

COUNCIL OVERSIGHT COMMITTEE MEETING

CITY COUNCIL CONFERENCE ROOM

**MUNICIPAL BUILDING
201 WEST GRAY**

WEDNESDAY, OCTOBER 7, 2009

5:30 P.M.

DISCUSSION REGARDING

REVIEW OF POSSIBLE SPEED HUMP REMEDIATION PROJECTS

**COMPARISON OF SELECTION PROCESS CRITERIA FOR NON-PROFIT
AGENCIES WHO RECEIVE FUNDING FROM THE CITY OF NORMAN**

MISCELLANEOUS DISCUSSION

***(SUPPORTING DOCUMENTATION FOR SPEED HUMPS WILL BE
DISTRIBUTED PRIOR TO THE MEETING)***

Comparison of Selection Process Criteria for Nonprofits

Oversight Committee

October 7, 2009



Nonprofit Performance Contracts

□ 3 Types of Contracts

- Funded through Community Development Block Grant (“CDBG”) & Community Housing Development Organization (“CHDO”)
 - Federal Funds given to City

- Funded through Social and Voluntary Services (“SVSC”)
 - Municipal Funds

- Funded through General Fund Budget by Council Direction (Requests sent through Finance Committee)
 - Municipal Funds

CDBG – Selection Process Criteria

- CDBG Policy Committee
 - 42 Members
 - 32 members appointed by Mayor
 - 10 elected as representatives from five target neighborhoods
- Proposals for funding are submitted to Committee
 - Financial Audit: Agencies also submit a copy of their most current audit with their application
- Committee selects recipients based upon whether:
 - Agency provides services to low-to-moderate income citizens in Norman
 - Agency will use funds for that purpose only



CDBG – Selection Process Timeline

	<u>Deadline</u>
□ RFP Issued	October 2009
□ Deadline for Applications	November 2009
□ Presentation of Applications	December 2009
□ Committee reviews applicants	January/ February 2010
□ Budget Approved by Committee	March 2010
□ Council Approval of HUD Application	April 2010
□ Contracts Approved by Council	July 2010

CDBG- Recipients

<u>Recipient</u>	<u>Purpose</u>	<u>Fund Amt.</u> <u>FY09-10</u>
Aging Services of Cleveland County	Congregate Meal Program	\$ 5,500.00
Among Friends Activity Center, Inc.	Meal Program	\$ 3,000.00
Bethesda, Inc.	Service delivery & operations	\$ 2,300.00
Bridges, Inc.	Life Skills Program & Computer Services	\$ 4,000.00
Center for Children and Families, Inc.	Kennedy Summer Youth Enrichment Program	\$ 7,600.00
Central OK. Comm. Action Agency, Inc.	Purchase of supplies for Food Closet, Rehabilitation for Transitional Housing Units	\$ 29,500.00
Community After School Program	Scholarships	\$ 4,500.00
Community Services Bldg., Inc.	Mechanical rehabilitation	\$ 29,805.00
East Main Place, Inc.	Roof replacement	\$ 10,000.00
Food and Shelter for Friends, Inc.	Utilities and maintenance	\$ 10,000.00

CDBG- Recipients (cont.)

<u>Recipient</u>	<u>Purpose</u>	<u>Fund Amt.</u> <u>FY09-10</u>
Full Circle Senior Adult Day Care, Inc.	Equipment	\$ 2,500.00
Health for Friends, Inc.	Dental clinic, prenatal, pharmacy operations	\$ 10,000.00
Meals on Wheels of Norman, Inc.	Scholarships	\$ 13,000.00
Metro Transit Norman	Transportation services for those with low & moderate income	\$ 25,000.00
Metropolitan Fair Housing Council, Inc.	CHDO	\$ 5,000.00
		\$ 10,000.00
Norman Affordable Housing Corp.	CHDO	\$ 90,301.00
Options Program, MNTC	Scholarships	\$ 5,500.00
Progressive Independence, Inc.	Opening doors funds and/or durable medical equipment loan library	\$ 8,000.00
Thunderbird Clubhouse, Inc.	Supplies for food program	\$ 3,000.00
United Way of Norman, Inc.	ABC 123 School Supply Program	<u>\$ 4,000.00</u>
TOTAL		\$ 282,506.00

CDBG Contract-Terms

- Recordkeeping & Reporting
 - Submit monthly report to Community Development Division including:
 - Activities performed with the funds
 - Number of clients served
 - Their income levels
 - Household/ racial characteristics
 - Due on or before 5th day of each month
 - Record all income generated from use of funds
 - Make all required records available for inspection by City
 - Activities must be completed and reported to City within fiscal year
 - Maintain financial records related to CDBG funds & activities for 5 years



CDBG -Terms (cont.)

