

**City of Snoqualmie**  
**Human Services Advisory Committee**  
**Strategic Plan**



**Human Services Advisory Committee Members**

Sara Weisel, Carol Peterson, and Ann Logelin

**Council Liaison**

Council Member James Mayhew

**Staff Liaisons**

Debra Vigil and Eric Kaltenbacher

## **Table of Contents**

<b>Introduction</b>	<b>Pages 3 to 4</b>
<ul style="list-style-type: none"><li>• Goals and Objectives</li><li>• Human Services Funding in Neighboring Cities</li><li>• Human Services Funding Collaborative</li><li>• Community Needs Assessment Report</li></ul>	
<b>Human Services Advisory Committee Structure and Logistics</b>	<b>Page 5</b>
<ul style="list-style-type: none"><li>• Committee Members and Chair</li><li>• Regular Quarterly Meeting Schedule</li><li>• Transition to a 2 Year Funding Cycle</li><li>• 2019-2020 City of Snoqualmie Human Services Funding Timeline</li></ul>	
<b>Marketing</b>	<b>Page 6</b>
<ul style="list-style-type: none"><li>• Website</li><li>• Media</li><li>• Meetings</li></ul>	
<b>Revised Score Card</b>	<b>Page 7</b>
<b>Funding Priority Guidelines</b>	<b>Page 8-9</b>
<ul style="list-style-type: none"><li>• Food to Eat and a Roof Overhead (40%)</li><li>• Supporting and Preparing Youth for Success (30%)</li><li>• A Safe Haven from Violence and Abuse (15%)</li><li>• Physical and Mental Wellness; and Healthy Aging (15%)</li></ul>	
<b>Total Allocation of Funds</b>	<b>Page 10-12</b>
<ul style="list-style-type: none"><li>• City of Snoqualmie Human Services Funds Requested vs. Available Funds, 2011-2018</li><li>• Funding Comparison with Other Cities (2018)</li><li>• Examples of Trends in the Snoqualmie Valley</li><li>• Recommendation</li></ul>	
<b>Application</b>	<b>Page 13</b>
<b>Accountability Form</b>	<b>Page 13</b>
<b>Conclusion</b>	<b>Page 14</b>

## **Introduction**

### **Goals and Objectives**

At the December 11, 2017 Snoqualmie City Council meeting the City Council passed a motion to ask staff and the Human Services Advisory Committee to return to Council with a strategic plan and process for needs assessment and weighted criteria allocation of funds.

The Human Services Advisory Committee held five Human Services Workshops to accomplish this objective, and the Committee's recommendations are outlined in this strategic plan. The Committee reviewed the following items:

- Human Services Funding in Neighboring Cities
- Human Services Funding Collaborative
- Community Needs Assessment Report
- Human Services Advisory Committee Structure and Logistics
- Marketing the Human Services Advisory Committee and Available Funding
- Revised Score Card used to Evaluate Human Services Funding Applications
- Funding Priority Guidelines
- Total Allocation of Funds
- 2019-2020 Human Services Application
- Accountability Form

The mission of the City of Snoqualmie's human services competitive allocation process is to distribute funds to non-profit agencies serving the greater Snoqualmie Valley area that support and aid youth, adults, seniors, and families in need. The City of Snoqualmie contracts with organizations to provide human services, on behalf of the City. It is the Committees goal to partner with and fund local outreach programs that provide vital services to individuals and families in our community and the Snoqualmie Valley. Currently, funding for the competitive allocation process shall not exceed 1.12% of budgeted General Fund revenues in 2018 and for every subsequent year.

### **Human Services Funding in Neighboring Cities**

The City of Carnation has allocated \$10,000 in human services funding in recent years to two local nonprofit organizations including the Sno-Valley Senior Center and the Snoqualmie Valley Community Network. These organizations are invited to make presentations to the City Council, where the City Council determines funding amounts.

The City of North Bend allocated \$92,000 in human services funding in 2018. The Mayor and City Administrator make funding recommendations to the City Council. These recommendations are reviewed by Council at a budget work study, where final funding recommendations are determined based on the following criteria: must relate to public health and safety interests of city government; supports and promotes community organizations to meet city goals; does not promote and is not significantly financed by any particular religious group;

promotes the health and welfare of the city's residents/taxpayers; benefits the greatest number of residents/taxpayers; and does not duplicate the services of other public agencies.

