

May 4, 2020

Dear Applicant,

Park City is now accepting applications for special service contracts for the grant cycle (July 2020 – June 2021). Enclosed with this letter is an application for a special service contract for the City's fiscal year 2021. 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 and the Special Service Contract committee will evaluate funding based on the City's regular service type needs. All Special Service Contracts applications will be evaluated for their ability to significantly address the needs as outlined in the application. The selection process for a special service contract is competitive and not all submissions may be funded or fully funded.

Due to Covid-19 we will not be accepting any hard copy materials. Please submit an electronic copy of the completed application along with all other requested information **by 12:00 a.m. on May 17, 2020.**

If you have any questions regarding the process or the application, please contact Josh Miller at (435) 615-5182 or [josh.miller@parkcity.org](mailto:josh.miller@parkcity.org). Thank you for your interest in serving Park City.

Sincerely,

**Josh Miller**  
**Budget Analyst**  
**Park City Municipal Corporation**  
**Tel 435.615.5182**





## Special Service Contract -Application Form

### Park City Municipal Corporation

Please provide an electronic copy of this application and all other requested information to [josh.miller@parkcity.org](mailto:josh.miller@parkcity.org) by **12:00 a.m. on May 17, 2020**.

#### (1) Organization Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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

**Regular Services** – services that City Council has deemed core or fundamental to their long-term goals. The contract length for these services will be 4 years.

**Safe Haven** - Provide a safe haven for individuals and families seeking shelter. Work to ensure safety, comfort, and resources for each person in need of help. Through prevention, awareness, and outreach strive to bring knowledge and resources to community including domestic violence shelter and therapy.

**Education** - Support affordable education or daycare services for the City's workforce families. There is great demand from working families in Park City for quality, affordable educational opportunities for children. For after school education operating hours should take place directly after school ends and run consistently and regularly.

**Food Pantry** - In Park City there are many individuals and families who go hungry on a daily basis. Thus a food pantry service that provides free food has been identified as a core need to the community.

**Medical Treatment** - Support the medical health needs of those in Park City who are uninsured, this would include services such as diagnosis, treatment, screening, referrals to specialist and social agencies, educational programs, physical therapy, and women's health programs. In addition, connect those in need to other health care resources in the area.

**Emergency Assistance** - There is a compelling need in Park City for serving the emergency needs of low-income individuals and families, particularly among the Latinx community. Programs may coordinate services for those looking to improve their economic status and/or experiencing unemployment, (e.g., legal aid, immigration, workforce services, etc.).

(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:** \_\_\_\_\_