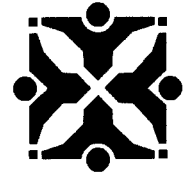


# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** R 195-15

**Department Source:** Public Health & Human Services

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** 12/21/2015

**Re:** FY2016 Agreements for the Purchase of Social Services

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibit A, Exhibit B, Exhibit C

**Supporting documentation includes:** FY2016 Social Services Funding Process and Recommendations Report to the Columbia City Council

## Executive Summary

A resolution authorizing the City Manager to sign twelve (12) agreements for the purchase of social services effective January 1, 2016 through December 31, 2016. The total contracted amount shall not exceed \$391,583 for the contract period.

## Discussion

The Department of Public Health and Human Services administers the City of Columbia agreements for the purchase of social services as recommended by the Human Services Commission (HSC) and approved by City Council. Detailed information regarding the social services funding allocation process and the 2016 purchase of service recommendations are included in the attached *FY2016 Social Services Funding Process and Recommendations Report to the Columbia City Council*.

In June, 2015, an RFP was issued for social services to address issues related to economic opportunity, independent living, and behavioral health for the period of FY2016 - 2018. Based on the review and rating of the proposals, the HSC has recommended the City establish twelve (12) new purchase of service agreements with ten (10) organizations for an amount not to exceed \$391,583. The HSC and staff are also recommending the City renew twenty-two (22) purchase of service agreements to address issues related to basic needs and emergency services and children, youth and families.

Both new agreement and agreement renewal recommendations are outlined in Exhibit A *RFP FY2016 Social Services Final Recommendations*. New agreements for FY2016 will conform to the general form of Exhibit B, except as outlined in Exhibit C *FY2016 Social Services Agreements Modifications Summary*.

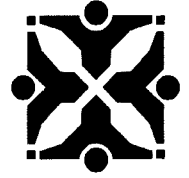
## Fiscal Impact

**Short-Term Impact:** These agreements were budgeted as general fund expenditures in 2016.

**Long-Term Impact:** None

# City of Columbia

701 East Broadway, Columbia, Missouri 65201



## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Health, Social Services and Affordable Housing/Economic Development/Education

Strategic Plan Impact: Social Equity/Economic Development

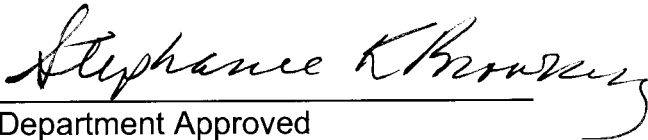
Comprehensive Plan Impact: Economic Development

## Suggested Council Action

Should the Council agree with staff recommendations, an affirmative vote is in order.

## Legislative History

The annual purchase of social services process has been in place since 1964.

  
\_\_\_\_\_  
Department Approved

  
\_\_\_\_\_  
City Manager Approved

## **A RESOLUTION**

authorizing the City Manager to execute agreements with various social service agencies; and prescribing the form and content of the agreements.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute agreements with the following social service agencies. The number in parenthesis following the agency's name is the number of one-year agreement renewals that the City Manager is authorized to enter into with that agency:

- CHA Low-Income Services, Inc.
  - Money Smart – Financial Literacy Program (3)
- REWARD (3)
  - Independent Living Program (3)
- In2Action
  - Transitional Work Program (3)
- Job Point
  - Job Works (3)
- Voluntary Action Center
  - Essential Transportation (3)
- Youth Empowerment Zone
  - EARN (3)
- The Curators of the University of Missouri, on behalf of ITS
  - Adult Day Care (3)
- Independent Living Center of Mid-Missouri, Inc., d/b/a Services for Independent Living
  - Senior Connect (3)
- Meals on Wheels of Columbia, Inc.
  - Home Delivered Meals (3)
- Compass Health, d/b/a Family Counseling Center of Missouri, Inc.
  - Behavioral Health Programming (3)
- Phoenix Programs, Inc., d/b/a Phoenix Health Programs
  - Substance Abuse Treatment (3)

The agreements shall be for the program services and in the recommended funding amounts shown on Exhibit "A" which is attached to and made a part of this resolution.

SECTION 2. The form and content of the agreements with each social service agency shall be substantially as set forth in "Exhibit B" attached hereto, except as noted in the agreement modifications summary with The Curators of the University of Missouri, on behalf of ITS, as set forth in "Exhibit C."

