

City of Cambridge

The Human Services and Youth Committee conducted a public hearing on Tuesday, September 22, 1992 beginning at 4:20 p.m. in the Ackermann Room, City Hall.

Councillor Jonathan S. Myers, Chair of the above referenced Committee convened the hearing and stated that the purpose of this date's proceedings was to review the Draft Plan for Administration of the Community Response Trust Fund, dated September 22, 1992 (copy attached) and to discuss the Youth Employment Office and Community Schools. Present at the hearing were: Councillor Francis H. Duehay, Councillor Timothy J. Toomey, Jr. and Deputy City Clerk John E. Flynn.

In beginning the discussions, Councillor Myers stated that he was fairly satisfied with the Draft Plan as presented and that he was glad with the amount of work completed in the past three to four months in defining the scope of the Plan. The Chair further noted his satisfaction with the four initial categories identified by this Plan:

- A.) Prevention;
- B.) Grassroots Neighborhood Empowerment;
- C.) Innovative Approaches, and;
- D.) Emerging Needs.

Upon completion of the Chair's opening remarks, he solicited the comments of the Committee regarding this Draft Plan.

Councillor Duehay stated his agreement with Councillor Myers' review of the Draft Plan and suggested in Section V, Category A, the words "community violence" be added to this category. Councillor Duehay also inquired of the composition of the Human Services Strategic Planning Committee.

Councillor Myers in response stated that the Committee was formed in October, 1990 and was made up of representatives from a wide array of human service providers in the City of Cambridge. Ms. Jill Herold, Assistant City Manager for Human Services, provided the Committee with a list of the membership of the Committee.

Councillor Duehay further inquired of Ms. Herold if the Human Services Commission and the Human Services Strategic Planning Committee have both met and both have confidence in the outlined process.

Ms. Herold responded in the affirmative and further stated that the Committee at first showed some reluctance to the Plan being that these agencies wanted to be eligible to apply for funding under this Plan. She further stated that it was an interesting discussion regarding Categories A - D.

For additional guidance in selecting proposal topics, the Cambridge Plan Human Services Resident Needs Survey is available.

Staff of the Department of Human Service Programs will also offer two technical assistance sessions for groups considering submitting a proposal. One will be geared toward established agencies, while the other will to address the needs of neighborhood groups or developing agencies.

In order to save proposers unnecessary work, the Request for Proposal will follow a two-stage process. Proposers will be asked to submit brief concept papers describing the project to be undertaken. The Board will select concepts for which full proposals should then be developed. The initial funding cycle is shown on the attached timetable.

COMMUNITY RESPONSE TRUST FUND

Timetable for Agency Proposals

late October, 1992	Request for Concept Papers from agencies released.
November --, 1992	Request for Proposals released.
December 31, 1992	Agency proposals due.
January --, 1993	Board of Trustees meets to select agency proposals to be funded.
February --, 1993	Contracts with selected agencies go into effect.
July 1, 1993	DHSP staff begin monitoring visit cycle with current contractors.
September --, 1993	Staff report to Trustees on monitoring visits.
October--, 1993	If funds are available for allocation, Trustees begin preparation for new RFP cycle.

Timetable for Grassroots Proposals

January --, 1993	Request for Concept Papers from grassroots groups released.
February --, 1993	Simplified Request for Proposals from grassroots groups released.
March --, 1993	Proposals from grassroots groups due.
March --, 1993	Board selects grassroots proposals to be funded.
April --, 1993	Contracts with grassroots groups go into effect.
July 1, 1993	DHSP staff begin monitoring visit cycle with current contractors.
September --, 1993	Staff report to Trustees on monitoring visits.
October--, 1993	If funds are available for allocation, Trustees begin preparation for new RFP cycle.