The City of Issaquah allocated \$371,500 in human services funding each year in 2017-2018. The Human Services Commission consists of seven regular members and two alternates. The Commission meets on the 4<sup>th</sup> Tuesday of every month. The City of Issaquah uses the shared application of the Human Services Funding Collaborative, and funds are allocated on a biennial basis. Their funding priorities include Food to Eat and Roof Over Head; Supportive Relationships within Families, Neighborhoods, and Communities; A Safe Haven from All Forms of Violence and Abuse; Health Care to Be as Physically and Mentally Fit as Possible; and Education and Job Skills to Lead an Independent Life.

### **Human Services Funding Collaborative**

Many Cities in King County participate in the Human Services Funding Collaborative, which is an alliance of cities in East, North, and South King County. The participating Cities include Auburn, Bellevue, Bothell, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline and Tukwila. The Cities independently provide funding to organizations that offer critically needed human services in their communities but come together as one alliance every two years to receive applications through a shared process. This also creates the opportunity for a shared accountability process for funding recipients. The Human Services Advisory Committee is open to learning more about the Human Services Funding Collaborative. The 2019-2020 Human Services Application opened in March 2018, and the next opportunity for the City of Snoqualmie to participate is Spring 2020.

### **Community Needs Assessment Report**

In the long-term, the City of Snoqualmie may consider professionally contracting for a Community Needs Assessment Report to inform the City's funding priorities for Human Services. The Human Services Advisory Committee looked at the following reports during one of its Workshops:

- Community Needs Assessment for Health and Wellbeing Equity, City of Issaquah, Health Resources in Action
- Health and Human Services Needs Assessment, City of Sammamish, Berk Consulting
- Community Needs Assessment Report, City of Bainbridge Island, PRR

The Human Services Advisory Committee felt it could move forward at this time without a contracted Community Needs Assessment Report for the City of Snoqualmie. However, members felt this could be a valuable resource in the future to help build upon this strategic plan.

## **Human Services Advisory Committee Structure and Logistics**

The City of Snoqualmie Human Services Advisory Committee recommends the following changes to the structure and logistics of the Committee:

- **Committee Members and Chair**
  - Appoint a Chair of the Committee
  - Expand the duration of Committee Member terms to 2-3 years
  - Expand the total number of community members on the Committee from 3 to 5
  
- **Regular Quarterly Meeting Schedule**
  - Establish a regular quarterly meeting schedule
  - Quarterly meetings will create opportunities for guest speakers and/or site visits related to Human Services at Committee Meetings
  - It will also allow the Committee to be more visible in the community
  - This group will serve as a sounding board for the community for Human Services
  - Additional special meetings will be scheduled as required for evaluation of human services funding applications
  
- **Transition to a 2 Year Funding Cycle**
  - The Human Services Advisory Committee recommends a 2-year funding cycle for the 2019-2020 human services funding
  - This would create the opportunity for the human services funding allocations to be part of the 2019-2020 biennial budget
  - A 2-year funding cycle will allow more time for staff and Human Services Advisory Committee members to focus on Human Services activities outside of funding
  - This would be similar to most surrounding cities in King County
  
- **2019-2020 City of Snoqualmie Human Services Funding Timeline**
  - Application posted around July 1<sup>st</sup>
  - Applications due around August 15<sup>th</sup>
  - Applications reviewed by the Human Services Advisory Committee through September
  - Recommendations presented to City Council during the month of October

## Marketing

### Website

- Create a City of Snoqualmie web page dedicated to Human Services like the following example of the Lodging Tax Advisory Committee:

Departments Community Smart Growth

## Lodging Tax Advisory Committee

### Meetings

The Lodging Tax Advisory Committee meets each year in the fall to review applications submitted by local organizations requesting lodging tax funds. They also meet throughout the year on an as-needed basis to review mid-year funding requests.

