

ORANGE COUNTY
HILLSBOROUGH
NORTH CAROLINA

Finance & Administrative Services

Established 1752

To: Orange County Advisory Boards Groups
From: Allison Chambers, Budget and Administrative Coordinator
Date: February 11, 2015
Re: FY 2015-16 Outside Agency Funding Application - Evaluation Process

Thank you for your participation in this year's Outside Agency funding evaluation process. Your feedback is critical in assessing program performance, potential success and making funding recommendations.

This memo provides background information and guidelines to aid Advisory Board evaluation of FY 2015-16 funding requests. Advisory Board members should carefully review these procedures and selection criteria prior to application review. Please email application scorecards and written feedback, in MS Excel format, by Friday, March 27, to achambers@orangecountync.gov.

I. FUNDING PROCESS OVERVIEW

Application Process. On November 13, 2014, Orange County, in collaboration with the Towns of Carrboro and Chapel Hill, opened the FY 2015-16 funding process, with a deadline of January 23, 2014. An agency orientation followed a week later. In total, 56 agencies submitted funding requests totaling \$1,597,515, an increase of \$494,915 above the current year's appropriation.

Advisory Board Evaluation. Eight Advisory Boards and Committees review funding applications, for program content and viability, in February and March. While funding recommendations (i.e. dollar amounts) are not provided, the groups can share whether they think a group should or should not receive funding. Finance and Administrative Services reviews the supplemental documentation and prior agency performance, for currently funded agencies.

County Manager Evaluation and Recommendation. In April, the County Manager, reviews Advisory Board feedback and consults with the Department Directors. The County Manager also reviews the agencies' applications, particularly the funding request rationales. Funding recommendations are included in the Manager's Recommended Operating Budget, published in May.

Board of County Commissioner's (BOCC) Decision. Two Budget Public Hearings, in late May, provide direct engagement opportunities for outside agency staff and supporters. The BOCC will also discuss funding, during a June Budget Work Session. Final funding decisions will be included in the FY 2015-16 Approved Operating Budget, adopted in late June.

II. ADVISORY BOARD EVALUATION PROCESS

Scorecards. Advisory Boards should review Funding Applications, only. However, agency supplementary materials are available, if they help you to understand information within the application. Advisory Boards will assess the applications using the Application Scorecard, which rates the program's mission (Section I), customer value (Section II), prior year results (Section III) and implementation plan (Section IV). The first worksheet in the Application Scorecard file explains how the scorecard should be completed. **Please complete the Scorecard in MS Excel format, as it will tally the scores for you. Also, include any written feedback on this form.**

- **Written Feedback:** This year we highly encourage additional feedback. Written feedback enhances the ratings, which will prove helpful, as we currently have a new County Manager. In addition, the BOCC often asks about advisory board feedback, during their deliberations. However, please note that scorecards and feedback are public record information, so be mindful in how you construct your comments.
- **Rescaled Scorecards for New Programs:** The Application Scorecard has been revised to prevent unfairly penalizing groups that do not have prior year program results. For example, some agencies may propose new programs and therefore not have FY 2013-14 results included in their applications. Advisory Boards that encounter this issue can use the Rescaled Scorecard, which excludes Section III and rescales the score.
- **Points Distribution:** A few of the application questions and sections have changed since last year. To accommodate changes to the application, as well as the rescaled scorecard, the point distribution was altered in each section. The largest changes occurred in the Results and Plan sections.

BOCC Funding Checklist. When scoring applications and providing feedback, please also consider the BOCC Funding Checklist. The checklist identifies priority areas the BOCC deems critically important, during outside agency review. The checklist is located within the Application Scorecard file.

III. FILE LOCATIONS

- All files can be found on the Countywide T Drive ([T Drive → Outside Agencies →2015-16](#)), unless otherwise specified by your Lead Evaluator.

