



## Cover Memorandum/Staff Report

**File #:** 18-0644 CRA

**Agenda Date:** 8/25/2020

**Item #:** 7D.

**TO:** CRA Board of Commissioners  
**FROM:** Alexina Jeannite, Grant Manager  
**THROUGH:** Renée A. Jadusingh, Esq., Executive Director  
**DATE:** August 25, 2020

### **FY 2020-2021 CRA A-GUIDE FUNDING REQUEST - GREATER DELRAY BEACH CHAMBER OF COMMERCE, INC.**

#### **Recommended Action:**

Direct staff to include funding for the Greater Delray Beach Chamber of Commerce, Inc. (Chamber) in the CRA's FY 2020-2021 Budget in the amount of \$140,000.

#### **Background:**

The Chamber applied for CRA A-G.U.I.D.E.: Achieving Goals Using Impact Driven Evaluation Funding for FY 2020-2021 under the category of Economic Development. Funding is requested for one program, (Program "A"), which is the Small Business Development Center (SBDC). The specifics of the Chamber's request are summarized below.

Funding Request Amount:	<u>\$140,000</u>
Organization Total Budget:	<u>\$860,926</u>
CRA Funds - Percentage of Budget:	<u>16%</u>
FY2019-2020 Funding:	<u>\$40,000</u>

This year's Funding Evaluation Committee consisted of CRA Executive Director, Renee Jadusingh, Finance and Operations Director, Lori Hayward, and Arts Warehouse Manager, Grace Gdaniec. 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 the exception of two items: *Organizational Capacity - Demonstrated experience/success with similar programs/project* rated on a scale of 1 to 15 (worst to best possible response); and *Logic Model/Projected Results - Stated program/project goal clear and relevant to CRA Overall Need* rated on a scale of 1 to 10 (worst to best possible response).

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:

**Evaluation Score: 94%**

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

Refer to the funding request overview for more information.

As stipulated in the A-G.U.I.D.E. guidelines, the Funding Evaluation Committee reviews each application according to established criteria and makes preliminary funding recommendations to the CRA Board of Commissioners. Then the CRA Board considers and makes final decisions regarding the funding request. At this time, the Funding Evaluation Committee recommends funding the Greater Delray Beach Chamber of Commerce for fiscal year 2020-2021 in the amount of \$140,000.

Attachments: Exhibit A - Application Evaluation Form; Exhibit B - FY 2020-2021 Goals & Outcomes Report; Exhibit C - CRA Combined Budget Form and Narrative.

**CRA Attorney Review:**

N/A

**Finance Review:**

Reviewed by Lori Hayward, CRA Finance & Operation Director.

**Funding Source/Financial Impact:**

\$140,000 allocated from General Ledger #7376 - A-GUIDE Funding.