

SPECIAL ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

February 19, 2015 12:00 PM

Assembly Chambers

Worksession regarding Social Services Advisory Board

I. ROLL CALL

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Board Matters

1. Social Services Block Grant Review Process

The HRC has invited all the current SSAB Grant Recipient Agencies to attend this worksession and/or provide written comments on the grant process and the work of the Social Services Advisory Board. The packet materials contain the following documents:

- Loren Jones February 2, 2015 Letter to SSAB Grant Agencies
- SSAB Governing Resolution 2206
- January 15, 2015 Minutes of the Joint HRC/SSAB Meeting
- SSAB FY15 & FY16 Block Grant Application Form
- Block Grant Fiscal Report Template

B. Other Business

III. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Social Services Block Grant Review Process

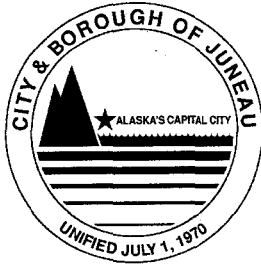
MANAGER'S REPORT:

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- Block Grant Fiscal Report Template

ATTACHMENTS:

	Description	Upload Date	Type
<input type="checkbox"/>	Loren Jones February 2, 2015 Letter to SSAB Grant Agencies with attachments	2/10/2015	Cover Memo
<input type="checkbox"/>	SSAB FY15 & FY16 Block Grant Application Form	2/10/2015	Exhibit
<input type="checkbox"/>	Block Grant Fiscal Report Template	2/10/2015	Report
<input type="checkbox"/>	Written Comments from Haven House	3/4/2015	Miscellaneous
<input type="checkbox"/>	Written Comments from Juneau Youth Services Inc.	3/4/2015	Miscellaneous



Assembly Human Resources Committee CITY AND BOROUGH OF JUNEAU

155 S. Seward St., Juneau, AK 99801
Phone: (907)586-5278 Fax: (907)586-4552
email: BoroughAssembly@juneau.org
www.juneau.org

February 2, 2015

Dear Social Services Grantee/Provider

Subject: Invitation to HRC Worksession & Feedback on SSAB Grant Process Requested

Greetings!

The City and Borough of Juneau Assembly Human Resources Committee (HRC) is undertaking a review of the structure and purpose of the Social Services Advisory Board (SSAB) to provide for a more efficient and effective grant program. As a current SSAB grant recipient for the 2015-2016 fiscal cycles and a provider of social services in Juneau, we are hoping your agency will assist us by attending an upcoming work session on this matter and/or providing critical feedback in writing.

We have scheduled a worksession of the Human Resources Committee from 12-1:30p.m. on Thursday, February 19, 2015 in the Assembly Chambers and hope a representative of your agency will attend to provide your insights into our SSAB grant program and services. If a representative is not able to attend, we would appreciate any written comments you are able to provide.

Attached is the CBJ Resolution (2206) establishing and giving direction and purpose to the Social Service Advisory Board. Also attached is a copy of the minutes of a recent joint worksession of the HRC and SSAB held January 15, 2015.

Two policy issues that came from that meeting were:

- Should this volunteer board be responsible for the quarterly reports and provide feedback to the grantees?
- Should the SSAB focus more on: "...serve as a forum for social service issues in the community..." as outlined in the section (b) of Resolution 2206?

Below are several general questions that we would appreciate your comments/feedback on as well. These questions are not exclusive of other issues you feel are more important for the HRC to consider. Please share any ideas or issues.

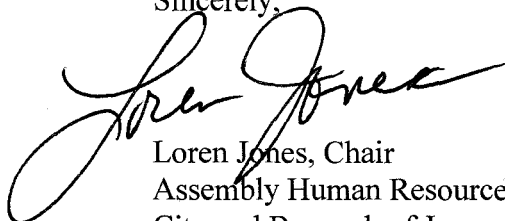
February 2, 2015 HRC Chair Loren Jones Letter to SSAB Grant Recipients

1. What role should the SSAB play in the social services community in Juneau?
2. How might a volunteer board determine the needs of the social service community in Juneau?
3. Currently the grants are divided between those for \$50,000 and those for \$25,000. An alternate is: should grants be ranked by specific criteria and funded at a level of need?
4. Given the current size of the grants, should the quarterly reporting requirements be changed to six month or annual reporting?

If you would like to submit your comments in writing, please send them to Deputy Clerk Beth McEwen at the address above or via email at Beth.McEwen@juneau.org or contact her at 586-0203 if you should have any questions.

Thank you in advance for your assistance in this review process and finding ways to better serve the social service providers in Juneau.

Sincerely,

A handwritten signature in black ink, appearing to read "Loren Jones", with a large, stylized flourish extending from the bottom left.

Loren Jones, Chair
Assembly Human Resources Committee
City and Borough of Juneau, Alaska

Attachments:

Resolution 2206

January 15, 2015 HRC Minutes

cc: CBJ Assemblymembers

SSAB Members

City Manager Kim Kiefer

City Attorney Amy Mead

Deputy Manager Rob Steedle

Finance Director Bob Bartholomew

SSAB Staff Liaison Sam Muse

Presented by: The Manager
Introduced: 04/28/2003
Drafted by: J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2206

A Resolution Reestablishing the Social Services Advisory Board and Repealing Resolution No. 2053.

