



City of Bellevue

MEMORANDUM

DATE: February 12, 2020

TO: Human Services Commission Members

FROM: Dee Dee Catalano, Grant Coordinator, 425-452-6165
Human Services Division
Parks & Community Services Department

Agenda Item for February 19, 2020 Commission Meeting

2021-2022 Application Supplemental

The Commission will finalize the “focus areas” that have been discussed during the last two meetings. Attached is a list that was edited by staff using Commissioners’ feedback from the February 4th meeting.

The Commission will also approve the supplemental that will be used in the 2021-2022 application process. Supplementals are used by each city that uses the joint application to specify any requirements unique to their city. Please pay special attention to the “Funding Requirements” section when you review the attached draft supplemental. This section makes clear up front to applicants what Bellevue’s requirements will be to be considered for funding.

(Please see the draft supplemental that is also included in your packet to see where the below language fits into the overall supplemental language.)

The Needs Update identified a number of gaps in available services. While not exhaustive, the following are prominent in the report:

- Affordable housing and services for those experiencing homelessness; services to prevent people from becoming homeless.
- Affordable transportation options.
- Culturally responsive services and information in languages other than English.
- Affordable and accessible child care.
- Employment services that lead to living wage jobs.
- On-demand behavioral health* services for adults, youth and children.
- Free/low-cost civil legal services, especially regarding immigration and domestic violence.
- Services for older adults and adults with disabilities to remain independent.

*Behavioral health includes mental health and substance use treatment.



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THE APPLICATION

This application process is a request for proposals for human services provided by community organizations on behalf of Bellevue residents during calendar years 2021 and 2022. All applications are due on **Tuesday, April 7, 2020 at 4:30 PM** and must be submitted online through the [share1app](https://share1app.com) website. Do not wait until the final days or hours to submit your application. **Late applications will not be accepted.**

AVAILABLE FUNDING AND CONTRACTS

An estimated \$3.8 million in human services general fund dollars will be available through an open competitive grants application process to fund the operating costs of human services programs in 2021-2022. Funding requests should be reasonable, but applicants are encouraged to request what they realistically need, not just an amount tied to what they have previously received. If your program is seeking a substantial increase, be sure to explain the justification for the requested increase. Programs awarded funds will enter into a two-year (2021-2022) contract with the City. Funding for year two is contingent upon availability of funds and satisfactory contract performance in year one. **Funding requests of less than \$5,000 will not be considered by the City of Bellevue.**

FUNDING REQUIREMENTS

In order to be considered for Bellevue funding, agencies must comply with the following requirements:

1. Meet minimum insurance requirements. Contact City staff for details.
2. Be willing and able to accept reimbursement for funds.
3. Regularly track and submit required reports regarding services and demographics.
4. Have provided services to Bellevue residents for at least 12 months.
5. Be a 501(c)(3) or have a fiscal sponsor at the time the application period opens.
6. Have implemented a non-discrimination policy that would apply to all services funded by the City.
7. File an annual form 990 as required by the State of Washington for nonprofits.
8. Submit an audit or a review of financial statements.
 - Agency budget under \$1 million: agency financial statements reviewed annually by an independent third party.
 - Agency budget \$1 million or more: agency must obtain an annual third-party audit.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Bellevue Human Services Commission, a seven-member group of volunteer Bellevue residents appointed by the City Council to guide human services policy and make funding recommendations for the City. The Commission will review applications April – July 2020.

APPLICATION ASSISTANCE

Bellevue staff is available to answer questions related to the application process. Agencies are strongly encouraged to contact Dee Dee Catalano before applying for programs not previously funded by Bellevue. Currently funded programs proposing significant changes in services should also contact staff.

2019-2020 HUMAN SERVICES NEEDS UPDATE

The City of Bellevue recently completed its *2019-2020 Human Services Needs Update*. It can be [downloaded](#) from the City's website. Consulting this resource is strongly advised when applying for funding from Bellevue. The Human Services Commission is committed to the City of Bellevue's policy of supporting the continuum of human service needs. This ensures that critical human services are available to all Bellevue residents. The continuum of human services is reflected in the following goal areas:

1. Food to eat and a roof overhead.
2. Supportive relationships within families, neighborhoods and communities.
3. A safe haven from all forms of violence and abuse.
4. Health care to be as physically and mentally fit as possible.
5. Education and job skills to lead an independent life.

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- Affordable transportation options.
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FURTHER CONSIDERATIONS

These factors will also be considered when reviewing applications:

- **Contract performance.** Contract performance for currently funded programs, including meeting or exceeding contract goals and demonstrating the effectiveness of services through measurable outcome results. The use of evidence-based practices is also encouraged.
- **Variety of funding sources.** Programs with funding sources in addition to Bellevue's funding will be given higher priority. Examples of other regional funding sources include King County Continuum of Care, King County Mental Illness and Drug Dependency (MIDD2), King County Best Starts for Kids Levy, Veterans, Seniors and Human Services Levy, and other Eastside cities.
- **Diversity and Cultural Competence.** The City Council's Vision Statement says, "Bellevue welcomes the world. Diversity is our strength." Bellevue values all forms of diversity, including race, language, ethnicity, gender, sexual orientation, ability, and age. Applicants are encouraged to highlight their cultural competence in these areas.
- **Partnerships:** Programs that demonstrate significant partnerships with programs within or outside the agency (e.g. with public or private organizations, faith communities, etc.) will be given priority.