

## City of Bloomington Common Council

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### Jack Hopkins Social Services Funding Committee

March 3, 2023

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Committee invites social services agencies serving the needs of City of Bloomington residents to apply for 2023 grant funding. This year, the Committee has \$323,000 (plus possible reverted funds) to distribute. Each year, the Mayor and City Council have allocated funding for the Jack Hopkins initiative. In fact, since 1993, the Jack Hopkins Committee has granted approximately \$5.8 million to social service agencies who serve our community's most vulnerable residents.

As funding for the Jack Hopkins program has increased over the years, so too has our responsibility to be good stewards of this fund – a fund enabled by City of Bloomington taxpayer dollars. As stewards of these dollars, we strive to fund projects that have the potential for lasting change -- projects that will improve the human condition of Bloomington residents in the long run. Please be advised that, depending on the strength of the applicant pool, the Committee may not distribute all of its available funding.

### Changes in 2023

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The Jack Hopkins Committee has implemented a few notable changes for 2023. [changes below were made in 2022 but are listed here for reference]

1) Operational Funding Requests

In recognition of the growing need for operational funds, the Jack Hopkins Committee has elected to begin accepting requests for operational funding. Any request for operational funds should be accompanied by a well-developed plan for future funding.

2) Limitation Added for Use of Funds

Jack Hopkins Social Services Funds that are awarded for personnel expenses can no longer be used toward paid time off and bonuses.

3) New Budget Worksheet

Agencies will be required to submit a budget for their funding request on the budget template, which is included with the Application materials.

4) Limitation added to Claims Submission Dates

Claims will only be considered for expenses incurred after the date that the Common Council allocates the Jack Hopkins funds (in mid-June).

## Proposal Must Meet the Following Criteria:

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1) Address a Previously-Identified Priority for Social Services Funding.

The need should be documented in the [Service Community Assessment of Needs \(SCAN\)](#), City of Bloomington, Housing and Neighborhood Development Department's [Consolidated Plan](#) or any other community-wide survey of social service needs. High funding priorities include emergency services (food, shelter or healthcare) or other support services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability, or are otherwise disadvantaged.

2) Scope of Funding

- a. One-Time Investment - One Time Investment – Applications requesting funds for projects that address changing circumstances in the community are encouraged. Requests should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the project.
- b. Operational Expenses - Applications requesting operational expenses will also be considered. These expenses are recurring rather than non-recurring and examples typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other ongoing budget items. It is worth noting that paid time off and bonuses are not eligible for Jack Hopkins Social Services Funding.

3) Leverage Matching Funds or Other Fiscal Mechanisms.

Other fiscal mechanisms might include things like number of volunteers or volunteer hours devoted to the proposed project, working in partnership with another agency, and/or other in-kind donations.

4) Make a Broad and Long-Lasting Contribution To Our Community.

As articulated by Jack Hopkins, the co-founder of this program: “[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to...diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]...etc.)” Historically, this criterion has excluded funding for events or celebrations.

5) Expenses Incurred Prior to the Allocation of Jack Hopkins Funds.

Expenses incurred prior the allocation of Jack Hopkins Funds (mid-June) will not be considered.

## Collaborative Projects – Two Applications Allowed

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The Committee continues to accept applications for collaborative projects that address community-wide social problems and more efficiently meet the needs of social service agencies and agency clients. Note that if you are submitting a collaborative application, you may submit two applications – an individual application on behalf of your agency and another as part of your collaborative proposal. If submitting an application for a collaborative project, applicants must include a Memorandum of Understanding (MOU).

## Elaboration of Criteria

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Over time, the Committee has refined each criterion. A detailed explanation of criteria is provided in the Committee's *Elaboration of Criteria*, posted on the Committee's webpage [here](#). Agencies are strongly encouraged to review this document.

## Other Requirements

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In addition to satisfying the Jack Hopkins criteria, to be eligible for funding an application must meet the following requirements:

- Hopkins funds are intended to be put to work in the community as soon as possible. For that reason, agencies must submit final claims no later than December 8, 2023.
- The program for which funding is sought **must primarily benefit City residents**.
- The application must request a minimum of \$1,000.
- The applicant must be a 501(c)(3), or be sponsored by one. In the event the applicant is sponsored by a 501(c)(3), the sponsoring agency must provide a letter acknowledging its fiscal relationship to the applicant. All new applicants are required to submit 501(c)(3) documentation.
- One application per agency, unless participating in a collaborative project.
- Any agency receiving Jack Hopkins funds must participate in the federal [E-Verify](#) program.

