



Legislation Text

File #: 18-0059 CRA, **Version:** 1

TO: CRA Board of Commissioners
FROM: Lori Hayward, Finance and Operations Director
THROUGH: Jeff Costello, CRA Executive Director
DATE: August 15, 2018

FY 2017-18 CRA A-GUIDE FUNDING REQUEST - DELRAY BEACH PUBLIC LIBRARY

Recommended Action:

Direct staff to include funding for the Delray Beach Library in the CRA's FY 18-19 Budget in the amount of \$458,000.

Background:

The Library applied for CRA A-Guide Funding for FY 18-19 under the category of Economic Development and Recreation and Cultural Facilities. Funding is requested for two programs (Program "A"), which is the Library's Sunday & Monday Operations Program and (Program "B"), the Business Resource Center at the Library. The specifics of the request are summarized below.

Funding Request Amount: \$458,000

Organization Total Budget: \$2,435,320

CRA Funds - Percentage of Budget: 19%

Amount of CRA A-GUIDE funding established: \$308,000

Amount Funded in FY 17-18: \$343,000

Reason the Library requested additional funds: To increase the following services to Program B: Inc. Pad Small Business Resource Center at the Library:

1. An increase of \$4,000 for Professional Services / Consulting.
2. An increase of \$1,000 for seminars and materials

FY 2017-18 Funding:

CRA A-GUIDELines Funding: \$343,000

CRA Funding on behalf of the City: \$110,000

Total Funded in FY 2017-18: \$453,000

Program: "A" CRA Sundays & Mondays

Requesting Amount: \$418,000

Program Budget: \$418,000

Percentage of Program Budget: 100%

Program: "B" Inc. Pad Small Business Resource Center at the Library

Requesting Amount: \$40,000 (Last FY \$35,000)

Program Budget: \$40,000

Percentage of Program Budget: 100%

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: 76%

Program "A: **CRA Sundays and Mondays at the Library** Evaluation Score: 81%

Program "B: **Business Resource Center at the Library** Evaluation Score: 71%

A-GUIDE Evaluation Committee Comments & Suggestions:

The committee recommends increasing the funding for the Library Business Resource Center by \$5,000 from \$35,000 to \$40,000.

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 Statement

The Library's Executive Director Karen Ronald will be at the meeting to make a presentation which will include:

- An update on the organizations FY 17-18 A-GUIDE goals established (see attached Exhibit "A") for their programs and any goal changes for FY 18-19.

Attachments: Exhibit A - Application Evaluation Form; Program/Project Logic Model; Funding Evaluation Plan; CRA Combined Budget Form; CRA Program/Project A & B Budget Narrative Form; FY 18-19 Goals & Outcomes Report.