee evaluated proposals and assigned each proposal a recommended allocation; and

WHEREAS, on May 21, 2020, the Committee met for a pre-allocation meeting and adopted a preliminary recommendation to fund 24 applications and these recommendations were adopted by the Committee at its Allocation Hearing on May 28, 2020; 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 24 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; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. The Common Council now allocates three hundred eighteen thousand seven hundred ninety five dollars (\$318,795.00) 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.	All Options Pregnancy Resource Center	\$4,000.00	To purchase diapers and wipes.
b.	Amethyst House	\$18,000.00	To upgrade flooring in the Men's house and other requested building upgrades.
c.	Boys and Girls Club of Bloomington	\$15,000.00	For continued operations of the Boys & Girls Clubs of Bloomington through Community Emergency Relief Programs.
d.	Catholic Charities Bloomington	\$20,278.00	For therapist salary and benefits.
e.	Community Kitchen of Monroe County, Inc.	\$8,113.00	For warehouse pallet shelving and decking & battery and charger.
f.	Courage to Change Sober Living	\$6,000.00	For Fresh Start rent subsidy program.
g.	El Centro Comunal Latino	\$10,000.00	For financial assistance for Latino residents during the COVID-19 pandemic.
h.	Habitat for Humanity of Monroe County	\$10,000.00	For bridge funding for build site preparation.
i.	HealthNet Bloomington Health Center	\$19,590.00	To purchase requested dental equipment.
j.	Hoosier Hills Food Bank	\$30,000.00	For COVID-19 food purchasing project.
k.	LIFEDesigns, Inc.	\$8,800.00	For residential support services.
l.	Bloomington Meals on Wheels, Inc.	\$7,260.00	To purchase electric meal transporters.
m.	Middle Way House, Inc.	\$3,000.00	For purchase of climate control panel.
n.	Monroe County CASA, Inc.	\$1,620.00	For security cameras and related equipment & resource materials.
o.	Monroe County United Ministries	\$16,000.00	For computers & software, curriculum kits, and iSprout assessments.
p.	Mother Hubbard's Cupboard	\$10,000.00	For bridge funding.
q.	New Hope for Families	\$13,000.00	To expand family coordinator hours.
r.	New Leaf - New Life	\$9,000.00	For expansion of hours for two existing part-time NLNL employees.
s.	Pantry 279, Inc.	\$20,000.00	For use toward either cargo truck or executive director compensation.
t.	Planned Parenthood of Indiana and Kentucky	\$11,134.00	For colposcopy equipment and related expenses.
u.	Shalom Community Center	\$21,000.00	For exterior painting and floor upgrade.

v.	South Central Community Action Program	\$25,000.00	To continue the Covering Kids and Families Program.
w.	Bloomington St. Vincent de Paul Society Serving Monroe County	\$15,000.00	For supplemental rent program.
x.	Wheeler Mission	\$17,000.00	For personnel expenses.

SECTION 3. The Council authorizes the Chair of the Jack Hopkins Social Services Funding Committee to resolve any questions regarding the implementation of the 2020 funding agreements.

SECTION 4. Henceforth, the Jack Hopkins Social Services Funding Committee membership shall include four members from the Council assigned by the President of the Council and three City residents with experience in social services appointed by the Committee Chair.

SECTION 5. The Council also approves the *2020 Report* of this Standing Committee of the Common Council.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2020.

STEPHEN VOLAN, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2020.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2020.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This resolution brings forward the recommendations of the 2020 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 \$318,795 to 24 different agency programs. The resolution also: approves the funding agreements with these agencies; accepts the report of the Committee; authorizes the Chair of the Committee to resolve any questions regarding the interpretation of the agreements; and adjusts the Committee membership to include four members from the Council assigned by the President of the Council and three City residents (appointed by the Committee Chair) with experience in social services.