## Living Wage Requirements

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Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code* §2.28. For 2023, the Living Wage is \$15.29 an hour, of which \$2.29 may be in form of health insurance to the covered employee.

An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

1. The agency has at least 15 employees; and
2. The agency receives \$25,000 or more in assistance from the City in the same calendar year;  
*and*
3. At least \$25,000 of the funds received are for the operation of a social services program, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City; instead they are subject to a phase-in requirement. Please visit the [City's Living Wage Ordinance page](#) to learn more.

## How to Apply

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To be eligible for consideration, your agency **must** submit the following. Applications that are missing any of the required information will be eliminated from further consideration.

- ✓ **COMPLETED APPLICATION FORM.** Electronic forms are available [here](#). (Return as a PDF)
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS** A budget template is available [here](#). (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not the budget for the organization)
- ✓ **APPLICATION SUMMARY** available [here](#). (Return as a Word Document)
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for equipment or capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project
- ✓ **501(c)(3) DOCUMENTATION FOR ANY FIRST-TIME HOPKINS APPLICANT**  
Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.

## 2023 Jack Hopkins Social Services Funding Schedule

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Technical Assistant Meeting for Applicants	Tuesday, 21 March 2023 at 4:00 pm
<b>APPLICATION DEADLINE</b>	<b>FRIDAY, 31 MARCH 2023 BY 4:00 PM</b>
Agency Presentations	Thursday, 27 April 2023 at 5:30 pm
Committee Recommends Allocation of Funds	Tuesday, 16 May 2023 at 6:00 pm
Agencies Sign Funding Agreements	Early June 2023
Common Council Acts on Committee Recommendations	Wednesday, 14 June 2023 at 6:30 pm
HAND Technical Assistance Meeting for Grantees on Claims & Reimbursements	Tuesday, 20 June 2023 at 9:00 am

## Helpful Hints

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- Consult the Application Checklist
- Attend the Technical Assistance Meeting for Applicants  
While attendance at the Technical Assistance Meeting is not required, it is strongly encouraged for new applicants and for those agencies whose applications have not been successful in the past. Bring your questions.
- Read the [Elaboration of Criteria](#) as Posted on the [Committee's webpage](#).  
This document provides further explanation of the Committee's funding criteria. Agencies whose proposals are not successful sometimes fail because the proposal runs afoul of a rule in this document.
- Keep your Application Clear and Concise.  
Remember, in some years, Committee members have had as many as 50 applications to review.
- Applications Should Be Self-Explanatory and Self-Contained  
(i.e., no need for staff follow up; **no** addenda accepted after the deadline)
- Review an Example of a [Well-Written Application](#)  
as posted on the Committee's webpage.
- Peruse Other Successful Applications  
as posted on the [Committee's webpage](#).

## About the Jack Hopkins Committee

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The Committee is composed of four members of the Bloomington Common Council and three City residents with experience in social services. Councilmembers serving are: Susan Sandberg (Chair), Jim Sims, Kate Rosenbarger, and Ron Smith. The citizen appointments are: Tim Mayer, Mark Fraley, and Jami Scholl.

## Help with Applications

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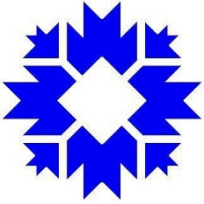
The application process is designed to be simple. However, if you have any questions, please don't hesitate to give us a call. You can email the Council Office at [council@bloomington.in.gov](mailto:council@bloomington.in.gov) or Cody Toothman in the Housing and Neighborhood Development Department at [cody.toothman@bloomington.in.gov](mailto:cody.toothman@bloomington.in.gov).

