



Cover Memorandum/Staff Report

File #: 18-0400 CRA

Agenda Date: 7/9/2019

Item #:

TO: CRA Board of Commissioners
FROM: Lori Hayward, Finance and Operations Director
THROUGH: Renée A. Jadusingh, CRA Executive Director
DATE: JULY 9, 2019

FY 2019-20 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 2019-20 Budget in the amount of \$458,000.

Background:

The Library applied for CRA A-Guide Funding for FY 2019-20 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 and Technology, Training, and Innovation Lab Services and (Program "B"), the Small Business Development Center at the Library. The specifics of the request are summarized below.

Funding Request Amount: \$558,000

Organization Total Budget: \$2,560,726

CRA Funds - Percentage of Budget: 22%

Amount Funded in FY 18-19: \$458,000

Reason the Library requested additional funds: To add Technology, Training, and Innovation Lab Services (\$100,000)

Program "A": CRA Sundays & Mondays and Technology, Training, and Innovation Lab

Requesting Amount: \$518,000

Program Budget: \$518,000

Percentage of Program Budget: 100%

Program "B": Small Business Development Center at the Library

Requesting Amount: \$40,000

Program Budget: \$40,000

Percentage of Program Budget: 100%

This year's Funding Evaluation Committee consisted of 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.

Please review the attached Application Evaluation Form (Exhibit A) that includes the rating of the committee members on each Project/Program. **The outcome of the committee's review is as follows:**

Total Average Evaluation Score: 74%

Program "A": **CRA Sundays & Mondays and Technology, Training, and Innovation Lab** Evaluation Score: 76%

Program "B": **Small Business Development Center at the Library** Evaluation Score: 72%

A-GUIDE Evaluation Committee Comments & Suggestions:

The committee recommends funding of \$458,000 with no increase. The committee also expressed concerns that **80%** of the Library's proposed budgeted revenue (\$2,560,726) is generated by the City of Delray Beach and the CRA.

The committee recommends that as a 501c (3), the Library should pursue additional funding sources and not be as dependent on local government entities.

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

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

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

Attachments: Exhibit A - Application Evaluation Form (Program A1, A2, B); Exhibit B1 - FY 2019-20 Goals & Outcomes Report (Program A1, A2); Exhibit B2 - FY 2019-20 Goals & Outcomes Report (Program B); Exhibit C - CRA Combined Budget Form and Narrative (Program A1, A2, B).

CRA Attorney Review:

N/A

Finance Review:

N/A

Funding Source/Financial Impact:

N/A