### Members

Sean Sundwall, Chair	01/01/2018	12/31/2018
Richard Anderson	01/01/2018	12/31/2018
Denny Grosclaude	01/01/2018	12/31/2018
Dick Kirby	01/01/2018	12/31/2018
Jeff Sprague	01/01/2018	12/31/2018

City Council Liaison:  
[Email Sean Sundwall](mailto:Sean.Sundwall@cityofsnoqualmie.com)

Staff Liaisons:  
[Email Mark Hofmann](mailto:Mark.Hofmann@cityofsnoqualmie.com)  
[Email Joan Pliego](mailto:Joan.Pliego@cityofsnoqualmie.com)

### Membership

The Lodging Tax Advisory Committee shall consist of at least five members. The members of the lodging tax advisory committee shall be appointed by the mayor, subject to confirmation by the city council.

The committee membership shall include (A) at least two members who are representatives of businesses required to collect tax; and (B) at least two members who are persons involved in activities authorized to be funded by revenue received from the hotel-motel tax; and (C) one member who shall be an elected official who shall serve as chair of the committee. Persons eligible for appointment as representatives of businesses required to collect taxes shall not also be eligible for appointment as persons involved in activities authorized to be funded by revenue received from the hotel-motel tax.

### Media

- Regularly engage in media opportunities regarding Human Services
- Examples include Press Releases, Living Snoqualmie Blog, and newspaper articles in the Snoqualmie Valley Record
- Maintain a social media presence on the City of Snoqualmie Facebook Page and other social media platforms

### Meetings

- Establishing a regular quarterly meeting schedule will help promote the work of the Human Services Advisory Committee
- Guest speakers from local nonprofit organizations and/or site visits will be of interest to the community and encourage participation

## Revised Score Card

<b>City of Snoqualmie</b>  <b>2019-2020</b> <b>Human Services Funding</b> <b>Score Card</b>			<b>Application:</b>	<b>Funding Priorities:</b>	<b>Background/History:</b>	<b>Service Area:</b>	<b>Service Duplication:</b>	<b>Low Cost to Benefit:</b>	<b>Outcomes:</b>	<b>Accessibility:</b>	<b>Accountability:</b>	<b>Inclusive:</b>		
			Is the application complete? (including board of director list, financial statement, and nonprofit status)	Does the program meet one of the four funding priorities?	Is the applicant established in the community?	Does the program serve Snoqualmie residents?	Does the program outline unique services and does not duplicate what is already available?	Does the program service cost per funding request appear reasonable?	Are program outcomes valid and achievable?	Are the services easily accessible by members of the community?	If the applicant received past funds, were they used effectively?	Is the organization inclusive of all groups?		
			High = 10: Yes	High = 10: Yes	High = 10: Yes	High = 10: Yes	High = 10: Yes	High = 10: Yes	High = 10: Yes	High = 10: Yes	High = 10: Yes, N/A	High = 10: Yes		
			Low = 2: Limited or No	Low = 2: Limited or No	Low = 5: Limited or No	Low = 2: Limited or No	Low = 2: Limited or No	Low = 2: Limited or No	Low = 2: Limited or No	Low = 2: Limited or No	Low = 2: Limited or No	Low = 2: Limited or No	Low = 2: Limited or No	
<b>Applicant Name</b>	<b>Funding Amount Requested</b>	<b>Funds allocated in 2018</b>	<b>Score</b>	<b>Score/ Funding Priority</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Total Score (100 points)</b>	
Encompass		\$30,000												
Friends of Youth		\$15,000												
Lifewire		\$3,000												
Mamma's Hands		\$10,000												
Mt. Si Senior Center		\$27,000												
SV Community Network		\$16,000												
SV Food Bank		\$35,000												
SV Indoor Playground		\$1,000												
SV Shelter Services		\$15,000												
Soc. of St. Vincent de Paul		\$10,000												
Two Rivers School		\$7,000												
N B Community Chur.		\$0												
The Trail Youth		\$0												