WHEREAS, the City and Borough supports the provision of health and social services in the community, and

WHEREAS, the mental, physical, and social health needs of the community are often best met through multiple support services, and

WHEREAS, the City and Borough Assembly makes funds available annually for health and social services provided by community nonprofit organizations, and

WHEREAS, the City and Borough Assembly seeks the advice of citizens with expertise and experience in the arena of social services, and

WHEREAS, to further these ends, the Assembly by Resolution 2053 established the Social Services Advisory Board, and

WHEREAS, to broaden the service provided by the Board and to better draw upon the expertise of its members, it is now advantageous to expand the scope of Board activities.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Social Services Advisory Board Established. There is hereby reestablished the Social Services Advisory Board.

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Section 2. Membership. The Board shall consist of seven members who shall serve without compensation. Nominations for appointment shall be made by the Assembly Human Resources Committee, and shall be subject to ratification by the Assembly. Appointments shall to the extent practicable include or represent social service consumers. Board members may not at the time of appointment be employees or directors of any agency applying for or receiving a CBJ social services block grant, and upon becoming so thereafter shall resign from the Board.

Section 3. Purposes.

(a) Social Services Block Grants. The Board shall oversee the process for recommending to the Assembly that CBJ funds be awarded to community health and social services organizations. Such oversight shall include:

(1) Establishing criteria for allocation of available funding among applicants based on an assessment of need in the community,

(2) Advising the Manager on the content of the “Request for Applications for Block Grants”,

(3) Reviewing and evaluating grant applications,

(4) Recommending approval of applications and awarding of funds to the Assembly Finance Committee annually during consideration of the CBJ budget,

(5) Reviewing grantees’ quarterly narratives and financial reports, and monitoring progress toward goals and objectives stated in grantee’s applications for funds, and

(6) Advising the Assembly as needed on the level of block grant funding necessary to meet the need for supplemental local government support to nonprofit social services providers.

(b) Social Services Advocacy. The Board shall serve as a forum for social services issues in the community, shall advise the Assembly on any course of action that would help to resolve the issue, and shall advocate to the Assembly on behalf of Juneau social service nonprofit agencies.

Section 4. Frequency of Meetings. The Board shall hold regular meetings quarterly and schedule special meetings as necessary to carry out the purposes of the Board.

Section 5. Rules of Procedure. The rules of procedure for Assembly advisory committees established by Resolution No. 1180, as amended by Resolution No. 1213, shall govern the conduct of business by the Board and its committees.


Section 6. Organization Chart. The organizational chart attached hereto as Exhibit "A" depicts the relationships between the Assembly, the Assembly Human Resources Committee, and the Social Services Advisory Board.

Section 7. Administrative Support. The Manager shall provide the Board with such department staff support as may be available and appropriate.

Section 8. Repeal of Resolution. Resolution No. 2053 is repealed.

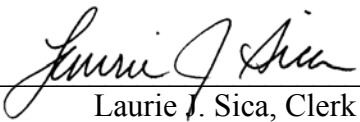
Section 9. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 28th day of April, 2003.



Sally Smith, Mayor

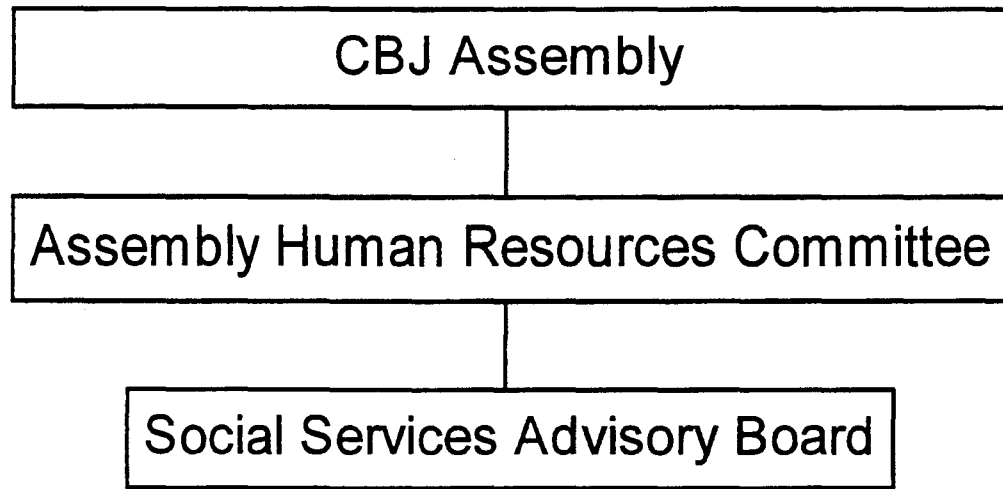
Attest:



Laurie J. Sica, Clerk

Vote: Unanimous

Social Services Advisory Board Organizational Chart



SPECIAL ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

January 15, 2015 5:00 PM

Assembly Chambers

Special Joint Human Resources Committee Worksession with the Social Services
Advisory Board

I. ROLL CALL

Chairman Loren Jones called the meeting to order at 5:00p.m.

