



REGIONAL HUMAN SERVICES FUNDING



Prepared for the City of Bainbridge Island City Council
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OVERVIEW

The following report details the human services funding approach and practices for 40 regional cities and Kitsap County. Cities were chosen initially based on similarity in population or demographics to Bainbridge Island. Following the discovery of two human service collaborations, the scope of the report was expanded to include all of the cities within the collaborations as well. The information is grouped into four sections: Kitsap County and its cities, the Share1app collaborative and its cities, the Community in Partnership collaborative and its cities, and selected other comparable cities.

Cities approach human services funding in a variety of different ways. The annual funding amount can be based on a historical amount, City Council and staff discussion, a per capita amount, or a percentage of the General Fund revenues, expenditures, or sales tax. Many cities which do not currently utilize a funding formula are considering doing so in order to create a more stable, predictable funding pool. Of the cities surveyed that offer human services funding, the median per capita contribution is \$5.73 (Bainbridge Island, \$14.87), the median total funding amount is \$226,750 (Bainbridge Island, \$347,922), and the median percentage of the General Fund dedicated to human services is 0.7% (Bainbridge Island, 2.9%).

Some cities choose not to provide any funding for human services or are in the process of phasing out (Port Angeles) or decreasing their existing funding (Kenmore, Woodinville). Others (Lynnwood) are in the process of implementing human services funding for the first time. At least one city (Mercer Island) chooses to provide direct support with service providers and therapists on staff. The majority of the cities that provide funding for human services do so through a competitive grant application process with outside service providers, which is detailed further within their respective sections of the report.

While most cities do not require that service providers be located within city limits, they must demonstrate how they serve community residents. Quite a few cities have minimum grant amounts established (Bellingham, Renton) or preferred (Federal Way, Issaquah, Kent, Shoreline) due to the burden of work required for both the city and the applicants. While not as common, some cities (Bellingham, Renton, Sammamish) cap the amount of funding an individual organization can receive. One city (Sammamish) offers an alternative short application for agencies requesting smaller amounts. A few cities offer organizations the opportunity to apply for capital projects, but this is not typical. The median grant size is \$7,500.

Staffing levels to oversee the administration of human services vary dramatically from city to city, often with additional assistance and input provided by citizen advisory committees. The duties of these committees can range from application review and funding recommendations to understanding, communicating, and promoting the human service needs of the community. Rating tools or scorecards are typically used to provide guidance and emphasize any funding goals, priorities, or strategies outlined by the City Council or city staff. Some cities rely on internally generated community needs assessments for direction (Bellingham, Mercer Island, Renton).

Funded agencies are often required to submit performance reports whether it be quarterly, biannually, or annually. For many of the cities, continued funding is contingent on maintaining adequate performance levels. Some of the cities follow up with site visits throughout the year or agency presentations to the City Council.



KITSAP COUNTY



Kitsap County								
City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bainbridge Island	\$347,922	23,390	\$95,481	◆	\$14.87	2.9%	11	\$23,685
Kitsap County	\$128,081	258,200	\$62,413	0.95 FTE	\$0.50	0.2%	8	◆
Bremerton	\$0	39,410	\$43,183	◆	◆	◆	◆	◆
Port Orchard	\$0	13,510	\$55,243	◆	◆	◆	◆	◆
Poulsbo	\$0	9,950	\$58,975	◆	◆	◆	◆	◆

Kitsap County

2015 General Fund: \$85,113,280* Population: 258,200† Median HHI: \$62,413‡

Funding Amount & Administration: For 2015, Kitsap County allocated \$128,081 of the General Fund for human service grants, excluding the amount allocated for staff support. This equates to 0.2% of the General Fund or a \$0.50 per capita contribution. The majority of funding, 90%, for the County’s human services is provided through state and federal funds. The total amount of funding does not vary from year to year other than fluctuations due staff compensation.

There is a Human Services Department which administers and oversees the disbursement of all funds, with a total budget upwards of \$66M. Specific to services funded by the General Fund, there is staff support totaling 0.95 FTE: 0.10 FTE Finance Director, 0.15 FTE Human Services Director, 0.20 FTE Office Manager, 0.10 FTE Homeless Veterans’ staff, and 0.40 FTE Youth Commission staff.

Application Process: There is not an application process for human services supported by the General Fund. There is, however, a detailed application process for other funded programs like CDBG, DSHS, and HUD.

Allocation Determination: Human service grants for 2015 were distributed across eight agencies. The agencies and amounts are pre-established and rollover from year to year. The largest awards, totaling \$77,921, are provided to support victims and survivors of sexual assault. The smallest awards, totaling \$18,000, are provided to various youth services.

* General Fund figures exclude any non-operating expenditures such as debt service, capital equipment and projects.

† Population estimates come from the Washington State Office of Financial Management April 1, 2015 official population estimates.

‡ Median household incomes are derived from the American Community Survey, 2009-2013.

City of Bainbridge Island

2015 General Fund: \$11,816,739

Population: 23,390

Median HHI: \$95,481

Funding Amount & Administration: The City of Bainbridge Island allocated \$347,922 of the General Fund in 2015 for human services. This amounts to 2.9% of the General Fund or a \$14.87 per capita contribution. The total amount of funding is based on a historical figure which has seen little variation from year to year. Currently, City staff is limited to contract administration and billing support for human services funding.

Application Process: Prior to the 2016 human services funding cycle, there has not been an application process since 2011.

Allocation Determination: Previously, applications were received and reviewed by a community nonprofit, the Health, Housing and Human Services Council. With the dissolution of HHHS in 2011 and no formal staff support at the City, funding for the same eleven agencies has simply rolled forward with minimal increases in awards based on the total amount available.

For 2015, the largest grant for \$113,000 was awarded to Helpline House, while the two smallest grants for \$4,180 were awarded to Elder and Adult Day Services and Washington Smile Partners. The median grant was \$23,685.

Aside from the City of Bainbridge Island, no other cities in Kitsap County currently provide funding for human services from the General Fund.

City of Bremerton

2015 General Fund: \$36,934,195

Population: 39,410

Median HHI: \$43,183

City of Port Orchard

2015 General Fund: \$9,779,384

Population: 13,510

Median HHI: \$55,243

City of Poulsbo

2015 General Fund: \$9,789,427

Population: 9,950

Median HHI: \$58,975

SHARE1APP

The vision of a coordinated, low-cost, easy and efficient process to allocate and manage municipal human services funds began more than a decade ago. It has evolved over the years to what it is today: a common online funding application for 16 cities across King County, with common reporting forms, and performance measures that all of the cities agreed upon. Additionally for many agencies, there is one contract with a lead city, rather than multiple contracts with several cities. City staff also participate in joint monitoring, rather than scheduling site visits individually.

Participating cities independently allocate their human services funding. The 16 cities came together as one alliance to receive funding applications every other April through a joint online program called Share1app. Each city pays a proportional share of the total cost, and the City of Kent is the fiscal agent.

The HSFC worked collaboratively to align their application questions and reporting criteria, including agency staff in the discussion to gain insight from their perspective. A separate committee worked to develop a common contract monitoring tool. A long-term subcommittee of six city staff from Bellevue, Kent and Redmond (called G4) was formed to work as the technical team responsible for researching online application systems to further streamline the process. The system provides jurisdictions with the flexibility of using their individual rating tools to score applications online.

Funded agencies submit quarterly reports with their reimbursement requests through the Share1app portal and must hit at least 80% of their target to receive funding. Each city can view the applicant organizations and requested grant amounts for all of the other cities. This transparency minimizes the risk of agencies asking for more funding simply based on an individual city's available funding and encourages them to focus on detailed cost per service and budget explanations.