- The Human Services Advisory Committee revised the Score Card used to evaluate applications for human services funding. To help inform the Committee and accomplish this task, Human Services Score Cards and Rating Tools were reviewed from the City of Covington; City of Federal Way; City of Kent; City of Renton; City of Sammamish; City of Tukwila; City of Auburn; and the City of Bellevue
- The Committee established 10 review categories to assess human services funding applications. These areas include Application; Funding Priorities; Background/History; Service Area; Service Duplication; Low Cost to Benefit; Outcomes; Accessibility; Accountability; and Inclusive
- A new rating scale of High, Medium, or Low will be used to assess most categories with each rating representing a number. This will help the Human Services Advisory Committee more accurately assess the applications. The total score will be out of 100 points

## Funding Priority Guidelines

To help establish Funding Priority Guidelines the Human Services Advisory Committee reviewed the funding priorities of several neighboring Cities including the City of Issaquah; City of Kirkland; City of Bellevue; City of Redmond; City of Sammamish; City of Seattle; City of Burien; City of Renton; and the City of SeaTac. Those funding priorities are outlined in the following chart:

City of Issaquah	City of Kirkland	City of Bellevue	City of Redmond	City of Sammamish	City of Seattle	City of Burien	City of Renton	City of SeaTac
<ul style="list-style-type: none"> <li>• Food to eat and a roof overhead (47%)</li> <li>• Supportive relationships within families, neighborhood, and communities (15%)</li> <li>• A safe haven from all forms of violence or abuse (11%)</li> <li>• Health care to be as physically and mentally fit as possible (17%)</li> <li>• Education and job skills to lead an independent life (10%)</li> </ul>	<ul style="list-style-type: none"> <li>• Food to eat and a roof overhead (43%)</li> <li>• Supportive relationships within families, neighborhood, and communities (16%)</li> <li>• A safe haven from all forms of violence or abuse (12%)</li> <li>• Health care to be as physically and mentally fit as possible (16%)</li> <li>• Education and job skills to lead an independent life (13%)</li> </ul>	<ul style="list-style-type: none"> <li>• Food to eat and a roof overhead</li> <li>• Supportive relationships within families, neighborhood, and communities</li> <li>• A safe haven from all forms of violence or abuse</li> <li>• Health care to be as physically and mentally fit as possible</li> <li>• Education and job skills to lead an independent life</li> </ul>	<ul style="list-style-type: none"> <li>• Food to eat and a roof overhead (34%)</li> <li>• Supportive relationships within families, neighborhood, and communities (18%)</li> <li>• A safe haven from all forms of violence or abuse (11%)</li> <li>• Health care to be as physically and mentally fit as possible (25%)</li> <li>• Education and job skills to lead an independent life (12%)</li> </ul>	<ul style="list-style-type: none"> <li>• Mental Wellness</li> <li>• Basic Needs</li> <li>• Cultural Inclusion</li> <li>• Seniors</li> <li>• Domestic Violence</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing Youth for Success (11%)</li> <li>• Supporting Affordability and Livability (8%)</li> <li>• Addressing Homelessness (40%)</li> <li>• Promoting Public Health (9%)</li> <li>• Responding to Gender-Based Violence (4%)</li> <li>• Promoting Healthy Aging (28%)</li> </ul>	<ul style="list-style-type: none"> <li>• Self Sufficiency (36%)</li> <li>• Housing &amp; Homelessness (29%)</li> <li>• Community Engagement (1%)</li> <li>• Early Intervention (10%)</li> <li>• Youth (12%)</li> <li>• Domestic Violence (DV) (4%)</li> <li>• Sexual Assault &amp; Violence (2%)</li> <li>• School Readiness (6%)</li> <li>• Contingency/ Other (0%)</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Opportunity/ Self Sufficiency</li> <li>• Basic Needs</li> <li>• Health and Wellness (For Homeless Services/ Housing)</li> <li>• Domestic Violence/ Sexual Assault Services</li> <li>• Connector Services</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Needs (urgent and long term)</li> <li>• Education, Training and Workforce Development</li> <li>• Supporting Businesses and Employment Creation</li> </ul>

The Human Services Advisory Committee established four new funding priority guidelines for the City of Snoqualmie including Food to Eat and a Roof Overhead (40%); Supporting and Preparing Youth for Success (30%); A Safe Haven from Violence and Abuse (15%); and Physical and Mental Wellness; and Healthy Aging (15%). The following are examples of facts to support each funding priority guideline:

