

# City Council Work Session Memo

**From:** Paul M. Briseno, City Manager

**Council Meeting:** November 16, 2021

**Subject:** Outside Agency Funding Process

**Person(s) Responsible:** Paul M. Briseno, City Manager

## **Summary:**

Throughout the 2022 budget process Council requested a review of the social service agency funding process. United Way assists in making a recommendation utilizing an established rubric, Council prioritization, and application process. A community impact report is then given at the end of the funding cycle.

## **Background:**

The United Way has established clearly defined focus areas (education, self-sufficiency, and health) to maximize the community impact of its contributions to outside agencies. They have developed a mechanism for agencies to apply for funding and have the capabilities of monitoring and evaluating. This approach provides accountability and allows an understanding of which outside agencies can apply and receive funding.

In 2020 City Council approved the existing social services agency funding process:

- August-October - The total budget available for social service agencies is set.
- October - The United Way seeks Council's prioritized areas.
- November/December – United Way requests applications.
- December/January – Trained volunteers review applications and make recommendations based on the rubric.
- January/February - United Way makes a recommendation to City Council.
- February - Council passes 2022 funding social service agency funding levels.
- Spring following year, an impact report is given.

## **Item Details:**

All non-for-profit social service agencies can apply for city funding through the United Way process. Most social service agencies fall under the United Way's already established primary focus areas. This process can save agencies time with one application. It assures a developed program for distributing available funds to agencies that provide the greatest impact to strategically identified needs.

The United Way seeks to improve every person's health, education, and self-sufficiency in the Brookings community. They work with numerous local agencies to better

understand the needs of our community members and how we can solve the problems individuals and families face.

**Supporting Documentation:**

2021 Outside Agency Funding

Benefits of Partnering with the United Way

United Way Funding Process

Funding Process Worksheet Narrative