



City of Bellevue

MEMORANDUM

DATE: November 10, 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 November 17, 2020 Commission Meeting

Review of 2021-2022 Funding Process

The application review process for 2021-2022 human services grants was, to put it mildly, highly unusual. With the extended application deadline, suspension of Human Services Commission meetings until June 30, virtual Commission meetings, and additional funding sources appearing without warning, this was a process that required flexibility and creativity on the part of both staff and Commissioners. Despite the unusual circumstances, staff would like to find out what worked well and what could be improved. We'll apply what we learn to the next funding cycle.

A few things to think about for your conversation:

- What worked better to access electronic copies of applications – One Drive or Share1app?
- New staff review format
 - Shorter, with information not found in applications
 - Allowed staff reviews to be available at the beginning of Round #1 of application review
- Reviewing applications by service category under Goal Areas rather than by alphabetical order in Goal Areas
- Three rounds of review:
 - Round #1: review applications with no funding recommendations
 - Round #2: review applications and apply initial funding amounts
 - Round #3: revise initial funding amounts to balance budget and come up with preliminary funding recommendations

All comments are welcome, but we will not be able to change the application form itself. That will remain the same for the next funding round.