- **Food to Eat and a Roof Overhead (40%)**
  - In 2016, Snoqualmie Valley Food Bank distributed 661,492 pounds of food to 1,140 different households in the Snoqualmie Valley (Snoqualmie, North Bend, Preston and Fall City)
  - Snoqualmie Valley Shelter Services provided 1,866 bed nights during their 2017 winter season
- **Supporting and Preparing Youth for Success (30%)**
  - 36.2% (4,524) of the population in Snoqualmie is under 18 years of age (2016 American Community Survey)
- **A Safe Haven from Violence and Abuse (15%)**



- In 2016, LifeWire assisted 11 Snoqualmie families with issues related to domestic violence
- Mamma's Hands House of Hope serves between 17 to 20 families annually
- **Physical and Mental Wellness; and Healthy Aging (15%)**
  - 7.3% (914) of the population in Snoqualmie is 62 years and over (2016 American Community Survey)

After identifying the four funding priority guidelines, the Human Services Advisory Committee reviewed where 2018 human services funding recipients would have been placed in the new guidelines:

### **Food to Eat and a Roof Overhead**

2018 Funding:

- Snoqualmie Valley Food Bank - \$35,000 (Food for those in need)
- Snoqualmie Valley Shelter Services - \$15,000 (Winter shelter and day shelter)
- Society of St. Vincent de Paul - \$10,000 (Assist with housing, utilities, food, clothing, transportation)
- **36%**

### **Supporting and Preparing Youth for Success**

2018 Funding:

- Encompass - \$30,000 (Education and Therapy Programs)
- Snoqualmie Valley Community Network - \$16,000 (Youth development, Youth substance use prevention, Youth suicide prevention, Youth Mentoring, Employment Help, community outreach)
- Two Rivers School - \$7,000 (Student and family mental health and substance abuse counseling; medical and dental care)
- Sno-Valley Indoor Playground - \$1,000 (Preschool and safety fair including bicycle helmets, car seat checks)
- **32%**

### **A Safe Haven from Violence and Abuse**

2018 Funding:

- Mamma's Hands - \$10,000 (Shelter housing for families and case management)
- Lifewire - \$3,000 (Survivor advocacy services to survivors of domestic violence and their children)
- **8%**