Members of the Human Resources Committee present were Loren Jones, Karen Crane, Debbie White. Maria Gladziszewski joined the meeting at 5:30pm.

Members of the Social Services Advisory Board (SSAB) present were SSAB Chair Suzanne Dutson, Liz Lange, and Jenny Fremlin.

Others present included Deputy Clerk Beth McEwen, Deputy City Manager Rob Steedle, SSAB Staff liaison Sam Muse, Red Cross Coordinator Roger Rettig and audience members.

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Board Matters

1. Worksession with Social Services Advisory Board

Mr. Jones said his hope was to have a dialogue about what the current process was for the work of SSAB and how the current governing resolution and procedures might be revised to improve the process over the next few months.

The Human Resources Committee and the Social Services Advisory Board members reviewed and discussed the following key issues/concerns as relates to the work of the SSAB.

The Purpose of the SSAB as outlined by its governing resolution (Res. 2206) is as follows:

Section (a):

1) Establishing criteria for allocation of available funding among applicants based on an assessment of need in the community,

2) Advising the Manager on the content of the "Request for Applications for Block Grants",

3) Reviewing and evaluating grant applications,

4) Recommending approval of applications and awarding of funds to the Assembly Finance Committee annually during consideration of the CBJ budget,

- 5) Reviewing grantees' quarterly narratives and financial reports, and monitoring progress toward goals and objectives stated in grantee's applications for funds, and**
- 6) Advising the Assembly as needed on the level of block grant funding necessary to meet the need for supplemental local government support to nonprofit social service providers.**

Section (b) Social Service Advocacy. The Board shall serve as a forum for social services issues in the community, shall advise the Assembly on any course of action that would help to resolve the issue, and shall advocate to the Assembly on behalf of Juneau social service nonprofit agencies.

The members discussed how that purpose is currently being addressed and what could be improved.

SSAB members shared some of their main concerns as follows:

- 1) Quarterly report review process and how time consuming that can be for board members and the hope for additional staff resources for this task and/or changing the requirements to not require quarterly reports.
- 2) Some agencies are consistently reporting well while others are not. The SSAB doesn't feel there is much recourse, if any, for agencies who are not complying with quarterly reports.
- 3) The limitation of who can serve on the board and the board membership turnover due to the conflict of interest code that prohibits persons who have been working for social service agencies within the last three years from serving on the board.
- 4) Only having time to address the items in the resolution under section (a) and never having time to spend on section (b) Social Services Advocacy.

[Clerk's Note, per Mr. Jones' request the conflict of interest code section related to item #3 above is hereby included in the minutes:

01.45.360 Definitions.

The following words, terms and phrases when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: ...

...Financial interest means any interest, other than securities traded on a national exchange, held by a municipal officer or an immediate family member, including involvement or ownership of an interest in a business, property, or a professional or private relationship, from which the person has received within three years, or expects to receive compensation.]

Mr. Jones asked Mr. Muse what his role and duties as the staff liaison to the board entailed. Mr. Muse explained that he just began his position in the Finance Controller's office during the past year and his staff liaison duties include attending and taking minutes at SSAB meetings, corresponding with the grantees, sending payment checks to the grantees and compiling documents such as the applications and quarterly reports for review by the SSAB members.

Ms. Crane expressed her concerns and would like to see the following items addressed:

- 1 Since these are only \$25,000 and \$50,000 grants, they need to be simplified/streamline the process as much as possible.
- 1 Possibly eliminate the requirement for quarterly reports and have them either every six months or once a year. At the end of the first year of a grant cycle, the grantees reports could be reviewed and the board could decide at that point whether or not the grantees would receive the grant for the second year of the cycle.
- 1 SSAB members are not asked to be accountants and she would like to see staff assigned to review the reports (quarterly or otherwise) for compliance.
- 1 Current board procedures needed to be strengthened.
- 1 She did not feel that the Social Advocacy portion of the board's Purpose should remain and that the Assembly should look for another avenue to identify what the community needs are and how best to address those needs. She said the object is not to fund everyone who submits an application but rather to fund those applicants meeting the needs that the Assembly identifies as the major priorities/needs in the community.
- 1 She said she'd also like to hear from the grantees on what improvements they would like to see with the program.

Mr. Jones said he basically agreed with Ms. Crane but differed from her point on the Social Advocacy purpose. He thinks the SSAB should be doing more of the advocacy portion under section (b) and by doing that, they can advise the Manager/Assembly on the most pressing needs in the community. The resolution requires the board to meet at least quarterly and he would like to see staff tasked with doing report reviews.

Ms. White agreed that she felt it was too much to ask the SSAB members to be grant auditors and if this task was assigned elsewhere, it might remove some of the barriers from individuals who might otherwise be willing to serve on the board.

Ms. Gladziszewski apologized for arriving late as she had the time and location of this meeting mixed up with that of the 5:30pm Tax Exemption Review Committee meeting taking place in Room #224. She thanked the members of the SSAB for their service and going through this process to hopefully improve the overall grant process. She asked where the \$25,000 and \$50,000 set amounts and the reason behind all the rules associated with the grant program came from. She suggested they may want to look at award amounts based on the needs of the grantee applicants as identified within in their grant application documents rather than on set levels of funding.