2020

**Report of the Jack Hopkins Social Services
Funding Committee**

City of Bloomington Common Council's Jack Hopkins Social Services Funding Committee

REPORT AND RECOMMENDATION ON:

RESOLUTION 20-09 – Authorizing the Allocation of the Jack Hopkins Social Services Program Funds for the Year 2020 and Related Matters

Prologue: *The following description of the 2020 Jack Hopkins Social Services Program, along with the supporting documentation attached hereto, constitutes the Report of the 2020 Jack Hopkins Social Services Funding Committee pursuant to Bloomington Municipal Code 2.04.230. The Report of the Committee is advisory in nature.*

This is the 28th year of the Jack Hopkins Social Services Funding Program, named after former Councilmember Jack Hopkins. Since its inception in 1993 through 2019, the City has expended approximately \$4.46 million under this program to serve the needs of our community's most vulnerable residents. Indeed, since the inception of this program, funding has more than tripled: from \$90,000 in 1990 to \$311,000 available in 2020. Each year, the demand for funds exceeds supply, and each year, the Committee works hard to develop a fair and responsive process, one sensitive to local need, and one intended to foster responsible fiscal stewardship. This was a particularly difficult year, as the COVID-19 public health emergency impacted the community and this Committee's work in numerous ways.

Res 20-09 implements the recommendations of the 2020 Jack Hopkins Committee. The legislation:

- Allocates \$318,795 in grant funds to 24 agency programs. Note that the amount allocated includes the \$311,000 in 2020 budgeted funds as well as \$7,795 in unused 2019 Hopkins funds available through the Jack Hopkins non-reverting fund. The Administration has indicated that it is amenable to including the appropriation of the unused funds in its next appropriation ordinance.
- Approves the *Funding Agreements* with these agencies;
- Delegates questions regarding the interpretation of the *Funding Agreements* to the Chair of the Committee (Councilmember Sandberg);
- Authorizes the Chair of each year's Committee to appoint two non-Council member appointees to the Committee; and
- Approves the *Report* of the Hopkins Committee (which includes this summary and the attached supporting documentation).

Committee Members

The Committee is a Standing Committee of the Council, pursuant to BMC 2.04.210. The 2020 Committee included four Council members (one council seat was left vacant) and two members of the public with experience in social services. The non-Council members are appointed by the Chair:

- Susan Sandberg (Chair)
- Matt Flaherty
- Sue Sgambelluri
- Ron Smith
- Tim Mayer
- Mark Fraley

The 2020 Committee recommends that the membership be adjusted such that the membership would include four members from the Council assigned by the President of the Council and three City residents (appointed by the Committee Chair) with experience in social services. This change would align the number of Council members serving on this standing committee with the number serving on most other standing committees of the Council. By the addition of a third member of the public, it would also increase the public's ability to participate in and influence the funding recommendations.

HAND Staff

While Council staff coordinates the program prior to Council action, Doris Sims, Eric Sader, and Cody Toothman of HAND provide critical insight and assistance throughout the process. Once Council approves the recommended allocation, Mr. Toothman provisions for the reimbursement of funds to agencies, the monitoring of the grants, and otherwise advises agencies post-award.

The 2020 Hopkins Process

The following is a brief summary of the 2020 Hopkins process:

- **Organizational Meeting – 27 February 2020**

The Committee met to establish policies and procedures for the 2020 program. At this meeting the Committee:

- Heard a report of last year's grants from Eric Sader, HAND department;
- Voted to continue the practice of accepting requests for operational funding that do not fit within one of the long-standing exceptions to the "one time funding" rule: pilot projects, bridge funding, and collaborative projects. The Committee specified that agencies cannot seek operational funds for the same project two years in a row and should have a well-developed plan for future funding;
- Adopted the elaboration of criteria for evaluating and awarding grants;
- Approved the solicitation materials as amended; and
- Established a schedule for 2020.

- **Request for Applications Issued – 02 March 2020**

The Council Office sent a solicitation letter directly to social services agencies, posted the letter and application on the Committee's website, and issued a press release announcing the availability of the application. The Administration posted notice of the grant availability on the City's social media. The United Way distributed this information to its members and in the Non-Profit Alliance Newsletter.

- **Technical Assistance Meeting – 19 March 2020**

A voluntary Technical Assistance meeting was scheduled for 19 March in order to explain the program to, and answer questions from, agency representatives. Due to the COVID-19 public health emergency, the Technical Assistance meeting was cancelled on 17 March and a video of the presentation that would have been given was posted online for agencies to view. Agencies were encouraged to email the Council office with remaining questions.