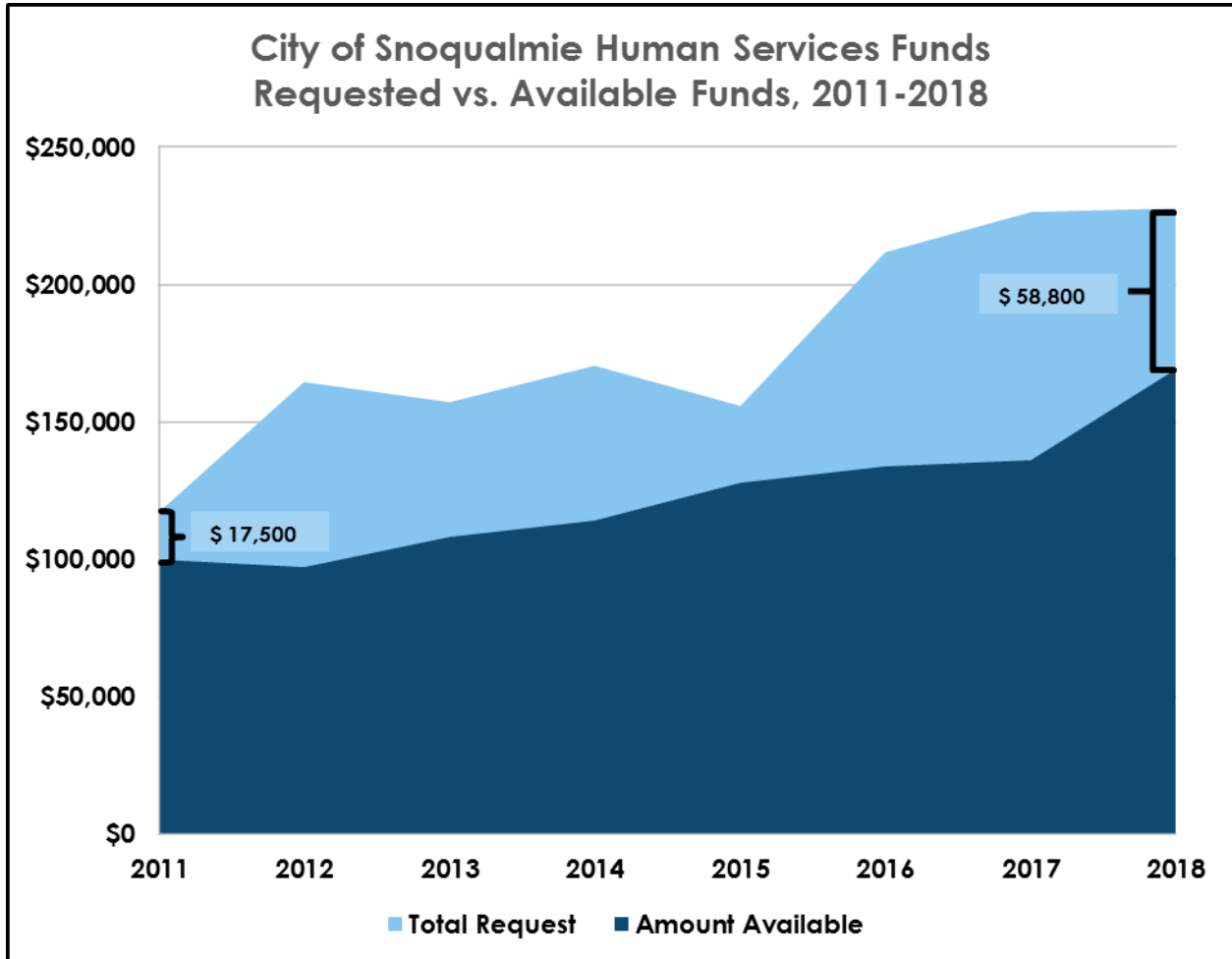
### **Physical and Mental Wellness; and Healthy Aging**

2018 Funding:

- Mt. Si Senior Center - \$27,000 (Enhance independent living and quality of life, 50+)
- Friends of Youth - \$15,000 (Mental Health Counseling, Substance Use Counseling, Healthy Start, Street Outreach Program, Check and Connect Dropout prevention)
- **25%**

**Total Allocation of funds**

- In 2018, there was a total request of \$227,800 in human services funding and there was \$169,000 available
- In 2011, there was a total request of \$117,500 in human services funding and there was \$100,000 available
- The following chart illustrates a summary of City of Snoqualmie Human Services Funds Requested vs. Available Funds, from 2011 – 2018



	2011	2012	2013	2014	2015	2016	2017	2018
Total Request	\$117,500	\$164,300	\$157,200	\$170,500	\$155,600	\$211,750	\$226,450	\$227,800
Amount Available	\$100,000	\$97,000	\$108,000	\$114,000	\$128,000	\$134,000	\$136,000	\$169,000
Population	10,950	11,320	11,700	12,130	12,850	13,110	13,210	13,210*
Per Capita Funding	\$9.13	\$8.57	\$9.23	\$9.40	\$9.96	\$10.22	\$10.30	\$12.79