Ms. Dutson said she would like to see the SSAB tasked with less document review and more communication with the agencies, and the Assembly to identify the top social service needs in the community. She'd like to work with the Assembly and HRC on improving the process and working smarter and not harder to accomplish the goals of meeting the social service needs in the community. She said they meet with the grantees every year and those are some of the best meetings the board has.

Ms. Crane shared that when she reviewed the past minutes of the board, she didn't see mention of those meetings with the grantee agencies and was not aware they

were held.

Discussion took place regarding some of the past history of the board and the role and duties of the staff liaison vs. those of the board members. Ms. Lange suggested that if they could get more members on the board filling the vacant seats and the staff duties were more on the report reviews, the board members would have more time for other duties such as keeping the minutes of the meetings. Ms. Dutson said she appreciates that the HRC is doing this review and as a new Chairperson of the SSAB, she'd like to begin this process from a clean slate improving the process from here forward, keeping what worked and changing what didn't work in the past.

Ms. Crane said before they appoint any other members to the board, she'd like to see all the issues resolved on the process including what level of staff support the Manager might assign to assist the work of the board.

Mr. Jones said in moving forward, he'd like to have a conversation with the social service providers. He suggested that each person send one or two questions to Ms. McEwen relating to the grant process and the work of the board and ways to improve the work or process. He asked that questions be submitted by January 22 and he will pick and choose which questions they will send to the agencies. He said and invite will be sent out encouraging them to answer the questions either in writing or at a future work session to be held sometime in mid-February. Following that meeting, the HRC and SSAB would then get back together to compare those responses with what the HRC and SSAB would like to see changed in terms of goals and responsibilities and move forward from there.

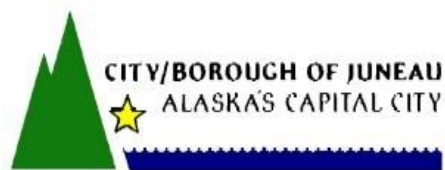
B. Other Business

III. ADJOURNMENT

Mr. Jones adjourned the meeting at 6:04p.m.

Social Services Advisory Board (SSAB) Block Grant Application

For Fiscal Years 2015 and 2016



The City and Borough of Juneau's Social Services Advisory Board (SSAB) is now accepting applications for the FY15 and FY16 Social Services Block Grant (Block Grant) cycle. The purpose of the Block Grant is to strengthen the community by providing funding for proposals that address significant social service needs for the people of Juneau. This packet defines the proposal requirements and describes the procedures for the Block Grant application process.

Applications are available electronically and can be found at www.juneau.org/SSAB. The application is designed to be filled out electronically, but this is not a requirement. The application is available in both MS Word 2010 and PDF formats. You may also request a packet be emailed directly to you or provided in hard copy by contacting:

Angelica Lopez-Campos
City & Borough of Juneau – Controllers Office
155 S. Seward Street
Juneau, AK, 99801
Phone: (907) 586-0341
Fax: (907) 586-0358
Email: angelica_lopez-campos@ci.juneau.ak.us

There are several opportunities available for applicants to learn more about the Block Grant application process, or to seek clarification on the application packet. Please note the following dates:

- An informational meeting will be held on **Monday, January 27, 2014 at 5:15 p.m.** to discuss the grant application process and criteria. Location: Downtown Library, Large Conference Room (292 Marine Way, Juneau, AK 99801).
- The deadline for requests for interpretation/clarification for specific application questions is **Friday, February 14, 2014 at 4:30 p.m.** Requests shall be in writing, and submitted to Angelica Lopez- Campos via USPS, email, or fax using the above contact information.
- Question responses will be provided by Tuesday, February 25 and posted to the SSAB website www.juneau.org/SSAB.

Late applications *will not* be accepted for any reason. The deadline for the application is:

- **Friday, March 7, 2014 by 4:30 p.m. (Alaska time)** – For a submission to be considered complete, the grantee shall deliver ***the original application, plus eight copies***. Applications should be mailed to Angelica Lopez-Campos at the address above, or hand delivered to 105 Municipal Way, Room 201.

The ranked scores will be posted on the SSAB webpage by Friday, March 28th. It is important to note that funds available for the Block Grant could vary for each award cycle.

The SSAB cannot guarantee which proposals will be recipients of the Block Grant or the funds that the grantee shall be awarded until *after* the Assembly has approved the City Budget regardless of how the grantee has been scored by the SSAB. Budget approval happens by no later than June 15, 2014.

Thank you for your interest and participation in the SSAB Block Grant process.

Sincerely,

Joanne Schmidt, Chair
Social Services Advisory Board

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SSAB Block Grant Application for FY15 and FY16
Section A: Grant Information

PURPOSE AND PRIORITIES

The SSAB has determined it appropriate to match its focus with community issues, or categories, identified in the United Way's Compass II Assessment report (2005) and its Community Indicators report (2011). The McDowell Group conducted these assessments by focusing on community based research regarding social issues that were of particular concern to both residents and social service providers in Juneau. The SSAB will also use the Juneau Economic Development Council's Juneau Economic Indicators report (2013) to further support the data and information presented in the United Way Compass II and Indicators report. These documents will provide the framework for the funding decision-making process.

