

October 1, 2019

Dear Applicant,

Park City will be accepting applications for special service contracts that focus on social equity for the grant cycle (October 2019 – June 2020). Enclosed with this letter is an application for a special service contract for the City's fiscal year 2020. Also enclosed is a copy of the City's policy governing special service contracts which includes the criteria that organizations must meet in order to qualify for these grants.

City Council is currently evaluating funding based on the City's social equity initiatives. All Special Service Contracts applications will be evaluated for their ability to significantly address these needs as outlined in the application.

Proposals should seek to eliminate an inequity in the community (individual, institutional, or structural) by building capacity in addressing social equity issues. Preference will be given to a new, expanded, or improved program, service, or activity that assists individuals or groups that feel marginalized. The idea is to provide unique or innovative ideas/solutions focused on social equity for the community.

Applications must be submitted by October 18, 2019. Please submit 2 hard copies and an electronic copy of the application along with all other requested information to the Budget, Debt, and Grants department (445 Marsac Ave.) **by 5:00 p.m. on October 18, 2019**. The selection process for a special service contract is competitive and not all submissions may be funded or fully funded.

Please note the next round of applications will open in the spring of 2020 for special service contracts in Fiscal Year 2021.

If you have any questions regarding the process or the application, please contact Jed Briggs at (435) 615-5183 or jbriggs@parkcity.org. Thank you for your interest in serving Park City.

Sincerely,

Jed Briggs
Budget Operations & Strategic Planning Manager
Park City Municipal Corporation
Tel 435.615.5183





Special Service Contract Application Form
Application Form
Park City Municipal Corporation

Please provide 2 (2) hard copies and an electronic copy of this application and all other requested information to the Budget, Debt, and Grants Office by **5:00 pm on October 18, 2019**.

(1) Organization Contact Information

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

(2) Indicate the applicable Special Service Contract category for this proposal:

Social Equity Services

- Housing** – Facilitate a range of affordable and quality housing opportunities that meet the life-cycle needs of persons at all economic levels.
 - a. Establish a central database that pulls from all regional sources to provide information on affordable for-sale units, waitlists, and the qualification and application process for people in need of housing.
 - b. Create and maintain a database of potential purchasers of affordable housing, specifying needs, income, current housing situation, and employment, length of time in community, mortgage qualifications, and other relevant factors.
 - c. Design pre-application and full application forms to be completed by applicants. Applications should be available for completing and submitting online and in hard copy (by mail or hand delivery).
 - d. Collect completed pre-applications and full applications via e-mail, mail, and hand delivered

- e. Provide notification of receipt of application via e-mail to applicants.
- f. Provide complete applications to third party service providers for verification of qualifications.

- g. Provide access to centralized data base and reporting functions to City and other approved housing and financial representatives.

Education – Provide students with learning and enrichment opportunities outside of the regular school day to help overcome disparities.

- a. Operate an after school extended learning service, activity, or program that benefits lower to middle income children with a demonstrated capacity to help working families. Operating hours should take place directly after school ends and run consistently and regularly to assist families working several jobs.

Inclusion – Strive for cultivating a community that engages diverse perspectives, differing ideas, and individuals from different backgrounds to help define policy and practice, and help shape culture.

- a. Events/Programs – Increase the community’s capacity to create inclusive and diverse cultural, arts, and/or entertainment experiences that seek to reduce inequities in the community.

- b. Communication – Enhance communication and outreach methods that improve diverse voices and perspectives of underserved or underrepresented groups in the community.

Workforce Development – Innovative programs that focus on augmenting education, language, job skills, job finding, and resume building needs to those from lower to middle economic backgrounds.

(3) Proposed Total Grant Amount: \$ _____

(4) In addition to the above requested information, applications must address the following components:

1. Specific detail of how the requested funds will be used (attach summary - *one page maximum*);
2. Financial information for your organization including annual budget and other sources of potential funding. Please also include 2 years of financial statements such as Balance Sheet, Income Statement, Statement of Financial Position, Activity Statement, etc. or include Independent Auditors' Reports (attach relevant documents);
3. Quantitative and/or qualitative goals (with specific targets) that can be used to measure the degree to which the funds were used for their intended purpose (attach summary - *half page maximum*); and
4. Specifically address how your proposal meets the criteria described in the City's Public Service Contract Policy (specific criteria components are outlined below, please attach no more than one page for each criterion):

Criterion 1: Accountability and Sustainability of Organization - The organization must have the following:

- a. Quantifiable goals and objectives.
- b. Non-discrimination in providing programs or services.
- c. Cooperation with existing related programs and community service.
- d. Compliance with the City contract.
- e. Federally recognized not-for-profit status.

Criterion 2: Program Need and Specific City Benefit - The organization must have the following:

- a. A clear demonstration of public benefit and provision of direct services to City residents focused on one of the Community Critical Priorities.
- b. A demonstrated need for the program or activity. Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.

Criterion 3: Fiscal Stability and Other Financial Support - The organization must have the following:

- a. A clear description of how public funds will be used and accounted for.
- b. Other funding sources that can be used to leverage resources.
- c. A sound financial plan that demonstrates managerial and fiscal competence.
- d. A history of performing in a financially competent manner.

Criterion 4: Fair Market Value of the Services - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

Signed: _____ **Date:** _____