Share1app Cities								
City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bellevue	\$3,117,067	135,000	\$90,333	5.60 FTE	\$23.09	1.8%	42	\$36,630
Tukwila	\$365,170	19,300	\$43,331	2.0 FTE	\$18.92	0.7%	28	\$5,000
SeaTac	\$510,000	27,650	\$46,328	1.0 FTE	\$18.44	1.6%	28	\$10,000
<i>Bainbridge Island</i>	<i>\$347,922</i>	<i>23,390</i>	<i>\$95,481</i>	◆	<i>\$14.87</i>	<i>2.9%</i>	<i>11</i>	<i>\$23,685</i>
Redmond	\$799,151	59,180	\$96,183	1.75 FTE	\$13.50	0.9%	28	\$12,242
Kirkland	771623	83,460	\$87,480	1.0 FTE	\$9.25	0.9%	39	\$8,990
Issaquah	\$291,000	33,330	\$86,865	1.00 FTE	\$8.73	0.8%	32	\$5,000
Kenmore	\$159,100	21,500	\$82,334	0.10 FTE	\$7.40	1.6%	14	\$6,250
Kent	\$872,866	122,900	\$57,553	3.50 FTE	\$7.10	1.2%	26	\$11,000
Covington	\$126,551	18,520	\$90,280	0.50 FTE	\$6.75	1.7%	16	\$5,000
Auburn	\$476,500	75,545	\$55,483	4.38 FTE	\$6.31	0.1%	30	\$10,000
Shoreline	\$315,953	54,500	\$64,096	1.30 FTE	\$5.80	0.9%	12	\$4,958
Renton	\$567,038	98,470	\$64,141	4.35 FTE	\$5.76	0.7%	39	\$6,000
Federal Way	\$516,000	90,760	\$55,872	2.50 FTE	\$5.69	1.2%	27	\$10,000
Burien	\$275,000	48,810	\$50,805	0.25 FTE	\$5.63	1.2%	19	\$8,000
Sammamish	\$178,500	49,980	\$143,919	0.15 FTE	\$3.57	0.4%	35	\$3,150
Des Moines	\$80,000	30,100	\$59,799	0.15 FTE	\$2.66	0.4%	14	\$3,400

City of Auburn

2015 General Fund: \$52,487,737

Population: 75,545

Median HHI: \$55,483

Funding Amount & Administration: The City of Auburn designates approximately 1% of its general fund revenues for human services grants. For 2015, this equated to \$476,500 (excluding CDBG funds), a \$6.31 per capita contribution. Human services falls under the Community Services division of the Administration Department. Currently, the division is composed of 4.38 FTEs which support human services in addition to the Director of Administration; however, a good portion of this is covered by CDBG funds and work.

Application Process: While organizations are not required to be physically located in the City of Auburn, they must demonstrate how they serve Auburn residents. The City's Community Services Assistant reviews all of the quarterly reports to ensure that their deliverables are on track, that they have filled out the reports correctly and in a timely manner, and that they provide narratives. The Human Services Committee performs site visits to the funded agencies.

Allocation Determination: The Human Services Committee, an 11-member citizen advisory group with three year terms, reviews the applications using a rating tool and prepares a recommendation for funding. The Mayor and City Council make the final funding decision during their review and approval of the City of Auburn's Consolidated Plan and Annual Action Plan. The Mayor, City Council, and the Human Services Committee established priorities for funding agencies which improve access to healthcare, reduce poverty and meet basic needs, provide services for victims of domestic violence and sexual assault, and increase services to abused and neglected children.

For 2015, the Committee allocated funds across 39 programs from 30 organizations. The majority of funding went to abused and neglected children (\$170,000) and poverty reduction (\$161,500); the remainder, to domestic violence and sexual assault (\$88,000) and physically, mentally fit and substance abuse (\$57,000). The largest single grant was \$85,000 for youth resources, while the smallest were for \$3,000 to a crisis clinic and an elderly/adults with disabilities assistance program. The median grant was \$10,000.

City of Bellevue

2015 General Fund: \$177,851,000

Population: 135,000

Median HHI: \$90,333

Funding Amount & Administration: For 2015, the City of Bellevue allocated \$3,117,067 (excluding CDBG funds), a \$23.09 per capita contribution or 1.8% of the General Fund, for human service grants. Bellevue uses a per capita formula to calculate the annual funding based on inflation plus population growth. Human services grants are administered by 5.6 FTEs whose time is divided with CDBG funding as a division of the Parks & Community Services Department.

Application Process: Most applicants receive a series of follow-up questions after applications are submitted. They have the opportunity to comment on preliminary recommendations during a public hearing before the recommendations are finalized. Any applications for new programs not currently funded by the City of Bellevue need to be prefaced by a meeting with City staff to determine if the proposal aligns with the City's focus areas.

Following application submittal, a subsequent review is completed by the Human Services Commission from May-July. A public hearing on the funding recommendations is held at the end of July, followed by City

Council discussion and ultimate decision October-December. The minimum funding amount considered is \$5,000 and is not available to programs operated by the City. Applications from City-related programs will only be accepted if a non-profit organization acts as the prime sponsor.

Bellevue has a condition built into all contracts that funded agencies need to meet 90% of their service unit goals in order to be paid, although there are exceptions made at the discretion of the Human Services Manager in consultation with the Grant Coordinator.

Allocation Determination: Applications are reviewed by the Bellevue Human Services Commission, a seven-member citizen group. The City of Bellevue completes a biennial Human Services Needs Update to serve as the primary basis for developing funding goals and focus areas. Applicants are strongly advised to cite this source in their application.

The funding goals are: 1) Food to eat and a roof overhead (\$860,078 for 2015). 2) Supportive relationships (\$590,299 for 2015). 3) A safe haven from all forms of violence and abuse (\$338,055 for 2015). 4) Health care (\$496,742 for 2015). 5) Education and job skills (\$831,892 for 2015). The 2015 focus areas are: 1) Housing with services, particularly for those moving from homelessness, including prevention programs that intervene early to stabilize people at risk of homelessness. 2) Support for employment and those skills and services that promote a productive workforce. 3) Services that allow older adults to remain secure in the community.

Other considerations given priority in reviewing applications include contract performance, leveraged funds, alignment with regional initiatives, cultural competence, and formal partnerships. In 2015, grants were awarded to 73 programs from 42 agencies. The grants ranged in size from \$5,170 for an ESL program to \$161,595 for child care financial assistance with a median grant of \$36,630.

City of Burien		
2015 General Fund: \$22,659,860	Population: 48,810	Median HHI: \$50,805

Funding Amount & Administration: For the 2015-2016 funding cycle, the Burien City Council approved increasing the amount allocated for human services from 1% of General Fund expenditures to 1.25%. This increase designated \$275,000 for human services in 2015, a \$5.63 per capita contribution. Currently, a Management Analyst provides the sole human services support at approximately 0.25 FTE.

Application Process: There are currently no restrictions on grant amounts or recipients other than the funds must be used to serve Burien residents.

Allocation Determination: Application review and allocation recommendations are completed by a team of City staff comprised of a Management Analyst, the City Manager's Executive Assistant, the Economic Development Manager, the Parks Department Recreation Manager, and the City Manager. No formal rating tools are used in the process. The quarterly performance reports are also reviewed by City staff to ensure the agency is meeting performance measures. Performance is acceptable as long as the performance measures are balanced and not all below target.

Funds for 2015 were distributed across 22 programs from 19 organizations. Grants were allocated based on 8 human services goals: 1. Self-sufficiency (\$91,500) 2. Housing & homelessness (\$87,500) 3. Youth (\$35,000) 4. Domestic violence (\$18,500) 5. School readiness (\$15,000) 6. Early intervention (\$11,000) 7. Sexual assault

& violence (\$7,500) 8. Community engagement (\$1,500). The remaining \$7,500 was set aside for a contingency fund. The largest single grant was for \$22,000 for a youth and family services program. The smallest single grant was for \$1,000 for a teen crisis program. The median grant size for 2015 was \$8,000.

City of Covington

2015 General Fund: \$7,299,483

Population: 18,520

Median HHI: \$90,280

Funding Amount & Administration: The City of Covington provided \$126,551 from the General Fund for human service programs in 2015. This amount is the equivalent of a \$6.75 per capita contribution or 1.7% of the General Fund. The City's comprehensive plan ideal goal is to give 2% of the budget to human services. One City staff member from the Executive department is dedicated 0.5 FTE as a Personnel and Human Services Analyst to support the human services program responsibilities.

Application Process: Currently, the City of Covington has no restrictions related to funding amounts or recipient location. Following an application review by the Human Services Commission, funding recommendations are made to City Council in September. The City Council takes final action on the human services funding as part of the city budget process, which is adopted in December. The Commission is responsible for evaluating and reviewing the performance reports of funded organizations.

Allocation Determination: Applications are reviewed by a seven-member citizen Human Services Commission. The members include three adults residing or working within the City of Covington, two adults residing within a three-mile radius of the City, and two youth members between the ages of 14-18 residing within a three-mile radius of the City. The adults serve three-year terms while youth serve one-year terms with the option to renew for an additional year. As a guideline, appointments are balanced with at least two members employed at a business in the community, a member of the religious community, a representative of a regional human service planning organization like the United Way or South King County Council of Human Services, and a service club representative.

