



20 N. Swinton Avenue
Delray Beach, FL 33444

~ CRA BOARD SUMMARY ~

TO: CRA Board of Commissioners

FROM: Lori Hayward, Finance and Operations Director

THROUGH: Jeff Costello, CRA Executive Director

DATE: August 27, 2018

RE: A-GUIDE FUNDING REQUEST FY 2018-19
OLD SCHOOL SQUARE (OSS)

Recommended Action:

Direct staff to include funding for the Old School Square in the CRA's FY 18-19 Budget in the amount of \$750,000.

Background:

OSS applied for CRA A-Guide Funding for FY 2018-19 under the category of Economic Development, and Recreation and Cultural Facilities. Funding is requested for two programs (Program "A"), which is the Performing Arts Program and (Program "B"), the Grass Roots Partnership Program. The specifics of the request are summarized below.

Funding Request Amount: \$500,000 (*Amount of A-GUIDE funding established: \$285,000*)

Organization Total Budget: \$2,745,000

CRA Funds - Percentage of Budget: 18%

Amount of A-GUIDE funding established: \$285,000

CRA Funding Request on behalf of the City: \$250,000

Total Funding Request for FY 2018-19: \$750,000

FY 2017-18 Funding:

CRA A-GUIDELines Funding: \$600,000 (17% of Proposed Budget of \$3,613,184)

CRA Funding on behalf of the City: \$300,000

Total Funded in FY 2017-18: \$900,000

FY 2018-19 Funding Request for Programs:

Program: "A" Cultural Arts Program

Requesting Amount: \$325,000

Program Budget: \$1,774,672

Percentage of Program Budget: 18%

Program: “B” Grass Roots Partnership

Requesting Amount: \$175,000

Program Budget: \$657,125

Percentage of Program Budget: 27%

This year’s Funding Evaluation Committee consisted of CRA Executive Director Jeff Costello, CRA Finance and Operations Director Lori Hayward, and Assistant City Manager Caryn Gardner-Young. The Committee rated the application package based on the established A-GUIDE criteria. Criteria used in review of the application were grouped into six categories weighted to total 100% as follows:

Organization Capacity	20%
Need for Project/Program	20%
Project/Program Description	10%
Logic Model	20%
Evaluation Plan	10%
Budget & Sustainability	20%

The Application Evaluation Form has six categories and the majority of the items are rated on a scale of 1 to 5 (worst to best possible response) with an exception of two items. The two items are scored as follows:

1. **Organizational Capacity- *Demonstrated experience/success with similar programs/project*** is rated on a scale of 1 to 15 (worst to best possible response). The importance of the success of the organizations prior year goals that were established for the programs/projects funded by the CRA A-GUIDE grant funding was emphasized with additional points.
2. **Logic Model/Projected Results- *Stated program/project goal clear and relevant to CRA Overall Need*** is rated on a scale of 1 to 10 (worst to best possible response). The importance of the program/project goal being relevant to CRA Overall Need was emphasized with additional points.

The outcome of the committee’s review is as follows:

Total Average Evaluation Score: 72%

Program “A: **Cultural Arts Program** Evaluation Score: 71%

Program “B: **Grass Roots Partnership** Evaluation Score: 72%

A-GUIDE Evaluation Committee Comments & Suggestions:

An on-going concern included in the audit (Notes to the Financial Statements #13, page 21) was related to the financial sustainability of the Organization. Please see the attached document prepared by OSS which addresses these issues moving forward. The A-GUIDE evaluation committee commends the efforts of OSS’s staff and board to reduce costs and evaluate the programs in an effort to achieve financial stability; however, it is recommended

that a reduction of administrative costs which would not compromise programming be the starting point. The A-GUIDE evaluation committee also recommends the following stipulation below.

Stipulations:

If the CRA enters into an FY 2018-2019 A-GUIDE funding agreement with the OSS, the following stipulations should be included in the funding agreement:

In addition to the quarterly program evaluation and financial reporting, with the second quarter report, Old School Square shall submit to the CRA a report on its Strategic and Fiscal Sustainability Plan to include a workout plan, a reduction in the CRA funding for future years, positive cash flow report and programming/operation adjustments.

In addition to the attached Application Evaluation Form and budget forms, the following documents are available upon request:

- A-GUIDE Application
- Strategic Plan
- IRS Form 990
- Audited Financial Statements

OSS's Board will be at the meeting to make a presentation.

Attachment(s): OSS's Application Evaluation Form, Funding Evaluation Plan, CRA Combined Budget Form, CRA Program/Project A Budget Narrative Form, Program/Project B Budget Narrative Form, Exhibit "A" FY 2018-19 Goals and Outcomes Report, OSS Letter

CRA Attorney Review:

N/A

Finance Review:

N/A

Funding Source/Financial Impact:

N/A

Timing of Request:

N/A