Applications (2015-16→Submitted Applications)

Each agency has a folder; within each folder, is an Application folder that contains an agency's funding application files. The files can take various forms, but most will be in MS Word (funding application) and MS Excel (agency and program budgets) formats. Agencies must submit a single agency budget and separate program budgets for each program outlined in its funding application.

Evaluation Materials (2015-16→Evaluation Materials)

In this folder, Advisory Boards can find the Evaluation Group Assignments, a funding request list and the Application Scorecards/BOCC Checklist. Both the traditional and rescaled scorecards, for programs without FY 2013-14 program results, are in the MS Excel Scorecard file.

Miscellaneous (2015-16→Miscellaneous)

This folder contains blank copies of the application forms, application instructions and orientation materials, for your reference.

FY 2015-16 Orange County Outside Agency Funding Advisory Board Assignments

Aging Advisory Board/Janice Tyler

1. A Helping Hand
2. Chapel Hill/Carrboro Meals on Wheels
3. Charles House
4. Guiding Lights

Animal Services Advisory Board/Bob Moratto

1. Piedmont Wildlife Center

DEAPR Advisory Boards/Dave Stancil

1. Big Brothers Big Sisters of the Triangle
2. Boys & Girls Club of Eastern Piedmont
3. Bridge II Sports
4. Historic Hillsborough Commission
5. Historical Foundation
6. Ligo Dojo of Budo Karate

Employee Committee

1. Communities in Schools of Orange County
2. El Centro Hispano
3. Farmer Foodshare
4. OC Literacy Council
5. Public Gallery of Carrboro dba WCOM-LP Radio
6. Rogers Road-Eubanks Neighborhood Association (RENA)
7. The ArtsCenter
8. The Hill Center

OPC Mental Health

1. Art Therapy Institute
2. Club Nova
3. El Futuro
4. Freedom House
5. KidSCOpe
6. Mental Health America of the Triangle
7. OE Enterprises, Inc.
8. The Arc of Orange County
9. Voices Together

¹ Orange Congregations in Mission has submitted two applications for 2015-16.
File updated February 13, 2015.

Health Advisory Board/Colleen Bridger

1. Compass Center for Women and Families
2. Diaper Bank
3. Duke Homecare & Hospice
4. OC Disability Awareness Council
5. OC Rape Crisis Center
6. Piedmont Health Services, Inc. (Contract with Department)
7. Planned Parenthood
8. Senior Care of Orange County

Housing & Human Relations Advisory Boards/Tara Fikes

1. Centre for Homeownership & Economic Development
2. Community Empowerment Fund
3. Community Home Trust (Contract with Department)
4. EmPOWERment
5. Habitat for Humanity
6. Housing for New Hope
7. Human Rights Center (Human Relations)
8. Marian Cheek Jackson Center (Human Relations)
9. Rebuilding Together of the Triangle

Social Services Advisory Board/Nancy Coston

1. Chapel Hill/ Carrboro YMCA Boomerang
2. Child Care Services Association
3. Dispute Settlement Center
4. Interfaith Council
5. OC Partnership for Young Children
6. Orange Congregations in Mission (OCIM) – Samaritan Relief
7. Orange Congregations in Mission (OCIM) – Meals on Wheels
8. Pre-Trial Services of Orange and Chatham Counties
9. TABLE, Inc.
10. The Exchange Club Child Abuse Prevention Center
11. Volunteers for Youth, Inc.

Notes:

- Applications and scorecards are located on the T Drive (Outside Agencies → [2015-16 Folder](#)).
- Please return completed scorecards and comments to Allison Chambers at achambers@orangecountync.gov, by **Friday, March 27**. One agency scorecard per group, regardless of the number of funding program requests.

¹ Orange Congregations in Mission has submitted two applications for 2015-16.
File updated February 13, 2015.

FY 2015-16 Outside Agency Funding Requests

In FY 2014-15, the Board of County Commissioners (BOCC) appropriated \$1,102,600 for 43 agencies, an increase of \$46,500 above the FY 2013-14 appropriation. This included funding for four new agencies, which totaled \$8,500.