- **Deadline for Applications – moved from 30 March 2020 to 13 April 2020, 4:00pm**

Due to the COVID-19 public health emergency, the Committee Chair, after consultation with Committee members, extended the application deadline to 13 April at 4:00pm. Agencies were informed of the extension on 25 March 2020. 37 timely applications were submitted to the Council Office by the deadline requesting a total of \$822,970.96.

- **Distribution of Packet of Applications – 17 April 2019**

The Council Office distributed summaries and application materials to committee members and staff.

- **Initial Review of Applications by the Committee – 22 April 2020***

The Committee met via Zoom for an initial review of the 37 applications. The Committee first announced any conflicts of interests and then reviewed the applications, removed seven applications from further consideration, and developed questions to be answered by agencies via email.

- **Agency Presentations – CANCELED (initially scheduled for 30 April 2020)**

Due to the COVID-19 public health emergency, the Committee Chair, after consultation with Committee members, cancelled the agency presentations for this year. Instead, Committee questions were submitted in writing to 30 Agencies on 07 May 2020. 29 agencies responded to the Committee's written questions by 14 May and the non-responsive agency choose to withdraw its application. All agency questions and answers were distributed to the Committee on 15 May 2020.

- **Individual Committee Member Recommendations – 18 May 2020**

Committee members submitted individual recommended allocations and comments to the Council Office. The Council Office averaged allocations and turned those averages, along with compiled comments, to the Committee in interest of its next meeting.

- **Pre-Allocation Meeting – 21 May 2020***

The Committee met via Zoom and made preliminary recommendations for funding to be considered at its Allocation meeting.

- **Allocation Meeting – 28 May 2020***

The Committee met via Zoom and recommended funding 24 agency applications for a total of \$318,795. Please note that the Committee offered an opportunity for public comment before voting on its recommendations. Note further that the Committee voted to request that the Administration propose an appropriation ordinance appropriating \$7,795 from the Jack Hopkins non-reverting fund.

- **De-Briefing Meeting – 11 June 2020***

The Committee met to review the 2020 program – what worked well and what warrants change in 2021.

- **Council Action – 17 June 2020**

The Common Council will consider the *Resolution* approving recommendations and taking related actions regarding the program.

- **Technical Assistance Meeting for Grantees - Thursday, 23 June 2020, 8:30am** – The HAND department has scheduled a Technical Assistance meeting at this time to inform funded agencies how to obtain reimbursements under the grant.

****Per Executive Orders issued by the Governor, this meeting was conducted electronically.***

Criteria and Other Program Policies

Former Council member Jack Hopkins established three criteria for this program in 1993. The Committee has elaborated upon the criteria over the years by providing a policy statement, which was sent out with the funding solicitation as well as placed on the Council web page. Those criteria are briefly stated below:

- 1) The program should address a previously-identified priority for social services funding (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);
- 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.

On Criteria: Continued Allowance for Operational Funds

As originally envisioned, Hopkins funds were intended to be a “one-time investment.” This one-time funding rule was intended to encourage innovation, address changing community needs, and to discourage dependency of an agency on Hopkins funding for its on-going operational needs. Over time, the Committee has established exceptions to the “one time funding” rule. Those exceptions allow for requests for operating funds for a pilot project, to bridge the gap left by a loss of another funding source, and for collaborative projects. For the last several years, the Committee has received increasing feedback from agencies calling for a broader allowance for operational requests. Agencies have opined that in the current economic climate, operational funds are the hardest to come by and that such funds are critical for non-profits’ continued provision of essential services. In response, in 2016 the Committee voted to accept applications for operational funds that do not fit one of the aforementioned exceptions. The Committee agreed to continue this practice again this year and included the following proviso in its solicitation material:

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.