Following the initial review of the application, the Commission may also hold interviews with agency directors. Each program receives a rating score based on application content, interview, priority need for the community, and cost-effectiveness. Scores are placed in rank-order for final recommendation to City Council.

The Commission outlined priorities for the 2015 funding cycle of meeting community basics, increasing self-reliance, strengthening families, increasing senior services, supporting a safe community, and improving health and well-being. The grants were disbursed among 22 programs from 16 organizations. The largest grant was \$15,000 for a food bank and emergency services, while the smallest grant was \$2,000 for domestic violence advocacy. The median grant was \$5,000.

City of Des Moines

2015 General Fund: \$18,276,907

Population: 30,100

Median HHI: \$59,799

Funding Amount & Administration: For 2015, the City of Des Moines set aside \$80,000 of General Funds for human service programs. This equates to 0.4% of the General Fund or a \$2.66 per capita contribution. The City has a goal of contributing 1% of the prior year's General Fund budget, although this has not been achieved as of yet.

Health and Human Services falls under the Parks, Recreation & Senior Services Department. The Senior Services Manager dedicates approximately 0.15 FTE to manage the application and allocation process.

Application Process: The Human Services Advisory Committee reviews all applications and makes recommendations to the City Council which makes a final decision in the fall. There are no restrictions related to the recipients or grant amounts.

Allocation Determination: The Human Services Advisory Committee is comprised of six citizens, the Senior Services Manager, and the Parks and Recreation Director. The Committee is responsible for determining the priorities of human service needs, evaluating and recommending funding for human service requests, and evaluating and reviewing the performance of the individual human service organizations and agencies.

The City of Des Moines provides funding to address the goals of meeting basic & emergency needs; preventative programs promoting healthy, violence-free families & self-dependence; maintaining & enhancing the quality of life in persons whose basic needs are already met. For 2015, Des Moines disbursed grants to 16 programs across 14 agencies. The grants ranged in size from three \$1,000 for a poison center, community services and senior transit services up to \$31,500 for a food bank with a median grant of \$3,400.

City of Federal Way		
2015 General Fund: \$42,385,068	Population: 90,760	Median HHI: \$55,872

Funding Amount & Administration: The City of Federal Way allocated \$516,000 for human services in 2015. This amount equates to 1.2% of the General Fund or a \$5.69 per capita contribution. The Human Services General Fund budget has remained a consistent \$516,000 for the past several years; there is not specific formula on which it is based.

Human services is part of the Community Services Division housed within the Community Development Department. The program is supported with a staff of 2.5 FTEs (Community Services Manager, Human Services Coordinator and Housing Repair Program Coordinator) although their time is divided with CDBG funding as well.

Application Process: There are not currently any formal restrictions on grants or recipients. Generally, grants are not funded for less than \$5,000, and commissioners prefer agencies to be located in the City.

Allocation Determination: Allocation recommendations are made by the Human Services Commission, which is comprised of nine Federal Way residents, to the Mayor and City Council. The Commission is further tasked with coordinating with other human service groups and agencies, determining priorities of human service needs, evaluating and reviewing agency performance, and reviewing city actions which may affect availability and quality of human service delivery.

The City Council established four goal areas on which the Commission bases their funding recommendations: basic needs (\$247,778 for 2015), public safety (\$68,722 for 2015), special needs populations (\$87,000 for 2015), and low-income families with children (\$112,500 for 2015). Federal Way's Human Services Commission further evaluates applications using a 100-point rating tool: program description (30 points), accessibility and diversity (15 points), service system coordination (10 points), program outputs and service units (5 points), outcomes (15 points), budget tables (15 points), and budget summary (10 points).

2015 grants were distributed across 39 programs representing 27 agencies. The smallest grants for \$3,000 went to a teen crisis clinic and legal services. The largest single grant for \$38,000 was awarded to emergency shelter and transitional housing although the median grant was \$10,000.

City of Issaquah

2015 General Fund: \$36,409,190

Population: 33,330

Median HHI: \$86,865

Funding Amount & Administration: For 2015, Issaquah allocated \$291,000 from the General Fund for human service grants. This comprises 0.8% of Issaquah’s General Fund and equates to an \$8.73 per capita contribution. The City of Issaquah has a long-term goal of spending \$10 per capita on human services, which they have not met as of yet.

Human services is supported by a dedicated Human Services and Social Sustainability Coordinator at 1.0 FTE as part of the Office of Sustainability department. Some limited additional assistance is provided by others in processing contracts and invoices and participating in regional human service forums.

Application Process: To be eligible for funding, programs must serve the residents of the City of Issaquah. A request for increased funding over a prior year must show need or increase and/or improvement in outcomes. While there is currently no set minimum, Issaquah may set an informal \$1,000 minimum due to the administrative burden of each grant for both the City and the grant recipient.

Allocation Determination: The Issaquah Human Services Commission is comprised of seven regular members with four-year terms and two alternates with two-year terms. The HSC and City staff ultimately make a recommendation to the Issaquah City Council in November. Applications are reviewed by the HSC using a 100-point system: program needs and description (35 points), outputs and outcomes (35 points), budget and budget narrative (10 points), service system coordination (10 points), program staff descriptions (5 points), and cultural competency (5 points).

For 2015, funding was awarded to 42 programs from 32 agencies. The smallest grant for \$1,500 was awarded to a mentoring program; the largest grants for \$20,000 were awarded to a resident services program and a community advocacy program with a median grant of \$5,000.

City of Kenmore

2015 General Fund: \$9,730,223

Population: 21,500

Median HHI: \$82,334

Funding Amount & Administration: Starting in 2013, the City of Kenmore reduced human services funding following a review of programs to implement Priority Based Budgeting. The City subsequently also compared what they were paying to what other regional cities were paying on a per capita basis and have further lowered their contribution closer to the average per capita spending of \$6.30 in 2014. The City of Kenmore allotted \$159,100 for human services in 2015. This works out to 1.6% of the General Fund or approximately a \$7.40 per capita contribution. Previously, the City calculated funding as 3% of the estimated revenues.

The Community Relations Manager within the City Manager’s Office oversees the human services funding, dedicating approximately 0.10 FTE. Kenmore participates in a NE Funders Group along with Bellevue, Bothell, Issaquah, Kirkland, Redmond, Sammamish, Shoreline and Woodinville, which allows them to stay

up to date on human service issues. The group has monthly meetings with guest speakers from regional human service agencies.

Application Process: All applicants must demonstrate how they provide direct services to Kenmore residents, have an established process for generating alternative sources of funding or services, do not duplicate service delivery, charge fees based on ability to pay, and have the ability to provide annual year-end evaluation of the funded program. Any criteria not demonstrated through the application must be explained. Kenmore does not accept applications for capital funding.

The City Council reviews the applications during the budget discussions in October following scoring by City staff. There is no public hearing scheduled to coincide with the funding allocations.

Allocation Determination: Applications are reviewed and scored against the adopted City Council priorities by an interdisciplinary staff team, consisting of the Community Relations Manager and the Assistant City Manager. The following service criteria are used to evaluate the applications in order of priority: 1) Provide basic emergency services to City residents. 2) Provide appropriate solutions to an identified need in the area. 3) Promote self-sufficiency and independent living. 4) Provide services which are accessible to the elderly, physically and developmentally disabled, teens, and low-income residents. 5) Provide services benefitting low- and moderate-income residents.

Funding for 2015 was disbursed across 20 programs from 14 agencies. The awards ranged in size from \$2,000 (homeless child care, teen crisis clinic and homeless youth services) to \$22,000 (senior center) with a median grant of \$6,250.

City of Kent		
2015 General Fund: \$75,238,332	Population: 122,900	Median HHI: \$57,553

Funding Amount & Administration: While historically Kent allocated 1% of the General Fund to human services, this strategy proved unstable during the economic downturn. After researching and reviewing other funding strategies, the Human Services Commission recommended switching to a per capita funding approach which is more predictable and stable from year to year. The base per capita rate is adjusted using a CPI escalator increase every funding cycle. Kent has used this formula since 2012 with the CPI escalator increase added in 2015. For 2015, Kent allotted \$872,866 for human services. This amount is equivalent to 1.2% of the General Fund or a \$7.10 per capita contribution.

