



## Legislation Text

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

### **FY 2018-19 CRA A-GUIDE FUNDING REQUEST EXPANDING AND PRESERVING OUR CULTURAL HERITAGE, INC. (EPOCH)**

#### **Recommended Action:**

Direct staff to include funding for the Expanding and Preserving Our Cultural Heritage, Inc. in the CRA's FY 18-19 Budget in the amount of \$80,000.

#### **Background:**

EPOCH applied for CRA A-GUIDE Funding for FY 2018-19 under the category of Economic Development and Recreation and Cultural Facilities for their Museum Programming.

Funding Request Amount: \$80,000

Organization Total Budget: \$276,785

CRA Funds - Percentage of Budget: 29%

Amount of A-GUIDE funding established: \$59,640

Amount Funded in FY 17-18: \$80,000

Reason EPOCH requested additional funds: Since 16-17 EPOCH has grown their programs and budget. EPOCH is requesting the same funding as FY17-18 to maintain programs at their current levels with the intent of growing them as their budget allows.

#### FY 2017-18 Funding:

CRA A-GUIDE Funding: \$80,000 (29% of Proposed Budget of \$275,505)

CRA Funding on behalf of the City: \$31,000

Total Funded in FY 2017-18: \$111,000

#### **Program: "A" Museum Programming**

Requesting Amount: \$80,000

Program Budget: \$173,185

**Percentage of Program Budget: 46%**

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 outcome of the committee's review is as follows:

Museum Programming Evaluation Score: 83%

**A-GUIDE Evaluation Committee Comments & Suggestions:**

Typically, the funding amount is based on a percentage of the final budget. As EPOCH is a small non-profit with a budget less than \$300,000, the committee recommends the CRA Board award the funding of \$80,000 and not base the funding on the percentage of the EPOCH's final budget, similar to last year. Pursuant to the "Application and Review Process" section (#8 & page 9) of the A-GUIDELines, the CRA Board will consider the application and make the final decision regarding the funding request.

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

EPOCH's Executive Director Charlene Jones will be at the meeting to make a presentation.

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