The goal in utilizing research-based data and information is to help the SSAB and the broader provider community, more effectively target community issues and to more efficiently utilize public funds through the grant process. For more information about the United Way Compass II report, United Way Indicators, and the JEDC Juneau Economic Indicators, follow the links provided below:

United Way Indicators Report: <http://www.unitedwayseak.org/community-indicators>

JEDC Juneau Economic Indicators: <http://www.jedc.org/economic-indicators>

Funded proposals will focus on one or more of the following key themes or indicator types listed below, which are not listed in any order of importance. Applicants can apply for funding for a proposal that focuses upon one or more of the categories.

Health

1. Access to Health Care (affordable healthcare, insurance coverage)
2. Suicide Prevention (education, student assessments, self-report surveys, access to care)
3. Substance Abuse treatment/prevention (education, student assessments, self-report surveys, access to care)
4. Infants and Toddlers (prenatal care, pediatric care, nutrition)
5. Seniors (access to healthcare, prescription medications, mobility, end of life care)
6. People with Disabilities (access to care, integration into community)

Education

7. Readiness to Learn (literacy fundamentals)
8. Early Elementary Performance (reading, writing)
9. Success in High School (dropout/graduation rate, disproportionally)
10. Community Building in Schools (student volunteers, parent engagement)

Income Stability

11. Access to Employment (access to childcare, quality of care)
12. Shelter and Housing (supported/transitional housing, emergency shelter, cost of living)
13. Poverty (food, clothing, shelter)
14. Young Adult Stability (employment, teen pregnancy)
15. Family Stability (adult/mentor support and availability, domestic violence)

ELIGIBILITY REQUIREMENTS

To be considered for an SSAB Block Grant, applying:

1. Agencies must be non-profit with a 501(C) 3 designation.
2. The proposal must serve residents of the City and Borough of Juneau.
3. Proposals will not be funded before July 1, 2014.
4. Grantees shall provide quarterly and annual financial and performance reports on the status of the proposal.
5. Approved funding must be spent as outlined in the Proposal Budget, or Revised Proposal Budget. Any funds not spent as outlined in the grant proposal, or any remaining funds, must be paid back to the CBJ when the final evaluation and budget are submitted.
6. If a proposal, or substantial aspect of a proposal, terminates prematurely, agencies shall submit written notice to the SSAB as soon as possible notifying of the termination and providing a transition plan identifying how to transition the proposal participants appropriately to another provider who can continue to provide services, as needed. The agency must schedule a meeting with the SSAB to present their Transition Plan to the SSAB and all proposal funds not used point forward shall be returned.

FUNDING

Block Grants are available at two funding levels: \$25,000 Level and \$50,000 Level. The SSAB will recommend that the Assembly award grants based on the total average score of the proposal, as determined by the SSAB scoring matrix. Total funding for this grant will be split 50/50 between both levels, ranking applications from highest to lowest, in each level. In the case that one of the levels does not need to use their ½ of the funding available, any remaining funds will then be made available to the other level if there is a need for more funds.

Awards are subject to total funds allocated by the Assembly. Grant requests that exceed this total amount may not be funded.

Ranked scores by Levels will be posted on www.juneau.org/SSAB by Friday, March 28, 2014. Grantees will be notified of the funding on or near Monday, June 16, 2014.

APPLICATION REQUIREMENTS

Proposals will be received no later than **Friday, March 7, 2014 by 4:30 p.m.** Proposals that are submitted via USPS must arrive prior to the submission deadline to be considered. One original application plus eight copies must be provided by the agency to be considered complete.

Proposals can be mailed to: Angelica Lopez-Campos
City & Borough of Juneau – Controllers Office
155 S. Seward Street
Juneau, AK, 99801

Or hand-delivered to: Angelica Lopez-Campos
105 Municipal Way, Room 201

Clarification or changes to the documents in this packet by the CBJ will be in the form of an addendum and, when issued, will be publicly noticed and made available on the SSAB website: <http://www.juneau.org/SSAB/>

DIRECTIONS FOR APPLICATION COMPLETION

It is the intent of the SSAB to encourage clarity and neatness of proposal. You must use the format provided and complete your application within the space allowed in the application packet.

The proposal must be typed on one side only of 8 ½ x 11 white paper. Do not bind the ORIGINAL proposal with anything other than staples or other easily removable devices. The remaining 8 copies can be bound in any style/manner your agency wishes.

PROPOSAL EVALUATION PROCESS

The SSAB evaluates the proposals using the established scoring matrix. The intent of the CBJ is to make this award based on written proposals. After selection of successful proposals, the SSAB will forward their recommendations to the Assembly Finance Committee.

RIGHT-TO-REJECT PROPOSALS

The SSAB reserves the right to reject any and all proposals and to determine which proposals meet the criteria of the Block Grant. SSAB further reserves the right to waive any informality or irregularity in the grant requests or grant request process. Grant requests received after the deadline for submittal will not be considered for any reason. If any required portion of the grant proposal is missing, the application will be found non-responsive and will not be considered.