□ Additional Terms

- Ensure City is recognized as grantor of funds
- Abide by all terms and conditions of CDBG Program
- Serve no fewer than specified number of clients with the funds allocated
- Monies paid on a reimbursement basis
- Unused funds
 - May be used next fiscal year for same purpose as preceding year

Social and Voluntary Services Commission

- Created through Norman City Code §4-1501 *et seq.*
 - Details the powers & duties of the Commission
 - Act in advisory capacity to Council with specific attention to the evaluation and coordination of social and voluntary services
 - Study and investigate any condition having an adverse effect on the delivery of those services
 - Institute and conduct educational and other programs
 - Promote citizen participation or volunteers in the social service sector of the City
 - Recommend to Council relevant legislation and programs which would promote social and voluntary services
 - Addresses expenditures of City funds
 - All expenditures of City funds by the Commission must be authorized and appropriated by Council
 - Members of Commission may be reimbursed for actual and necessary expenses related to the performance of their duties



SVSC – Selection Process Timeline

	<u>Deadline</u>
□ Advertise for Applications	August 1, 2009
□ Deadline for Applications	September 14, 2009
□ Presentation of Applications	September 28, 2009
□ Recommendations for Funding	October 5, 2009
□ Council Consideration	October 27, 2009



SVSC - Selection Process Criteria

- Commission composed of nine members selects recipients based upon:
 - Whether purpose of funds is related to providing some social service to the community
 - Social Service: those services designed to prevent, alleviate or contribute to the solution of recognized social problems, and to improve the well being of individuals, groups and the community
 - How many in the community will benefit
 - Whether similar services are available through other local agencies

SVSC- Recipients

<u>Recipient</u>	<u>Purpose</u>	<u>Fund Amt. FY09-10</u>
ABLE	Fireproof wall, new entry way & door	\$ 4,000.00
Aging Services	Special assistance program for elderly	\$ 2,000.00
Alameda Church of Christ	Backup generator and flat bed trailer for use in food pantry program	\$ 4,000.00
Among Friends Activity Ctr.	Meal cost	\$ 2,500.00
Bethesda, Inc.	Summer camp for boys and girls	\$ 4,000.00
Big Brothers, Big Sisters	Back ground checks and paper cutter	\$ 1,630.00
Bridges	Purchase household items for apartments	\$ 2,000.00
Ctr for Children & Families	Healthy snacks	\$ 3,000.00
Clev. Cnty Habitat/Humanity	volunteer coordinator	\$ 3,690.00
Comm. After School Program	Tutoring program	\$ 4,500.00
Community Service Bldg, Inc.	Utility costs	\$ 5,000.00
East Main Place	Expansion of housing (duplex)	\$ 4,000.00

SVSC- Recipients (cont.)

<u>Recipient</u>	<u>Purpose</u>	<u>Fund Amt.</u> <u>FY08-09</u>
Food and Shelter for Friends	Partial salary for prevention case manager	\$ 3,300.00
Full Circle Senior Adult Day Center	Music therapist program	\$ 1,080.00
Health for Friends, Inc.	Additional physician assistant work days and pharmacy costs	\$ 7,500.00
Mary Abbott Children's House	Training for development position	\$ 1,500.00
Meals on Wheels of Norman, Inc.	Expand food pantry	\$ 1,000.00
NAIC	Laptops and projectors for group treatment	\$ 1,600.00
Norman Day School HC Children	Operational and promotional funding	\$ 1,500.00
Thunderbird Clubhouse Board, Inc.	Electrical and plumbing services to emergency housing purchase	\$ 6,450.00
Transition House	Van expenses for outreach program	\$ 4,500.00
Salvation Army	Ongoing expenses	\$ 1,250.00
Women's Resource Center, Inc.	Groceries, utilities, telephone	<u>\$ 5,000.00</u>
TOTAL		\$75,000.00

SVSC Contracts -Terms

- Purpose/ use of funds stated specifically
- Conduct one scheduled review of agency
 - Through Site Visits
 - Ensures Agency in compliance
 - Anticipates needs of community for upcoming year and where funds should be allocated
 - Review Includes:
 - Appraisal of whether performance is satisfactory
 - Findings of expenditures to ensure funds are used in a reasonable & necessary manner towards meeting performance goals
- Agency requirements
 - Meet performance goals
 - Use funds in a reasonable and necessary manner to meet those goals
 - Actively seek other sources to replace City funding

SVSC Contracts- Terms (cont.)