Outside Agency	FY 2014-15 Approved Budget	FY 2015-16 Agency Request	<i>Change from Approved Budget</i>
A Helping Hand	2,000	15,000	13,000
Art Therapy Institute*	-	5,000	5,000
Big Brothers Big Sisters of the Trianlge	2,000	6,000	4,000
Boys & Girls Club of Eastern Piedmont	2,000	10,000	8,000
Bridge II Sports	2,500	8,000	5,500
Centre for Homeownership & Economic Development	-	45,000	45,000
Chapel Hill/Carrboro Meals on Wheels	10,000	15,000	5,000
Chapel Hill/ Carrboro YMCA - Boomerang	5,000	7,000	2,000
Charles House	15,000	25,000	10,000
Child Care Services Association*	-	35,000	35,000
Club Nova	75,000	80,000	5,000
Communities in Schools of Orange County	102,000	107,000	5,000
Community Empowerment Fund	5,000	7,500	2,500
Community Home Trust	149,000	231,000	82,000
Compass Center for Women and Families	64,500	65,000	500
Diaper Bank*	-	4,166	4,166
Dispute Settlement Center	76,000	80,000	4,000
Duke Homecare & Hospice	1,000	1,200	200
El Centro Hispano	20,000	30,000	10,000
El Futuro	27,500	27,500	-
EmPOWERment	20,000	20,000	-
Farmer Foodshare	5,000	10,000	5,000
Freedom House	29,000	30,000	1,000
Guiding Lights	-	7,500	7,500
Habitat for Humanity	20,000	25,000	5,000
Historic Hillsborough Commission	7,000	9,000	2,000
Historical Foundation	6,000	8,000	2,000
Housing for New Hope	22,000	22,500	500
Human Rights Center	1,000	3,400	2,400
Interfaith Council	41,000	48,449	7,449

Note: An asterisk (*) denotes Outside Agencies that applied, but did not receive funding in FY 2014-15.

FY 2015-16 Outside Agency Funding Requests

Outside Agency	FY 2014-15 Approved Budget	FY 2015-16 Agency Request	<i>Change from Approved Budget</i>
KidSCOpe	75,000	85,000	10,000
Ligo Dojo of Budo Karate*	2,000	3,000	1,000
Marian Cheek Jackson Center	6,000	10,000	4,000
Mental Health America of the Triangle*	-	21,500	21,500
OC Disability Awareness Council	4,000	7,500	3,500
OC Literacy Council	12,000	15,000	3,000
OC Partnership for Young Children*	2,000	5,000	3,000
OC Rape Crisis Center	30,000	35,000	5,000
OE Enterprises, Inc.	45,100	50,000	4,900
Orange Congregations in Mission (OCIM) Samaritan Relief	25,830	41,000	15,170
Orange Congregations in Mission (OCIM) Meals on Wheels	15,170	17,000	1,830
Piedmont Health Services, Inc.	10,000	11,000	1,000
Piedmont Wildlife Center*	-	4,000	4,000
Planned Parenthood	20,000	20,000	-
Pre-Trial Services of Orange and Chatham Cos.	95,000	129,500	34,500
Public Gallery of Carrboro dba WCOM-LP Radion	-	1,000	1,000
Rebuilding Together of the Triangle*	-	30,000	30,000
Rogers Eubanks Road Neighborhd Assoc.	5,000	20,000	15,000
Senior Care of Orange County	25,000	25,000	-
TABLE	-	7,000	7,000
The Arc of Orange County	5,000	6,000	1,000
The ArtsCenter	7,000	10,000	3,000
The Exchange Club Child Abuse Prevention Ctr.*	2,000	15,800	13,800
The Hill Center*	-	10,000	10,000
Voices Together	7,000	15,000	8,000
Volunteers for Youth, Inc.	-	15,000	15,000
Total	\$ 1,102,600	\$ 1,597,515	\$ 494,915

Note: An asterisk (*) denotes Outside Agencies that applied, but did not receive funding in FY 2014-15.