Neither this invitation to submit an application nor any subsequent procedures for selecting a successful applicant to receive funds should be regarded as a municipal procurement. The City and Borough of Juneau retains the right to proceed without further notice or reject any or all applications, to rescind this offer, to modify the criteria set out above, to negotiate with one or more applicants and to in any manner, exercise its authority to determine the best use or combination of uses for the funds being made available.

No compensation will be given for the costs of preparing the application nor shall any application be regarded as confidential or proprietary after all proposals have been reviewed and grants awarded.

SSAB BLOCK GRANT APPLICATION FOR FY15 AND FY16
Section B: Proposal Instructions and Criteria

Grant Checklist

Submit only the materials requested and in the order itemized below. The applicable forms can be found following this page.

ORGANIZATIONAL INFORMATION

1. Cover sheet with original signature of agency authorizing official
2. IRS 501(c)3 status documentation, or statement of verification (form provided)
3. List of current board members
4. Resolution or other documentation demonstrating that the organization's Board of Directors is aware of and supports this application
5. Strategic plan for organization with date approved by the Board of Directors (if available)
6. Organization's current year operating budget using form provided
7. Financial statement of most recently completed fiscal year (audited if available)

PROPOSAL INFORMATION

1. Completed Application
2. Itemize proposal budget for FY15-16 using the budget template provided
3. Proposal timeline
4. Names and phone numbers of three references familiar with the organization and this proposal
5. If your proposal received a grant in FY13-14 grant period, please include a copy of your last annual report (both financial and narrative portions)

CRITERIA FOR SUCCESSFUL PROPOSALS

I. Quality Assurance

- 1) Application clearly describes the needs being addressed by the proposal and includes local data and information to demonstrate how proposal is aligned with community indicators
- 2) Proposal implements an approach with potential for substantive impact as demonstrated by use of a best or promising practices model
- 3) Application clearly describes agency's ability to evaluate the proposal through use of performance measures and strategy for capturing and reporting data/information about outcomes
- 4) Application clearly describes proposal's past successes and demonstrates agency competencies

II. Management Capacity/Budget

- 5) Includes a well-designed proposal budget (line-item format, accurate income/expense projections)
- 6) Application clearly describes how the requested funds will be used to support the goals and objectives of the proposal and plan for financial sustainability

III. Community Engagement

- 7) Fosters civic engagement, opportunities for volunteerism, and public education and outreach
- 8) Collaborates with other agencies/community partners in serving targeted population(s) (Wrap-around services, team approach to treatment/provision of services, referral)
- 9) Provides evidence of strong leadership and staff development to include training in community-based diversity and cross-cultural awareness/competency
- 10) Only provider offering specific service

SSAB Block Grant Application for FY15 and FY16
Section C: Grant Application (forms to be completed)

Cover Sheet

SSAB Block Grant Application FY15 and 16

Contact Information

Application contact:	Title:
Phone:	Email address:

Proposal Information

Proposal title:	
Proposal budget:	Amount requested:
Grant request level: <input type="checkbox"/> Tier I (up to \$25,000) <input type="checkbox"/> Tier II (\$25,001 - \$50,000)	

Organization Information

Legal name of organization:	
Address of organization:	
Fax number:	Web address:
Date of incorporation:	Federal tax ID #:
Mission statement:	
Head of organization:	Title:
Phone:	Email address:

Financial Summary	Last complete fiscal year (actual)	Current Fiscal Year (budget)
Operating Revenue		
Operating Expenses		

Authorizing Signature (Organization Head or Board Chair)

Date:

Printed Name:

Title:

IRS 501(c)3 Status Documentation

Proof of non-profit status

1. Provide a copy of your Federal IRS exemption letter or other information proving your tax-exempt status.

If you have received an SSAB Block Grant previously, you may choose to mark the following box in lieu of providing proof and submit this form in place of a copy of your Federal IRS exemption letter.

- ☐ We have received an SSAB Block Grant before and verify that the organization's tax-exempt status has not changed since that time.

Authorizing Signature (Organization Head or Board Chair)

Date:

Printed Name:

Title:

APPLICATION

Please type your response next to each question in non-bold, single space, 12 pt font. The SSAB would like answers to be concise. Some questions will have word count restrictions to encourage brevity. Answers to questions without word count restrictions are expected to be short in nature; hence the restriction is not specifically stated.

