



City of San Marcos

HUMAN SERVICES GRANT APPLICANT WORKSHOP

August 12, 2021



Funding Available

\$500,000 Regular Funding - City General Fund

\$349,120 One Time Funding – City General Fund

\$150,000 American Rescue Plan

\$999,120 TOTAL

American Rescue Plan funding is very broad



Application and Instructions

Download from the City's website:

sanmarcostx.gov/hsgrants

DEADLINE: September 3, 2021 at 5:00pm Central Time

Electronic submission to cdbg@sanmarcostx.gov

Organizations may propose more than one program in separate applications



What agencies are eligible?

Human Services Agency – an organization that seeks to improve the quality of their clients' lives by providing, facilitating, or recommending support for an array of basic social, physical health, housing, and mental health services to needy clients in the community.

Must be overseen by a volunteer Board of Directors



What expenses are eligible?

- Labor, supplies, materials, equipment
- Facility operation and maintenance
- Lease + phone, internet access

What expenses are not?

- Fundraising
- Client incentives
- Furnishings
- Vehicles



What to submit?

- Application form p. 4-5
- Questionnaire p. 6-7
- Items listed on p. 3 Checklist

Include a compelling description of your program or project!

- How will it be measured?
- What impact will it have, on whom?



A Complete Application

We will take a few minutes to go over the application, questionnaire, and checklist.



And then what??

**5 minute virtual presentation to the the Board, plus
5 minutes for Questions and Answers**

- **September, October, November**
- **6 applicants presenting each week**
- **City staff will contact all applicants to schedule**



Presentations

- Do not repeat information in your application!
- Provide examples of your program in action, or similar programs if you are starting a new one
- Show what this funding will accomplish



How are applications evaluated?

By the Human Services Advisory Board
With the Evaluation Criteria on p. 8
And the Risk Assessment on p. 9

More details on the next slides!



Evaluation Details

1. Community Need and Justification: Maximum 25 Points

The program will be evaluated on the documentation and justification of the need for the activity in the City of San Marcos.



Evaluation Details

2. Impact and Cost Effectiveness: Maximum 25 Points

The program will be evaluated on:

- amount of overhead compared to program costs
- impact on the identified need
- implementation costs compared to impact
- use of available resources (financial, staff, volunteer)
- leveraged resources from other funding sources.



How is it evaluated? (Details)

3. Implementation: Maximum 25 Points

The program will be evaluated on the following factors:

- The application demonstrates that resources needed to manage the proposed activity are available and ready.
- Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities descriptions and numbers served.



Evaluation Details

4. Community Support: Maximum 25 Points

The program will be evaluated on the following factors:

- A minimum of three and maximum of five letters of reference are provided that indicate strong local support for the program and the agency's ability to implement it as described in the application.



Evaluation Details

4. Community Support, continued

- Evidence that volunteers play a vital role in the program or agency's operation.
- Evidence that board members are actively involved in and supportive of the agency



Evaluation Details

Additional Review: Risk Assessment

- Program Complexity
- Project Experience
- Leveraged Funding
- Organizational Experience
- *Next Year: Results and Outcomes*



And then what??

1. Board recommendations to Council for funding – November 16 or December 7
2. Contract with the City - December
3. First quarterly payment in January
4. Quarterly reports – beneficiaries and impact
5. Payments and funding up front, quarterly; may be customized to the program as needed
6. Timeline set by contract



What questions do you have?

Carol Griffith

Housing and Community Development Manager

cgriffith@sanmarcostx.gov

512-393-8147