

**PARALLEL HUMAN SERVICES APPLICATION PROCESS**  
**2019-2020 HUMAN SERVICES APPLICATION CYCLE**  
**Participating Funders: Cities of Federal Way and Kent**

**STATEMENT OF NEED AND PURPOSE**

Human services funders acknowledge that a significant number of populations residing in King County (especially South King County) are under-served, under-represented<sup>1</sup> and under-resourced due to barriers to access, language barriers, capacity to apply for human services funds through processes created by mainstream institutions, and lack of understanding of how to successfully maneuver through mainstream institutions.

Applications are written in English and responses must be submitted in English. One of the main reasons applications submitted by small Ethnic Community Based Organizations (ECBOs) are rejected for funding is that they are poorly written, and many of these organizations are led by directors and board members who are Limited English Proficient (LEP). Studies have shown that English language proficiency (written and spoken) is one of the most significant determinants of economic success and social integration, and it is also a factor in funding decisions.

Despite these barriers, we recognize that a large portion of the human services provided to under-served, under-represented and under-resourced populations are delivered by ECBOs or linguistically and culturally proficient staff in small mainstream organizations. These organizations and programs receive a disproportional percentage of human services funds; therefore, we are creating a pilot for cities to dedicate a small portion of their human services budgets for small organizations (budget up to \$250,000) serving racially, ethnically and economically disadvantaged populations to apply for 2019-2020 human services funds using a simplified application process.

Some may take the view that this process takes funds away from organizations that are successfully delivering services in municipalities. The counter view is that this process fosters inclusiveness by widening the funding distribution list to provide opportunities to organizations that have historically been left out. These under-resourced organizations have continued to deliver services to our residents with little or no government support. Ironically, services are provided with funds that are frequently paid out-of-pocket by organizational leaders who are often economically disadvantaged themselves.

As a result of this pilot process, we will acquire a deeper understanding of the barriers, how to decrease or eliminate barriers, and identify policy changes that can be made to successfully integrate all organizations that provide vital services to residents into the human services funding stream.

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<sup>1</sup> Under-served, under-represented, and under-resourced populations include immigrants, refugees, English Language Learners (ELL), People of Color, LGBTQ, and/or People with Disabilities.

## ELIGIBILITY

Organizations eligible for this funding must:

- Have a budget of \$250,000 or less; **AND**
- Not have received Share1app Human Services funding from Federal Way or Kent between 2015-2018; **AND**
- Specialize in serving an under-served, under-represented and/or under-resourced population (i.e., immigrants, refugees, English Language Learners (ELL), People of Color, and/or LGBTQ ; **AND**
- Have a Board of Directors and staff that represents the population served; **AND**
- Demonstrate through its application that service or assistance is being provided in one of the participating jurisdictions **or** to a significant number of people living in one of the participating jurisdictions; **AND**
- Address or support a human services need or priority identified by the funding jurisdiction **or** an emerging need recognized by the jurisdiction's Human Services Board or Commission.

## BUDGET

City of Federal Way	\$15,000.00
City of Kent	\$30,000.00
<b>Total:</b>	<b>\$45,000.00</b>

Grants will range from approximately \$2,000 to \$9,500 per funded project; however, these amounts are subject to change based on availability of funds and scope of work.

## HOW TO APPLY

The attached LOI must be submitted via e-mail, or dropped off, by **October 5, 2018, 4:00 p.m.**, to the City staff listed below (please make sure that you e-mail **OR** drop off the LOI to each person in the City in which you are applying):

- **City of Federal Way:** Sarah Bridgeford, CDBG/Human Services Coordinator [sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com) 253-835-2651, or drop off at Community Services Division, 33325 8th Ave. South, Federal Way, WA 98003
- **City of Kent:** Dinah Wilson, Senior CDBG Coordinator [drwilson@kentwa.gov](mailto:drwilson@kentwa.gov) 253-856-5070, or drop off at Kent City Hall, Human Services Division, 3<sup>rd</sup> Floor, 220 4<sup>th</sup> Ave. South, Kent, WA 98032

**Please note that applications will not be accepted after the deadline.**

## QUESTIONS

Contact staff listed above via e-mail or phone if you have questions. **All inquiries must be made by 4:00 p.m. on Wednesday, October 3rd.**

## Timeline/Process

<b>September 17, 2018</b>	<i>LOI released</i>
<b>September 25, 2018 from 9:00 am to 11:00 a.m.</b> <b>Federal Way City Hall, Patrick Maher Rm., 1<sup>st</sup> Floor</b> <b>33325 8th Ave. South, Federal Way, WA 98003</b>	<i>Technical Assistance Meeting (please bring a copy of what you have written; all other assistance will be provided via phone or email if you miss this meeting)</i>
<b>October 3, 2018, 4:00 p.m.</b>	<i>Deadline for receiving application assistance-no questions will be answered or help provided after this date</i>
<b>October 5, 2018, 4:00 pm</b>	<i>LOI due</i>
<b>October 11, 2018</b>	<i>Parallel application committee meets to review applications-funding jurisdiction takes the lead on applications submitted to its city; Committee weighs in on the application, but the funding city makes the final decision on whether applicant is apparently successful and should receive an interview or a visit</i>
<b>October 15, 2018</b>	<i>Committee Interviews/Site Visits with apparently successful applicants</i>
<b>October 15, 2018</b>	<i>Committee makes recommendations on which applications will receive funds; the funding city's HS Commission/Advisory Board has final authority</i>
<b>Due by December 7, 2018</b>	<i>Notice of Funding Award</i>
<b>2019-2020</b>	<i>One to two annual meetings will be scheduled between the grantees and the parallel application committee-this is an opportunity to share ideas and learn from each other about what works and what needs to be improved</i>

