



## STAFF REPORT

Agenda Title: Opportunities for Community Partnerships

Staff contact(s): Shannon Tuch, Town Manager

Meeting Date: August 16, 2022

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### Summary:

In order to serve the residents of Woodfin, partnership opportunities with local community-based non-profits are explored.

### Background:

It is very common for local governments to work with and support local community partners to provide valuable services to residents. A 1997 report (see attached) surveyed cities and counties across the state and concluded that almost 80% of NC local governments budgeted for community partnerships with support for human services and parks and recreation programs being the most commonly funded program areas.

The Town of Woodfin has historically supported various community-based programs both through **monetary distributions** but also with **in-kind services**. For FY22, town support for community service partners included:

### Monetary

Golden Age Club	Activities for seniors	\$6,000
Woodfin Elementary	New playground construction	\$27,000
Community Program	Emergency heating/rent assistance	\$1,986*
Homeowner Grant	Emergency housing costs	\$10,400
Christmas Program	Gift cards for children's gifts	\$13,008*

### In-kind

Manna/Catholic Charities	Food Pantry - Comm. Ctr. Fee Waiver	\$3000
Woodfin Elementary	5K - Traffic Control & Sanitation	\$2600

In-kind contributions are not directly represented in the town budget. Manna/Catholic charities continues to utilize the community center for the monthly food pantry and support for the Woodfin Elementary 5K has historically been provided and is expected again this spring.

The current FY23 budget currently includes the following items:

### Monetary

620000-910	Golden Age Club	\$6,000
620000-970	Woodfin Elementary	\$2,000
420000-305	Homeowner Grant	\$10,000

\*Money held in the Community Program fund represents an accrued balance that has carried over from previous years. This budget line item has been removed from the current FY23 budget and the remaining balance of \$51,235 is currently held in a separate account included in fund balance.

#### **Staff Analysis:**

Support for local community partners must adhere to applicable state laws. Fundamental to these restrictions is that a local government may only provide support to a local community partner for a service that:

- 1) The local government is authorized by the state to provide – N.C.G.S. §160A-20.1 & others (i.e. public safety, environmental services, parks and recreation, growth management, community development, economic development, etc.), and
- 2) Serve's a public purpose (i.e. reducing poverty, stabilizing housing, improving public health and welfare, etc.)

To ensure that these tests are satisfied and documented, and to aid in the decision-making process, a town may establish some additional criteria when considering how to allocate funds. Common criteria may include considerations such as:

- The organization receiving the money is a school board, another local government or has 501(c)3 non-profit status
- Program directly benefits individuals of low-moderate income
- Program directly benefits the residents of the community
- Program aligns with and supports town adopted goals (i.e. comprehensive plan goals or town council strategic goals)
- Program promotes diversity, equity, and inclusion
- Program will have a broad or durable impact
- Monies used will go directly to benefit recipients and not towards program overhead
- Program is not the direct responsibility of another government entity

#### **Staff Recommendation:**

The staff recommendation includes two components:

- 1) For the current FY23, staff recommends maintaining the existing budgeted allocations and in-kind support but also recommends that all recipients be required to prepare a report explaining who was served, and how the funds were used in FY 2022, and how they are expected to be used in FY 2023.
- 2) Develop an application that establishes eligibility criteria and/or questions that partners will submit when asking for support. Once established, the application along with an application deadline and instructions for how to apply would be posted on the town's website.
  - a) Requests for Community Program funds will be reviewed based on the proposed timeline below and pulled from fund balance.
  - b) Future requests will be incorporated into the budget process with an application deadline posted in the spring for review at an established budget work session. This process may also include the appointment of a review committee who may screen applications and provide a recommendation.

#### **Process and Timeline:**

- August 16, 2022 Offer feedback/input on application criteria

Community Program funds (one time grant):

- August 17-August 24, 2022 Develop application; Post application w/ instructions
- September 30, 2022 Close application period – review requests
- October 16, 2022 Discuss and announce award(s)

General fund allocations (to be considered on an annual basis):

- Late winter/early spring Post application and deadline
- Spring Review requests
- Late spring Discuss and announce award(s)
- June Adopt budget

**Budget Impact:**

As presented, there would be no budget impact in FY 2023. Future requests would be folded into the annual budget review and analysis.

**Requested Action:**

- 1) Provide input/feedback on application criteria & questions (see attached) to be used for evaluating requests.
- 2) Approve application and proposed schedules.

**Suggested Motion:**

I move to approve the proposed application and process for the consideration of community partner support requests.

**Attachments:**

- Draft application
- *How Local Governments Work with Nonprofit Organizations in North Carolina*, by Whittaker & Day (1997)



**Town of Woodfin**  
**Application for Community Partnership**  
**-DRAFT-**

Name of Organization: \_\_\_\_\_

Local Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is your organization a:

- 501(c)3
- local government partner
- local school board
- other

How long has your organization been in operation? \_\_\_\_\_

What is your organization's mission? What kind of services do you provide?

Please tell us more about your funding request.

- a. Monetary - how much is being requested? What is the money proposed to be used for?
- b. In-kind – what is needed, date(s), and for how long?

If monetary, what percent of the funds received will go directly to benefit the individuals served vs. program overhead?

Do you serve a low-moderate income population? Do you verify income to participate in these programs?

Do you (or can you) serve only the residents of Woodfin? Do you verify residency?

Is participation in your program open to the public (do you require “membership”)?

What town adopted goals does your organization or program support?

How does this program support goals for diversity, equity, and inclusion?

What is the anticipated impact of the program (# people served, how long will the impact last, etc .)

Is there anything else you would like to share about your organization or program?