***Thank you for all you do to make our community a better place!***

Sincerely,

[/s/ Susan Sandberg](#)

Susan Sandberg, Chair  
2023 Jack Hopkins Social Services Committee  
City of Bloomington Common Council



**CITY OF BLOOMINGTON, COMMON COUNCIL  
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE  
2023 GRANT APPLICATION**

## **APPLICATION CHECKLIST**

All applicants for 2023 Jack Hopkins funding must submit the following:

- ✓ **COMPLETED APPLICATION FORM** (return as a PDF)
- ✓ **COMPLETED APPLICATION SUMMARY** (return as a Word Document)
- ✓ **PROJECT BUDGET DETAILING THE USE OF JACK HOPKINS FUND** (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not an organization budget)
- ✓ **A YEAR-END FINANCIAL STATEMENT** fund balances, total revenue, expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for capital improvements
- ✓ **501(c)(3) DOCUMENTATION** for any first-time applicants
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project

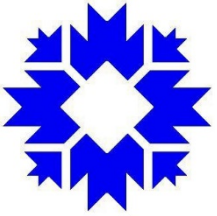
**ALL APPLICATIONS MUST BE RECEIVED BY:**

**FRIDAY, 31 MARCH 2023 at 4:00 PM.**

Send to: [council@bloomington.in.gov](mailto:council@bloomington.in.gov)

with subject line “[agency name] - 2023 JHSSF App”

**Incomplete or late applications will not be accepted.**



**CITY OF BLOOMINGTON, COMMON COUNCIL  
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE  
2023 GRANT APPLICATION**

**CONTACT INFORMATION**

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**Lead Agency Name:** \_\_\_\_\_

**Address:**

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**President of Board of Directors:** \_\_\_\_\_

**Name of Executive Director:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Name of Grant Writer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

# AGENCY INFORMATION

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Is the Lead Agency a 501(c)(3)?

Yes

No

Number of Employees:

Full-Time	Part-Time	Volunteers

## **MISSION STATEMENT** *(150 words or less)*

**Note to faith-based applicants:** If your organization is a faith-based agency, please provide the mission statement of your proposed project, not your agency. Please further note: 1) Hopkins funds may never be used for inherently religious activity; 2) Any religious activity must be separate in time or place from Hopkins-funded activity; 3) Religious instruction cannot be a condition for the receipt of services; and 4) Any Hopkins program must be open to all without a faith test.



# PROJECT INFORMATION

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Name of the project to be funded:

Total cost of project: \_\_\_\_\_

Requested amount of Jack Hopkins funding: \_\_\_\_\_

Number of City residents to be served by this project in 2023: \_\_\_\_\_

Number of clients to be served by this project in 2023: \_\_\_\_\_

## **PROJECT SYNOPSIS** *(200 words or less)*

**Describe the project to be funded.** Begin your synopsis with the amount you are requesting and a concrete description of your proposed project. *Example - "We are requesting \$7,000 for an energy-efficient freezer to expand our emergency food service program."*

# **COLLABORATIVE PROJECTS**

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**Is this a collaborative project?**

Yes

No

**If yes, list the name(s) of agency partner(s)**

**How do your missions, operations and services complement each other?**

**What is the existing relationship between agencies?**

**How will communication and coordination change as a result of the project?**

**Explain any challenges and steps you plan to take to address those challenges.**

***For collaborative projects, please attach a signed Memorandum of Understanding to this application.***

# PROJECT LOCATION

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Address where the project will be housed (if different than agency address):

Do you own or have site control of the property at which the project is to take place?

Yes       No       N/A

**If you are seeking funds for capital improvements to real estate and if you do not own the property at which the project will take place, please explain your long-term interest in the property.** For example, how long has the project been housed at the site? Do you have a contract/option to purchase? If you rent, how long have you rented this property and what is the length of the lease? Be prepared to provide a copy of your deed, purchase agreement, or lease agreement upon the Committee's request.

Is the property zoned for your intended use?       Yes       No       N/A

If "no," please explain:

**If permits, variances, or other forms of approval are required for your project, please indicate whether the approval has been received.** If it has not been received, please indicate the entity from which the permitting or approval is sought and the length of time it takes to secure the permit or approval. *Note: Funds will not be disbursed until all requisite variances or approvals are obtained.*

# PROJECT COSTS

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**Is this request for operational funds?** *(e.g., salaries, rent, vouchers, etc),*

Yes       No

**If “yes,” indicate the nature of the operational request:**

Pilot     Bridge     Collaborative

None of the above – General request for operational funds

**Other Expected Project Funds:** *(Indicate source, amount, and whether confirmed or pending):*

**Describe when you plan to submit your claims for reimbursement and what steps precede a complete draw down of funds:**

**If completion of your project depends on other anticipated funding, please describe when those funds are expected to be received:**

