



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## COMMUNITY DEVELOPMENT DIVISION

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### MEMORANDUM

TO: Legal & Finance Committee

FROM: Barbara Garcia, Community Development Specialist

DATE: August 16, 2006

RE: Council Approval for Mayor and Finance Officer to Sign a Participation Agreement with United Way of the Black Hills for Preparation of a Community Needs Assessment by the Chiesman Foundation and Waiver of the Consultant Selection Process

The City is required by HUD to complete a community needs assessment in preparation for developing our new five year Consolidated Plan for fiscal years 2008 through 2012. The assessment will need to be accomplished by September of 2007 in order to have it fully approved and adopted by Council by the end of 2007, so that it can be submitted to HUD with our Annual Action Plan for 2008. The last Consolidated Plan for FY 2003 - FY 2007 was prepared in early 2003 by Mullin & Lonergan Associates, Inc. for \$15,000, which was paid for out of the Community Development Administration budget.

The United Way is also required to perform a community needs assessment every five years for use in developing their long range plans, as are other non-profit agencies that need the same types of statistics for their plans and grant applications. The cost for accomplishing assessments has increased each year and has become unaffordable for most agencies, due to the reductions in funding and donations. The United Way approached other non-profits about sharing the cost of hiring the Chiesman Foundation to conduct the assessment for their four county market area. Eleven (11) agencies have agreed to partner on the cost and have raised enough money (\$17,050) to accomplish a  $\pm 5\%$  margin of error survey. They would need \$27,050 to contract for a  $\pm 3\%$  margin of error survey. The survey will cover Meade, Lawrence, and Pennington counties, and Rapid City. About 2/3 of the respondents for the survey will be from Rapid City.



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

Renee Parker, Executive Director of the United Way, and I have discussed the possibility of the City Community Development Division partnering with them for the survey, as it would serve the City's needs as well as theirs and reduce the cost for all parties involved. For the City's purposes, we would want to have the lower margin of error ( $\pm 3\%$ ) assessment, with the broader cross section of respondents. The results will be presented by individual counties and cities, as well as regional totals. The City's Community Development Specialist will have input on the creation of the assessment instruments, the information to be analyzed and will receive a copy of the final report with rights to utilize, copy and distribute the information without restriction.

Participants Contributing To The Cost Of The Survey Are:

- \$2,500 - United Way
- \$2,500 - ASAP, Inc.
- \$3,000 - ABC (Sturgis)
- \$ 300 - Youth and Family Services.
- \$ 500 - Volunteers of America
- \$ 500 - Northern Black Hills Association of Realtors
- \$1,000 - Behavior Management Systems
- \$5,000 - Wellmark Foundation
- \$1,500 - Black Hills Special Services
- \$ 250 - Character Counts Coalition

The Community Development Division included \$18,000 in the FY 06 budget and \$7,000 in the FY 07 budget under Consultant Services to cover the costs of developing the new Consolidated Plan. Participating in the United Way assessment will greatly reduce the cost to the City to gather the information needed for the preparation of the Consolidated Plan and eliminate duplication of efforts by all parties. A joint, quality assessment will provide standardized information on which to base development of programs and performance results.

**STAFF RECOMMENDATION:**

**Staff recommends that the City Council authorize the Mayor and Finance Officer to sign a Participation Agreement with the United Way of the Black Hills for the preparation of a Community Needs Assessment to be accomplished by the Chiesman Foundation and to waive the Consultant Selection Process.**