**FUNDING COMPARISON WITH OTHER CITIES (2018)**  
**Sorted by Percentage of General Fund Revenues**

Rank	City	Pop.(2017)	GF Rev.	HS Budget	% of GF Rev.	Per Capita	Methodology
1	Bellevue	140,700	\$199,948,000	\$3,543,990	1.77%	\$25.19	Per Capita Rate
2	SeaTac	28,850	\$36,912,792	\$545,500	1.48%	\$18.91	Percentage of General Fund
3	Kenmore	22,580	\$11,729,704	\$168,070	1.43%	\$7.44	Per Capita Rate
4	Redmond	62,110	\$88,281,308	\$1,121,140	1.27%	\$18.05	Per Capita Rate
5	Burien	50,680	\$26,195,000	\$320,000	1.22%	\$6.31	Per Capita Rate
6	Covington	19,850	\$11,716,000	\$136,500	1.17%	\$6.88	Percentage of General Fund
7	North Bend	6,739*	\$7,707,294	\$92,000	1.19%	\$13.65	Base Amount/No Formula
8	Snoqualmie	13,210	\$15,061,903	\$169,000	1.12%	\$12.79	Percentage of General Fund
9	Federal Way	96,350	\$49,123,986	\$545,000	1.11%	\$5.66	Base Amount/No Formula
10	Kirkland	86,080	\$100,584,604	\$786,623	0.78%	\$9.14	Base Amount/No Formula
11	Auburn	78,960	\$66,091,810	\$490,000	0.74%	\$6.21	Percentage of General Fund
12	Sammamish	62,240	\$42,134,690	\$249,670	0.59%	\$4.01	Base Amount/No Formula
13	Bothell	44,370	\$49,484,333	\$290,500	0.59%	\$6.55	Per Capita Rate
14	Renton	102,700	\$98,009,311	\$567,038	0.56%	\$5.52	Per Capita Rate
15	Woodinville	11,660	\$11,532,374	\$65,000	0.56%	\$5.57	Base Amount/No Formula
16	Tukwila	19,660	\$68,333,887	\$365,170	0.53%	\$18.57	Base Amount/No Formula
17	Kent	127,100	\$94,566,060	\$500,000	0.53%	\$3.93	Per Capita Rate
18	Des Moines	30,860	\$20,046,941	\$80,000	0.41%	\$2.59	Base Amount/No Formula
N/A	Issaquah	36,030	N/A	\$371,500	N/A	\$10.31	Per Capita Rate
N/A	Shoreline	55,060	N/A	\$293,564	N/A	\$5.33	Percentage of General Fund

Pop. = Population; GF Rev. = General Fund Revenues; HS Budget = Human Services Budget for the Competitive Allocation Process; \* = 2016

## Examples of Trends in the Snoqualmie Valley

Encompass	Friends of Youth	Snoqualmie Valley Food Bank	Mt. Si Senior Center	Snoqualmie Valley Shelter Services (formerly Congregations for the Homeless)
<ul style="list-style-type: none"> <li>• In FY 2017, Encompass served 599 clients in the 98065 zip code</li> <li>• In FY 2016, Encompass served 441 clients in the 98065 zip code</li> <li>• In FY 2015, Encompass served 477 clients in the 98065 zip code</li> <li>• <b>25.6% Increase of clients served in 98065 zip code from 2015 to 2017</b></li> </ul>	<ul style="list-style-type: none"> <li>• In FY 2017, services in Snoqualmie reached 128 young people and their families</li> <li>• In FY 2016, served 124 clients who are Snoqualmie residents</li> <li>• In FY 2015, served 81 clients who are Snoqualmie residents</li> <li>• In FY 2014, served 35 clients who are Snoqualmie residents</li> <li>• <b>266% increase of Snoqualmie clients from 2014-2017</b></li> </ul>	<ul style="list-style-type: none"> <li>• For 2017, the SVFB projects that their client base will grow as they continue to see new faces every month</li> <li>• As of September 2017, 10,570 household visits and 551,681 pounds of food have been distributed</li> <li>• For 2016, 13,841 household visits received 661,492 pounds of food in the Snoqualmie Valley</li> <li>• For 2015, 14,305 household visits received 667,777 pounds of food in the Snoqualmie Valley</li> <li>• <b>Projected increase from 2015 to 2017 based off data available</b></li> </ul>	<ul style="list-style-type: none"> <li>• 2017 has been a year of growth for Mt. Si Senior Center. In this year the senior center nearly tripled their annual membership</li> <li>• In recent years, the number of older adults in our areas has increased precipitously and will continue</li> <li>• Over the next 15 years all baby boomers will be over the age of 65</li> <li>• <b>Tripled annual membership from 2016-2017</b></li> </ul>	<ul style="list-style-type: none"> <li>• In the 2017 winter season, there were 1,866 bed nights</li> <li>• During the 2016 Winter Shelter Season, the shelter provided a total of 1,376 bed nights</li> <li>• <b>35.6% increase of bed nights from 2016-2017</b></li> </ul>