- Funds revert back to City if:
 - Unsatisfactory rating, or
 - Any funds leftover
- Periodic review of Agency operations
 - Findings submitted to the City Manager or his designate in written form
 - Includes:
 - Whether performance goals attained
 - Expenditure of funds reasonable & necessary related to goals
- Unsatisfactory Rating
 - City can waive that particular review but not subsequent requirements or reviews
- Indemnity / Hold Harmless Clause



Requests through Finance Committee

- These agencies make direct funding requests reviewed initially by the Finance Committee

- Who qualifies?
 - Facilities with history of City of Norman connection
 - Miscellaneous nonprofit agency requests



FC Requests – Selection Process Timeline

- | | <u>Deadline</u> |
|---|-----------------|
| □ Notices sent to agencies that received funds in prior year to attend Finance Committee Mtg. | January 2009 |
| □ Presentations to FC and recommendations made | February 2009 |
| □ Budget information prepared | March 2009 |
| □ Council Budget Study Sessions begin | April 2009 |

Finance Committee– Selection Process Criteria

- Finance Committee considers:
 - Use of Funds
 - Whether services benefit community as a whole
 - Whether one time request or continuous (yearly) financial support
 - Financial condition of agency
 - Past performance

FC Requests – Recipients

<u>Recipient</u>	<u>via City Dept</u>	<u>Purpose</u>	<u>Amt. FY09-10</u>
Firehouse Art Center	Parks & Rec	Fac.Op/Bld. Maint.	\$ 60,000
Norman Hist. Society	Parks & Rec	Fac.Op/Bld. Maint.	\$ 35,000
Sooner Theatre	Parks & Rec	Fac.Op/Bld. Maint.	\$ 72,527
Aging Services	City Clerk	Fuel/Auto Parts	Up to \$10,500
Center - Children & Fam	City Clerk	Neighborhood Cntr	\$ 90,000
Little River Zoo	City Clerk	Recycling	\$ 8,000
Norman Parades	City Clerk	Food/Transportation	\$ 5,000
Performing Arts Studio	City Clerk	Visitor Hospitality	\$ <u>3,000</u>
TOTAL			\$ 284,027

FC Requests – Contracts

- Contractual Terms which are explicitly stated:
 - CC must approve budget to ensure funding - yes, except Center for Children & Families, Little River Zoo, Norman Parades, & Performing Arts Studio
 - Automatic Annual Renewal – yes, except Center for Children & Families, Little River Zoo, Norman Parades, & Performing Arts Studio
 - Ex Officio Board Position – yes, except Aging Services
 - Cancellation Clause – 30 days notice, except Norman Parades with 14 days notice

FC Requests – Terms (cont.)

- Financial Audit- only Little River Zoo & Performing Arts Studio
 - All records related to the use of funds must be available for inspection by the City and upon demand must be submitted for auditing purposes

- Reporting Requirements
 - Oral Presentation to Parks Commission– only Firehouse Art Center, Norman Historical Society, Sooner Theatre
 - All other organizations give a presentation to the Finance Committee apart of the budgetary process
 - This is not a contractual requirement

Conclusion

- Selection Process Criteria
 - Well established processes under CDBG, SVCS & Parks Commission
 - Evaluation of other finance committee requests
 - Do not fall within established selection process
 - Aging Services, Center for Children & Families, Little River Zoo, Norman Parades, Performing Arts Studio
 - Possible Options
 - Require remaining agencies to receive funding through CDBG, SVSC or Parks Comm.
 - Establish a standard selection, monitoring and reporting process for these remaining agencies and any others that may fall in this category
 - Leave the process “as is”



Council Questions

Council Comments

Council Direction