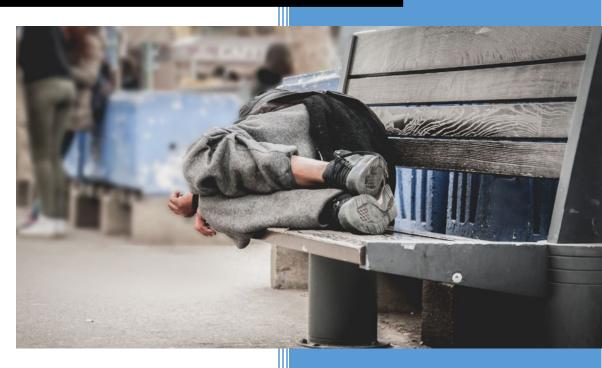# Social Services Funding Policy

City of San Marcos

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INTRODUCTION

The City of San Marcos provides annual funding in support of social service programs to community-based organizations. The allocation of funds is administered by a Council appointed Human Services Advisory Board (HSAB) with one City staff member serving as the liaison. The City seeks to fund programs enabling individuals and families to transition out of current circumstance becoming self-sufficient.

PRINCIPAL OBJECTIVE & GOALS

The overall objective for this policy is to establish funding guidelines for community-based organizations for services that promote self-sufficiency across all eligible individuals in the City of San Marcos.

Social Services funding shall be allocated to strategic areas defined by a community-based needs assessment. The needs assessment will establish strategic goals that promote self-sufficiency.

HSAB administers the funding process beginning with applications through payment disbursements. HSAB will make formal funding recommendations to City Council for approval based on policy guidelines.

PROGRAM OVERVIEW AND STRATEGY

SELF-SUFFICIENCY GOALS

Agencies must provide information on how the program meets the primary self-sufficiency goals.

TARGET POPULATION FOR THE GOAL

1. Describe the target population(s) that will be served and if this population is similar to or different from your current service population.

- If the target population(s) is similar to your current service population, please provide a description of your experience and success working with this population.
- If the target population(s) is different from your current service population, describe the modifications and new strategies you will implement to serve the new target population(s).

2. Provide data and data source(s) to demonstrate the need of the target population(s) for the strategy/strategies being proposed. Data should include but are not limited to:
   - Target population demographic/Census data
   - Quantified target population unmet need(s)
   - Applicant's trends in target population unmet need(s)
   - Waiting list information (if applicable)
   - Data from community databases, such as Homeless Management Information System, showing target population unmet need(s) (if applicable

3. Describe the strategy/strategies that will be implemented to serve clients with a criminal history.

PROGRAM STRATEGY TO ACCOMPLISH THE GOALS

1. Describe the program strategy/strategies.
2. Describe how the proposed strategy/strategies reflect evidence-based, research-based, or promising practices. Explain the rationale behind the program design.
3. Describe any barriers and challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated.
4. Describe any barriers and challenges you may encounter implementing the proposed strategy/strategies and how you will overcome them.
5. Describe the project activities.
6. For Applicants proposing homelessness prevention and/or homeless intervention services: Applicants will be required to utilize HMIS data. Describe how your organization will comply with the requirements.

PERFORMANCE MEASURES – IMPACT ON THE GOALS

Describe how the Applicant will calculate the required measures and any other proposed outputs and outcomes.

OUTPUT MEASURES

All applications must include the following high-level outputs:

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

Additional outputs may also be proposed which show the connection to a primary self-sufficiency goal, if applicable.

OUTCOME MEASURES

All applications must include one or more of the following high-level outcomes designed to demonstrate progress toward self-sufficiency:

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of individuals who demonstrate improved life skills and/or knowledge

Additional outcomes may also be proposed which show the connection to a primary self-sufficiency goal, if applicable.

ELIGIBLE APPLICANTS

Agencies awarded funding must be eligible to contract with the City of San Marcos and meet all requirements for conducting business with the City.

FUNDING INFORMATION

Per contract terms funding timelines will consist of three payments distributed in April, July, and October of each year of which the funds are approved by City Council.

SERVICE COORDINATION

1. Describe how the Applicant coordinates their services with services being provided by other agencies relevant to the proposed strategy/strategies in order to minimize duplication and maximize client access to services.
2. Describe how the Applicant coordinates with other agencies (i.e. to refer and receive clients, to provide comprehensive services, etc.). If you are not currently coordinating with other agencies, what is your plan for establishing coordination?
3. If applicable, attach any program Memoranda of Understanding (MOU) and explain how this arrangement improves service delivery to clients.
4. Describe any additional services, not included in this application, which will be provided to the target population and how they will access those services initially and over time.

COMMUNITY PLANNING ACTIVITIES

1. Describe Applicant's involvement in community planning activities that are specific to the services proposed in this application.
2. Describe Applicant's involvement in any other relevant community planning activities.

DATA MANAGEMENT AND PROGRAM EVALUATION

1. Describe how data are used for identifying problems in strategies, service delivery and expenditures, steps to determine corrective actions, and how the Applicant will ensure corrective actions will be effective.
2. If applicable, describe the process used to collect data from collaborations/cooperatives in a timely manner.
3. For Applicants proposing homelessness prevention and/or homeless intervention services: Applicant will be required to utilize the

Local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless.

STAFFING PLAN

1. Describe the overall staffing plan to accomplish activities including project leadership and reporting responsibilities. Provide justification which indicates the staffing plan is appropriate for the proposed strategy/strategies.
2. List the project staff by title and the percentage of each position's time to be spent on the program.

COST EFFECTIVENESS

Applicants are <u>required</u> to submit a budget per 12-month period and provide the following information to describe the budget necessary to accomplish the proposed strategy/strategies.

The application will be evaluated on how well it addresses **<u>all</u>** of the following:

BUDGET

1. A summary description of the budget justification for the program strategy/strategies is required.

2. Describe the Applicant's fundraising and administrative percentage, calculated from its most recent Form 990.

COST PER CLIENT

3. Describe the average cost per City client served. In the description, detail the calculation used to derive the average cost.
4. Provide justification which indicates the proposed cost is appropriate for the proposed strategy/strategies.

PROGRAM FUNDING SUMMARY

5. Provide an overview of all funding sources the Applicant will use for the proposed project.