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MOTION NO. 2237

A MOTION accepting a process and criteria for allocation of the social programs contingency fund earmarked for human services and authorizing the County Executive to send requests for proposals to County departments.

WHEREAS, Motion No. 2238 adopted criteria recommended by the Policy Development Commission for allocation of the social programs contingency fund earmarked for human services and directed that a staff committee be formed to recommend procedures for allocation to the Council, and

WHEREAS, the staff committee made its recommendations, and

WHEREAS, the Health and Human Services Committee reviewed and modified the staff committee's recommendations;

NOW THEREFORE, BE IT MOVED by the Council of King County:

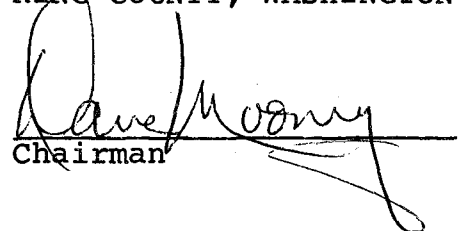
The attached Process and Criteria for Allocation of the Human Services Social Programs Contingency Fund is hereby adopted.

BE IT FURTHER MOVED that the County Executive is authorized to send the requests for proposals outline in the attachment to King County departments.

BE IT FURTHER MOVED that none of these funds shall be expended except by Motion of the Council authorizing such expenditure.

PASSED this 1st day of March, 1976.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Chairman

ATTEST:


Clerk of the Council

TRACY J. OWEN, Dist. No. 1
ROBERT B. DUNN, Dist. No. 2
BILL REAMS, Dist. No. 3
BERNICE STERN, Dist. No. 4
RUBY CHOW, Dist. No. 5
MIKE LOWRY, Dist. No. 6
PAUL BARDEN, Dist. No. 7
BOB GREIVE, Dist. No. 8
DAVE MOONEY, Dist. No. 9



King County Council

Dave Mooney, *Chairman*

John L. Chambers, *Council Administrator*

Room 402, King County Courthouse
Seattle, Washington 98104
344-3467

February 23, 1976

MEMO TO: Health and Human Services Committee
FROM: Judy Frolich *JF*
SUBJECT: Proposed process for allocation of the
human services revenue sharing fund.

Under the terms of Motion No. 2238, a staff committee was to be formed to make recommendations to the Council on a process for allocating the human services revenue sharing fund. The staff committee, composed of Charles Pearson, Donna Gordon, Jay Green, Jim Todd, Dennis English, and myself, has met several times in the last month.

Attached you will find:

1. A statement of general procedures.
2. A suggested process for handling proposals, including a flow chart.
3. Proposed funding criteria.
4. A format for the Request for Proposals (RFP).
5. Suggested target dates.

JF:ple

Attachments

6011

PROCESS AND CRITERIA FOR ALLOCATION
OF THE HUMAN SERVICES SOCIAL
PROGRAMS CONTINGENCY FUND

GENERAL PROCEDURES

- a. A memo from Councilman Mooney, as Chairman of the Council, should be sent to all Councilmembers, notifying them of the availability of funds as well as the criteria, etc. It should also request that any ideas for projects the Councilmembers have should be sent to him for forwarding to the Executive for distribution to appropriate departments for consideration and further development. This is to ensure that the Councilmembers project ideas are put into implementable proposals and fairly considered along with all other proposals.
- b. The Social Services Contingency Fund should be allocated through existing county departments/divisions and should address existing county human services responsibilities.
- c. Proposals will be solicited from county departments by letter from the Executive. All proposals must go through departments. No other proposals will be considered.
- d. The Executive letter should contain above statement, and an emphasis on the one-time only nature of this fund; Joint Staff Committee prepared proposal format, screening criteria, meritorious criteria; PDC Human Services Committee Policy Report; grant information forms; and description of the review process.
- e. All proposals received by the Executive will be forwarded to the Council with his priorities and recommendations.
- f. The grant period will go from July 1, 1976 up to December 31, 1977.
- g. The County Executive will submit a final report to the County Council including an evaluation of program effectiveness.

PROCESS FOR SOLICITING, REVIEWING AND SELECTING PROPOSALS

<u>Target Date</u>	<u>Activity to be Completed</u>
March 1	Councilman Mooney memo to Council, with deadline of March 5.
March 8	Council proposals sent to Executive.
March 15	Executive RFP letter sent to departments.
April 23	Proposals received by Executive.
May 7	Proposals reviewed and recommendations made.
May 12	Above sent to Council.
May 28	Staff committee sends recommendations to Council.
June 2	Health and Human Services Committee.
July 1	Final action on appropriations ordinance.

