

MEMORANDUM



Bellevue Parks &
Community Services

DATE: May 16, 2023

TO: Human Services Commission Members

FROM: Christy Stangland, Acting Human Services Manager
Human Services Division
Parks & Community Services Department

SUBJECT: Human Services Funding Cycle and Contract Monitoring

Staff will be providing an overview of the two-year Human Services Funding Process, which includes the Human Services Needs Update, the funding process, and contract monitoring to ensure fiscal stewardship of public funds.

Background

The Human Services Fund provides funding for agencies in our community to provide direct services to the residents of the community. The City of Bellevue's Human Services funding cycle follows Bellevue's biennial budget timelines and includes the following elements:

- **Identify Needs:** Occurs through the research completed in the HSNU which includes residents, consumer, and non-profit provider's input through several approaches as well as existing research and databases.
- **Request for Proposals:** Application is typically released in early March and application are due in late April.
- **Funding Recommendations:** The Human Services Commission spends multiple meetings discussing the merits of the services offered by applicants. They prioritize both the top needs identified in the Needs Update while also funding the continuum of needs in the community.
- **Council Action:** Staff and commission present funding recommendations for the Human Services General Fund, Community Development Block Grant, and the Housing Stability Program to the council for approval.
- **Contracting:** Staff complete performance-based contracts with funded agencies.

- **Contract Monitoring and Agency Support:** Staff regularly monitor performance and outcome measures through reviewing quarterly reports and holding program monitoring visits.