Organization/Agency Information:

Agency Name:

a) **Agency History / Mission (500 words maximum):**

b) **Service(s) Provided in Juneau:**

Proposal – Identify and/or Describe:

a) **Proposal Leader and Team:**

b) **Number of beneficiaries:**

c) **Number of volunteers involved in the proposal, if any, and their role:**

d) **Need for this proposal:**

e) **Current status of the proposal:**

f) **Timeline for completion:**

QUALITY ASSURANCE:

a) **Proposal Narrative (1000 words or less, attach a separate page if needed)**

Be sure to: 1) address how your proposal fits into the funding categories, 2) the proposal's approach to serving the target population, and 3) how the proposal utilizes a best or promising practice model.

b) **Describe ability to evaluate proposal through use of performance measures, and how you will implement a strategy for capturing and reporting data and information about proposal outcomes.**

c) **Describe the client population served by the proposal, the client needs that will be met by the proposal and the data and information used to support a need for this proposal.**

d) **Describe the proposal's past successes and a plan for sustainability**

MANAGEMENT CAPACITY/BUDGET:

- a) Total Cost of Proposal:
- b) How much will be contributed by the applicant:
- c) How much has been raised to date and from whom, with specific amounts:
- d) Pending applications or projected sources of funds for the proposal:
Is a funding match required? _____ YES _____ NO
- e) How will the organization anticipate raising the balance:
- g) What are the primary goals and objectives of the proposal, and how will you achieve the desired results?
Please use the format below as an example of how the Board would like the goals and objectives presented. This information will be used on how performance is rated in the future. Attach an additional sheet if necessary.

Goal #1:

a. Obj. A:

b. Obj. B:

COMMUNITY ENGAGEMENT:

- e) Describe the leadership in your organization and efforts to promote community engagement, opportunities for volunteerism, and public education and outreach.
- f) Describe collaboration with other agencies/community partners in serving the target population, such as public education/outreach efforts or events, wrap-around services, team approach to provision of services, agency referral.
- g) Describe all training in community-based diversity and cross-cultural awareness/competency training to promote strong leadership and staff development.
- h) Are you the only agency/proposal providing a specific service to Juneau? If yes, please explain.

PROPOSAL BUDGET FY15 and FY16

Name of Organization:

Proposal Title:

	CBJ Grant Request Budget	+	Other Income	+	In Kind	=	Proposal Total
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A. Personnel Services (List positions involved with proposal)

Subtotal	\$ _____		\$ _____		\$ _____		\$ _____
Fringe Benefits							
Total Personnel Services	\$ _____		\$ _____		\$ _____		\$ _____

B. Travel (Description of travel and/or training)

Total Travel	\$ _____		\$ _____		\$ _____		\$ _____
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C. Facility (Itemize)

Total Facility	\$ _____		\$ _____		\$ _____		\$ _____
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D. Supplies/Materials (Itemize in general categories)

Total Supplies	\$ _____		\$ _____		\$ _____		\$ _____
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E. Equipment (Itemize rentals, lease purchase agreements, etc)

Total Equipment	\$ _____		\$ _____		\$ _____		\$ _____
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F. Other Operating (Itemize)

Total Other Operating	\$ _____		\$ _____		\$ _____		\$ _____
Total Proposal Budget	\$ _____		\$ _____		\$ _____		\$ _____

If you want the Excel version of this Budget form, please contact Angelica Lopez-Campos @ 586-0341 or e-mail angelica_lopez-campos@ci.juneau.ak.us to request it.

ORGANIZATION/AGENCY BUDGET FY15 and FY16

Name of Organization:

Proposal Title:

	CBJ Grant Request Budget	+	Other Income	+	In Kind	=	Agency Total
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A. Personnel Services (List positions involved with proposal)

Subtotal	\$ _____		\$ _____		\$ _____		\$ _____
Fringe Benefits							
Total Personnel Services	\$ _____		\$ _____		\$ _____		\$ _____

B. Travel (Description of travel and/or training)

Total Travel	\$ _____		\$ _____		\$ _____		\$ _____
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C. Facility (Itemize)

Total Facility	\$ _____		\$ _____		\$ _____		\$ _____
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D. Supplies/Materials (Itemize in general categories)

Total Supplies	\$ _____		\$ _____		\$ _____		\$ _____
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E. Equipment (Itemize rentals, lease purchase agreements, etc)

Total Equipment	\$ _____		\$ _____		\$ _____		\$ _____
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F. Other Operating (Itemize)

Total Other Operating	\$ _____		\$ _____		\$ _____		\$ _____
Total Proposal Budget	\$ _____		\$ _____		\$ _____		\$ _____

If you want the Excel version of this Budget form, please contact Angelica Lopez-Campos @ 586-0341 or e-mail angelica_lopez-campos@ci.juneau.ak.us to request it.

Social Services Advisory Board Block Grant

FY2015-2016 Scoring Form

(To be filled out by SSAB board members)

Agency/Proposal _____ Scored by _____

	Criteria	Points Available	Points Awarded
	QUALITY ASSURANCE		
1	Application clearly describes the needs being addressed by the proposal and includes local data and information to demonstrate how proposal is aligned with community indicators	50	
2	Proposal implements an approach with potential for substantive impact, as demonstrated by use of a best or promising practices model	25	
3	Application clearly describes agency's ability to evaluate the proposal through use of performance measures and strategy for capturing and reporting data/information about outcomes	25	
4	Application clearly describes proposal's past successes and demonstrates agency competencies	10	
	MANAGEMENT CAPACITY/BUDGET		
5	Includes a well-designed proposal budget (line-item format, accurate income/expense projections)	50	
6	Application clearly describes how the requested funds will be used to support the goals and objectives of the proposal and plan for financial sustainability	25	
	COMMUNITY ENGAGEMENT		
7	Fosters civic engagement, opportunities for volunteerism, and public education and outreach	10	
8	Collaborates with other agencies/community partners in serving targeted population(s) (Wrap-around services, team approach to treatment/provision of services, referral)	20	
9	Provides evidence of strong leadership and staff development to include training in community-based diversity and cross-cultural awareness/competency	30	
10	Only provider in community offering specific service	5	
	TOTAL	250	