V. In recognition of diverse needs within the community, the Board of Trustees wishes to designate portions of the available \$300,000 for specific types of resources. This strategy and this mix will be subject to reevaluation in future funding cycles, should monies be available at that time. While it is the intent of the Board to fund one or more proposals in each of the following areas, the Board will reserve the right not to award funds in areas for which no strong proposals are submitted. For the initial cycle, the categories are as follows:

A. Prevention

This will include services to prevent occurrence or worsening of a problem in a human services area, such as unemployment, underemployment, homelessness, hunger, child abuse, domestic violence, substance abuse, etc.

B. Grassroots Neighborhood Empowerment

This category would fund proposals which deal with empowerment of groups, organized on the basis of neighborhood or a common interest/purpose such as neighborhood safety. Unincorporated groups will be considered in this category, although arrangements for fiscal responsibility must be made, in the form of a fiscal conduit agreement with an established non-profit organization, or other arrangement satisfactory to the City.

C. Innovative Approaches

The purpose of this category is to fund new, creative approaches to human services problems. This may include problems which have long been recognized as such in the community, or newly emergent needs.

D. Emerging Needs

The intent of this category is to fund approaches to needs which have been identified in Cambridge recently, and for which no adequate services have been developed to date. Documentation of these needs must be included in the proposal.

In addition, proposals will be accepted from both established and developing agencies which have identified specific areas in which organizational capacity-building activities would be carried out. Examples of such areas include, but are not limited to: fundraising, board development and computerization.

DRAFT

DRAFT
9/22/92

Plan for Administration of the
COMMUNITY RESPONSE TRUST FUND

The Human Services Commission will function as the Board of Trustees for the Community Response Trust Fund. The Board will periodically review the current and projected conditions within the city of Cambridge as related to human service needs, and will set priorities for the disbursement of funds accordingly. In this regard, the Human Services Strategic Planning Committee will advise the Board on general areas of need and community priorities through written and oral communications. The Board will be solely responsible for recommending to the City Manager funding awards for proposals made by agencies or other community groups.

Initial guiding principles, subject to reformulation after the first funding round, are as follows:

I. Awards to agencies are expected to average \$30,000, although there is no prohibition against deviating from this amount. Awards to grassroots neighborhood groups are expected to be in the range of \$2,000-\$4,000.

II. All \$300,000 is considered to be available through the Requests for Concept Papers to be issued in November 1992 for agencies and in January 1993 for grassroots groups. The Trustees are not obligated to award all available funds, however, if sufficient numbers of proposals that they deem workable, within the scope of the Fund, and appropriate to the needs of the community are not received by the proposal deadline.

III. Because funds awarded may cover the cost of only a portion of a proposed program or activity, some awards may be made contingent upon the proposer's obtaining matching funds from another source within a specified timeframe. In general, efforts of the proposer to expand available resources within the community by securing matching funds of some type will be considered positively in the funding award decision.

IV. The Board also reserves the right to make some awards contingent upon successful negotiation between the proposer and the Board to modify the proposed project. This might occur when a proposal appears basically sound, but some features might be improved through modification, technical assistance, consultation or specific linkage with other efforts within the community.

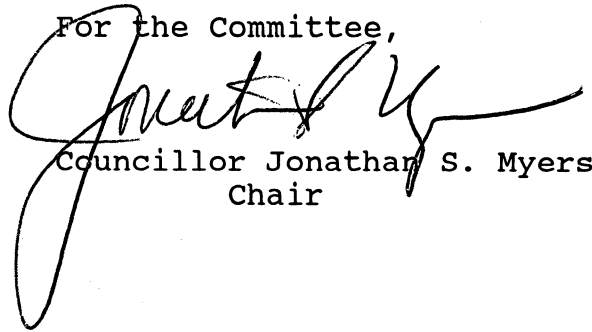
DRAFT

- 4 -

On the last issue of Community Schools, Councillor Myers stated his intention to review this program in the upcoming months.

The hearing was adjourned at 5:35 p.m.

For the Committee,

A handwritten signature in black ink, appearing to read "Jonathan S. Myers", written over the printed name and title.

