



MEMORANDUM

To: Members of the Finance Committee

From: Rich Olson, City Manager
Angela Cole, Assistant City Manager

Date: October 3, 2017

Re: FY2017-18 Community Support Grant Applications and Presentation to Finance Committee

Pursuant to instructions from the City Council, staff opened the application process starting with two Pre-Application Workshops in August. At the September 15, 2017 deadline staff had received 10 applications from 9 organizations. The applications received were reviewed for completeness and evaluated by a 4-member panel using the approved score sheet. Staff evaluators were asked to score each application response based on: a project's value, return on investment, community impact, duplication of programming, and the presentation of materials. An average of application scores – both categorical and composite – was figured. The averages for each application are listed in the attached matrix. Also included in the matrix is a list of staff's comments regarding application weaknesses, applicant's requested grant amount, and prior year (FY2016-2017) grant award (for identical programming). A copy of the matrix is attached. The agenda and application submittals for the City Council Meeting are available on the City's website (www.cityofec.com).

Staff has scheduled all 10 organizations for a presentation to the Finance Committee. Each organization representative was advised to adhere to a 3-minute speaking presentation; that visual aids nor PowerPoint are not required; and that handouts could be made available to the Committee at the start of their presentation.

Please be aware that the 10 grant requests received total \$106,500.00, whereas the City Council has budgeted only \$30,000 for the 2017-18 Community Support Grant program.

RCO/abc

Fiscal Year 2017-18 Community Support Grant Applicant Evaluation Report to City Council Finance Committee October 3, 2017

Scoring Categoriesⁱ

Organization (Program Reference)	Application & Presentation	Clarity & Relevance	Influence & Impact	Feasibility & Sustainability	Total Score	Staff Comments	Funding Request	FY16-17 Award
Albemarle Commission (Senior Nutrition)	10	35.63	14	19.5	79.13	Provide address verification of Elizabeth City municipal residents to benefit from the awarded grant funds; Provide copy of previous year's budget for the Nutrition program; by what percentage was Pasquotank County funding reduced?	10,000.00	N/A
Boys & Girls Club (Utility Payment)	9.75	33.8	17.13	21.13	81.80	Provide utility billing history (previous 12 months) Provide description of how utility bill amounts are cost-shared between B&G Club and the Police Athletic League (PAL)	5,000.00	4,000.00
Harbor of Hope Foundation /SOULS (Utility Payments)	9.63	32.87	16.38	21.63	80.50	Missing items of interest: letters of support from participating organizations; operation budget	3,000.00	3,000.00

						indicates no regular income source(s), building insurance, and other items; application must be updated to reflect the correct non-profit parent agency (Northeaster Coalition to End Homelessness is no longer the managing agency); provide 12-month utility billing history		
Health Carolinians of the Albemarle (Health & Wellness)	7.5	27.75	13	16	64.25	A good program; good concept and incorporation of residents into existing community programming	1,000.00	N/A ⁱⁱ
Kids First, Inc. (Abuse Treatment)	10	36.7	17.13	22.38	86.20	Missing items of interest: 1) Endorsement from Social Services, ECPD and other referral agencies; 2) annual average of referrals or request for service from local law enforcement; 3) considering the interagency coordination, does the Elizabeth City Police Department have an opportunity to serve on an advisory committee or board of directors?	10,000.00	8,000.00
Pasquotank Library (eBook Reading Program)	9.75	32.01	16.63	18.38	76.76	Inception year for program/service; CSG sole-source funding; Application does not indicate collaboration with schools and teachers; participation (enrollment) is voluntary; tutorial program access	2,500.00	2,000.00 ⁱⁱⁱ

						hours extend beyond library hours; No post-evaluation or test score measures; Participants have only to be current library subscribers, not limited to city residents; No fiscal support from parent agency (Pasquotank County Government); program participation assumes some level of computer literacy		
River City CDC (Juneteenth)	10	32.65	16.88	1988	79.40	2017 Festival event was not held at the Waterfront Park area, and therefore less of a tourist-attraction / TDA-related event; if repeated in 2018, event does not merit transfer to TDA for funding; CSG funds could be directed to a specific festival program or sub-event (e.g. outreach, education,) Staff recommends award amount (at most) to cover the Special Event Permit-related costs (e.g. park fees, public safety staffing, vendor fees, etc.)	2,000.00	2,500.00
River City CDC (WorkCamp)	10	37.13	17.63	21.63	86.38	Application incomplete, FY15-16 Program Budget is missing from application response; Missing items of interest: 1) List of properties (addresses) benefitting from prior year funding, highlighting properties within	7,500.00	8,500.00 ^{iv}

**Visions of Hope
(Women's Shelter)**

9.63

32.50

17.13

16.63

75.88

Elizabeth City municipal limits; 2) List of homes/residences to be featured in current fiscal year (if not determined, make provision a condition of award); 3) Policy statement regarding application of City funds for city residents only; 4) Report of work improvements (i.e. quality of work); 5) Letters of community support; 6) Other funding sources or in-kind donations
What was the program year of the properties included with application package?

Operation Budget indicates no income source(s), allocation for salaries and payroll, building insurance, and other items; Missing items of interest: 1) Summary of monthly reports, indicating migration out of shelter and program accomplishment; 2) Partnerships or collaboration efforts (locally and/or regionally); 3) Summary of utility billing history for previous 12-month period; 3) Confirmation that VOH continues to operate intake at the Hugh Cale Resource Center (Northeaster Coalition

5,000.00

3,000.00

YMCA
(Swim Safety)

9.75

34.50

19.13

25.68

89.05

to End Homelessness is no longer operating at this location, daily)

No indication that subsidized participation is limited to city residents; Missing items of interest: 1) Prior years' participation numbers; 2) Qualifications of instructors; 3) Letter of program support from ECPPS

3,000.00

2,000.00

**9 Organizations/
10 Program Requests**

\$106,500

ⁱ Reported score for each category is an average of City staff individual scores. There were four staff members participating in the evaluation exercise – City Manager Rich Olson; Superintendent of Recreation Darris Harris; Deputy Chief of Fire Barry Overman; Grants Management Specialist Dawn Harris.

ⁱⁱ Applicant received a CSG award in FY2016-17 for a different program – Golden Shoes Program, \$500

ⁱⁱⁱ Applicant received a CSG award in FY2016-17 for a different program – Online Tutorial Service, \$2,000

^{iv} Applicant received a CSG award in FY2016-17 for a different program – Mary Walker Boarding House, \$