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor



**City of Columbia**  
**RFP FY2016 Social Services**  
***Final Recommendations***  
**of the Human Services Commission**  
 Prepared: November 18, 2015

**Exhibit A**

<b>Basic Needs and Emergency Services</b>						
<b>ORGANIZATION</b>	<b>PROGRAM NAME</b>	<b>SERVICE</b>	<b>RENEWAL REQUEST</b>	<b>PRELIM REC</b>	<b>PROPOSAL or RENEWAL</b>	<b>CONTRACT PERIOD</b>
1 Community Garden Coalition	Community Gardening	community gardens	\$5,000	\$5,000	renewal	2014-2016
2 Food Bank for Central and Northeast Missouri	Central Pantry	food pantry	\$38,000	\$38,000	renewal	
3 Reality House, Inc.	PMI- Transitional Shelter	transitional shelter	\$10,000	\$10,000	renewal	
4 Salvation Army	Harbor House Emergency Shelter	emergency shelter	\$25,200	\$25,200	renewal	
5 True North of Columbia, Inc.	Supportive Services	individual advocacy/ case management/education	\$30,000	\$30,000	renewal	
6 True North of Columbia, Inc.	Counseling	domestic violence and sexual assault counseling/support groups	\$2,200	\$2,200	renewal	
7 True North of Columbia, Inc.	Emergency Shelter	emergency shelter	\$30,000	\$30,000	renewal	
8 True North of Columbia, Inc.	Transitional Housing	transitional housing	\$6,000	\$6,000	renewal	
9 Voluntary Action Center	Meeting Basic Needs	provision of basic needs items and services	\$70,000	\$70,000	renewal	
10 Welcome Home, Inc.	Homeless Veterans Program	transitional shelter	\$28,000	\$28,000	renewal	
11 Wilkes Blvd. United Methodist Church	Turning Point	day shelter provision of basic needs items and services	\$5,000	\$5,000	renewal	
			<b>\$249,400</b>	<b>\$249,400</b>		



**City of Columbia**  
**RFP FY2016 Social Services**  
**Final Recommendations**  
**of the HumanServices Commission**  
 Prepared: November 18, 2015

**Exhibit A**

<b>Children, Youth, and Families</b>						
<b>ORGANIZATION</b>	<b>PROGRAM NAME</b>	<b>SERVICE</b>	<b>RENEWAL REQUEST</b>	<b>PRELIM REC</b>	<b>PROPOSAL or RENEWAL</b>	<b>CONTRACT PERIOD</b>
1 Big Brothers Big Sisters of Central Missouri	Community-Based Mentoring	mentoring	\$28,954	\$28,954	renewal	2015-2017
2 Boys and Girls Club of Columbia	After-School Program	youth development programming	\$5,717	\$5,717	renewal	
3 Boys and Girls Club of Columbia	Summer Day Camp Program	youth development programming	\$2,815	\$2,815	renewal	
4 CHA Low-Income Services, Inc. (CHALIS)	Moving Ahead Afterschool Program	youth development programming	\$40,660	\$40,660	renewal	
5 CHA Low-Income Services, Inc. (CHALIS)	Moving Ahead Summer Program	youth development programming	\$18,000	\$18,000	renewal	
6 Child Abuse & Neglect Emergency Shelter, Inc. (dba Rainbow House)	Child Advocacy Center	forensic interview/exam	\$3,797	\$3,797	renewal	
7 Child Abuse & Neglect Emergency Shelter, Inc. (dba Rainbow House)	Teen Shelter	transitional shelter	\$10,290	\$10,290	renewal	
8 Community Playground of Columbia, Inc. (dba Fun City Youth Academy)	Fun City Summer Academy	youth development programming	\$20,000	\$20,000	renewal	
9 Heart of Missouri Casa	Heart of Missouri Casa	child advocacy	\$21,000	\$21,000	renewal	
10 Lutheran Family and Children's Services	Resource Parents	case management	\$48,000	\$48,000	renewal	
11 Phoenix Programs, Inc. (dba Phoenix Health Programs)	Project Apex	outpatient substance abuse treatment	\$53,340	\$53,340	renewal	
			<b>\$252,573</b>	<b>\$252,573</b>		



**City of Columbia**  
**RFP FY2016 Social Services**  
***Final Recommendations***  
**of the HumanServices Commission**  
 Prepared: November 18, 2015

