

City of Topeka Social Services Grants Scoring Process



United Way of Kaw Valley

UNTIL THE FIGHT IS WON.

***Creating and cultivating an unbreakable network of support for
a strong, healthy and equitable community.***

In order to create lasting solutions to social problems on a large-scale, organizations including those in government, social services, religious organizations and the business sector — need to coordinate their efforts and work together around a clearly defined goal.

Instead of each individual organization focusing on their own outcomes, community impact is about bringing many organizations and resources together around a common goal. No single organization can create large-scale, lasting social change alone. There is no "silver bullet" solution to systemic social problems, and these problems cannot be solved by simply scaling or replicating one organization or program. Strong organizations are necessary but not sufficient for large-scale social change.

City of Topeka Social Services Grant Committee Mission

Quality, cost effective social services to handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success.

Table of Contents

The Purpose of Scoring	4
Investment Process	4
About the Investment Panel Process	4
Confidentiality Statement	5
Conflict of Interest	6
Basic Tips for Completing the Application Review	6
Reading the Application	6
Guiding Questions	6
Scoring Sheet	6
The Panel Meetings	6
Arriving at the Panel Meeting	6
Panel Meeting Agenda	6
Panel Meeting Ground Rules	6
During the Panel Meeting	7
Five-Finger Consensus	8
UWGT Contact Information	9



The Purpose of Scoring

1. To invest in programs which will best carry out the proposed outcomes to meet community needs identified in the RFP.
2. To ensure a high rate of return on the dollars invested.

About the Scoring Process

- The investment process is a competitive process. This means that the applicants are competing for the investment, and reviewers choose the **program(s)** that will best serve the community.
- It is highly likely that the total requested amounts will be more than the amount available for investments

Investment Process

1. Volunteer registers to participate in the investment panel.
2. Staff creates user profile. Volunteer updates profile as needed.
3. **Volunteer completes and submits the Conflict of Interest and Confidentiality forms (see forms on pages 5 and 6).**
4. Volunteer receives applications and scoring materials via e-C Impact to review and score.
5. Volunteer submits the Scoring Summary no later than 24 hours prior to the panel meeting. **See Due Dates**
6. Staff compiles the scores.
7. Investment panel convenes and comes to a consensus on score to be presented to the Social Services Grant Committee.
8. Applications are scored and the percentage of their score multiplied by the amount requested will be the total funding allocation. For example: Request for \$27,000 and score is 95; the agency would receive \$25,650. Once the threshold is met the funding will be cut off based on ranking.
9. The scores are presented to the Social Service Grant Committee for consideration and approval.
10. Applicants are notified of the investment decisions.
11. Applicants who disagree with scoring are given opportunity for appeal.
12. Final awards are presented to the City Council for budget approval.
13. Contracts are signed with the grant partners.

About the Investment Panel Process

- The investment process is a competitive process. This means that the applicants are competing for the investment, and panelist chooses the **program(s)** that will best serve the community. The goal is not to give a little money to all applicants but rather to invest the money with the program providing the best service.
- It is highly likely that the total requested amounts will be more than the amount available for investment.

Confidentiality Statement

Volunteers for the City of Topeka Social Services Grant Committee have a responsibility to not disclose information and to consider all information received in their function as confidential.

I understand that information gained during the course of my volunteer work with the City of Topeka is confidential. Specifically, information about the organization, its donors, employees, partner agencies/programs, and clients shall be kept confidential except where it directly relates to duties as a volunteer for the City of Topeka Social Services Grant Committee.

Any unauthorized access to the organization, donor, employee, partner agency/program or client information is prohibited and will be considered a breach of confidentiality. Such breach of confidentiality extends to having, communicating, or distributing such information electronically, in hard copy, or in any other form except when in the process of carrying out my duties as a volunteer.

Upon completion/termination of my volunteer work with the City of Topeka and United Way of Kaw Valley as the vendor, I shall not take with me, without first obtaining the written consent of the CEO/President of the organization, any document (original or reproduction) or any tangible evidence of confidential information or data belonging to or under the control of the organization.

I have read (or had read to me) and understand the above information and agree not to view, obtain, or release any information except as required by duties in my volunteer function with the City of Topeka. I understand that to do so will be considered a serious breach of confidentiality and appropriate action will be taken.

Conflict of Interest

The Code of Ethics for the City of Topeka Social Services Grant Committee outlines the agency's Conflict of Interest policies and should be closely reviewed by all Board and Committee members, other volunteers and staff. All known or potential conflicts should be disclosed below. As described in the Code, these include any agencies, grantees, vendors or competing organizations with which you or an immediate family member have a significant interest as a Board member, stakeholder, financial beneficiary, or any organization or subject about which you have strong personal feelings that could affect your judgment on the best course of action for the Social Services Grant Committee.

In awarding and managing contracts to operate youth and social service programs, the City of Topeka Social Services Grant Committee and its volunteers will not engage in and will not condone on the part of contractors any form of undisclosed conflict of interest. City of Topeka employees and volunteers and both the employees and board members of contracting agencies and organizations will not use their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest or gain.