### Recommendation

- The Human Services Advisory Committee recommends funding for the competitive allocation process to increase from 1.12% of budgeted General Fund revenues to at least 1.328%
- Based on 2018 General Fund Revenues, this would equal about \$200,000, or \$15.14 Per Capita (Per Person) in the City of Snoqualmie

## Application

The Human Services Advisory Committee reviewed the City of Snoqualmie Human Services Funding Application for 2018 and recommends the following:

- With revisions, the same application that was used for 2018 can be used for the 2019-2020 Human Services Funding Application
- Language regarding the new funding priority guidelines needs to be added to the City of Snoqualmie Human Services Funding Application
- Based on the revised Score Card, questions about service duplication and inclusiveness need to be added to the City of Snoqualmie Human Services Funding Application



### *City of Snoqualmie Human Services Funding Application for 2018*

The mission of the City of Snoqualmie in the allocation of Human Services funds is to distribute to non-profit organizations serving the greater Snoqualmie Valley area and providing services that benefit children, seniors, individuals and families in need. The programs supported need to provide on-going benefits.

Eligible organizations should meet the following, at the time of application, to be considered for human services funding by the City of Snoqualmie:

- Must provide direct services that support or benefit children, seniors, individuals or families in need.
- Must place a particular emphasis on serving "at-risk" individuals and/or families.
- Recognized as an IRC 501 c3 non-profit entity by the IRS or are registered with the State of Washington as a non-profit organization for WA business license purposes, regardless of religious or fraternal affiliation. Public entities qualifying under Section 170 c of the IRS Code may also apply.

Funds are granted through unbiased evaluation of complete funding applications.

#### **Application Process:**

- **Completed Human Services Funding Application, including a scope of work**
- **Submit proof of your organization's non-profit status, either a copy of the IRS determination letter or State of Washington registration.**
- **A copy of your most recent financial statements.**
- **A list of your board of directors.**

The application is due no later than October 16, 2017.

Please send the completed Funding Application and supporting documents to:  
City of Snoqualmie  
Attn: Human Services Funding  
PO Box 987  
Snoqualmie, WA 98065-0987

## Accountability Form

- The Human Services Advisory Committee would like to expand the accountability piece to organizations that receive funds
- A new accountability form will be created and is required to be completed by the recipient nonprofit organization every 6 months to receive the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> payments
- The accountability form will include questions ranging from number of clients served; confirmation the funds were used in accordance with the scope of work; and examples of success stories

## **Conclusion**

The Human Services Advisory Committee Members successfully participated in five Human Services Workshops to compile this strategic plan and process for needs assessment and weighted criteria allocation of funds. The Human Services Advisory Committee completed the following objectives:

- Human Services Funding programs in neighboring Cities were reviewed, and the Human Services Advisory Committee had the opportunity to learn more about the Human Services Funding Collaborative. The Committee also looked at examples of contracted Community Needs Assessment Reports from other Cities
- Reviewed the structure and logistics of the Committee, and made recommendations regarding committee members and chair; establishing a regular quarterly meeting schedule; transitioning to a 2 Year Funding Cycle; and creating a timeline for the 2019-2020 City of Snoqualmie Human Services Funding Applications
- Made recommendations regarding Marketing the Human Services Advisory Committee and Available Funding
- Revised the Score Card used to evaluate human services funding applications. To help accomplish this task the Committee reviewed Human Services Score Cards and Rating Tools from the City of Covington; City of Federal Way; City of Kent; City of Renton; City of Sammamish; City of Tukwila; City of Auburn; and the City of Bellevue
- Established four funding priority guidelines for the City of Snoqualmie including Food to Eat and a Roof Overhead (40%); Supporting and Preparing Youth for Success (30%); A Safe Haven from Violence and Abuse (15%); and Physical and Mental Wellness; and Healthy Aging (15%)
- Recommended funding for the competitive allocation process to increase from 1.12% of budgeted General Fund revenues to at least 1.328%
- Reviewed the City of Snoqualmie Human Services Funding Application for 2018 and made recommendations to amending the application
- Recommended expanding the accountability piece to include a new accountability form