**Exhibit A**

Economic Opportunity							
ORGANIZATION		PROGRAM NAME	SERVICE	AMOUNT PROPOSED	PRELIM REC	PROPOSAL or RENEWAL	CONTRACT PERIOD
1	Central Missouri Community Action	Child Care Connects Careers	child care subsidy	\$10,000	\$0	proposal	2016-2018
2	CHA Low-Income Services, Inc. (CHALIS)	Money Smart- Financial Literacy Program	financial literacy education	\$5,000	\$5,000	proposal	
3	CHA Low-Income Services, Inc. (CHALIS)	REWARD	employment subsidy	\$39,700	\$39,700	proposal	
4	In2Action	Transitional Work Program	employment subsidy	\$12,240	\$12,240	proposal	
5	Job Point	Job Works Employment Services	employment readiness assessment	\$1,830	\$1,830	proposal	
			employment readiness training	\$46,970	\$46,970		
			employment coaching	\$12,200	\$12,200		
6	Voluntary Action Center	Essential Transportation	transportation	\$1,600	\$0	proposal	
			automotive repair	\$5,400	\$5,400		
7	Youth Empowerment Zone	EARN	case management	\$10,000	\$10,000	proposal	
			employment readiness training	\$5,000	\$5,000		
			employment coaching	\$5,000	\$5,000		
			career exploration	\$5,000	\$5,000		
				\$159,940	\$148,340		



**City of Columbia**  
**RFP FY2016 Social Services**  
**Final Recommendations**  
**of the Human Services Commission**  
 Prepared: November 18, 2015

**Exhibit A**

Independent Living							
ORGANIZATION		PROGRAM NAME	SERVICE	AMOUNT PROPOSED	PRELIM REC	PROPOSAL or RENEWAL	CONTRACT PERIOD
1	CHA Low-Income Services, Inc. (CHALIS)	Independent Living Program	case management	\$7,000	\$7,000	proposal	2016-2018
2	The Curators of the University of Missouri (on behalf of ITS)	Adult Day Care	adult day care	\$20,587	\$20,000	proposal	
			transportation	\$1,414	\$0		
3	Independent Living Center of Mid-Missouri, Inc. (dba Services for Independent Living)	Senior Connect	case management	\$29,794	\$29,794	proposal	
			food acquisition/delivery	\$5,469	\$5,469		
			home visitation	\$5,482	\$5,482		
4	Meals On Wheels	Meals on Wheels: Home Delivered Meals	home delivered meals	\$50,000	\$50,000	proposal	
				\$119,746	\$117,745		

Behavioral Health							
ORGANIZATION		PROGRAM NAME	SERVICE	AMOUNT PROPOSED	PRELIM REC	PROPOSAL or RENEWAL	CONTRACT PERIOD
1	Compass Health (dba Family Counseling Center)	Behavioral Health Programming	outpatient behavioral health individual counseling	\$70,000	\$52,936	proposal	2016-2018
			outpatient behavioral health group counseling	\$10,000	\$7,562		
2	Phoenix Programs, Inc. (dba Phoenix Health Programs)	Case Management	case management	\$40,000	\$0	proposal	
3	Phoenix Programs, Inc. (dba Phoenix Health Programs)	Substance Abuse Treatment	outpatient substance abuse individual counseling	\$75,000	\$65,000	proposal	
				\$195,000	\$125,498		





City of Columbia

Exhibit B

## AGREEMENT

**THIS AGREEMENT** entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Columbia, Missouri, a municipal corporation, hereinafter called "City", and ORGANIZATION NAME, hereinafter called "Provider";

### WITNESSETH:

**WHEREAS**, the City desires to purchase the social services, in whole or in part, as set forth in the proposal, including any revisions, received by and on file with the City, which is hereby incorporated by reference as fully as if herein set forth;

**NOW, THEREFORE**, it is hereby agreed by and between the City and Provider as follows:

### FUNDING ALLOCATION FOR SERVICES RENDERED BY PROVIDER

1. **PURCHASE:** Provider agrees to furnish and City agrees to purchase the proposed program service(s), for low-income residents of the City of Columbia, as follows:

Program Name					
Service	Unit of Service Measure	Service Recipient	Unit of Service Rate	Number of Units of Service	Amount not to Exceed
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$

The total allowable compensation under this agreement shall not exceed \$\_\_\_\_\_.00.

2. **CONTRACT DURATION:** This Agreement shall be for a term of one year commencing on January 1, \_\_\_\_ and ending on December 31, \_\_\_\_; provided, however, that either party may terminate this agreement upon thirty (30) days written notice, in which event all reports required by the Agreement shall be submitted within thirty (30) days following the effective date of said termination.