Name of Organization: _____

Program Title: _____

Period: _____

Program Activity

	<i>Awarded CBJ Grant</i>	<i>Other Income</i>	<i>Current Period Activity</i>	<i>Year to Date Activity</i>	<i>Year to Date Remaining Bal</i>
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A. Personnel Services

(List positions involved with project)

					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits					\$ -
Total Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -

B. Travel

(Description of travel and/or training)

					\$ -
					\$ -
					\$ -
Total Travel	\$ -	\$ -	\$ -	\$ -	\$ -

C. Facility

(Itemize)

\$ -

Total Facility

				\$	-
				\$	-
\$	-	\$	-	\$	-

D. Supplies/Materials

(Itemize in general categories)

Total Supplies

				\$	-
				\$	-
				\$	-
\$	-	\$	-	\$	-

E. Equipment

(Itemize rentals, lease
purchase agreements, etc)

Total Equipment

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
\$	-	\$	-	\$	-

F. Other Operating

(Itemize)

Total Other Operating

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
\$	-	\$	-	\$	-

Total

\$	-	\$	-	\$	-
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Reply to Invitation to HRC Work session & Feedback on SSAB Grant Process.

The role of the SSAB as stated serves the community as advocate/advisor for the citizens of this City seeking social services and social justice. Advocates/Advisors are expected to know the current and past issues pertaining to those needs and have a plan to move the City towards a more healthy and sustainable quality of life for all of its citizens. Those advocates/advisors are expected to be highly knowledgeable in the subject areas serviced by the City and as volunteers provide the time and effort without pay for these services. As we move into the future where resources will become questionable and services become scarcer due to declining revenues, managing our revenues will become even greater. Today is the time to prioritize what it is we want to achieve for this day and those days yet to come?

A responsible government that heeds the needs of those less able to provide for themselves should be included within any community development plan.

The role of an advocate/advisor is defined by its name and leadership has the responsibility to follow its guidelines and adjust them to the changing needs of the people it serves. How is this done? By being vigilant to what is transpiring locally, regionally, statewide, nationally and globally. An informed and caring person should be a part of SSAB. Additionally this person or persons will not hold a conflict of interest on issues being addressed. All the needs of a community are addressed on a case by case status in order to serve the community with the ideas that includes "justice for all".

Grants may be ranked on criteria and category and be funded to the level of need that will provide the services necessary to be sustainable and successful.

As with grants, annual reporting generally works the best. Reporting can be time consuming, therefore it would be wise for the grantor to provide a timetable/timeline of what their expectations of reporting will be and include that information when it issues a call for availability of a grant.

Thank you for this opportunity to share my ideas and to answer those questions that were sent to us recently.

Sincerely



June Degnan, President
Haven House Juneau
907-752-0030
2-17-2015

Juneau Youth Services, Inc.

907.789.7610
907.789.2106 Fax

P.O. Box 32839
Juneau, AK 99803

February 22, 2015

Loren Jones, Chair
Assembly Human Resources Committee
City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801

Dear Loren,

I am writing in response to your February 2, 2015 letter requesting input on the social services block grant process and the role of the Social Services Advisory Board (SSAB). I would like to start by expressing my appreciation for the past work of the SSAB; I have always found the SSAB to be dedicated to addressing the social service priority needs in Juneau in a conscientious manner. In response to the specific issues raised in your letter, I offer the following comments.

- Responsibility for Reviewing Grantee Reports: Reviewing grantee program and fiscal reports is typically a staff function for governmental funding, and this model should be considered for the social service block grants.
- Timeframe for Grantee Reports: Given the small size of the grants, the requirement for quarterly reports seems excessive. Semi-annual or annual reports would seem more appropriate.
- Social Services Advocacy: By transferring the review of grant reports to CBJ staff, this will free up the SSAB to accomplish more planning and advocacy activities. It should be an important focus area for the SSAB to help identify the priority service needs of the community, and provide recommendations on how the CBJ can best help meet these needs.
- Methods for Assessing Community Social Service Needs: There are many needs assessments that have been completed in recent years to identify priority social service needs in Juneau. The SSAB can access this information, and can potentially partner with other organizations such as the United Way and the Juneau Community Foundation to assess needs.
- Size of Grants: I believe the current structure of \$25,000 and \$50,000 grants works well, with the understanding that if one of the funding categories is not fully used, it is transferred to the other category. An acceptable alternative would be to have only one funding category with a \$50,000 cap. I think it is critical to have a funding cap for individual grants, because the overall funding amount is so small. This allows the funding to be disbursed more broadly and to support a greater number of worthy community projects.

Thank you for the opportunity to have input on this issue.

Sincerely,



Walter Majoros
Executive Director