Enhanced Reporting on Efficacy of Operational Funds

Over time, the Committee has worked to build in more meaningful reporting requirements for grantees, such that it might be better positioned to assess the efficacy of a program or agency in future years. This is especially true for operational funds, as the Committee has agreed to continue with the broad operational allowance for 3-4 years before evaluating the change. For that reason, this year's Committee continued 2019's enhanced reporting requirement requiring those who receive operational funds to report back to the Committee at two points: once when the agency submits its final claim in early December (a requirement made of all grantees); and again by 30 March 2021 to provide an update on the project's outcome indicators. Operational costs are those that are recurring and include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other like ongoing budget items.

The Report of the 2020 Jack Hopkins Social Service Funding Committee is signed by the following majority of its membership:

Council Members

Date

Susan Sandberg (Chair)
Council Member, At-Large

Ron Smith
Council Member, District III

Sue Sgabelluri
Council Member, District II

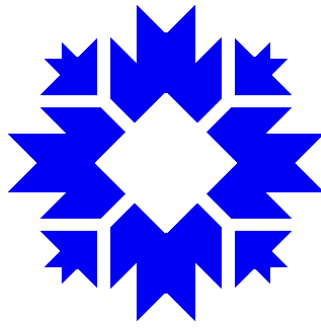
Matt Flaherty
Council Member, At-Large

[seat vacant]
Council Member

Residents With Experience in Social Services

Tim Mayer

Mark Fraley



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 City of Bloomington 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 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

Technical Assistance Meeting (attendance optional)	Tuesday, 17 March 2020, 4:00 pm Hooker Room (#245)
APPLICATION DEADLINE	MONDAY, 30 MARCH 2020, 4:00 PM
Invited Agencies Present Applications <i>Failure to attend this meeting may be grounds for disqualification of your application.</i> <u>Note:</u> This year, agencies will make their presentations in alphabetical order.	Thursday, 30 April 2020, 5:30 pm Council Chambers (#115)
Committee Recommends Allocation of Funds (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)	Wednesday, 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, and Ron Smith (with one member yet to be appointed). The citizen appointments are: Tim Mayer and Mark Fraley.

HELP WITH APPLICATIONS

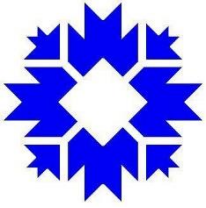
The application process is designed to be simple. However, if you have any questions, please don't hesitate to give us a call. You can contact the Council Office at 812.349.3409 or Eric Sader in the Housing and Neighborhood Development Department at 812.349.3577.

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.)

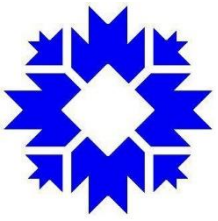
Incomplete applications will not be considered for funding.

ALL APPLICATIONS DUE BY MONDAY, 13 APRIL, 4:00 PM.

send to: council@bloomington.in.gov

with subject "2020 JHSSF Application – [agency name]"

No late applications accepted.



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

AGENCY CONTACT INFORMATION

Lead Agency Name:

Address:

Phone:

E-Mail:

Website:

President of Board of Directors:

Name of Executive Director:

Phone:

E-Mail:

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

Phone:

E-Mail:

Name of Grant Writer:

Phone:

E-Mail:

AGENCY INFORMATION

Lead Agency:

Is 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

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

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

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)

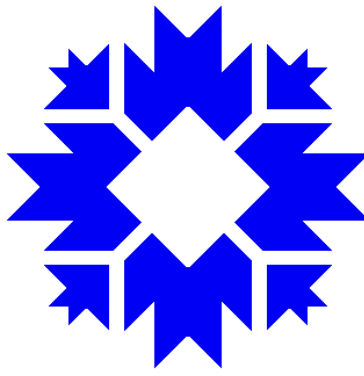
Please describe the outcome indicators you intend to use to measure the success of your project.

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)*

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.