The City of Kent's Housing & Human Services falls under the Parks, Recreation and Community Services Department. The Housing and Human Services divisions consists of 9.0 FTE, 5.5 of which are funded through CDBG funds. The staff dedicated to General Fund human services include 1.0 FTE Human Services Manager, 1.0 FTE Senior Human Services Coordinator, 1.0 FTE Human Services Coordinator, and 0.5 FTE Accounting Services Assistant III.

Application Process: The City of Kent requires any agency applying for funding to submit their non-discrimination policy for employment and program participants. Applications are reviewed by the Human Services Commission, which makes a funding recommendation in mid-June. The recommendation is forwarded to the Mayor in July as part of the 2015 budget process. Kent generally prefers not to fund under \$10,000 unless they are looking to show regional support for a program.

Allocation Determination: The City of Kent’s Human Services Commission is comprised of eight citizens, including two youth commissioners. In addition to their responsibilities of reviewing human service issues and funding requests, the Commission also takes an active part in promoting community awareness and education on human service issues.

Funding is distributed based on six categories: meeting community basics, increasing self-reliance, strengthening children and families, building safer communities, improving health and well-being, and improving and integrating systems. These categories are overseen by six guiding principles: healthy communities, self-reliance, collaborations, equal access, respect and dignity, and accountability.

In 2015, Kent awarded grants to 29 programs from 26 organizations. The smallest grants for \$5,000 went to a crisis clinic, education, human services capacity building, and a neighbor-to-neighbor grants program. The largest grant for \$146,000 went to housing services, but the median grant was \$11,000.

City of Kirkland		
2015 General Fund: \$88,313,783	Population: 83,460	Median HHI: \$87,480

Funding Amount & Administration: The City of Kirkland allocated \$771,623 for human services grants in 2015. This amounts to 0.9% of the General Fund or a \$9.25 per capita contribution. Kirkland does not use a formula to determine the annual allocation. Funding is comprised of both dedicated ongoing funding for human services as well as one-time allocations which must be reviewed with each budget.

The Parks and Community Services Department oversees human services through the support of 1.0 FTE, a combination of a Human Services Coordinator and a Human Services Office Specialist. Additional funding for the Office Specialist position is provided through CDBG grants.

Application Process: Applications are reviewed by Kirkland’s Human Services Advisory Committee. The Committee conducts informal public hearings during the summer to gain a better understanding of the applications which all applicants are invited to attend. The funding recommendations are made to the City Council in October. The Council takes final action on the funding as part of the City budget process with final approval in December.

Applicant organizations must serve City of Kirkland residents, have nonprofit status, demonstrate nondiscriminatory policies, and cannot be the legal responsibility of another public agency or funding source unless the City chooses to augment the source. Any requests for proposed increase in funding must be based upon compelling and demonstrated need. Funding avoids the duplication of services. Agencies with a successful operational history and an established process for generating alternative sources of funding are also looked upon favorably.

Allocation Determination: The Human Services Advisory Committee is a five-member group of citizens appointed by the City Council to guide the City’s human services policy and funding. Priority is given to agencies providing basic emergency services but preventative services are also eligible. Priority is also given to agencies which promote self-sufficiency and independent living, provide direct services and an appropriate solution to a documented need or identified problem, demonstrate a reasonable cost per unit of service or a high cost/benefit ratio, provide a good identification of client population particularly in regard to City residents, services benefitting low and moderate income residents, and charge fees based on the ability to pay. Services should be accessible to elderly, physically and developmentally disabled, and low-income residents.

For 2015, funding was disbursed across 64 programs representing 39 agencies. The grants ranged in size from \$1,000 for services for adults with disabilities to \$48,542 for a community advocacy program. The median grant was \$8,990.

City of Redmond

2015 General Fund: \$87,144,263

Population: 59,180

Median HHI: \$96,183

Funding Amount & Administration: The City of Redmond provides human services funding based on a per capita allocation which is adjusted depending on population estimates and inflation. In 2015, Redmond designated \$799,151 for human services, excluding CDBG funds. This works out to a \$13.50 per capita contribution or 0.9% of the General Fund. Human services support staff consists of 1.75 FTEs through two Senior Human Services Planners and 0.25 FTE from their manager within the Planning and Community Development Department; this also includes time dedicated to CDBG funding.

Application Process: Following application review by the Redmond Human Services Commission, the Commission may request in-person interviews for clarification of proposals from applicants. Funding recommendations are completed by September with consideration by City Council planned for October. Final award amounts are approved and adopted as part of the City budget, anticipated by late November. Following approval, City staff will notify agencies of awarded funds.

To be eligible for funding from the City of Redmond, agencies must provide services to Redmond residents, have nonprofit status, meet minimum insurance requirements, be willing and able to accept reimbursement for funds, and regularly track and submit required reports regarding services and demographics.

Allocation Determination: Redmond's Human Services Commission is a seven-member, mayor appointed volunteer board, including two youth advisors. Commissioners must either live, work or attend school (if a youth advisor) within city limits. In addition to making funding recommendations to the City Council for the disbursement of human service funds, the Commission is responsible for advising the Council on general issues related to human services.

The City of Redmond favors programs that support the broad continuum of need while being responsive to changing priorities and emerging needs, strengthen children and families moving individuals and families from poverty toward self-sufficiency, balance the need for crisis response and interventions with proven prevention strategies, ensure that services are accessible to the increasingly diverse needs of the community, and that effectively leverage resources. Applications are grouped, reviewed, and rated within the following categories: food to eat and roof overhead; supportive relationships within families, neighborhoods, and communities; safe haven from all forms of domestic violence; healthcare to be as physically and mentally fit as possible; and education and job skills to lead an independent life.

For 2015, awards were granted to 49 programs from 28 organizations. The smallest grant for \$3,215 went to senior food services, while the largest grant for \$68,974 went to youth intervention services. The median grant was \$12,242.

City of Renton

2015 General Fund: \$82,190,932

Population: 98,470

Median HHI: \$64,141

Funding Amount & Administration: For 2015, the City of Renton designated \$567,038 for human service grants. This amount equates to 0.7% of the General Fund or a \$5.76 per capita contribution. Renton does not use a formula to determine funding; instead, the amount is based on historical funding levels.

The Community Services Department oversees the human services funding through the Human Services Division, which is composed of 4.35 FTE: a Human Services Manager, Human Services Coordinator, Housing Coordinator (for the City's housing repair program), Facilities Technician (for housing repairs), and administrative support provides 0.35 FTE processing housing repair applications and work orders.

Application Process: The City of Renton does not provide capital funding through the human service grants. The minimum request for funding is \$5,000, and the maximum funding amount for any new program is \$7,500. Following application review and funding recommendations from the City of Renton Human Services Advisory Committee, the City Council will make the final funding decisions as part of the annual budgetary process in November or December.

Allocation Determination: The Human Services Advisory Committee is composed of 11 City of Renton residents, including one youth representative under 21 years of age. Committee members are appointed by the Mayor and have a term of three years. The Committee serves in an advisory capacity to the City in the disposition of human services and allocation of funds to specific programs and projects and assists in developing policies related to human services affecting Renton residents. Members strive to understand the human service needs of Renton residents and to keep current on community-wide actions that may affect the availability and quality of human services provisions in Renton. The City's first Community Needs Assessment for Human Services and Housing was completed in January 2015.

Through development of a human services strategic plan, the City identified various shares of the funding pool: 10% for investing in capacity building and shared resources for stakeholders; 10% for smaller human service organizations; 25% for basic survival needs; 20% for available, quality housing; 10% for health and wellness; 5% for neighborhood opportunity; and 20% for economic opportunity. The goals of the funding strategy are to focus Renton's funding on basic needs, prevention and providing stability for those in crisis; respond to changing needs shown in the Community Needs Assessment; align to regional priorities; and ensure that the funding is large enough to impact the associated need indicators. A 100-point rating tool is used to score the application with 60 points based on need, 25 for outputs/outcomes, and 15 for financial/budget. Grant applications are prioritized based on score and funded in order as available funding in each category allows.

For 2015, the grants were disbursed among 55 programs from 39 agencies. The smallest grants for \$4,000 were awarded to college and job preparation, a food and clothing bank, food services, youth services, and a transitional housing program. The largest single grant for \$44,000 was awarded to a homeless shelter; however, the median grant was \$6,000.

