



CITY OF TOPEKA

DEPARTMENT OF NEIGHBORHOOD RELATIONS
620 S.E. Madison Street, 1st Floor
TOPEKA, Kansas 66607

Phone: (785) 368-3711
Fax: (785) 368-2546

MEMORANDUM

Date: December 3, 2015
To: Economic & Community Development Committee
From: Sasha Haehn, Director of Neighborhood Relations
Subject: Contractual Services

BACKGROUND:

Economic and Community Development Committee (ECD) has been charged with allocating funding to contracted and social service agencies. This funding is a mix of General Fund and Community Development Block Grant dollars that is awarded annually to support various social service programs in the community.

At the last ECD meeting discussion surrounded removing contracted services from the pool of competitive grant recipients and implementing a RFP and contract that would be managed by staff. Staff recommended this change as a best management practice based on the nature of the services being provided to the City. Many of the programs in contractual services are essential to City operations. These include KCSL Juvenile Intake, Jayhawk Area Agency on Aging, YWCA Center for Safety & Empowerment, CRC/HMIS administration, and HCCI/Landlord Tenant Counseling. Without these contacted services, the City would have to implement the programs which would be more costly and less efficient in many cases.

FINANCIAL CONSIDERATIONS:

Funding levels would not be impacted by transitioning to an RFP process.

RECOMMENDATION/ACTION:

Staff is recommending that these specific Contractual Services be removed from the grant process; KCSL Juvenile Intake, Jayhawk Area Agency on Aging, YWCA Center for Safety & Empowerment, CRC/HMIS administration, and HCCI/Landlord Tenant Counseling. Staff would manage an RFP process that would result in a contract for the service.

Keep America Beautiful and Safe Streets would be moved into the Social Services group for competitive grant funding opportunities.

Current Contractual Services

1. Victims of domestic violence will be provided temporary, safe housing and will receive information to increase their knowledge on community resources/networks that will assist them in the future.
2. The community will live in an environment that is clean from litter which will enhance a stronger community.
3. Administration of the HMIS system in support of Continuum of Care grant, and Runaway Homeless Youth grant.
4. The Hi-Crest Community will be able to access community resources at a central location in the neighborhood. The community will be provided with a Community Center and community building programs.
5. Agencies will have a directory of resources to choose from to help direct them accordingly.
6. Neighborhood Watch meetings will be assisted to help promote community safety.
7. Support will be given to assist with the National Night Out event to help promote community.
8. The public will be informed on crime and substance abuse prevention to assist in a better community.
9. Kids will not return to juvenile intake after the first assessment.
10. Agencies will maintain good standing with Aging and Disability Services within the community and maintain funding.
11. Uninsured and underinsured individuals will obtain better access to insurance counseling, and Medicare and supplement insurance options.
12. The community will receive landlord/tenant counseling to help create a community educated on their rights and expectations. Residents will have access to assistance in protecting their rights as tenants from an agency with expertise in the Landlord/Tenant Act.

Social Services to Fund - Draft for ECD Committee Discussion 12-4-15

Outcomes desired; specifying also Activities City desires to fund for Contracted Services
\$\$ from General Fund, CDBG, Police/General Fund, and possibly other

Outcome 1: Quality, Cost-Effective Social Services Network

- *Business/Financial/Technical management and 501(c)(3) umbrella for Emergency Aid Council, Little Warm Coats, TedEx, Diaper Depot, NOTO, Urban Corridor Coordinated Transit Council, Heartland Healthy Neighborhoods, Topeka Metro and others
- *Long-term strategic planning assistance for the above organizations and others
- *Centralized data system for emergency aid and Homeless Task Force Administrator
- *Management of NetReach Center; hosting of 25+ multi-agency meetings at NetReach; hosting daily, weekly and quarterly free meals at NetReach (for neighborhood residents? Professionals?); action for other specific needs within [Hi-Crest West? The City?]
- *Master listing of social services, used by agencies and by the community
- *Useable statistics for grantwriters to use for data for program planning and grant applications
- *Contribute toward master countywide grant match for umbrella grant for aging services

Outcome 2: Attractive, well-kept City

- *Volunteer-based cleanup programs

Outcome 3: Handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, optimize success (details for the Outcome levels will need to be filled in)

- *Domestic violence shelter, education, community service referrals and support
- *Centralized juvenile intake
- *Neighborhood safety organizing - Neighborhood Watch
- *Neighborhood safety organizing - National Night Out
- *Neighborhood safety education
- *Tenant-Landlord and Fair Housing Counseling and Education
- Senior citizen neighborhood -based programming (options to include – meals, activities, transportation
- Neighborhood and independent living based services for persons with severe and persistent mental illness
- Emergency, medicine, rent and utility assistance
- Connect our non-English-speaking residents with services
- Programs for at-risk youth

- * programs that in 2016 will be funded as Contracted Services

Other issues:

Do we want to fund consultation for Outcomes-based training and consultation? Consultation for staff and the committee for our funding/granting process?

Should we be adding in the other city-funded Utility programs here?

With this model, the difference between what the City did before and what the City would be doing in the future is that the City would state long-term Outcomes for all, and on Contracted Services would identify the Activities to be funded as well. All agencies would still apply in a competitive process and all would identify needs, outcomes, activities, outputs, outcomes measurements and other. Additional work would likely be needed on most in the outcomes descriptions to identify levels of outcomes, and therefore appropriate targets to measure.