Provider agrees that the City may at its sole option and with agreement of the Provider renew this Agreement for two (2) consecutive one-year terms. Additionally, Provider agrees and understands that the City may require supplemental information to be submitted by Provider prior to any renewal of this Agreement.

3. **REPORTING:** In the manner, format, and timeframe required by the City, Provider agrees to submit to the City an interim report and a final report.
4. **PAYMENTS:** Payments under this agreement will be made as follows:
- The City will pay 34% of the contracted sum at the time of the signing of this Agreement, or on the first business day in May for summer programming.

- b. Upon receipt and approval of the interim report, the City will pay 33% of the contracted sum.
  - c. The City will pay the contracted balance of 33% upon receipt and approval of the final report.
- 5. Provider certifies that the expenditure of City funds is essential to the provision of the services covered by this Agreement. Provider is expected, to the greatest extent possible, to maximize funding from all other sources for the program and services covered under this agreement. Provider shall, upon request, furnish to the City information about other sources of funding, including, but not limited to purchase of service agreements, for the program and services covered under this Agreement. Provider certifies that funds provided by the City under this Agreement shall not be a duplication of reimbursement from any other source of funding for the services covered by this Agreement.
  - 6. Provider agrees that it is responsible for all funds made available to Provider by this agreement and further agrees that it will reimburse to the City any funds expended in violation of City, State or Federal law or in violation of this Agreement.
  - 7. AVAILABILITY OF FUNDS: Payments under this Agreement are dependent upon the availability of funds, as determined by the City. This contract can be terminated if funding becomes unavailable in whole or in part for cause shown, and the City shall have no obligation to continue payment.

#### **MONITORING AND MODIFICATION**

- 8. MODIFICATION OR AMENDMENT: Requests to make any substantive change, modification, or an amendment to the program and services covered by this Agreement must be submitted in writing to the City for approval.
- 9. REQUIRED INFORMATION: Provider agrees to regularly submit to the City current information and documents: articles of incorporation; organizational chart; governing board roster; advisory board roster, if applicable; IRS Tax Exempt Status Determination letter; financial statement and accompanying assurance completed within six months of the end of the entity's most recent fiscal year; most recently completed IRS 990 or 990 EZ; if applicable, an ADA plan of accommodation and a transition plan.
- 10. MONITORING: Provider agrees to permit the City or its designee(s) to monitor, survey and inspect Provider's services, facilities, and client records, to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality. In addition, Provider hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the City or its designee(s) all records, facilities and personnel, for auditing, inspection, and interviewing, to determine the status of contracted services, activities and programs, expenditure of City funds, and all other matters set forth in this Agreement.

#### **OTHER TERMS OF THIS CONTRACT**

- 11. CERTIFICATION/LICENSING: Provider agrees to comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and to remain in "good standing" with all applicable oversight entities.
- 12. PUBLICITY: Provider agrees that the City shall be recognized as a financial supporter in all its promotional materials and advertising. A copy of the City logo will be used whenever possible.
- 13. INDEMNIFICATION: Provider shall be liable, and agrees to be liable for, and shall indemnify,

defend and hold the City of Columbia harmless from all claims, suits, judgments or damages, including court costs and attorney's fees, arising out of or in the course of the operation of this Agreement. It is the responsibility of the Provider to identify and maintain insurance coverage which shall meet the Provider's obligation to indemnify the City as set out above.

14. **DISCRIMINATION:** Provider agrees to comply with all applicable provisions of: the Fair Labor Standards Act, as amended; the Employment Practices Act, as amended; the Civil Rights Act of 1964, as amended; Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Omnibus Reconciliation Act of 1981, as amended; the Americans with Disabilities Act of 1990, as amended; Chapter 12 of the City of Columbia Code of Ordinances, and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services on the basis of race (racism), color, national origin, ancestry, sex, religion, disability, marital status, sexual orientation, gender identity, age (employment), and familial status (housing).

In addition to, and not in substitution for, other provisions of this Agreement regarding the provision of services and employment practices, if the Provider represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institution or organization, the Provider agrees that, in connection with the provision of services and employment practices, it will not:

- a. discriminate against any employee or applicant for employment on the basis of religion or employ or give preference in employment to persons on the basis of religion;
- b. discriminate against any persons seeking services on the basis of religion or limit such services or give preference to persons on the basis of religion; and
- c. provide religious instruction or counseling, conduct religious worship or services, engage in religious proselytizing, or exert other religious influence in the provision of services under this agreement.

15. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:** Provider agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

For agreements in excess of five thousand dollars (\$5,000):

- a. As a condition for the award of this Agreement the Provider shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Provider shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- b. Provider shall require each sub-contractor to affirmatively state in its Agreement with Provider that the sub-contractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each sub-contractor to provide Provider with a sworn affidavit under the penalty of perjury attesting to the fact that the sub-contractor's employees are lawfully present in the United States.

16. **FAILURE TO PERFORM/DEFAULT:** Provider agrees that if it fails or refuses to perform according to the terms of this Agreement, as determined by the City, such failure or refusal shall constitute a default hereunder, and the City will be relieved of any further obligation to make payments to the Provider as set out herein. This Agreement will be terminated at the option of the City.

17. **RECORD RETENTION CLAUSE:** Provider shall keep and maintain records relating to this

Agreement sufficient to verify the delivery of services in accordance with the terms of this Agreement for a period of three (3) years following expiration of this Agreement and any applicable renewal.

18. **CONFLICT OF INTEREST:** Provider agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and the Provider, and this shall include any transaction in which the Provider is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".
19. **LITIGATION:** There is no litigation, claim, consent order, settlement agreement, investigation, challenge or other proceeding pending or threatened against Provider or any individual acting on Provider's behalf, including sub-contractors, which seek to enjoin or prohibit Provider from entering into this Agreement of performing its obligations under this Agreement.
20. **SUBCONTRACTS:** This Agreement shall not be assigned, and no services contained herein shall be subcontracted, by the Provider to any persons or entities without the prior written approval of the City. Any sub-contractor or assignee shall be subject to all conditions and requirements of this Agreement.
21. **AUTHORIZED REPRESENTATIVES:** The signatories to this Agreement, by signing this Agreement, represent that they have obtained authority to enter into this Agreement on behalf of the respective parties to this Agreement and bind such parties to all terms and conditions contained in this Agreement.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: \_\_\_\_\_

Mike Matthes, City Manager

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Counselor

CERTIFICATION: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

\_\_\_\_\_  
John Blattel, Director of Finance

PROVIDER:

By: \_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Date

### **FY2016 Social Service Agreement Modifications**

The agreement for the purchase of social services with the following organization has been modified from the standard agreement form:

➤ **The Curators of the University of Missouri on behalf of ITS: Adult Day Connection**

- Items 6., 11. 12., and 13. modified at the request of the provider

- 
6. To the extent permitted by Missouri law, and without waiving sovereign immunity, Provider agrees that if a suit or claim is filed or made against the City based upon the Provider's performance under this agreement or the City's selection of Provider as a contracting agency or the City's failure to supervise or monitor City's performance under this agreement, Provider will defend the City against said suit or claim and pay whatever damages may be assessed against the City. Provider is entitled to use whatever defenses it has in law or fact against such claimants and City agrees to assist in the factual defenses raised by the Provider. City agrees that if a suit or claim is filed or made against the Provider based upon the City's performance under this agreement, City will defend the Provider against said suit or claim and pay whatever damages may be assessed against the Provider. City is entitled to use whatever defenses it has in law or fact against such claimants and Provider agrees to assist in the factual defenses raised by the City.
  11. CERTIFICATION/LICESNSING: Provider agrees to comply with all applicable state/federal certification and licensing requirements and all applicable federal, state, and local laws and to remain in "good standing" with all applicable oversight entities.
  12. PUBLICITY: Provider agrees that the City shall be recognized as a financial supporter in all its promotional materials and advertising pertaining to the contracted program service(s). A copy of the City logo will be used whenever possible.
  13. INDEMNIFICATION: To the extent permitted by Missouri law, and without waiving sovereign immunity, Provider shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the City harmless from all claims, suits, judgments or damages, including court costs, arising out of the services rendered by Provider in the course of the operation of this agreement. It is the responsibility of the Provider to identify and maintain insurance or self-funded coverage which shall meet the Provider's obligation to indemnify the City as set out above.



## SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

FY2016 Social Services Funding Process and  
Recommendations Report to the Columbia City Council



Human Services Commission  
Department of Public Health and Human Services



## **City of Columbia**

---

# **FY2016 Social Services Funding Allocation Process and Recommendations**

***Report to the Columbia City Council***

**December 2015**



## Background

For over 50 years, the City of Columbia has recognized that in addition to physical infrastructure and public safety, it must also make an investment in our community's social infrastructure. To this end, the City has both provided and purchased social services to ensure that adequate levels of these services are available to low-income residents of the City.

The social services provided and purchased by the City address some of our community's most challenging issues:

- homelessness
- unemployment and economic insecurity
- food insecurity
- at-risk children & youth and their families
- mental illness and substance abuse
- disabilities
- an aging population
- domestic violence

While the City's investment is not adequate to fully address any one of these issues, it does substantially increase the availability of services in Columbia and at the same time allows organizations to leverage additional, external resources which further increase the community's capacity to deliver social services.

In addition, this investment in social services directly supports the City's Strategic Plan which includes as strategic priorities and questions:

- Economy: Jobs that support families - How do we create more living wage jobs?
- Social Equity: Improving the odds for success - How can we strengthen our community so all individuals so all individuals thrive?

The City's Vision Plan also calls for high quality social services with the goals of:

- Supporting quality points of entry to access information for high quality and affordable social services to support children, youth, adults, seniors, persons with disabilities, and people with cultural barriers.
- All social services will be sufficiently funded to work toward the elimination of poverty.

## Social Services Funding Allocation Process

The Human Services Commission (HSC) and the Department of Public Health and Human Services are charged by the Columbia City Council to make annual recommendations for the purchase of social services. In order to better target limited resources, social services funding is allocated to address five issue areas reflecting the funding priorities identified by the HSC and staff and approved by the City Council. "Requests for Proposals" (RFPs) and the resulting purchase of service contracts are issued by these issue areas in a staggered, three year cycle:

Issue Area	Target Funding Parameter	Funding Cycle Year
Basic Needs and Emergency Services	15-35%	1
Children, Youth and Families	15-35%	2
Economic Opportunity	15-35%	3
Independent Living	5-25%	3
Behavioral Health	0-20%	3

These targeted RFPs and the resulting recommendations are informed by analysis of the priority issues as well as an independent evaluation of the capacity of applicant organizations. This information is then used to develop progressively more informed and targeted RFPs and recommendations in order to strategically apply City resources and evaluate impact.

RFPs are issued at the beginning of June and proposals are due at the end of July. Proposals are submitted via a web-based grants management system. This system allows for the automation of data collection, reporting, and analysis, resulting in easily accessible, real-time information to be utilized throughout the funding allocation process. Proposals are reviewed by the commission and staff in August and September. During this period, the HSC also conducts site visits of all applicant organizations in order to observe the proposed programming in the environment in which it is delivered. Each program service proposal is rated by the commission using a standardized rating instrument (pdf). The HSC then holds a work session in late September in order to discuss the proposals, followed by a second commission work session in October in which preliminary funding recommendations are developed and made public. Public input is encouraged throughout the process which culminates in a public hearing in November regarding the commission's preliminary funding recommendations to the City Council. Final funding recommendations are then presented to the City Council in December.

For more detailed information regarding the social services funding allocation process, please reference the City of Columbia Social Services Funding Policy (pdf).

### **FY2016 Social Services Funding Allocation Recommendations**

On June 1, 2015, staff issued a RFP in the amount of \$377,982 for social services to address issues related to Economic Opportunity, Independent Living, and Behavioral Health, for the period of FY2016 - 2018. Fourteen (14) responsive proposals were submitted requesting a total of \$474,686.

Based on our review and rating of the proposals and the capacity of the applicant organizations, the HSC and staff are recommending the City establish twelve (12) new purchase of service agreements with ten (10) organizations \$391,583. The HSC and staff are also recommending the City renew twenty-two (22) of twenty-three (23) existing purchase of service agreements to address issues related to Basic Needs & Emergency Services and Children, Youth and Families. Recommendations for both new contracts and contract renewals are summarized in the RFP FY2016 Social Services Final Recommendations (pdf) document.

### **Conclusion**

The HSC and staff are pleased to present these recommendations for the City Council's consideration. Clearly, the amount of funding available is not enough to fully address the issues in our community related to Economic Opportunity, Independent Living, and Behavioral Health. Requests for funding again greatly exceeded the available resources. However, the commission feels that these recommendations propose the best utilization of limited funds in addressing the most critical issues.

The members of the HSC and staff would like to thank the City Council for its longstanding support of investing in the social infrastructure our community.