



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1718-14

File ID: K-1718-14

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 20

In Control: City Council

Department: Planning and
Community
Development
Department

Cost: \$8,000.00

File Created: 08/02/2017

File Name: SVSC Contract for Meals on Wheels

Final Action:

Title: CONSIDERATION OF A RECOMMENDATION FROM THE SOCIAL AND VOLUNTARY SERVICES COMMISSION TO APPROVE A REQUEST FOR FUNDING IN THE AMOUNT OF \$8,000 AND ENTER INTO CONTRACT K-1718-14 WITH MEALS ON WHEELS, INC.

Notes: ACTION TAKEN: Motion to approve or reject the recommendation from the Social and Voluntary Services Commission to fund a request from Meals on Wheels, Inc., in the amount of \$8,000 and approve Contract K-1718-14; and, if approved, authorize the execution thereof and direct payment in the amount of \$8,000 to Meals on Wheels, Inc.

ACTION TAKEN: _____

Agenda Date: 08/22/2017

Agenda Number: 20

Attachments: FYE18 SVSC Funding, Meals on Wheels, MOW PR

Project Manager: Lisa Krieg, Grants Planner

Entered by: lisa.krieg@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File K-1718-14

Body

BACKGROUND: The Social and Voluntary Services Commission (SVSC) was founded in 1973 as an advisory body to the Norman City Council regarding the evaluation of social services. The SVSC Commission consists of nine members each serving a three year term. The current members are: Aisha Ali, Kay Antorio, Teresa Capps, Krystal Hamm, Victoria Harrison, Loida Salmond, Angela Steidle, Ann Way and current Chair Pamela Normile. Within the Fiscal Year 2017-2018 City of Norman General Fund budget, funding for social service agencies in the amount of \$175,000 was provided. A formal application process was held in which qualified interested agencies were required to submit an application that included information regarding the overall mission of the agency, specific project for which funding was being requested, financial information including budget summary and projected budget, copy of most recent audit and 990 filing, and a copy of IRS tax exempt status letter. The application also required a list of the current board members and staff members of the agency.

Agency project funding will be on a reimbursement basis. Payment will be made as invoices with appropriate documentation of project execution and receipts are received.

DISCUSSION: On June 19, 2017, the Social and Voluntary Services Commission heard presentations from 24 social service agencies who had submitted applications for funding. These requests totaled over \$267,000. The Commission held a subsequent meeting on June 26, 2017 to discuss the applications received and to determine their funding recommendations.

After the June 19th meeting and prior to the June 26th meeting, each Commission member evaluated each of the applications and determined an appropriate funding level within the allowable total of \$175,000. These results were provided to staff and compiled into a spreadsheet. At the June 26th meeting the Commission reviewed the compilation of budgets and discussed the criteria that the Commission members applied to each funding proposal. The Commission evaluated multiple subjects including but not limited to: possibilities of duplications of efforts, past performance of the agency and potential for other funding sources. After consideration of each application, the SVSC Commission determined that 22 of the agencies would be recommended for funding to the Norman City Council at the August 22, 2017 meeting. Attachment A is a spreadsheet that details the \$175,000 of funding being recommended for award.

Each of these listed agencies, if funded, will be visited a minimum of once during the fiscal year by Commission members. The members will visit each workplace and meet with agency staff. They inquire about future trends, what special challenges are ahead for the organization and how partnerships with others doing work in this field can be established. They evaluate and form an overall impression of the organization as well as determine contract compliance.

Meals on Wheels of Norman, Inc., founded in 1972 is a 501(c)(3) non-profit, United Way agency. Meals on Wheels have maintained the same basic philosophy to improve nutrition by providing meal service to the ill, disabled, and senior residents within the Norman City Limits. A dedicated base of over 160 drivers delivers approximately 300 meals each weekday. The cost of the meals to each applicant is based upon a sliding fee schedule depending on their income. This funding will provide scholarship assistance to the lowest income households to cover the cost of their meal.

RECOMMENDATION: The Social and Voluntary Services Commission recommends approval of the proposed contracts. Funds are available in Contributions (account 010-1087-411.47-41).