

Community Partnership Program Guidelines

PRE-AWARD OVERVIEW

The Community Partnerships Program (CPP) utilizes a competitive process to purchase programs and services from local non-profit organizations. Programs must further the City's achievement of Priority Areas of Focus: Good Government, Vibrant Neighborhoods, Health & Environment, Economic Strength/Poverty Reduction, Infrastructure Growth & Development, and Public Safety. Programs must specifically benefit the residents of Savannah. The Community Partnerships Program is divided into two key areas: Community Investments and Homelessness Services System Coordination.

Community Investment programs compete under two categories, Established Non-Profits and Developing Non-Profits. Selection committees evaluate proposals and recommend funding in amounts ranging from \$5,000 to \$50,000 for Community Investment contracts. Programs address key issues impacting residents including economic mobility, senior and youth services, food insecurity and health and wellness.

Homelessness Services System Coordination funding supports the agency that serves as lead for the Continuum of Care (CoC) and manages the coordinated entry system for participating agencies, and other federally mandated CoC activities. This funding category is capped at \$200,000.

Technical Assistance

The Human Services Department will host an information session and office hours for interested parties prior to the proposal submission deadline. These sessions will provide technical assistance to prospective proposers by answering basic questions related to the Request for Proposals and submission requirements.

Eligible Applicants

Agencies submitting proposals must meet the following requirements:

1. Be a legally formed not-for-profit (non-profit) entity located within the city and providing services directly benefitting residents of Savannah, Georgia.
2. Provide proof of the non-profit entity's legal formation. Both non-profit and for-profit corporations are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State. For more information or to retrieve a copy of

Community Partnership Program Guidelines

the agency's Georgia certificate visit: <https://ecorp.sos.ga.gov/BusinessSearch>

3. Agencies must submit a Review Report of their profit and loss statement or financial statements prepared by an Independent Auditor or Certified Public Accountant in accordance with generally accepted auditing principals. For agencies expending less than \$100,000 in the prior fiscal year, a summary of the Profit and Loss Statement prepared by an independent auditor or a certified public accountant in compliance with generally accepted auditing standards as applied to nonprofit organizations will be accepted. Any areas of concern identified in the agency's profit and loss statement or summary of reviewed financial statement will be addressed during the proposal review period and in consultation with the City of Savannah's Office of Management and Budget.

NOTE: All agencies approved for contracts must provide proof of the agency's federal tax exemption from the Internal Revenue Service prior to contract execution.

Eligible Activities

Agencies seeking to provide services must submit proposals under one of the following two categories. Proposals submitted in the Community Services category (\$5,000 - \$50,000) must demonstrate the ability to assist the City of Savannah in addressing a community need. Agencies submitting proposals in the Homelessness Services System Coordination category (Up to \$200,000) must demonstrate the ability to provide all required Continuum of Care services.

Approval of requests is subject to the availability of appropriately budgeted funds as determined by the Office of Management and Budget (OMB) and the approval of the City Manager. Approval of an application does not indicate that all activities included will be funded as requested. The City reserves the right to select certain activities included in the application for funding during contract negotiation.

NOTE: The Community Partnership Program **does not fund** homelessness assistance programs. The City of Savannah receives federal entitlement funds from the United States Department of Housing and Urban Development to support service programs for people experiencing, or at risk of experiencing homelessness (street outreach, emergency shelter, homeless prevention (rent and utility assistance)) and homeless management information systems (HMIS). If your agency is seeking a grant to provide these services, your application **must be submitted through the Emergency Solutions Program application process at <http://savannahga.gov/grants>.**

Community Partnership Program Guidelines

Evaluation

Community Partnership Program proposals will be evaluated by one or more selection committees. The selection committees reserve the right to conduct interviews of any or all proposers as deemed necessary. Proposals will be evaluated according to the following criteria:

Ability to Address Community Needs

15 Points

Proposed programs must clearly demonstrate the ability to assist the City of Savannah in addressing community needs as outlined in the Community Partnership Program Request for Proposal.

Budget/Financials

25 Points

The organization budget must reflect diverse funding sources and a strong capacity to manage resources. It is important that the City of Savannah is not the primary funding source for an agency's programs or the agency itself. Points will be awarded in this category based on the agency's ability to demonstrate diverse funding sources for the proposed program budget. Program budgets must be complete and expenses must be in line with services provided. The agency budget should show no unexplained or unjustified surpluses or deficiencies.

Benefit of Program/Service to Participants

20 Points

The proposed program or service must result in outcomes that addresses community needs. Agencies should demonstrate knowledge of the specific local conditions and needs that the program will address. Give quantitative data on the number of people in Savannah who are experiencing these conditions, quote the source of your data, and give the number of persons/families your program will service.

Program Design

10 Points

The program/service must be fully developed and well-defined. Successful proposals will provide a clear program narrative, describe key program features, detail the program location and hours, and include outreach strategies to inform and engage the public in the program.

Cost per Program Participant

10 Points

This ratio is determined by dividing the total program funding request by the number of participants to be served who reside within the city of Savannah. Agencies are reminded that the City of Savannah is purchasing services that benefit Savannah residents.

Community Partnership Program Guidelines

Operational Capacity and Program Experience

15 Points

Agencies must demonstrate the capacity to deliver the proposed program or service as evidenced by the agency's years in operation, experience operating the proposed or similar program, number of clients served and past success, if applicable. Consideration will also be given to the adequacy of planned program staffing, program oversight, and other support.

Collaborations/Partnerships

5 Points

Collaborations and partnerships which benefit program participants and connect participants to additional resources is a City priority. Collaborations can be with other agencies, community organizations and/or City departments. To receive points in this category, agencies must submit copies of written agreements and services to be provided.

NOTIFICATION OF AWARDS

Agencies will receive notification of funding recommendation prior to the first public hearing of the proposed Budget. A letter will be forwarded to agencies approved for funding in the adopted budget.

POST AWARD ACTIVITIES

Reporting

Agencies submit three Quarterly Performance Reports and one Program Close-out Report due within 15 days of the end of each reporting period.

Disbursements

Disbursements will be made in quarterly increments of 25% of the total allocation following approval of Quarterly Reports and verification of performance targets achieved, with the first disbursement allocated after contract execution and the final disbursement released after approval of the agency's Final Program Close-out Report. If quarterly program performance targets are not met, the City may make payment equal to the percentage of services provided and performance targets met as described in the grant agreement.

If program activities and program goals are scheduled to occur later in the year, disbursements will be delayed until the program is underway.

Community Partnership Program Guidelines

Monitoring and Site Visits

The City may at any time visit program sites and review progress of activities. Records monitoring may include review of program documents, reports and receipts.

On-site monitoring includes review of program files, observing program activities and program management, assessing performance and interviewing participants.