Councillor Jonathan S. Myers
Chair

Ms. Herold further stated that an office has opened at Cambridge Rindge and Latin and operates one and one-half days a week staffed by TeenWorks, Workstudy Program, Jobs for Bay State Grads and ERI. Ms. Herold also stated that at present she does not have the staffing or funding to open the office any additional hours.

Councillor Myers stated the need for the City to step up its efforts to attract more private sector jobs and need to make this search a top priority in the coming year. He also stated that he was looking forward to Ms. Herold's report due in October, 1992. The Chair also cited the fact that at present only 200 private sector jobs have been identified.

Councillor Toomey inquired of Ms. Herold the reasons for the decline in private sector jobs.

Ms. Herold in response stated the economy was one reason but with an aggressive campaign the City should be able to develop additional jobs. She further stated with more staff working in the trenches, additional jobs could be identified.

Councillor Duehay stated that there exists a general need for youth employment - school to work. He further stated that summer employment is one crucial piece but should not stand alone. He noted that there exists in Cambridge some 4400 businesses and that they must be involved with the City in providing employment opportunities. He further stated that there needs to be a co-opted effort by the School Department, Human Services and Summer Employment opportunities. He cited the Polaroid model as a successful program that the City needs to incorporate.

Councillor Myers stated that two people can not do it all and that there exists a greater need to work with the business community to identify these employment opportunities.

Ms. Herold stated that at present she does not have the available resources for the growth of the Youth Employment Office. She also noted that the City Manager has contracted with Ms. Marlene Seltzer to review all the components of the city's employment mechanisms and to make a recommendation on a coordinated approach. She also stated her intention to include Ms. Seltzer's preliminary findings in her report.

Councillor Duehay stated the need to motivate the business community into action.

Councillor Myers stated the need to consider incentives such as tax credits to entice the business community.

Councillor Myers at this time underscored the basis of category of Grassroots Neighborhood Empowerment and stated that it would be harder to accomplish the stated goals of the fund.

Councillor Duehay inquired of the Chair if the proposed Draft Plan differed from the original focus of the City Council order sponsored by the Chair in establishing this Emergency Fund.

Councillor Myers in response stated that the initial focus of the Plan was to provide financial resources to agencies on an annual basis and that an emergency would not be the sole impetus for such funding.

Councillor Duehay, continuing on this line of inquiry, stated that different ideas and things were ongoing prior to this memo and if the Committee were to review the Council Orders submitted by Councillor Myers and Councillor Toomey it would be evident that this Plan was different from the intent of those orders.

Upon review of the City Council Orders, Councillor Myers concurred with Councillor Duehay's comments.

Councillor Duehay inquired of Ms. Herold if the Draft Plan has been reviewed by the Strategic Planning Committee.

Ms. Herold responded in the affirmative.

At this time Councillor Myers inquired of the Pleasure of the Committee at this time.

Councillor Duehay stated his agreement with bringing the Draft Plan forward to the full City Council at this time.

Councillor Toomey concurred with bringing the Draft Plan forward and hoped that this would allow the process to begin and speed funding to those agencies in serious need.

At this time, Councillor Myers steered the discussion towards the Youth Employment Office. He noted the survey that found some 1500 high school students interested in securing employment and stated the need for further private sector outreach to be undertaken. He further stated the need to make the office grow to meet the needs of its client base - the youth of Cambridge.

Councillor Toomey inquired of the status of the office.

In response Councillor Myers stated that at present the office shares space with Cambridge Community Services at 99 Bishop Allen Drive. The present funding for the office allows for two full time equivalent positions.

3.

S-777

COMMITTEE REPORT

Human Service & Youth Committee for
Report for a hearing held on Tuesday,
September 22, 1992 to review the Draft
Plan for Administration of the
Community Response Trust Fund.

In City Council,

Oct. 5, 1992

*Report Accepted
Placed on file*