City of Sammamish

2015 General Fund: \$41,174,755

Population: 49,980

Median HHI: \$143,919

Funding Amount & Administration: For 2015, the City of Sammamish designated \$178,500 for human service grants. The dollar amount is set by City Council as part of the budget process and is based on historical grant request information with slight increases. For comparison, in 2009, the amount of funds granted was \$158,000. The 2015 amount equals 0.4% of the General Fund or a \$3.57 per capita contribution. The Sammamish Human Service grants are overseen by the Administrative Services Department, specifically the City Clerk, at approximately 0.15 FTE.

Application Process: The City of Sammamish focuses on funding services provided directly to residents, services that are not duplicated by other agencies, and the organization's ability to provide volunteer opportunities for Sammamish residents. Applicants must have nonprofit status and provide a current certificate of insurance.

For those applicants requesting grants of \$1,000 or less, there is an alternate short application, which does not go through the Share1app portal, as there are less stringent reporting requirements for these smaller amounts. Otherwise, grants are capped at \$10,000 per agency even if an agency submits requests for multiple programs.

Allocation Determination: The City of Sammamish Human Services Grants staff, consisting of three Councilmembers, the City Manager and City Clerk, review all applications and prepare a funding recommendation for City Council. City Council makes final funding decision in November, but the awards are contingent upon adoption of the budget.

A 50-point rating tool is used to assess the applications based on need, outputs and outcomes, budget and capacity, accessibility, and volunteer opportunities for City residents. Factors which are viewed favorably include diversity of funding, successful track record with public funds, and leverage potential.

For 2015, Sammamish awarded grants to 41 programs across 35 agencies. The awards varied in size from \$500 for a preschool program to five \$10,000 awards for community advocacy, youth and senior services with a median grant of \$3,150.

City of SeaTac

2015 General Fund: \$31,297,970

Population: 27,650

Median HHI: \$46,328

Funding Amount & Administration: The City of SeaTac designates 1.5% of the prior year's General Fund operating expenditures for Human Service grants. For 2015, this equated to \$510,000, an \$18.44 per capita contribution or 1.6% of the 2015 General Fund, for grants. The City Manager's Office oversees the human service grants through the Human Services Manager, a dedicated 1.0 FTE.

Application Process: Following the awarding of funds, the Human Services Manager meets with each agency to complete a service agreement and discuss the scope of work. Generally, duplication of services is avoided due to the broad and varied needs of the community. Agencies are rarely funded deeply, and applications from agencies located within the City are viewed more favorably. The City of SeaTac does not often fund start-ups and can utilize a 30 day out clause if any organization shows signs of mismanagement.

Allocation Determination: The SeaTac Human Services Advisory Committee, which is comprised of five members with three-year terms, reviews each application against six results based accountability measures

with associated strategies: 1) Residents are healthy, physically and mentally. 2) Residents are educated and have necessary life skills. 3) Residents are employed in living-wage jobs. 4) Residents are safe from all types of violence. 5) Residents have adequate, secure housing. 6) Residents feel a sense of community and belonging. Fund allocation is based on the strategies used and how well the agency can address the results using those strategies. Agencies that address more than one result and multiple strategies are ranked higher than those that do not.

For 2015, funding was awarded to approximately 37 programs representing 28 organizations. Funding was divided by categories: support for self-sufficiency (\$208,391), safety net/urgent basic needs (\$181,200), positive and healthy relationships (\$111,600), and information and referral (\$16,309). The largest grant for \$47,000 went to medical services, while the smallest for \$1,500 went to transitional housing.

City of Shoreline		
2015 General Fund: \$35,172,537	Population: 54,500	Median HHI: \$64,096

Funding Amount & Administration: The City of Shoreline allocated \$315,953 from the General Fund for human service grants in 2015, equating to 0.9% of the General Fund or a \$5.80 per capita contribution. The allotted amount is set historically with periodic adjustments.

Shoreline’s Community Services Department manages the human services funding. Staffing consists of 1.18 FTE dedicated to the General Fund human services, which includes a Community Services Manager at 0.5 FTE, a Community Diversity Programs Coordinator at 0.5 FTE, and a Grants Manager at 0.18 FTE. An additional 0.12 FTE is provided through administrative support.

Application Process: All currently funded agencies that meet performance goals are anticipated to have funding renewed following reapplication. New applicants are encouraged to contact the Community Services Division prior to applying for funding. There are no restrictions associated with the funded amount, although City staff would like to implement a lower limit of \$5,000 based on the amount of associated work.

Since Shoreline funds only a portion of any agency’s program, generally the funds only cover services for Shoreline residents. Agencies do not need to be located within City limits; however, they must demonstrate that their services are accessible to the Shoreline community. The City of Shoreline also accepts capital applications for human service grants.

Allocation Determination: All human service grant applications are reviewed by City staff (Community Services Manager, Community Diversity Programs Coordinator, and Budget Analyst), followed by a funding recommendation to the City Manager. Applications are evaluated against a 100-pt scorecard. The evaluation criteria include local needs (25 pts), accessibility (15 pts), outcomes (20 pts), collaboration (10 pts), feasibility (15 pts), and funding (15 pts). A public hearing on the final funding decision is held in August.

2015 human service grants were awarded to 23 programs representing 12 agencies. The smallest grant for \$2,975 went to a senior community dining program, and largest grant for \$65,680 (excluding CDBG funds) went to a senior center. The median grant was \$4,958. More than half of the total funds were split between two agencies: senior services and a human services center for counseling, substance abuse, and family support programs.

City of Tukwila

2015 General Fund: \$51,568,987

Population: 19,300

Median HHI: \$43,331

Funding Amount & Administration: For 2015, Tukwila provided \$365,170 of the General Fund for human service grants. This is the equivalent of 0.7% of the General Fund or an \$18.92 per capita contribution. The total funding amount is based on a historical figure and has not changed much since they began the program. Human services funding is administered by the Mayor's Office within the Executive Department. Currently, 2.0 FTEs, a Human Services Manager and a Human Services Coordinator, oversee General Fund human services in addition to managing a CDBG funded Minor Home Repair program.

Application Process: Agencies that have not previously received funding are urged to gain some understanding about the Tukwila community prior to submission of the application. Programs should not duplicate existing services for residents. Applicants seeking to provide onsite services at any school which is part of the Tukwila School District must submit a letter of support signed by the Director of English Language Learners and Student Services. Funding recommendations from City staff are presented to City Administration, then reviewed by City Council Committee and the entire Council.

Experienced organizations which actively partner with other service providers, accommodate to serve culturally diverse populations, submit customized programs to meet Tukwila's specific needs, and have a successful track record with the City will be viewed favorably.

Allocation Determination: All applications are reviewed by the Human Services Advisory Board comprised of three Tukwila residents and one representative each from the education, business, health, and faith communities serving one to three year terms. The Board assists in monitoring and assessing the need for human services, provides recommendations for prioritizing human service needs, and recommends policies and programs for funding. Any awards greater than \$40,000 require Council authorization for the Mayor's signature.

Applications are categorized in the areas of support for self-sufficiency, information and referral, positive and healthy family relationships, and safety net for urgent and basic needs. The City of Tukwila is specifically interested in services that contribute to more stable and improved incomes for low-income residents, support residential stability, promote equitable access, and utilize collaborative efforts to increase capacity and service effectiveness.

Tukwila awarded grants for 2015 to 36 programs representing 28 agencies. The smallest grant for \$1,500 went to a teen support program. The largest grant for \$55,000 went to school based mental health counseling; however, the median grant was \$5,000.

THURSTON COUNTY: COMMUNITY IN PARTNERSHIP

The Health and Human Services Council (HHSC) was formed in 1988 to address unmet human service needs and included Thurston County, the City of Lacey, the City of Olympia, and, since 1992, the City of Tumwater. Each member provides 0.5% of sales tax revenue to address needs as determined by elected members of the jurisdictions. In 2013, the HHSC members, United Way Chair and Board members created the Community in Partnership (CIP), joining resources and enabling the partners to address common health and human service needs within the region.

Thurston County is the CIP contract administrator and receives 10% of the total amount provided by the HHSC for administrative costs. A single RFP is issued in February by the County with priorities selected by the CIP Steering Committee, which includes a representative from each of the participating cities, to address specific Thurston Thrives priorities. Review committees comprised of interested community members meet with agencies and read all of the applications. The CIP Steering Committee reviews the applications and funding recommendations from the citizen panels. Selected projects are forwarded to the Board of County Commissioners for review and approval. Contracts are issued in June for a period of one year. The Housing and Community Renewal division of Public Health and Social Services monitors the contracts.