# LETTER OF INTEREST (LOI)

## 2019-2020 HUMAN SERVICES APPLICATION CYCLE

### Parallel Application Pilot for Small Organizations

### Participating Funders: Cities of Federal Way and Kent

E-mail, scan, **OR** drop off this LOI by **October 5, 2018, 4:00 p.m.**, to the City staff listed below (please make sure that you submit the LOI to each person in the City in which you are applying)<sup>2</sup> **If you e-mail or scan a copy, a signature is required on #3 of the LOI.** Responses should be kept to four (4) pages or less. Use at least 11 point Calibri or Times Roman font. **Please only submit pages 1-4 of LOI; you may delete this instructions box.**

- **City of Federal Way:** Sarah Bridgeford, CDBG/Human Services Coordinator  
[sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com) 253-835-2651, or drop off at Community Services Division, 33325 8th Ave. South, Federal Way, WA 98003
- **City of Kent:** Dinah Wilson, Senior CDBG Coordinator [drwilson@kentwa.gov](mailto:drwilson@kentwa.gov) 253-856-5070, or drop off at Kent City Hall, Human Services Division, 3<sup>rd</sup> Floor, 220 4<sup>th</sup> Ave. South, Kent, WA 98032

Someone from the application review team will contact you to let you know if your application is likely to be funded (all applicants will be contacted regardless). If it is determined that you are an apparently successful applicant, you will be scheduled for an interview and/or a site visit on October 15th.

1. Name of Organization \_\_\_\_\_

2. Organization Address \_\_\_\_\_  
\_\_\_\_\_

3. Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Contact Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Director/Board Chair Signature (for organizations that have 501(c) nonprofit status)

Type or Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Fiscal Sponsor Executive Director or Board Chair Signature (for organizations that have fiscal sponsors)

Type or Print Name \_\_\_\_\_

4. What year did you organize or start assisting your community? \_\_\_\_\_

<sup>2</sup> If you need application assistance, you must contact City staff by 4:00 p.m. on October 3rd. No questions will be answered or help provided after this date.

5. Briefly describe your organization and what you are trying to accomplish through your work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Have you received funding previously (this can be from any source)? \_\_\_\_\_

If yes, how much and name the source? \_\_\_\_\_

7. Federal Tax ID# \_\_\_\_\_

8. Are you using a fiscal sponsor? \_\_\_\_\_

What is the name of the sponsoring organization? \_\_\_\_\_

9. Does your organization have a bank account? \_\_\_\_\_

What is the name on the account? \_\_\_\_\_

10. Does your organization have insurance? \_\_\_\_\_

(Please note that the City of Federal Way requires insurance. Kent may also require insurance, depending on your project. **Your organization is responsible for paying insurance costs, although a portion of your \$2,000-9,500 budget request may be used for this.** If you have questions about insurance, contact staff listed on the application. Also, see #14.)

11. What is the total cost of the project or activity? \_\_\_\_\_

12. How much money are you requesting (grants generally will be from \$2,000 to \$9,500 from each City)?

Federal Way	Kent	Other Source (list)
\$	\$	\$

**Cities cannot provide all of the funds for your project until it is completed, and you will need to show that the work has been done.**

13. Please provide a project budget:

<b>Staff (Personnel) Costs</b>	\$
<b>Office or Operating Supplies</b>	\$
<b>Administrative; e.g., insurance, rent</b>	\$
<b>Consultant Services</b>	\$
<b>Communications</b>	\$
<b>Other (specify)</b>	\$
<b>Total City Funds:</b>	\$
<b>Total Funds from Other Sources (specify source):</b>	\$
<b>Total Project Costs (should = amount in #11)</b>	\$

14. What is your organization contributing to the project? (This could be money, food, insurance costs, volunteers, space, etc. If your organization is contributing money, please list how much and the source of the money.)

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Can you proceed with this project if you do not get the full amount requested?

Yes \_\_\_\_\_

No \_\_\_\_\_

Comments \_\_\_\_\_

15. Briefly state what you will use the money to do (overall project description):

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16. How did you determine that this was needed?

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17. How many do you plan to serve? \_\_\_\_\_

18. Service Units/Outcomes

a. What is your service unit(s)? For example, # of workshops, # of counseling hours, # of training events, # of case management hours, etc.

# of
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b. What are your outcome targets? For example, 90% will report increased knowledge of how to work with City Council, 70% of students will report improved attendance, etc.

Outcome Target %
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19. List address where the activity is based?

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20. Provide an example of how your program or your leadership is connected to the community or communities you serve.

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21. How do people find out about the services you offer?

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22. Do you have a way to keep track of the people using your program and if we needed the data, could you provide it? **Briefly state how you track data.** (Examples of tracking could include keeping a sign-in sheet of those at your events, tracking counseling hours provided to clients, tracking race or ethnicity, gender, age, etc.)

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23. When will you start the funded project (projects that do not begin by June 30, 2019 could forfeit funding-if you are using a fiscal sponsor, you should have at least a verbal agreement with that organization already)?

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24. When will you finish?

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25. Who will do the work and what is their experience providing this activity or other community activities?

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26. What difference will this activity make in your community?

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27. The City will need information that will show how your activity made a difference. What information will you provide?

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