

RESOLUTION NO. 478

A RESOLUTION OF THE WOODINVILLE CITY COUNCIL, AMENDING THE HUMAN SERVICES GRANT POLICY.

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; and

WHEREAS, the City Council finds it in the best interest of the citizens to establish and periodically amend policies to facilitate an efficient and effective grant program; and

WHEREAS, the City Council regularly reviews existing policies and establishes additional policies to promote fiscal responsibility and the efficient transaction of City business;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

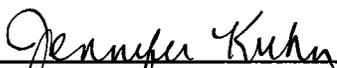
Section 1. The City hereby amends the policies (Attachment A) as the Human Services Grant Policy of the City of Woodinville.

RESOLVED THIS 21st day of June 2016.



Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:

By:  _____
Jennifer Kuhn, CMC, City Clerk

Passed by the City Council: 6-21-2016
Resolution No. 478

CITY OF WOODINVILLE HUMAN SERVICES POLICY

Effective Date: August 23, 1993 (Resolution No. 53)

Revised: June 21, 2016 (Resolution No. 478)

Purpose:

The Human Services Policy was instituted to ensure that adequate levels of human services were available to the people of Woodinville. 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.

Definitions:

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.

The City's Human Services Policy calls for a biennial 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.

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.

Basic Eligibility Requirements:

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.
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.

Selection and Funding Criteria:

Human Service provider applications will be reviewed by the Emergency Preparedness and Public Safety Commission (EPPSC) to:

1. Ensure conformance with the City's Human Service Policy's basic eligibility requirements.
2. Make selection and grant funding recommendations to City Council based on the criteria below.

If the basic eligibility requirements are satisfied, the human service applications will be reviewed, utilizing a subjective rating system, using the following factors:

- Priority will be given to those agencies which provide physical survival services to City of Woodinville residents; however, services which are preventative in nature are also eligible.
- Priority will be given to those agencies which provide an appropriate solution to a need or problem in the community.
- Priority will be given to those agencies providing services which promote self-sufficiency and independent living.
- Priority will be given to those agencies which provide direct services.
- Priority will be given to those agencies which demonstrate a reasonable cost per unit of service or a high cost/benefit ratio.
- 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.
- 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.
- Priority will be given to those agencies which provide services benefiting poverty, low and moderate income residents.
- Agency services should be accessible to elderly, physically and developmentally disabled, and low income residents.
- Priority will be given to those agencies that charge fees based on the ability to pay for providing services to support gainful employment, social support and interaction, and access to services over other like services.
- Priority will be given to those agencies which have an established process for generating alternative sources of funding or services.

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:

Human Service Grants will be funded on a biennial basis. 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 August 31 of every even numbered year. As a matter of policy, the City Council will not accept late and/or direct appeals to the City Council that 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 in January immediately following budget adoption.

Application Overview:

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, if applicable
2. Incoming applicants will be reviewed by the EPPSC which will evaluate the merits of each application using basic eligibility requirements and general funding criteria established by the City. Organizations 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.