**FISCAL LEVERAGING** *(100 words or less)*

**Describe how your project will leverage other resources** (e.g., other funds, in-kind contributions, or volunteers.)

# FUNDING PRIORITIES – RANKED

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**If the Committee is unable to meet your full request, will you be able to proceed with partial funding?** (Due to limited funds, the Committee may recommend partial funding for a program)

Yes     No

**If “yes”, provide an itemized list of program elements, ranked by priority:**

	<b>Item</b>	<b>Cost</b>
Priority #1		
Priority #2		
Priority #3		
Priority #4		
Priority #5		
Priority #6		
Priority #7		
<b>Total Requested</b>		

# JACK HOPKINS FUNDING CRITERIA

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## **NEED** *(200 words or less)*

Explain how your project addresses a previously-identified priority for social services funding as documented in the [Service Community Assessment of Needs](#), the City of Bloomington, Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.

## **ONE-TIME INVESTMENT** *(100 words or less)*

**Jack Hopkins Funds are intended to be a one-time investment. Explain how your project fits this criterion.** If you are requesting operational funds (e.g., salaries, rent, vouchers, etc), please explain how your project satisfies an exception to the one-time funding rule (pilot, bridge, or collaborative). If you are requesting operational funds that do not satisfy one of the aforementioned exceptions, but your request is being made pursuant to the 2023 allowance for operational funds, please make that clear. If you are requesting operational funding, you must detail your plan for future funding.

**LONG-TERM BENEFITS** (200 words or less)

**How will your project have broad and long-lasting benefits for our community?**

**OUTCOME INDICATORS** (100 words or less)

**Describe the outcome indicators to be used to measure the success of your project.**

The ultimate outcome of a project (e.g., reduced hunger, homelessness or addiction rates) are often not readily observable within the Jack Hopkins funding period. For that reason, we are asking agencies to provide us with outcome indicators. In contrast to program activities (what you bought or did with grant funds) and the long-term impacts of a program (the lasting social change effected by your initiative), the data we seek are the short-term, preferably quantitative indicators used to measure the change your program has created during the period of your funding agreement. *Example: an agency providing a service might cite to the number of persons with new or improved access to a service.*

## **OTHER COMMENTS** *(500 words or less)*

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Use this space to provide other information you think the Committee would find useful. Any additional comments should supplement, not restate, information provided in the foregoing.



FUNDING AGREEMENT  
CITY OF BLOOMINGTON - JACK HOPKINS  
SOCIAL SERVICES PROGRAM

**«Organization»**

This Agreement entered into in June 2023 by and between the City of Bloomington, Indiana hereinafter referred to as the "City," and «Organization», hereinafter referred to as the "Agency," provides for the following:

Whereas, the Jack Hopkins Social Services Committee (Committee) reviewed Agency applications, heard their presentations, considered additional information provided by agencies in response to Committee questions, and made funding recommendations to the Common Council;

Whereas, the Common Council adopted Resolution 23-xx, which provided funding to this Agency in the amount and for the purposes set forth in Sections I and III of this Agreement;

Whereas, the resolution also delegated the duty of interpreting the Funding Agreement for the City to the Chair of the Committee; and

Whereas, in interpreting the Agreement, the Chair may consider the purposes of the program, the application and comments by Agency representatives, and statements made by decision-makers during deliberations.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. USE OF FUNDS

These funds are intended to serve vulnerable City residents. Agency agrees to use Agreement funds as follows:

**«Project\_Description\_\_»**

II. TIME OF PERFORMANCE

The last claim for expenses under this Agreement must be submitted to the City of Bloomington Housing and Neighborhood Development (HAND) no later than December 08, 2023. Requests for extensions must be submitted in writing to HAND's Director no later than November 17, 2023. If an extension is approved, the Director will provide a confirmation letter granting the extension for claim submission. The Director may extend the deadline no later than March 15, 2024.

### III. PAYMENT PROCEDURES

It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed

**\$«Received\_\_»**

Claims for the payment of eligible expenses shall be made against the items specified in Section I, Use of Funds.

The Agency will submit to the City a claim voucher pursuant to City's claim procedures and deadlines for the expenditures corresponding to the agreed upon use of funds outlined above. Along with the claim voucher, the Agency will submit documentation satisfactory to the City, at the City's sole discretion, showing the Agency's expenditures.

