



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1819-21**

**File ID:** K-1819-21

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 26

**In Control:** City Council

**Department:** Planning and  
Community  
Development  
Department

**Cost:** \$4,000.00

**File Created:** 11/01/2018

**File Name:** SVSC Assistance League of Norman

**Final Action:**

**Title:** CONSIDERATION OF A RECOMMENDATION FROM THE SOCIAL AND VOLUNTARY SERVICES COMMISSION TO APPROVE A REQUEST FOR FUNDING IN THE AMOUNT OF \$4,000 AND ENTER INTO CONTRACT K-1819-21 WITH ASSISTANCE LEAGUE OF NORMAN, INC.

**Notes:** ACTION TAKEN: Motion to approve or reject the recommendation from the Social and Voluntary Services Commission to fund a request in the amount of \$4,000 from assistance League of Norman, Inc., and Contract K-1819-21; and, if approved, authorize the execution thereof and direct payment in the amount of \$4,000 to Assistance League of Norman.

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

**Agenda Date:** 11/27/2018

**Agenda Number:** 26

**Attachments:** Assistance League of Norman, All FYE19 SVSC  
Funding

**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:
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### Text of Legislative File K-1819-21

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: Krystal Hamm, Victoria Harrison, Nancee Morris, Pamela Normile, Loida Salmond, Heidi Smith, Angela Steinle, Ann Way and current Chair Kay Antorio. Within the Fiscal Year 2018-2019 City of Norman 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 18, 2018, the Social and Voluntary Services Commission heard presentations from 23 social service agencies who had submitted applications for funding. These requests totaled over \$250,000. The Commission held a subsequent meeting on June 25, 2018 to discuss the applications received and to determine their funding recommendations.

After the June 18th meeting and prior to the June 25th 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 25th 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 all 23 of the agencies would be recommended for funding to the Norman City Council. Attachment A is a spreadsheet that details the \$175,000 of funding being awarded.

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.

Assistance League® of Norman, founded in 1974 is an all-volunteer 501(c)(3) non-profit organization that in addition to several philanthropic programs operates the Operation School Bell Program. This program provides new school clothing to children from pre-kindergarten through 12th grade since 1978. Approximately 1600 children will receive assistance in the upcoming year. The funding requested will provide assistance for the shoe portion of the program. Each child assisted will receive a \$20 gift card to Payless Shoes.

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