



City of Bainbridge Island

Recommendation for 2017-18 Human Services Funding

December 13, 2016

**Human Services Funding Advisory Committee (HSFAC)
(Appointed by City Council on August 9, 2016)**

Michael Scott

City Councilmember, Chair

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Overview

The City of Bainbridge Island provides significant financial support for human services in the community, through funding for local non-profit agencies that serve Bainbridge Island residents across a variety of programs and services. The City has adopted a process to guide City funding decisions that relies on a citizen advisory committee, the Human Services Funding Advisory Committee (HSFAC).

The HSFAC was established through Ordinance 2015-21 and has the following purpose:

The Human Services Funding Advisory Committee (HSFAC), working in collaboration with the city, shall develop funding recommendations for consideration by City Council. The committee's recommendation should meet any requirements or guidance provided from the City Council to the committee including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding.

In 2016, the HSFAC was chaired by Councilmember Michael Scott. Administrative support for the committee, including facilitation and analysis, was provided by Leslie Silverman of Philanthropy Northwest. Ms. Silverman will also assist the City with ongoing monitoring of the recipient organizations and assessment of funding results throughout 2017 and 2018.

In September, the City issued a Request for Proposal (RFP) for human services activities that support the residents of Bainbridge Island. The City Council identified \$660,000 in funds available for distribution to support selected projects over a two-year term, 2017-18. The City's RFP sought to encourage projects of all sizes, and identified a minimum annual award of \$10,000 and a maximum annual award of \$165,000 (to reflect 50% of total available funds).

The City received 14 proposals from 12 organizations, with total funding requests of over \$1,230,000. The HSFAC reviewed these proposals and arrived at a funding recommendation for consideration by City Council. This report outlines the HSFAC's recommendation for 2017-18 funding awards.

Human Services Framework

The City's RFP identified human services using the framework of the Human Services Element of the City's Comprehensive Plan:

Definition

Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Further, human services:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.
- These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.

Framework Statement

Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community.

Framework Values

- Dignity is the hallmark of human services delivery on Bainbridge Island.
- Respect for the individual is an integral part of human services delivery on Bainbridge Island.
- Neighborliness and a sense of community form the foundation of human services.
- Diversity within the population is important to the community.
- Cooperation and coordination among human services providers, including governmental entities, strengthens the human services delivery system and results in better service for people.

Project and Applicant Eligibility

- Applicants seeking funding must be registered as a federally sanctioned nonprofit under 26 U.S.C. Sec. 501(c)(3). Individual persons are not eligible.
- Requests may be made for specific program support (including applicable administrative costs), for support for capital projects or purchases, or for general operating support.
- Requests must be limited to services/programs/projects that serve Bainbridge Island residents for the provision of health, housing and/or human services on Bainbridge Island.
- All organizations receiving funds will be asked to provide documentation that funded services have been delivered.
- Proposals must comply with federal, state and City laws and requirements.
- The Service Provider agrees not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
- Proposals are to be for services provided during calendar year 2017 and 2018; funding requests for goods or services to be provided in 2016 or beyond calendar year 2018 will not be considered.
- Proposals from organizations with a board or staff member serving on the 2017-18 Human Services Funding Advisory Committee are not eligible for funding and will not be considered.

Review Criteria

The HSFAC reviewed the funding proposals using the guidelines shown in the following table. These guidelines were intended to help the committee members focus on the various criteria as they evaluated each proposal, to more fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, were used to guide the committee's work to develop a funding recommendation.

Area	Indicator	Emphasis
Completeness	Application is: <ul style="list-style-type: none"> • Complete • Includes all appropriate attachments • Answers all relevant questions 	5
Statement of Purpose	substantiate the need in community via most recent demographic and usage data: <ul style="list-style-type: none"> • Well-defined statement of purpose • Need is clear and compelling • Good reference data cited 	25
Proposal Summary	<ul style="list-style-type: none"> • Demonstrates how funding at specified program level (for program support request) or organizational-level (for general operating request) will provide for and improve delivery of programs/ services. • Alignment with goals of the Human Services Element (refer to RFP, p. 8) 	25
Organizational Strength	Conveys the organization's ability to implement the program and services proposed, including: <ul style="list-style-type: none"> • Agency's history of effective service delivery to the community (incl. quantifiable outcomes, where avail) • Appropriately filed IRS Form 990s and other financials as requested in the RFP • Appropriate amount of qualified staff and/or appropriate amount of qualified volunteers to lead, implement, and evaluate proposed activities 	15
Budget	Provide evidence of a beneficial public investment and efficient use of City resources. Budget is: <ul style="list-style-type: none"> • Complete and accurate • Should be reasonable and aligned to support proposal activities and objectives Additional sources of funding should be identified, where applicable	10
Estimated Outputs, Outcomes & Assessment	Proposal should include outputs (# served or benefitting from proposed activities) and outcomes resulting in longer-term impact in the community: <ul style="list-style-type: none"> • Depth and breadth of impact clear • Goals for service are achievable • Performance measurements and other means of assessment are clear • Evaluation plan articulates capacity/resources to assess impact and outputs 	15
Evaluation	Proposal should briefly describe how the organization is continually learning from and improving its services	5
	TOTAL	100

Recommended Funding

The Human Services Funding Advisory Committee recommends the City Council approve the following awards for the two-year funding cycle, 2017 - 2018:

Applicant Organization	Project	2017 Request	2017 Award	2018 Request	2018 Award	Total Award as a % of Request
Bainbridge Island Child Care Centers	Capital	36,655	-	30,000	-	-
Bainbridge Island Child Care Centers	Program Support	32,650	22,000	32,650	22,000	67%
Bainbridge Island Senior Community Center	Operating Support	55,000	19,500	55,000	19,500	35%
Bainbridge Island Special Needs Foundation	Operating Support	15,000	13,500	16,000	14,500	90%
BI Village	Program Support – Call Center	27,900	-	27,900	-	-
Boys & Girls Club of Bainbridge Island	Operating Support	50,000	36,500	50,000	36,500	73%
Bainbridge Youth Services	Operating Support	73,000	51,500	75,700	53,500	71%

Applicant Organization	Project	2017 Request	2017 Award	2018 Request	2018 Award	Total Award as a % of Request
Helpline	Program Support – Food Purchases	41,000	21,500	43,000	22,500	52%
Housing Resources Bainbridge	Program Support – Homefinding	23,500	14,500	25,000	15,500	62%
Housing Resources Bainbridge	Program Support – Independent Living	65,000	49,500	70,000	53,500	76%
Island Volunteer Caregivers	Operating Support	29,500	25,500	29,500	25,500	86%
Kitsap Community Resources	Program Support	64,000	31,500	66,000	32,500	49%
Smile Partners	Program Support – Smiles for Life	12,000	10,500	13,200	11,500	87%
YWCA Kitsap County	Program Support	86,215	28,500	85,715	28,500	33%
	Total	\$611,420	\$324,500	\$619,665	\$335,500	

The complete proposal for each project reviewed by the HSFAC is available on the City's website: <http://www.bainbridgewa.gov/600/City-Funded-Community-Services>