



CITY OF TOPEKA

Department of Neighborhood Relations
620 SE Madison Street, 1st Floor, Unit 8
Topeka, KS 66607-1118

Tel: 785-368-3711
www.topeka.org

Date: November 13, 2019
To: Jeff Coen, SSG Chair
From: Sasha Haehn, Director of Neighborhood Relations
Subject: Shawnee County grant administration outsourcing

BACKGROUND:

At the request of the Social Service Grant Committee (SSG), Neighborhood Relations staff, in coordination with Contracts & Procurement researched Shawnee County (SNCO) grant administration contracts and process. Shawnee County currently contracts for the entire grant application and grant administration process with a third party vendor, Community Resources Council (CRC). SNCO included approximately \$921k in their 2019 budget for social service grants and service programs for the elderly. CRC currently contracts for administration of both of these programs.

The social service grant process for SNCO is similar to the City's. A volunteer board of community members is selected to review grant applications and score them. Grant funds are administered based on the scoring process utilized by CRC and applied by the volunteer board of reviewers. SNCO writes the checks to grant recipients and CRC does the rest from application to grant administration and report collection.

The service programs for the elderly budget item in SNCO's budget funds various services and programs for elderly in SNCO. CRC contracts to serve as the administrative services and support for the Shawnee County Advocacy Council on Aging, which selects recipients for grant funding for senior services and programs in the community. CRC provides staff support to this group as well as performing grant administration activities related to the application process and grant administration process after funding awards are made.



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FINANCIAL CONSIDERATIONS:

SNCO contracted for administration of \$226,793 in social service grants in 2019 for \$35,065 (15.46%). For the administration of the service programs for the elderly budget item, the contract is \$30,000 (4.31%).

In order to obtain accurate pricing information for the grant administration of city grant funds, an RFP process needs occur to determine the actual cost. The examples from the County's grant administration vary wildly from one program to the next and should not be relied on as an accurate reflection of the cost of administration of the City's social service grant funding.

LEGAL CONSIDERATIONS:

If the SSG Committee wishes to continue to pursue the idea of outsourcing administration of the grant process, a recommendation needs to be made to the Governing Body. The recommendation should be to refer the matter to the City Manager as a contracted service. City Manager will then direct staff to pursue an RFP for administration of social service grant funding. This recommendation to outsource grant administration for the City should be made at an upcoming City Council meeting.

The City's legal department, along with the Contracts & Procurement Division will assist the City Manager and Neighborhood Relations staff with the RFP process undertaken for the outsourcing of grant administration.

RECOMMENDATION/ACTION:

If the SSG Committee wishes to pursue outsourcing the administration of the City's grant process and funding, that recommendation needs to be made to the Governing Body. Staff recommends the following be included in the SSG Committee recommendation;

1. Recommend and obtain approval from the Governing Body for the outsourcing of the City's grant funding process and administration
2. Governing Body should then refer the matter to the City Manager to carry out the outsourcing of the City's grant funding process



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SUPPORTING DOCUMENTS:

Shawnee County 2020 Approved Budget

2019 Agreement – CRC & SNCO for Aging programs

2019 Agreement – CRC & SNCO for Social Service grant administration