

CITY OF WOODINVILLE, WASHINGTON

RESOLUTION NO. 53

A RESOLUTION adopting a Human Services Policy within the City of Woodinville.

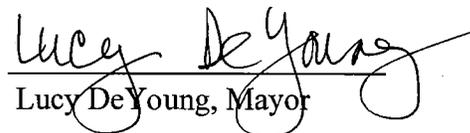
WHEREAS, the federal government has found it necessary to implement spending reductions at many levels of federal programming, including those programs which assist people in meeting basic human needs; and

WHEREAS, the City of Woodinville wishes to ensure its citizens are able to meet their basic human needs, including physical survival, assisting with gainful employment, providing social support and interaction, and providing access to available and appropriate services;

THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

To adopt the Human Services Policy - 1994, a copy of which has been given Clerk's Receiving No. 173.

PASSED by the City Council this 23rd day of August, 1993. and signed in authentication of its passage this 23rd day of August, 1993.


Lucy De Young, Mayor

ATTEST:

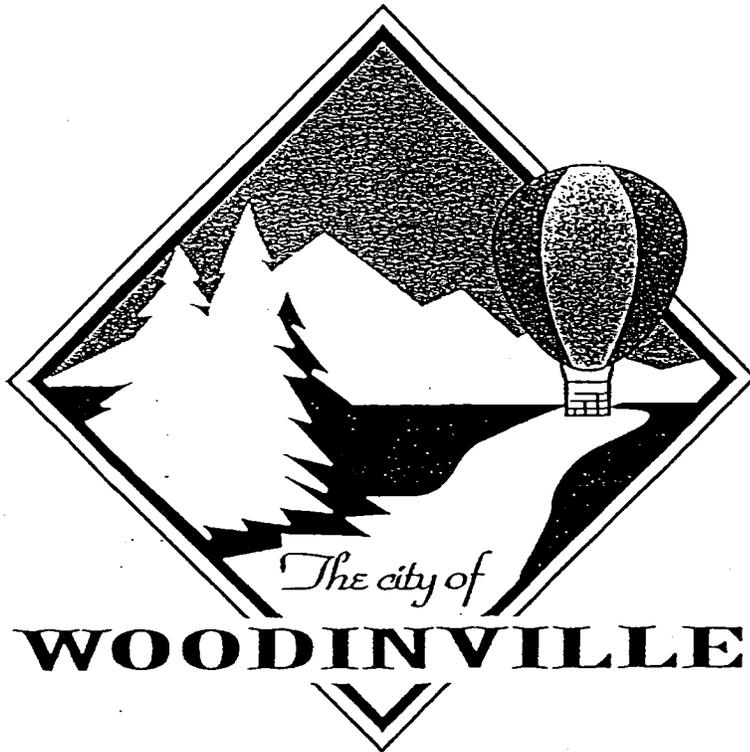

James K. Katica
City Clerk/Treasurer

RECEIVING NO. 173

DATE Aug 23, 1993

CITY CLERK [Signature]

Human Services Policy - 1994



City of Woodinville
13203 NE 175th Street
Woodinville, Washington 98072

1994

CITY OF WOODINVILLE HUMAN SERVICES POLICY

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1994

CITY OF WOODINVILLE HUMAN SERVICES POLICY

INTRODUCTION

Historically, most human services had been supported by federal and state funds. The City of Woodinville acknowledges its role in seeing that the human service needs of its community are met. The Human Services Policy was instituted to ensure that adequate levels of human services were available to the people of Woodinville.

Definition

Human Services may be defined as those services provided directly to individuals or families experiencing difficulty in meeting their basic human needs. These needs include:

- ◆ physical survival (food, shelter, protection from abuse/neglect)
- ◆ gainful employment
- ◆ social support and interaction
- ◆ access to available, appropriate services (transportation, information, and referral services)

CITY'S ROLE

The City's role in human services is as a funder, facilitator, and coordinator, but not as a direct provider of human services. The City will administer General Fund allocations to organizations providing human services to help meet the City's unmet human service needs.

Basic Eligibility Requirement

The Human Service Policy establishes the following eligibility requirements for all agencies requesting human service funding:

1. Each agency must submit a completed application within the time period defined by the City. Applications received after the posted date will not be accepted. (Please refer to timetable and application package.)
2. Human service organizations must have obtained nonprofit status and serve residents of Woodinville.
3. Applicants must demonstrate a nondiscriminatory policy.

4. The City of Woodinville will not fund services that are legally the responsibility of another public agency or funding source. However, the City reserves the right to help support such services if it is deemed to be in the best interest of Woodinville citizens.
5. Applicants must adhere to sound and accepted management, business, and accounting practices.

Additional Program Emphasis

The Human Service Policy incorporates the following guidelines:

1. The City of Woodinville will pursue cooperative planning and funding with other municipalities and jurisdictions to explore the possibility of a regional approach to the delivery of human services.
2. It is essential that all funded programs address specific, identified community needs. Demonstration and documentation of needs will be required.

FUNDING FOR HUMAN SERVICE ORGANIZATIONS

Development of City Funding Levels

The City's Human Services Policy calls for an annual budget allocation for discretionary human services purposes. This discretionary amount is funding in addition to mandatory costs currently paid to King County Health Department for health-related services provided to City of Woodinville residents.

General Funding Criteria for Determining Eligibility of Human Service Organizations Applying for City Funds

Human Service provider applications will be reviewed by the Council Finance Committee to: 1) ensure conformance with the City's Human Service Policy's basic eligibility requirements; and 2) determine compliance with City general funding criteria. If the basic eligibility requirements are satisfied, the human service applications will be reviewed, utilizing a subjective rating system which would measure eligibility requirements against one or more of the following factors:

1. Priority will be given to those agencies which provide basic emergency services to City of Woodinville residents; however, services which are preventative in nature are also eligible.
2. Priority will be given to those agencies which provide an appropriate solution to a documented need or identified problem in the community.