For the 2014-2015 funding cycle, there was \$593,030 of available funding from the CIP members, excluding the administrative costs. Of the total funding provided, \$400,000 came from The United Way. Funded projects fell into three priority goal areas: promote healthier choices and behaviors (\$137,170), prepare children and youth to be resilient (\$220,241), and promote financial and residential stability (\$235,619).

The CIP Steering Committee selected 14 indicators to measure progress towards the desired outcomes outlined in Thurston Thrives. Each applicant was asked to connect their outcomes to the indicators and desired outcomes. Many of the outcomes can be connected to several different indicators and, as a result, show the greatest collective impact for the dollar. Funds were disbursed across 34 programs operated by 24 agencies. The smallest grants for \$7,500 were awarded to a variety of health and youth services. The largest grant, \$51,970, went to a food bank.

Thurston County Community in Partnership Cities

City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bainbridge Island	\$347,922	23,390	\$95,481	◆	\$14.87	2.9%	11	\$23,685
Lacey	\$85,294	46,020	\$58,835	◆	\$1.85	0.3%	2	\$22,322
Tumwater	\$35,000	19,100	\$62,366	minimal	\$1.83	0.2%	4	\$2,500
Olympia	\$73,834	51,020	\$51,902	◆	\$1.45	0.1%	◆	◆

City of Lacey

2015 General Fund: \$32,557,856

Population: 46,020

Median HHI: \$58,835

For 2015, the City of Lacey allocated \$85,294 for funding human services, which equates to 0.3% of the General Fund or a \$1.81 per capita contribution. Of this, \$40,650 went toward the Thurston County CIP, while \$42,644 subsidizes roughly 0.5 FTE for a victim advocate program within the court system. The remaining \$2,000 is an annual contribution for a nonprofit which partners with youth and low-income people to educate and help build sustainable food systems.

City of Olympia

2015 General Fund: \$61,058,255

Population: 51,020

Median HHI: \$51,902

The City of Olympia does not provide any human services funding beyond those contributed to the Thurston County CIP. For 2015, Olympia allocated \$73,834 of its General Fund for the CIP, which equates to 0.1% or a \$1.45 per capita contribution.

City of Tumwater

2015 General Fund: \$20,469,830

Population: 19,100

Median HHI: \$62,366

Funding Amount & Administration: The City of Tumwater allocated \$35,000 for human services in 2015; historically, Tumwater allocates \$10,000 annually to local human services and \$25,000 to regional human services. This total amount is established in the budget and only varies year to year in regard to the individual awards. Based on the biennial budget, this amount equates to approximately 0.2% of the General Fund or a \$1.83 per capita contribution. The human services funding is administered by the Executive Assistant/Deputy City Clerk within the Executive Department.

Application Process: Tumwater funds regional human services through the Thurston County CIP program in addition to setting aside funds for agencies which directly benefit Tumwater residents. There are no specific restrictions related to the grant amounts or recipients.

City of Tumwater applications are accepted during the month of August each year. Organizations requesting funds make a presentation before the Budget and Finance Committee September-October. Following the presentations, the Budget and Finance Committee makes a funding recommendation to the City Council to be incorporated into the next year's budget.

Allocation Determination: The Budget and Finance Committee makes their funding recommendation based on agency applications and presentations without a rating tool. For 2015, local grants were awarded to four agencies. The grants ranged in size from \$2,000-3,000 for a dispute resolution center, youth and family services.



OTHER COMPARABLE CITIES

Comparable western Washington cities were initially determined by their approximation to the City of Bainbridge Island on a number of factors such as population size, household income, assessed valuation, education level, sales tax revenues, square miles of land, and population density. The resulting pool of cities included Bothell, Edmonds, Issaquah, Lacey, Lynnwood, Mercer Island, Mukilteo, Puyallup, SeaTac, Tukwila, and University Place. Some of these cities were participants in human service collaborations and detailed in one of the earlier sections.

Additional cities were added to the list of comparable cities simply on the basis of their population size or median household income alone or if the city had a unique human services funding model, which would add value to the report like the City of Bellingham.

Other Comparable Cities								
City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Mercer Island	\$350,000	23,480	\$126,359	20.5 FTE	\$14.91	1.4%	◆	◆
<i>Bainbridge Island</i>	<i>\$347,922</i>	<i>23,390</i>	<i>\$95,481</i>	◆	<i>\$14.87</i>	2.9%	11	\$23,685
Bothell	\$290,500	42,640	\$74,769	◆	\$8.19	1.7%	\$6.81	\$4,945
Woodinville	\$65,000	11,240	\$96,933	0.10 FTE	\$5.78	0.5%	11	\$4,500
Bellingham	\$426,100	83,580	\$40,648	0.15 FTE	\$5.10	0.6%	18	\$25,000
Puyallup	\$174,000	38,950	\$61,362	minimal	\$4.47	0.6%	11	\$7,500
Lynnwood	<i>\$160,000[§]</i>	36,420	\$49,931	◆	<i>\$4.39</i>	0.3%	◆	◆
Port Angeles	\$46,350	19,140	\$39,577	◆	\$2.42	0.2%	1	◆
Mount Vernon	\$61,300	33,530	\$48,240	◆	\$1.83	0.3%	3	\$3,000
Maple Valley	\$30,000	24,700	\$96,462	◆	\$1.21	0.3%	2	\$15,000
Oak Harbor	\$20,500	22,000	\$48,955	◆	\$0.93	0.1%	2	\$10,250
University Place	\$6,000	31,720	\$57,591	◆	\$0.19	0.2%	2	\$3,000
Edmonds	\$0	40,490	\$72,244	◆	◆	◆	◆	◆
Lake Stevens	\$0	29,900	\$72,451	◆	◆	◆	◆	◆
Mountlake Terrace	\$0	21,090	\$59,007	◆	◆	◆	◆	◆
Mukilteo	\$0	20,900	\$93,717	◆	◆	◆	◆	◆
Wenatchee	\$0	33,230	\$47,944	◆	◆	◆	◆	◆

[§]Anticipated funding amount for 2016, not yet finalized.

City of Bellingham

2015 General Fund: \$67,671,644

Population: 83,580

Median HHI: \$40,648

Funding Amount & Administration: The total amount of General Fund support for the City of Bellingham's human services is determined through the budgeting process. For 2015, the City allotted \$426,100, equating to roughly 0.6% of the General Fund or a \$5.10 per capita contribution. This amount can vary greatly from year to year; for comparison, the City allocated \$378,110 in 2014, \$182,835 in 2013 and a previous high of \$396,325 in 2008. The citizen advisory board has been advocating the Mayor and Council to create an index which would allow for the General Fund contribution to stabilize and increase with inflation or another metric and is being considered for the next biennium budget, 2017-2018.

In addition to General Fund support, Bellingham also utilizes CDBG, HOME, and a local housing levy for funding sources. All human services are supported by the Planning and Community Development Department. The Block Grant Program Manager manages the application process, awards, contract management, and paying invoices. Additional staff within the department provide limited assistance to various parts of the process. The total staff support for allocation of the General Fund grants is roughly 0.15 FTE.

Application Process: Funding is not guaranteed based on previous awards; all applications are evaluated equally. A RFP is issued detailing current funding priorities based on the most recently published Human Service Statement of Need compiled by the Planning and Community Development division. Bellingham has a biennial funding cycle with second year contracts prorated based on the availability funding as long as the prior year's contractual requirements have been met.

All services funded must be delivered within the City of Bellingham. The maximum annual grant the City awards is \$35,000, and the minimum, is \$5,000. The normal range for grant awards is between \$10,000 and \$25,000. The services funded must be either a new service or a quantifiable increase in the level of service above that which was provided the prior year. Projects must demonstrate that the funding applied for would not merely replace other state or local funding for an existing services. Services that were originally funded by the City are eligible for continued funding and may request increased funding if they are able to demonstrate a quantifiable increase in the level of service, demonstrate loss of other funding or increased costs for service delivery.

Applicants must plan to use funds to deliver services to a minimum of 51% low- and very-low income individuals. Both new and existing programs can be funded if the applicant demonstrates the applicable experience and capacity. Applicants must comply with the financial and administrative requirements of the Office of Management and Budget circulars 110 (administrative requirements for grants with nonprofit organizations), 122 (cost principles for nonprofit organizations), and 133 (audits of nonprofit organizations). Funding is not available for construction, property acquisition, political activities, individuals, or families.

