

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Discussion on Proposed Emergency Human Services Funding Allocation Process
DEPARTMENT: Parks, Recreation, and Cultural Services
PRESENTED BY: Wendy Barry, Director
Rob Beem, Assistant Director

PROBLEM/ISSUE STATEMENT:

At the December 10, 2001 meeting, Council allocated \$100,000 to provide one-time emergency funding to currently contracted human service programs. This staff report informs the Council of the proposed process to allocate these funds. Staff proposes to reconvene members from the ad-hoc Human Services Allocations Committee utilized in previous human services allocation processes to review and recommend applications for emergency funding. Applications will be rated according certain criteria. Council will then have the opportunity to review and approve the recommendations. This emergency allocations process is for human service programs that the City of Shoreline currently (in 2002) contractually supports.

ALTERNATIVES ANALYZED:

- ◆ Follow the emergency human service funding allocations process that is outlined in this staff report.

FINANCIAL IMPACT:

There is no financial impact to the implementation of this allocations process above and beyond the \$100,000 allocation for emergency funding.

RECOMMENDATION

No action is required by Council at this time. Staff is requesting feedback from the Council regarding the proposed emergency allocations process. Staff will forward the Committee's recommended emergency human services allocations to the Council for review and approval in March.

Approved By: City Manager LB City Attorney N/A

INTRODUCTION

Council approved \$100,000 in emergency funding for currently contracted human service programs. This staff report outlines the proposed process for allocating these funds.

BACKGROUND

During budget discussions in November and December 2001, Council became concerned regarding the budget cuts and other financial issues that are impacting human service agencies serving Shoreline residents. As a response to this emerging issue, Council at the December 10, 2001 meeting decided to allocate \$100,000 to provide one-time emergency funding to currently contracted human service programs.

DISCUSSION

Allocation Process

This month currently contracted agencies will receive a brief application and instructions. Agencies will have approximately 2 weeks to complete the applications that will request specific information pertaining to the program's current financial health. In February, members of the Human Services Allocations Committee and staff will review these requests and develop a recommended funding package. These recommendations are scheduled to be reviewed and approved by Council in March.

Emergency Allocations Committee

Staff has already contacted the citizen members of the Human Services Allocations Committee that convened in summer 2001 for the 2002 Community Development Block Grant (CDBG) capital allocations process. As you recall, this group first convened in 2000 to allocate 2001-2002 human services funding (both General Fund and CDBG) and 2001 CDBG capital funding. The members are well-versed in the agencies that may be applying for emergency funding for their programs and have established good working relationships with one another. We estimate that the Committee will meet twice. Once to discuss the current financial realities impacting the delivery of human services and again to review, discuss and recommend emergency funding. Two members have already agreed to serve for this process.

Criteria for Emergency Human Services Funding

Recommendations for emergency funding will be based on:

- ◆ *Level of financial need.* Rising insurance and benefits costs, loss of program funding from another source, loss in fundraising revenue, changes in vendor rates, increased request for services.
- ◆ *Funding that will act as a bridge.* Agencies will show that this emergency funding will either transition to other funding sources or allow them to undertake an orderly reduction or closeout of service.
- ◆ *One-time investments that reduce ongoing operational costs.* A new computer, phone system or capital repair may allow an agency to operate more efficiently.

By utilizing this process, the following objectives are achieved:

- ◆ Citizens are involved in the review and development of the recommendations.

- ◆ Agencies have the opportunity to specifically address unforeseen financial impacts through the application.
- ◆ Generally follows the allocations process that is used for the “biennial” human services allocations.
- ◆ Allows for Council review and discussion of the proposed allocation recommendation before final approval is needed.

RECOMMENDATION

No action is required by Council at this time. Staff is requesting feedback from the Council regarding the proposed emergency allocations process. Staff will forward the Committee’s recommended emergency human services allocations to the Council for review and approval in March.