**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 2015-2019 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.

2020 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE RECOMMENDED ALLOCATIONS

AGENCY	RECOMMENDED ALLOCATION
All Options - <i>To purchase diapers and wipes.</i>	\$4,000.00
Amethyst House - <i>To upgrade flooring in the Men's house and other requested building upgrades.</i>	\$18,000.00
Boys & Girls Club - <i>For continued operations of the Boys & Girls Clubs of Bloomington through Community Emergency Relief Programs.</i>	\$15,000.00
Catholic Charities - <i>For therapist salary and benefits.</i>	\$20,278.00
Community Kitchen of Monroe County - <i>For warehouse pallet shelving and decking & battery and charger.</i>	\$8,113.00
Courage to Change Sober Living - <i>For Fresh Start rent subsidy program.</i>	\$6,000.00
El Centro Comunal Latino - <i>For financial assistance for Latino residents during the COVID-19 pandemic.</i>	\$10,000.00
Habitat for Humanity – <i>For bridge funding for build site preparation.</i>	\$10,000.00
HealthNet Bloomington - <i>To purchase requested dental equipment.</i>	\$19,590.00
Hoosier Hills Food Bank - <i>For COVID-19 food purchasing project.</i>	\$30,000.00
Life Designs - <i>For residential support services.</i>	\$8,800.00
Meals on Wheels - <i>To purchase electric meal transporters.</i>	\$7,260.00
Middle Way House - <i>For purchase of climate control panel.</i>	\$3,000.00
Monroe County CASA - <i>For security cameras and related equipment & resource materials.</i>	\$1,620.00
Monroe County United Ministries - <i>For computers & software, curriculum kits, and iSprout assessments.</i>	\$16,000.00
Mothers Hubbard's Cupboard - <i>For bridge funding.</i>	\$10,000.00
New Hope for Families - <i>To expand family coordinator hours.</i>	\$13,000.00
New Leaf New Life – <i>For expansion of hours for two existing part-time NLNL employees.</i>	\$9,000.00
Pantry 279 - <i>For use toward either cargo truck or executive director compensation.</i>	\$20,000.00
Planned Parenthood of Indiana and Kentucky – <i>For colposcopy equipment and related expenses.</i>	\$11,134.00
Shalom Center - <i>For exterior painting and floor upgrade.</i>	\$21,000.00
South Central Community Action - <i>To continue the Covering Kids and Families Program.</i>	\$25,000.00
St. Vincent de Paul - <i>For supplemental rent program.</i>	\$15,000.00
Wheeler Mission - <i>For personnel expenses.</i>	\$17,000.00
GRAND TOTAL	\$318,795.00

FUNDING AGREEMENT
CITY OF BLOOMINGTON - JACK HOPKINS
SOCIAL SERVICES PROGRAM

«Organization»

This Agreement entered into in June 2020 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, considered additional information provided by agencies in response to Committee questions, and made funding recommendations to the Common Council;

Whereas, the Common Council adopted Resolution 20-09 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 11, 2020. Requests for extensions must be submitted to the City's Housing and Neighborhood Development Director no later than November 20, 2020. Such request must be submitted in writing. The Director may extend the deadline no later than March 26, 2021.

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 11, 2020.

Agencies who receive operational funding under this Agreement shall submit two reports: one due by December 11, 2020 as described above, and another providing an update on the project's outcome indicators, due March 30, 2021. 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: Cody Toothman, 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: cody.toothman@bloomington.in.gov	Agency: «Director_of_Agency» «Organization» «Mailing_Address» «City_State_Zip_Code» Tel: «Home Phone» E-mail: «Agency_Email»
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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: _____
Steve Volan
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

APPENDIX A

STATE OF INDIANA

SS:

COUNTY OF MONROE

SWORN AFFIDAVIT

The undersigned, being duly sworn, hereby affirms and says that:

1. The undersigned is the _____ of _____
a. (job title) (agency name)
2. The agency named herein that employs the undersigned has been awarded a grant from the City of Bloomington.
3. The undersigned hereby states that the agency named herein has enrolled and is participating in the E-Verify program.
4. The undersigned hereby states that, to the best of his/her knowledge and belief, the agency named herein does not knowingly employ an “unauthorized alien,” as defined at 8 United States Code 1324a(h)(3).

Signature

Printed name

[illegible]

Before me, a Notary Public in and for said County and State, personally appeared _____ and acknowledged the execution of the foregoing this ____ day of _____, 2020.

Notary Public

Printed name

My Commission Expires: _____