### IV. ADMINISTRATIVE REQUIREMENTS

#### A. Accounting Procedures

The Agency agrees to use generally accepted accounting procedures and to provide for:

- (1) Accurate, current, and complete disclosure of the financial component of its activities;
- (2) Records which identify adequately the source and application of funds for City supported activities;
- (3) Effective control over and accountability for all funds, property, and other assets;
- (4) Adequate safeguarding of all such assets and assurance that they are used solely for authorized purposes;
- (5) The City to conduct monitoring activities as it deems reasonably necessary to insure compliance with this Agreement; and
- (6) Return of the funds received under this Agreement that the City determines were not expended in compliance with its terms.

#### B. Access to Records

The Agency agrees that it will give the City, through any authorized representative, access to, and the right to examine, all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

#### C. Retention of Records

The Agency agrees that it will retain financial records, supporting documents, statistical records, and all other records pertinent to the funding provided to the Agency for a period of three years from the termination of this Agreement pursuant to Section VII or VIII.

D. Reporting Requirement

The Agency agrees to provide a report to HAND with the Agency's last claim submission describing the use of Jack Hopkins Social Services funds. The report should be submitted in Word format and not exceed 500 words. The report should include, but not be limited to:

1. Amount of the agency's grant award
2. General description of the project
3. Results of the project as measured by the project's outcome indicators
4. Population served by the program
5. Community benefits of the project
6. Digital photograph(s) depicting the Jack Hopkins-funded project (if applicable)
7. Copies of any written material for the project giving the Jack Hopkins Social Services Funding Committee credit as required by V(G) below.

Agencies are asked to report the results of their projects clearly, concisely and honestly and to include both successes and challenges. The report shall be submitted no later than December 8, 2023 unless the Agency was granted an extension by the HAND Director, pursuant to Section II of this agreement.

Agencies who receive **operational funding** under this Agreement shall submit an additional report providing an update on the project's outcome indicators, as outlined in the agency's application for funding, due March 15, 2024. Operational expenses are those that are recurring and include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other like ongoing budget items.

VI. GENERAL CONDITIONS

A. General Compliance

Agency agrees to comply with all applicable federal, State, and local laws, regulations, and policies governing the funds provided under this contract.

B. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Agency shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. None of the benefits provided by an employer to an employee, including but not limited to minimum wage and overtime compensation, workers' compensation insurance and unemployment insurance, shall be available from or through the City to the Agency.

C. Hold Harmless

The Agency shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of a subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Nondiscrimination (for agencies receiving grants in excess of \$10,000)

Agencies receiving grants in excess of Ten Thousand Dollars (\$10,000) shall be subject to Section 2.21.000 et seq. of the Bloomington Municipal Code. Unless specific exemptions apply, the Agency will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, disability, sexual orientation or gender identity. The Agency will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.

E. Living Wage Requirements

(1) This agreement is subject to the City of Bloomington Living Wage Ordinance, Chapter 2.28 of the Bloomington Municipal Code and any implementing regulations. The Living Wage Ordinance requires among other things, that unless specific exemptions apply, all beneficiaries of City subsidies, as defined, shall provide payment of a minimum level of compensation to employees which may include the cost of health benefits. Such rate shall be adjusted annually pursuant to the terms of the Bloomington Living Wage Ordinance.

(2) Under the provisions of the Bloomington Living Wage Ordinance, the City shall have the authority, under appropriate circumstances, to terminate this contract and to seek other remedies as set forth therein, for violations of the Ordinance.

F. Compliance with IC 22-5-1.7 – E-Verify Program

Agency shall sign a sworn affidavit, attached as Exhibit A, affirming that the Agency has enrolled and is participating in the E-Verify Program and affirming that the Agency does not knowingly employ an unauthorized alien. Agency must provide documentation to the City that Agency has enrolled and is participating in the E-Verify program.

G. Jack Hopkins Social Services Committee Recognition

The Agency agrees to provide a credit line for the City of Bloomington Common Council Jack Hopkins Social Services Committee in all written materials about the program and program activities funded pursuant to this Agreement.

## VII. NOTICES

Communication and details concerning this Agreement shall be directed to the following representatives:

City: Cody Toothman, Program Manager Housing and Neighborhood Development City of Bloomington P.O. Box 100 Bloomington, IN 47402 Tel: (812) 349-3512 Fax: (812) 349-3582 E-mail: cody.toothman@bloomington.in.gov	Agency: «Director_of_Agency__» «Organization» «Mailing_Address» «City_State_Zip_Code» Tel: «Home_Phone» E-mail: «Agency_Email»
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## VIII. TERMINATION OF AGREEMENT

The Agency agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Agency in writing of the termination and the effective date thereof.