3. Priority will be given to those agencies providing services which promote self-sufficiency and independent living.
4. Priority will be given to those agencies which provide direct services.
5. Requests for proposed increases in funding must be based upon compelling and demonstrated need.
6. Priority will be given to those agencies which demonstrate a reasonable cost per unit of service or a high cost/benefit ratio.
7. Priority will be given to those agencies which will provide a good identification of client population served, particularly with regard to City of Woodinville residents.
8. City funding should avoid duplication of services.
9. Priority will be given to those agencies which demonstrate support to community events, projects or activities.
10. Priority will be given to those agencies which can meet the City of Woodinville's management and performance standards to ensure appropriate use of City funds.
11. Priority will be given to those agencies which provide services benefiting poverty, low and moderate income residents.
12. Agency services should be accessible to elderly, physically and developmentally disabled, and low income residents.
13. Priority will be given to those agencies which will charge fees based on the ability to pay.
14. Priority will be given to those agencies which have an established process for generating alternative sources of funding or services.
15. The City may use its funds to supplement funds from other public and private sector sources; however, if other funds are withdrawn, the City will not be committed to increased support of a program.

Application Process

Application forms for human service organizations requesting funding from the City will be made available in May, and must be returned to the City no later than Tuesday, October 15, 1993. As a matter of policy, the City Council will not accept late and/or direct appeals to the City Council which have not gone through the preliminary application review process.

Specific allocations for funding human service organizations will be made by the Woodinville City Council during adoption of the Annual City Budget. Human services contracts will be implemented immediately following in January.

A general overview of the application process is as follows:

1. A human service organization applying for funds is required to complete a separate application form for each service it intends to provide. The application requires that the organization answer specific questions relating to such things as:
 - a) The precise nature of services it intends to provide.
 - b) The geographical area and specific client populations (e.g., number of City of Woodinville residents) to be served.
 - c) Alternative sources of funding should City funds be awarded at a reduced level.
 - d) The manner in which the organization charges its clients.
2. Incoming applicants will be reviewed by the Finance Committee which will evaluate the merits of each application using basic eligibility requirements and general funding criteria established by the City. Organizations most closely meeting the basic eligibility requirements and general funding criteria may be invited to an interview session only if it is necessary to clarify proposals. The Committee will evaluate the information collected and then make specific funding recommendations to the City Council.

The application review process will be timed to coincide with steps described on Attachment A.

EMERGENCY FUND

Introduction and Definition

The Woodinville City Council has established an annual emergency fund to enable the City to respond to human service situations not anticipated by their annual funding program. These human service funds are available to public and private nonprofit organizations, and all proposals must meet the City's definition of human services as described in the attached summary from the City's Human Services Policy.

For purposes of clarification, the following definition will form the basis of the advisory committee's understanding of need as they evaluate requests for the emergency fund:

Unforeseen event which has a significant negative impact on the agency's ability to deliver prescribed services. Examples: A natural disaster, unanticipated service demand, revenue/funding shortfall due to factors outside of agency control, or loss of facilities.

Application Procedure

1. An organization applying for first-time funding is required to complete a human services application form.
2. An organization currently receiving Woodinville funds shall submit written documentation of the problem, a time line for correcting the situation, a program budget summary, and other relevant information as requested.
3. The Committee's funding recommendations will then be forwarded to the City Council for approval.
4. All grants are subject to a contractual agreement.
5. Progress reports from the organizations on the use of funds will be reviewed by the staff.

Guidelines For Approval

1. **Timeliness:** How critical is it that the City respond now?
2. **Legitimacy:** Is the situation truly an emergency, or could this crisis have been avoided? Was the organization responsible for the crisis? What changes will prevent a recurrence?
3. **Appropriateness:** Is the amount requested reasonable? Is this an appropriate role for the City? Are other funders being considered? Will the amount make a difference?
4. **Availability of Funds:** Are other emergency requests anticipated? What funds remain?
5. **Impact:** Will denial of this request result in a loss of services to the community? Will approval make a significant difference?
6. **Conditions:** Are there particular conditions that should be required upon approval of the request?

STAFF RESPONSIBILITIES

1. Continue to explore opportunities for regional cooperation in solving human service problems. Support and participate in regional efforts to better identify and address human service needs.
2. Provide orientation for providers regarding City policies and procedures for human services contracting.

3. Review, negotiate, monitor, and evaluate contracts for the distribution of City funds. Prepare contracts for City Council review and approval.
4. Conduct fiscal monitoring of programs receiving City support.
5. As appropriate, recommend changes and improvements in the City's Human Services policies, programs, priorities, and services.
6. Conduct an annual workshop for service providers to review the City's policies, funding priorities, application criteria and general process, etc.

REGIONAL COOPERATION

Working in conjunction with human service agencies, the private sector, the state, and other pertinent groups, the City of Woodinville can coordinate a more effective human services delivery system which is not bounded by geography. The City of Woodinville remains committed to the human services with both financial support and collaborative efforts.

In addition, the City staff works closely with neighboring jurisdictions to review and prepare similar human services funding applications, general processes, and policies to help meet the needs of human service agencies.

CONCLUSION

In summary, Woodinville's Human Services Policy attempts to institute a system for planning, funding, monitoring, and evaluating community human service needs, that is effective, fair, and equitable. The policy is a reflection of the City's desire to assist those persons in our community who possess special needs, lack adequate income, are physically or mentally vulnerable, or lack the skills and abilities necessary to maintain self-sufficiency.