This includes but is not limited to actions that involve the use of contract funds in ways that provide advantage or benefit to the City of Topeka and contractor employees and their immediate families and/or to the members of boards of directors of contracting agencies and their immediate families in regard to (a) the acquisition of goods and services, space or amenities in any form, (b) employment or consulting services, (c) program and project participation, and (d) the receipt of gifts or gratuities. (Immediate family is defined as legal or common law husband or wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.) Any potential or suspected conflict of interest or appearance of conflict of interest must be brought to the attention of the United Way of Kaw Valley as vendor for the City of Topeka Social Services Grant in writing as part of the application process. Similarly, any potential or suspected conflict of interest or appearance of conflict of interest that arises after an application is submitted must be brought to the attention of the United Way of Kaw Valley, as vendor, in writing to any action that might constitute or result in a conflict of interest.

Basic Tips for Completing the Application Review

Before reading through the applications, read through the Request for Proposal (RFP) to understand what the strategies, outcomes, and grant requirements are for the applications submitted.

Reading the Application

1. Read through the application from beginning to end the first time.
2. Score the application based on the score sheet provided in the RFP.

Making notes of strengths and concerns for each application is important and will be a tool for you to use during the facilitated discussion among the reviewers.

Scoring Sheet

- The scoring sheet is used to rate how well the application addresses the questions and how the program will meet the required outcomes and grant requirements.
- Each area to be scored includes point values and explanation for those values. **(Scoring values are defined for each area, please select the correct scoring rubric)**

Panel Meeting

Please plan for the meeting to begin at 9:30am and end at or Before 4:00pm. We will communicate any changes in times that might be made, but it will not extend beyond this timeframe. It is difficult to estimate the time necessary to complete the scoring process. An invitation will be sent prior to the meeting.

- Review and score applications in e-CImpact by the deadline.
- Gather any notes you made while evaluating the applications to the panel.
- Arrive a few minutes before the meeting starts to allow time to get settled as the panel will start on time. This also applies to the Zoom meeting, you will just need to wait for the host to accept your request to join.
- We will provide breaks throughout the process.

Panel Meeting Agenda

- Welcome
- Agenda, ground rules, and other housekeeping items
- **For each application, the facilitator will guide the scorers through each scoring section. The purpose is to build consensus for each individual score for each statement on the score sheet. Five finger consensus will be used when necessary to determine point values.**
- Closing

Panel Meeting Ground Rules

1. Everyone participates
2. Respect the speaker (no side conversations)
3. There are no dumb ideas or questions

4. Respect the process
5. All devices off or on vibrate – if you must take a call, please step outside and understand the panel will continue

During the Panel Meeting

- Manage personal opinions and relationships which may influence your decisions or ratings.
- Decisions should not be based on the agency alone. Decisions are based on how the **proposed program** meets the requirements of the RFP and how the proposed outputs and goals will be reached.
- Raise issues you feel are important. Your perspective may help others understand.

The intent of the facilitated discussion is to determine the point values of the collective scorers and not the individual scorer.



DO WHAT
IS RIGHT,
NOT WHAT
IS EASY

Five-Finger Consensus

With facilitated sessions, the typical approach to decision-making is consensus. Consensus is often defined as, “I may not get everything I want, but the group came to the best decision.” Five-Finger consensus is used because it encourages the group to listen carefully when there is disagreement, and it encourages listening carefully twice, if necessary. This technique encourages significant agreement without jeopardizing the quality of the solution.

Here is how five-finger consensus works: Once a recommendation is proposed and discussed the group is ready to check for agreement, the facilitator explains on the count of three, each person should hold up between one and five fingers indicating the level of support for the recommendation on the table.



5 – Strongly agree.



4 – Agree.



3 – Can see pluses and minuses, but can live with the decision.



2 – Disagree and want to discuss further.



1 – Strongly disagree, and can't support the recommendation.

In the first round, if everyone shows a five, four, or three, consensus has been reached. If there are any ones or twos, those who indicate such are given the opportunity to explain why they gave the rating and make recommendations to change the alternative in order to make it acceptable to them. Those in favor of the recommendation have the opportunity to discuss the options. The originator of the recommendation has the option to make changes or leave the option as it is. Then the facilitator tests five-finger consensus again. (If changes are made, it is a new first round.)

In the second round, if everyone shows a five, four, three, or two, the decision is made. If there are any ones, those who indicate such are given an additional opportunity to explain to the rest of the group why they gave the rating and make recommendations to change the alternative in order to make it acceptable to them. Those in favor of the recommendation have the opportunity to discuss the options. Once more, the originator of the recommendation has the option to make changes or leave the option as it is. (If changes are made, it is a new first round.)

In the final round, majority rules. The decision is made based on a majority of the participants. If there is a tie the consensus has not been reached. The recommendation is discarded and a new one must be made.

UWGT Contact Information

If you have questions or concerns about the investment process or if you have had a schedule change and can no longer participate in the investment process, please contact:

Jessica Barraclough, Director of Volunteer Engagement

jnb@uwkawvalley.org
Office: 785-228-5120 Cell:
920-723-0498

In case of an emergency:

Prior to the start of a panel meeting contact Jess by calling or texting her cell phone to inform her of your emergency and whether or not you will be participating in the meeting.

Once the meeting has started contact the UWKV office and call Jess's direct line 228-5120.

For e-CImpact specific questions, please contact:

Joyce Katzer, Senior Director of Applications
jkatzer@uwkawvalley.org
Office: 785-228-5127

For RFP, agency, application or evaluations specific questions, please contact:

Audrey Mott, Community Impact Assistant
amott@uwkawvalley.org
Office: 785-228-5121



United Way of Kaw Valley

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***** The United Way brings together people, companies and nonprofit to create positive sustainable change in our community. Visit www.uwkawvalley.org to learn more. *****