



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1718-28**

**File ID:** K-1718-28

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 34

**In Control:** City Council

**Department:** Legal Department

**Cost:** \$12,500.00

**File Created:** 08/02/2017

**File Name:** SVSC Contract with Community Services Building

**Final Action:**

**Title:** CONSIDERATION OF A RECOMMENDATION FROM THE SOCIAL AND VOLUNTARY SERVICES COMMISSION TO APPROVE A REQUEST FOR FUNDING IN THE AMOUNT OF \$12,500 AND ENTER INTO CONTRACT K-1718-28 WITH COMMUNITY SERVICES BUILDING, INC.

**Notes:** ACTION TAKEN: Motion to approve or reject the recommendation from the Social and Voluntary Services Commission to fund a request from Community Services Building, Inc., in the amount of \$12,500 and Contract K-1718-28; and, if approved, authorize the execution thereof and direct payment in the amount of \$12,500 to Community Services Building, Inc.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 08/22/2017

**Agenda Number:** 34

**Attachments:** Community Services Building, FYE18 SVSC Funding, CSBI PR

**Project Manager:** Lisa Krieg, CDBG 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:
---------------	--------------	-------	---------	----------	-----------	-----------------	---------

### Text of Legislative File K-1718-28

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 Steinle, 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.

Established in 1995, the Community Services Building is the former Veterans Hospital that is located on the Griffin Memorial Campus and provides below-market rate office space for nineteen non-profit agencies. These agencies are able to maximize their services to those in need because CSBI offers an affordable location in which they can conduct their business. In calendar year 2015, over 65,000 men, women and children were assisted by agencies located in the CSBI building. The proposed funding will be utilized to offset the utility costs of operating the building.

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