It is further agreed that the City may terminate this Agreement in whole or in part if it determines that the Agency has failed to comply with the Agreement or with other conditions imposed by applicable laws, rules and regulations. The City shall promptly notify the Agency in writing of the determination and the reasons for the determination, together with the effective date. The Agency agrees that if the City terminates the Agreement for cause it will refund to the City that portion of the funds that the City determines was not expended in compliance with the Agreement. The Agency shall be responsible for paying any costs incurred by the City to collect the refund, including court costs and reasonable attorneys' fees.

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IX. TERM OF AGREEMENT

Unless terminated as provided in Section VII herein, this Agreement shall terminate upon the City's determination that the provisions of this Agreement regarding use of the Agreement funds have been met by the Agency.

CITY OF BLOOMINGTON, INDIANA

«Organization»

By: \_\_\_\_\_  
Susan Sandberg  
President, Common Council

By: \_\_\_\_\_  
«Pres\_BoD»  
President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
John Zody, Director  
Housing and Neighborhood Development

By: \_\_\_\_\_  
«Director\_of\_Agency\_\_»  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
John Hamilton, Mayor

\_\_\_\_\_  
Date





# Jack Hopkins Social Services Funding Program

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## Elaboration of Criteria for Evaluating and Awarding Grants

In 1993 Jack Hopkins wrote a letter outlining a set of criteria for the use of these social services funds. Those criteria have since served as the basis for allocating the funds. The following is an elaboration of those criteria. These interpretations have been approved by the Jack Hopkins Social Services Committee.

### Program Focus

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The program should address a previously-identified priority for social services funds (as indicated in the [Service Community Assessment of Needs \(SCAN\)](#), the City of Bloomington Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.)

This investment in the program should lead to broad and long lasting benefits to the community. Again, in the words of Jack Hopkins, "priority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to ...diseases, decreased absences from school, reducing lost time (from work) .., etc.)

### Priorities

The Common Council prioritizes programs that provide food, housing, healthcare, or other services to city residents who are of low or moderate income, under 18-years of age, elderly, affected with a disability, or otherwise disadvantaged.

- I. City Residency - Programs must primarily serve City residents. Individual programs have occasionally been located outside of the City but, in that case, funds have never been used for capital projects (e.g. construction, renovation, or improvement of buildings).
- II. Low Income - Programs primarily serving low-income populations are given a high priority.
- III. Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and medical services) are given a high priority.



# Scope of Funding

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The Jack Hopkins Social Services Funding Program seeks to encourage innovation and address changing community needs. Further, the Jack Hopkins Social Services Funding Program recognizes that in the current economic climate, operational funding essential to a non-profit's continued provision of services is difficult to come by. The Jack Hopkins Social Services Funding Program will consider requests for both one-time investments and operational expenses.

## One-Time Investment

Applications requesting funds for projects that address changing circumstances in the community are encouraged. Requests should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the project. EXAMPLES – capital improvement etc.

## Operational Expenses

Applications requesting operational expenses will also be considered. These expenses are recurring rather than non-recurring and examples typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other ongoing budget items.

### Paid Time Off and Bonuses

Paid time off and bonuses shall not be considered eligible for Jack Hopkins Social Services Funding.

Agencies seeking funding for operational expenses should be aware that future funding may be unavailable or inadequate to cover their needs and therefore they should not rely solely on Jack Hopkins Social Services Funding for their operational expenses. Any request for operational funding should be accompanied by a well-developed plan for future funding.

## Fiscal Leveraging

In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching funds from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or through other means.

## Applications from City Agencies and Other Property Tax Based Entities

Over the years the Council has not funded applications submitted by city departments. This is based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit of city resources at their disposal. Except on rare occasions, the Council has not directly or indirectly funded agencies that have the power to levy property taxes or whose primary revenues derive from property taxes.

## Expenses Incurred Prior to the Allocation of Jack Hopkins Funds

Expenses incurred prior to the allocation of Jack Hopkins Funds (mid-June) will not be considered.

# Collaborative Projects

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The Committee encourages social service agencies to collaborate in order to solve common problems and better address local social service needs. To serve these ends, the Committee will allow agencies to submit an application for funding as a Collaborative Project in addition to submitting a standard application.