Allocation Determination: All applications are reviewed by the City's Community Development Advisory Board who also advise allocation of CDBG and HOME funds. The Board is comprised of fifteen member appointed by the mayor for a term of three years with no more than two consecutive terms. Within the Board, one member should have professional expertise financing, construction or real estate; one member should have experience low and moderate income housing concerns or social service needs; one member should be from each of the Wards of the City; and one member should be from the City Housing Authority Board or staff.

Low income, minority, handicapped, or elderly populations shall also be represented. Board members must have lived in the City of Bellingham for at least two years.

Applications are evaluated against three criteria totaling 95 points: City priorities, 45 points (priority is given to activities that provide solutions to high priority needs in the City); population served, 25 points (priority is given to activities that serve families, medically fragile and those with disabilities, youth, people re-entering from institutions, elderly, victims of domestic violence, and any of the above populations with incomes 50% the area median income or less); and collaboration, 25 points (priority is given to activities that leverage volunteers, community partnerships, and promotes integration and coordination between different system). The City requires quarterly and annual reports which document the number of persons and households served, income of persons and households, total number of persons benefitted, race and ethnicity, and location of the services.

Grants were disbursed across 18 agencies for 2015. The amount awarded ranged in size from \$10,000 for a literacy program to \$35,000 for a job readiness program with a median grant of \$25,000.

City of Bothell		
2015 General Fund: \$41,100,226	Population: 42,640	Median HHI: \$74,769

Funding Amount & Administration: For the 2015, the City of Bothell allocated \$290,500 of the General Fund for human services. This equates to 0.7% of the General Fund or a \$6.81 per person contribution. Since 2007, Bothell committed to a per capita allocation of \$7 to determine the annual funding amount.

Bothell’s human services are overseen by the Executive Department; however, there is no formally dedicated staff.

Application Process: The City of Bothell offers grant funding to nonprofits which provide services within the City limits. Applications for human services funding are available during the month of May every other year and due in early June. The Council Human Services Committee reviews all applications and submits a funding recommendation to the full City Council in November or December prior to passage of the new budget for the following biennium. Second year funding is contingent on contract performance and program outcomes.

Allocation Determination: The Human Services Committee is a three-member City Council Committee. Following an initial application review and funding recommendation by the Assistant City Manager, the Committee uses five criteria to evaluate applications: 1) equal access to services for Bothell residents and coordination with other human service providers, 2) history of service to Bothell residents, 3) ability to provide appropriate solutions for identified community problems, 4) avoidance of duplication of services, and 5) clear and established program outcomes. Additionally, current and prior contract performance is reviewed for all agencies, which previously received City funding.

2015 grants were allocated to 35 programs representing 25 agencies. The smallest grants for \$951 went to an immigrant integration project and a senior meals program. The largest grant for \$28,527 went to a family support program. The median grant was \$4,945.

City of Edmonds

2015 General Fund: \$38,705,643

Population: 40,490

Median HHI: \$72,244

Other than a \$60,000 annual subsidy for the Senior Center, the City of Edmonds does not currently provide any funding for human services from the General Fund.

City of Lake Stevens

2015 General Fund: \$8,330,876

Population: 29,900

Median HHI: \$72,451

The City of Lake Stevens does not currently provide any funding for human services from the General Fund.

City of Lynnwood

2015 General Fund: \$51,123,643

Population: 36,420

Median HHI: \$49,931

The City of Lynnwood does not currently provide any funding for human services from the General Fund. However, due to the large need demonstrated by local faith-based organizations and mounting political support within City Hall, the City anticipates setting aside \$160,000 for human service grants in 2016, half of which has been earmarked for the YWCA to address homelessness. This represents a \$4.39 per capita contribution or roughly 0.3% of the 2015 General Fund.

The City is currently determining the process for allocating future human service funds. In November, the City began recruiting members for its new Human Services Commission. No City staff are formally dedicated to support human services yet, other than an assigned staff liaison from the Community Development Department.

City of Maple Valley

2015 General Fund: \$11,655,100

Population: 24,700

Median HHI: \$96,462

Funding Amount & Administration: The City of Maple Valley allocated \$30,000 from the General Fund for supporting local human service agencies in 2015. This is the equivalent of 0.3% of the General Fund or a \$1.21 per capita contribution. For new applicants, the City Manager determines whether or not to include them in the proposed budget. No City staff are formally dedicated to support human services funding.

In addition to the human service grants, Maple Valley also grants the local community center \$192,500 annually. This amount serves as direct support for operating costs of the associated youth center, senior center, children and family programs as well as the insurance and surface water management fees.

Application Process: Funding requests are solicited from local human service agencies annually. There are no restrictions other than the funds must be used to assist the poor and infirm or contracts for services which the City would otherwise provide.

Allocation Determination: The City Manager reviews the applications upon receipt, making the determination of whether and how much to allocate to the programs. Regardless of the City Manager's decision, a copy of the applications is forwarded to the City Council for their information. Human service grants for the poor and infirm were provided to two agencies for 2015. A food bank and emergency services organization was awarded \$15,000, and housing assistance program was also awarded \$15,000.

City of Mercer Island

2015 General Fund: \$25,775,920

Population: 23,480

Median HHI: \$126,359

Funding Amount & Administration: For 2015, the City of Mercer Island allocated \$350,000 from the General Fund to support human services. This equates to 1.4% of the General Fund or a \$14.91 per capita contribution. Mercer Island has a dedicated Youth and Family Services Department which provides a broad range of human and community services. The City Council receives a recommendation during the budgeting process for the amount of General Fund support and ultimately determines how much to subsidize the department.

Youth and Family Service has regular staff of 15.5 FTEs and contracted staff of 5.0 FTEs for a total of 20.5 FTEs. This includes all administrative staff and service providers. General Fund support, which constitutes only 14% of the department's budget, is supplemented with intergovernmental grants, revenues from service fees, donations, and sales from the department's thrift shop.

Application Process: Mercer Island does not have an application for human service funds.

Allocation Determination: Youth and Family Services funds are allocated through the department's budget and based on community needs assessments, key informant interviews, feedback from the Youth and Family Servicers Advisory Board, and cross-tabulation of intern surveys, outcomes, and professional expertise and research. The department staff reports outcomes to the City Council as well as to external grantors like King County.

In addition to the services provided directly through the Youth and Family Services Department, small grants are disbursed from the department's fund for regional services that they do not provide residents. These services include legal assistance and domestic violence programs.

City of Mount Vernon

2015 General Fund: \$21,225,983

Population: 33,530

Median HHI: \$48,240

The City of Mount Vernon allocated \$61,300 from the General Fund in 2015 for human services. This amount equates to 0.3% of the General Fund or a \$1.83 per capita contribution. Instead of a competitive application process, the City has three designated organizations whose funding rolls forward from year to year with little variation. The largest grant, \$55,500, goes towards senior services. The remaining \$5,800 is split between homeless services and a domestic violence program. The median grant amount is \$3,000.

City of Mountlake Terrace

2015 General Fund: \$14,278,475

Population: 21,090

Median HHI: \$59,007

The City of Mountlake Terrace does not currently provide any funding for human services from the General Fund. The City did previously provide limited support for a seniors group.

City of Mukilteo

2015 General Fund: \$12,569,188

Population: 20,900

Median HHI: \$93,717

The City of Mukilteo does not currently provide any funding for human services from the General Fund; however, the City does offer \$10,000 annually for community support grants through a competitive application

process. These grants typically go towards events or organizations which promote community engagement such as a community garden or National Night Out.

City of Oak Harbor

2015 General Fund: \$13,668,694

Population: 22,000

Median HHI: \$48,955

The City of Oak Harbor provided \$20,500 to fund two human service organizations in 2015. This equates to 0.1% of the General Fund or a \$0.93 per capita contribution. The recipient organizations initiated the funding requests, and the City Council chose to grant the amounts requested in full. \$18,000 was disbursed to support senior services, and the other \$2,500 was granted to alcohol abatement services above the state requirement. The agencies report back to City Council with a presentation on how the funding was utilized.

City of Port Angeles

2015 General Fund: \$20,064,500

Population: 19,140

Median HHI: \$39,577

The City of Port Angeles contributed \$46,350 of General Fund dollars to the United Way in 2015. This amounts to 0.2% of the General Fund or a \$2.42 per capita contribution. While this amount was an increase from \$30,000 in 2013, the City Council ultimately decided to phase out this contribution entirely over the next three years during a Priority Setting process. By 2019, the support for United Way will be reduced to \$0.