PROCESS AND CRITERIA FOR ALLOCATION
OF THE HUMAN SERVICES SOCIAL
PROGRAMS CONTINGENCY FUND

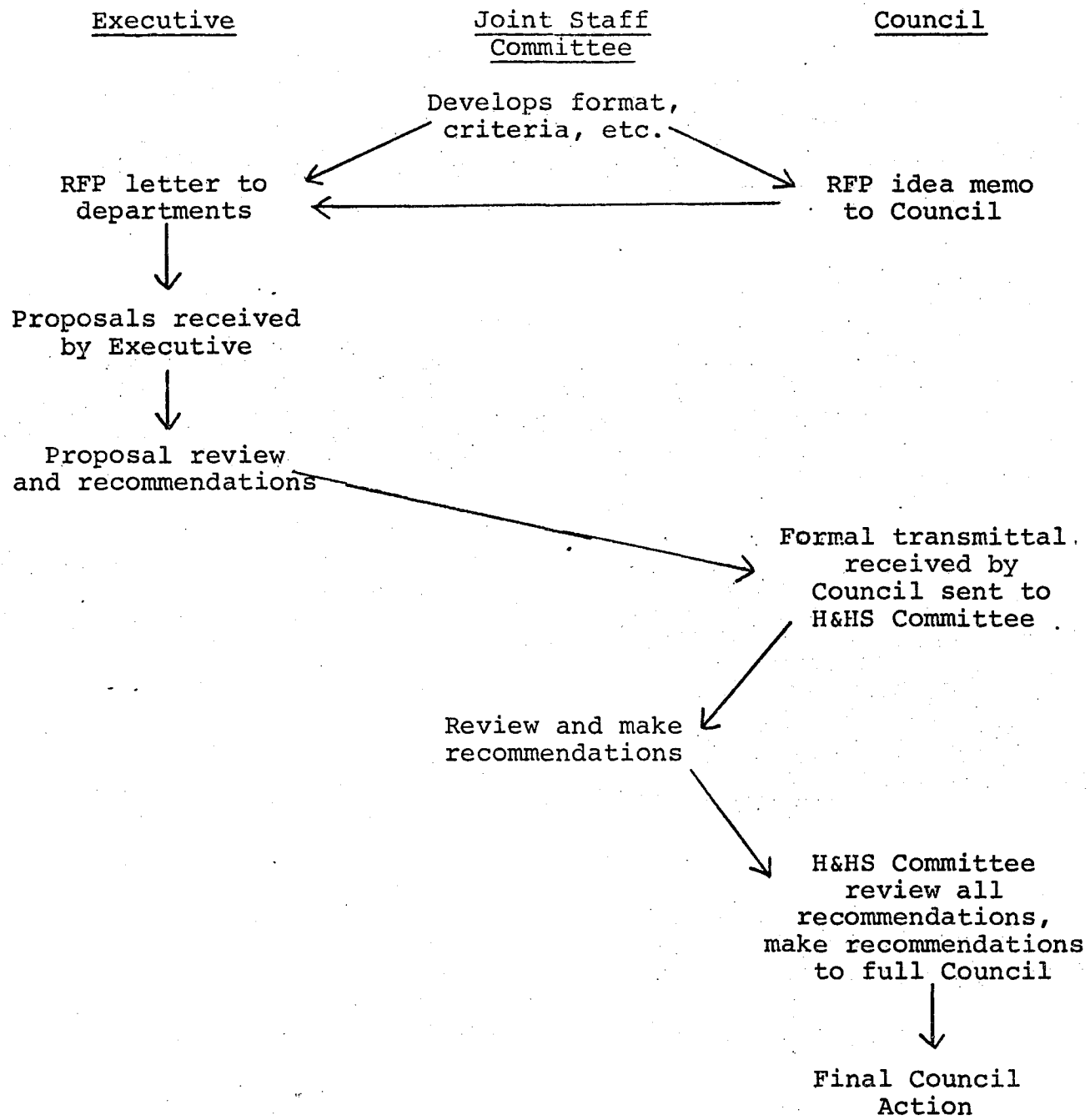
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6017

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PROPOSED FUNDING CRITERIA

- a. Screening Criteria: Proposals must meet these criteria.
- (1) Must have no future fiscal impact on the county (one-time only funding).
 - (2) Must have monitoring and evaluation built into proposal.
 - (3) Project should alter or broaden existing programs to respond to unmet needs.
 - (4) The project should maximize prevention or early intervention services.
 - (5) The project should maximize direct services for client benefit.
 - (6) The project should maximize county funds through matching grants or other cooperative participation in federal, state, city or private funding whenever possible.
- b. Meritorious Criteria: Proposals meeting these criteria will be given special merit consideration.
- (1) Should not be just an expansion of existing services, i.e., more of the same.
 - (2) Should be an innovative program, for example:
 - (a) Experimental approach to test new and more effective ways of delivering existing services.
 - (b) Development of programs which could be spun off from county support at the end of the grant period (e.g., through self-supporting user fees).
 - (c) Could involve small capital costs if it would result in significant improvement or increase in delivery of services (MUST be closely related to service delivery).
 - (3) Should have a significant impact on need, i.e., highly visible, serve a large number of people, and/or reduce percentage of unmet need.
 - (4) Should put emphasis on serving county residents outside incorporated areas.

SOCIAL SERVICES CONTINGENCY FUND PROPOSAL FORMAT
(Narrative should follow the outline below.)

- a. Brief description of project.
- b. Description of unmet need (document) and why existing resources cannot address that need.
- c. How does the proposal relate to overall department/division 1976 budget and/or program plan.
- d. What, if any, citizen participation was involved in the development of this proposal?
- e. Goals statement(s).
- f. Implementing activities (for each goal statement).
- g. Project budget.
- h. Screening criteria justification.
 - (1) Describe future fiscal impact on the county.
 - (2) Describe how program effectiveness will be measured.
 - (3) Describe how the project alters or broadens existing programs to respond to unmet needs.
 - (4) Describe how the project maximizes prevention or early intervention services.
 - (5) Describe how the program maximizes direct services for client benefit.
 - (6) Describe how the funds would be maximized through matching grants or other cooperative participation in federal, state, city or private funding.
- i. Meritorious criteria justification.