## Collaborative Project Applicants

Applicants pursuing such funding should:

- I. Declare that they are seeking funds as a Collaborative Project and describe the project
- II. Describe each agency's mission, operations, and services, and how they do or will complement one another
- III. Describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project
- IV. Identify challenges to the collaboration and set forth steps that address the greatest challenges to its success
- V. Address the following standard criteria and explain how the collaborative project will:
  - Serve a previously-recognized community need
  - Achieve fiscal leveraging or efficiencies
  - Provide a broad and long lasting benefits to the community
- VI. Complete a Memorandum of Understanding signed by authorized representatives of collaborating agencies and detailing the allocation of duties between them

# Other Policies

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## Agency Acting as Fiscal Agent Must have 501(c) (3) Status

The agency that acts as the fiscal agent for the grant must be incorporated as a 501(c)(3) corporation. This policy is intended to assure that grant funds go to organizations:

- I. With boards who are legally accountable for implementing the funding agreements
- II. With the capability of raising matching funds which is an indicator of the long-term viability of the agency.

Given its mission, the presence of a board, and its general viability, an exception has historically been made for the Bloomington Housing Authority.

## Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications that promote or implement events or celebrations. This policy is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required above.

## One Application per Agency – Exception for Collaborative Projects

Except as noted below, each agency is limited to one application. This policy is intended to:

- I. Spread funds among more agencies
- II. Assure the suitability and quality of applications by having the agency focus and risk their efforts on one application at a time
- III. Lower the administrative burden by reducing the number of applications of marginal value.

As noted above, an exception to this rule applies to agencies that submit an application as a Collaborative Project. Those agencies may also submit one other application that addresses the standard criteria.

## Improvements to Real Property not Owned by the Applicant Agency is Discouraged

Applicants are advised that the Committee typically does not grant funds to agencies for capital improvements to real property not owned by the agency. Applications for construction, renovation, or improvements to a building not owned by the applicant agency will be given a low priority.

## \$1,000 Minimum Dollar Amount for Request

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The \$1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

## Funding Agreement – Reimbursement of Funds

Agencies that are granted funds will be expected to enter into a funding agreement with the City of Bloomington. The Housing and Neighborhood Development (HAND) Department has been monitoring funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it.

## Expenditure Before the End of the Year

In order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grant is awarded, unless specifically approved in the funding agreement or granted an extension by the Director of HAND. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.

## Proportionality of Funding Request Relative to Clients Served

In making funding decisions, the Committee may consider the amount of funding requested relative to the number of clients that would be served by a given project.