City of Puyallup

2015 General Fund: \$30,739,819

Population: 38,950

Median HHI: \$61,362

Funding Amount & Administration: The City of Puyallup allocated \$174,000 of the General Fund for human services in 2015. This is the equivalent of 0.6% of the General Fund or a \$4.47 per capita contribution. Puyallup does not calculate the total funding amount using a formula. The amount has risen from \$51,500 in 2011 to the current level of \$174,000 in 2014. The City Clerk provides general administrative support for the human services funding but no staff hours are formally dedicated to oversight.

Application Process: Human service funding requests are reviewed each summer by an ad-hoc committee of three council members, and they draft a funding recommendation. Agencies must maintain nonprofit status, demonstrate at least 50% of budget comes from sources other than the City, and have provided program services as described in the application for at least one year. Preference is given to organizations which will leverage City funds to obtain additional resources and provide necessary, cost-effective services to Puyallup residents.

Allocation Determination: The ad-hoc City Council committee makes a funding recommendation to the full City Council. Grant recipients are required to submit biannual performance reports in July and at the end of January the following year.

For 2015, grants were disbursed across 11 agencies. The awards ranged in size from \$1,000 for a food pantry and at-risk youth services to \$60,000 for a program dedicated toward ending family homelessness with a median grant of \$7,500.

City of University Place

2015 General Fund: \$3,867,552

Population: 31,720

Median HHI: \$57,591

Funding Amount & Administration: For 2015, the City of University Place provided \$6,000 from the General Fund for human service grants. This amount has remained unchanged for years and equates to 0.2% of the General Fund or a \$0.19 per capita contribution. No City staff directly support human services.

Application Process: University Place does not use an application for human services funding.

Allocation Determination: City Council designated two specific agencies to receive City funding. These organizations were deemed to have a direct benefit to University Place residents with the ability to report on their service to City residents. The agencies provide annual performance reports for the City Council. University Place awarded \$3,000 grants to a program for individuals with disabilities and a domestic violence program.

City of Wenatchee

2015 General Fund: \$21,294,920

Population: 33,230

Median HHI: \$47,944

The City of Wenatchee does not currently provide any funding for human services from the General Fund.

City of Woodinville

2015 General Fund: \$14,366,000

Population: 11,240

Median HHI: \$96,993

Funding Amount & Administration: The City of Woodinville provided \$65,000 from the General Fund in 2015 for human service grants. This amount represents 0.5% of the General Fund or a \$5.78 per capita contribution. There is no specified direction or criteria on the funding amount from year to year. Funding has decreased from more than \$100,000 in 2008 to the current \$65,000 since 2010. Woodinville is currently in the process of reviewing how the City funds human services. Oversight of the human services program comes from 0.10 FTE, a Management Analyst, within the Executive Department.

Application Process: Human service grant awards are a part of the City's biennial budget process. In October, grant applications are accepted from agencies, and in January, the grants are awarded by City Council for a period of two years.

Agencies which provide basic human needs such as emergency shelter, food, and medical care are given preference. Applicants must demonstrate a nondiscriminatory policy, obtain and maintain all required insurance coverages, permits, and licenses before funding is released. Services should not be duplicative and partnerships with other organizations are viewed favorably.

Allocation Determination: Applications for the 2015/2016 biennium were reviewed by the Emergency Preparedness and Public Safety Commission which made a funding recommendation to the City Council. The funding priority goals of the City include basic human needs, gainful employment, social support and interaction, and access to available services through transportation, information, or referral.

Agencies will be funded by line item or service units per their contract, which includes a description of the measurable outcomes. Progress reports are submitted quarterly with the associated reimbursement request. The City visits a few of the funded agencies each year to ensure that service unit reporting is accurate.

Awards for 2015 were disbursed to 12 programs from 11 agencies. The largest grant (\$13,400) was given to a senior day center, while the two smallest (\$2,000 each) were given to domestic violence services and a family and student meal program. The median grant was \$4,500.



City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bellevue*	\$3,117,067	135,000	\$90,333	5.60 FTE	\$23.09	1.8%	42	\$36,630
Tukwila*	\$365,170	19,300	\$43,331	2.0 FTE	\$18.92	0.7%	28	\$5,000
SeaTac*	\$510,000	27,650	\$46,328	1.0 FTE	\$18.44	1.6%	28	\$10,000
Mercer Island	\$350,000	23,480	\$126,359	20.5 FTE	\$14.91	1.4%	◆	◆
Bainbridge Island	\$347,922	23,390	\$95,481	◆	\$14.87	2.9%	11	\$23,685
Redmond*	\$799,151	59,180	\$96,183	1.75 FTE	\$13.50	0.9%	28	\$12,242
Kirkland*	\$771,623	83,460	\$87,480	1.0 FTE	\$9.25	0.9%	39	\$8,990
Issaquah*	\$291,000	33,330	\$86,865	1.00 FTE	\$8.73	0.8%	32	\$5,000
Kenmore*	\$159,100	21,500	\$82,334	0.10 FTE	\$7.40	1.6%	14	\$6,250
Kent*	\$872,866	122,900	\$57,553	3.50 FTE	\$7.10	1.2%	26	\$11,000
Bothell	\$290,500	42,640	\$74,769	◆	\$6.81	1.7%	25	\$4,945
Covington*	\$126,551	18,520	\$90,280	0.50 FTE	\$6.75	1.7%	16	\$5,000
Auburn*	\$476,500	75,545	\$55,483	4.38 FTE	\$6.31	0.1%	30	\$10,000
Shoreline*	\$315,953	54,500	\$64,096	1.30 FTE	\$5.80	0.9%	12	\$4,958

City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Woodinville	\$65,000	11,240	\$96,933	0.10 FTE	\$5.78	0.5%	11	\$4,500
Renton*	\$567,038	98,470	\$64,141	4.35 FTE	\$5.76	0.7%	39	\$6,000
Federal Way*	\$516,000	90,760	\$55,872	2.50 FTE	\$5.69	1.2%	27	\$10,000
Burien*	\$275,000	48,810	\$50,805	0.25 FTE	\$5.63	1.2%	19	\$8,000
Bellingham	\$426,100	83,580	\$40,648	0.15 FTE	\$5.10	0.6%	18	\$25,000
Puyallup	\$174,000	38,950	\$61,362	minimal	\$4.47	0.6%	11	\$7,500
Lynnwood	\$160,000	36,420	\$49,931	♦	\$4.39	0.3%	♦	♦
Sammamish*	\$178,500	49,980	\$143,919	0.15 FTE	\$3.57	0.4%	35	\$3,150
Des Moines*	\$80,000	30,100	\$59,799	0.15 FTE	\$2.66	0.4%	14	\$3,400
Port Angeles	\$46,350	19,140	\$39,577	♦	\$2.42	0.2%	1	♦
Lacey**	\$85,294	46,020	\$58,835	♦	\$1.85	0.3%	2	\$22,322
Mount Vernon	\$61,300	33,530	\$48,240	♦	\$1.83	0.3%	3	\$3,000
Tumwater**	\$35,000	19,100	\$62,366	minimal	\$1.83	0.2%	4	\$2,500
Olympia**	\$73,834	51,020	\$51,902	♦	\$1.45	0.1%	♦	♦

City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Maple Valley	\$30,000	24,700	\$96,462	♦	\$1.21	0.3%	2	\$15,000
Oak Harbor	\$20,500	22,000	\$48,955	♦	\$0.93	0.1%	2	\$10,250
Kitsap County	\$128,081	258,200	\$62,413	0.95 FTE	\$0.50	0.2%	8	♦
University Place	\$6,000	31,720	\$57,591	♦	\$0.19	0.2%	2	\$3,000
Bremerton	\$0	39,410	\$43,183	♦	♦	♦	♦	♦
Edmonds	\$0	40,490	\$72,244	♦	♦	♦	♦	♦
Lake Stevens	\$0	29,900	\$72,451	♦	♦	♦	♦	♦
Mountlake Terrace	\$0	21,090	\$59,007	♦	♦	♦	♦	♦
Mukilteo	\$0	20,900	\$93,717	♦	♦	♦	♦	♦
Port Orchard	\$0	13,510	\$55,243	♦	♦	♦	♦	♦
Poulsbo	\$0	9,950	\$58,975	♦	♦	♦	♦	♦
Wenatchee	\$0	33,230	\$47,944	♦	♦	♦	♦	♦
Median Per Capita Funding Amount (excl. Cities with no funding)					\$5.73			
* = Share1app Cities, ** Community in Partnership Cities								