**2023 JACK HOPKINS SOCIAL SERVICES COMMITTEE  
RECOMMENDED ALLOCATIONS**

<b>AGENCY</b>	<b>ALLOCATION</b>
<b>All-Options</b> - Hoosier Diaper Program to fund diapers and wipes for 150 families, and training underpants and potty training starter kits for 30 families	\$ <b>6,900.00</b>
<b>Amethyst House, Inc.</b> - Maintenance and remodeling resident bedrooms at Women's House	\$ <b>12,857.00</b>
<b>Beacon, Inc.</b> - Smorgasbord for Shalom to fund equipment and goods to improve kitchen and day center services	\$ <b>12,446.00</b>
<b>Bloomington Cooperative Living</b> - Middle Earth Repairs to fund repair of Porch Roof Membrane	\$ <b>8,400.00</b>
<b>Bloomington Meals on Wheels, Inc.</b> - Groceries to Go Outreach Project for mobile food pantry program to fund any combination of staff hours, mileage, utility carts, food drive bins, and flyers	\$ <b>2,942.00</b>
<b>Bloomington Refugee Support Network</b> - Newly arriving Asylum Seeker Family Transition Support to fund any combination of assistance with housing, utilities, medical support, transportation support, and food assistance	\$ <b>4,571.00</b>
<b>Bloomington St. Vincent de Paul</b> - Housing Stability Program to fund rent and deposit assistance	\$ <b>14,285.00</b>
<b>Bloomington Winter Farmer's Market</b> - Woolery Farmers' Market SNAP Matching to fund around 10 markets at \$266 per market	\$ <b>2,714.00</b>
<b>Boys and Girls Club of Bloomington</b> - Professionalize and Expand Youth Development Staff to fund one professional program staff position	\$ <b>12,000.00</b>
<b>Cancer Support Community Indiana</b> - Cancer Patient Assistance to purchase essential items to meet patient needs, including any combination of: groceries, transportation, wigs & hats, wig fittings & application processing, and promotional materials	\$ <b>5,000.00</b>
<b>Catholic Charities Bloomington</b> - Telehealth infrastructure support initiative, to fund any combination of telehealth needs	\$ <b>12,500.00</b>
<b>Community Justice and Mediation Center</b> - Eviction Prevention Project staffing, equipment/technology, supplies, eviction sealing pilot	\$ <b>21,283.00</b>
<b>Community Kitchen of Monroe County, Inc.</b> - Equipment retrofit replacing dish sprayer and rhino-line beds in cargo vans	\$ <b>4,079.00</b>
<b>Courage to Change Sober Living</b> - Substance misuse recovery pilot for men's program to fund any combination of tickets to events, staff hours, and food	\$ <b>1,979.00</b>
<b>Dental Care Action Inc. (Dental Care Center)</b> - Dental Care and Education for Health and Well-being outreach to low-income and no-income residents to fund any combination of: initial exams, self-care products, cleaning/treatments, and patient transportation	\$ <b>9,388.00</b>
<b>El Centro Comunal Latino</b> - Health & Housing Assistance Project for Community Integration to fund housing and healthcare assistance	\$ <b>7,000.00</b>
<b>Farm to Family Fund, Inc.</b> - Farm to Family Program purchasing food from Bloomington farmer's market vendors to donate to local agencies	\$ <b>4,000.00</b>
<b>Habitat for Humanity of Monroe County, Inc.</b> - Enhancing Safety and Efficiency purchasing lifting equipment for construction and ReStore programs, to fund purchase of platform hoist	\$ <b>3,650.00</b>
<b>Healing Hands Outreach Center, Inc.</b> - Increasing capacity of care developing volunteer program, to fund staff hours	\$ <b>6,000.00</b>
<b>Hoosier Hills Food Bank</b> - To fund food purchasing	\$ <b>27,341.00</b>
<b>Hotels for Hope (Hotels for Homeless)</b> - Emergency and Transitional Shelter to fund emergency stays	\$ <b>14,400.00</b>
<b>Indiana Recovery Alliance</b> - Office Expansion Bridge to New Building to fund any combination of: rent, repairs to outreach van, office furniture, low threshold, desktop computers	\$ <b>15,000.00</b>
<b>Monroe County CASA, Inc.</b> - Update technology and software to pay for equipment upgrade, to include any combination of: laptops, docking stations, monitors, keyboards/mice, software purchasing, and installation labor costs	\$ <b>17,517.00</b>

<b>Monroe County United Ministries</b> - Building Synergy to End Generational Poverty to fund office administration, including printer, equipment maintenance, and computer server	\$	<b>8,430.00</b>
<b>Mother Hubbard's Cupboard</b> - Operational support to fund any combination of: utilities, software, building repair/maintenance, operations manager salary	\$	<b>17,555.00</b>
<b>New Hope Family Shelter (dba New Hope for Families)</b> - Encouraging Health Outdoor Activity for At Risk Children to fund replacement of outdoor playground and/or classroom equipment	\$	<b>21,711.00</b>
<b>New Leaf, New Life</b> - Reducing Recidivism Reentry Case Management and Direct Service Supplies to fund any combination of staff support, bus tickets, backpacks, and stamps	\$	<b>7,017.00</b>
<b>Planned Parenthood Great Northwest, Hawai'i, Alaska, Indiana, Kentucky</b> - Safety-Net Family Planning Services to purchase various contraceptives	\$	<b>7,500.00</b>
<b>Purdue University - Purdue Extension Nutrition Education Program</b> - Monroe County Food as Medicine to fund meal kits & starter kits	\$	<b>5,400.00</b>
<b>Collaborative - LIFE Designs, Inc.</b> - Job-A-Palooza funding for job recruitment event for people with disabilities during Disability Employment Awareness Month, to fund any combination of event-related costs	\$	<b>5,785.00</b>
<b>Collaborative - New Leaf, New Life</b> - Collaborative Housing Grant to fund various types of housing assistance and case management	\$	<b>13,600.00</b>
<b>Collaborative - Pantry 279</b> - To fund part-time employee dispatcher position	\$	<b>9,750.00</b>
<b>TOTAL</b>	\$	<b>323,000.00</b>