



City of Bellevue MEMORANDUM

DATE: May 29, 2008

TO: Human Services Commission Members

FROM: Joseph Adriano, Grant Coordinator
Human Services Division

SUBJECT: Orientation to the 2009-2010 Allocations Process

At the June 3 meeting, the Commission will receive an orientation to the 2009-2010 allocations process. Applications for funding are due from agencies on June 5, 2008, and the Commission will conduct its review of these applications from June 17 – October 21.

Review Tools

The Commission will have three tools to use as it develops funding recommendations. The first and most important tool is the grant application, copies of which will be provided to you soon after the June 5 deadline. The second tool is a rating sheet. This is used to guide and chart the critical review of each application. As the process continues, you will be given a staff review of each application. The staff review includes past contract performance information (if available), critical analysis of the application and the applicant's answers to follow-up questions posed by staff and Commission members.

Blank versions of each of these tools are attached. The rating sheet is still considered a draft. At the June 3 meeting, the Commission will be asked to discuss how the rating sheet will be used during the process and suggest new or different elements to be included on the form.

Review Process

In summary, the Commission will review each application twice. During the first round, each application is briefly discussed. Questions resulting from the discussion will either be answered by staff or passed on to the applicant. During the second round, the Commission is given the completed staff review – including the applicant's responses to initial questions. If necessary, select agencies will be asked to attend these Commission meeting to respond to any further questions. After both reviews are complete, preliminary funding levels are set. The Commission will hold a public hearing to consider citizen and applicant input on the preliminary list. After the public hearing, the recommendations are finalized and forwarded to the City Council.

Enclosed is the allocations review timeline – a calendar including all the Commission meeting dates from June to October. If you have any questions on the review tools or process timeline, please feel free to call me at (425) 452-6165 or send an e-mail to jadriano@bellevuewa.gov.

Enclosures: Allocations Review Timeline
Draft Application Rating Sheet
Staff Review Form
Application for Service Programs
Supplemental Application Information



HUMAN SERVICES COMMISSION

2009 - 2010 Allocations Timeline (bold text indicates a Commission Meeting)

<u>DATE</u>	<u>ACTIVITY</u>
April 23	North/Eastside Human Services Funders Workshop
June 3	Orientation for Human Services Commission on 2009-2010 Allocations Process; assignments to review applications
June 5	Applications due to City of Bellevue for both services and CDBG-funded programs; notebooks to be picked up by or delivered to Commissioners within a week
June 17	Preliminary review of Goal Area #1 <i>Food to Eat and Roof Overhead</i> – solicit questions from HSC for staff follow-up (<i>Commission members review and rate applications by categories prior to meeting</i>)
July 1	Preliminary review of Goal Area #2 – <i>Supportive Relationships within Families, Neighborhoods and Communities</i>
July 15	Preliminary review of Goal Areas #3 – <i>Safe Haven from All Forms of Violence and Abuse</i> and Goal Area #4 – <i>Health Care to be as Physically and Mentally Fit as Possible</i>
Aug. 5	Preliminary review of Goal Area #5 – <i>Education, Support Services and Job Skills to Lead an Independent Life</i> and review of CDBG-funded programs
Aug. 19- 6:00	Full review of Goal Area #1 & #2 (<i>Staff reviews available incorporating responses to HSC questions; select agencies invited to attend</i>)
Sept. 4(Thurs.)-6:00	Full review of Goal Areas #3, #4 and #5
Sept. 16 - 6:00 (Special Mtg.)	Develop preliminary CDBG funding recommendations with contingency plan and begin General Fund preliminary funding recommendations
Sept. 23	Finish preliminary General Fund recommendations
Oct. 7	Public Hearing on preliminary 2009-2010 General Fund and 2009 CDBG recommendations; finalize CDBG and General Fund recommendations after hearing
Oct. 21	Finalize General Fund recommendations (if necessary)
Oct. 27	City Council Study Session on 2009-2010 General Fund and 2009 CDBG funding recommendations
Nov. 3	City Council action on 2009 CDBG funding recommendations
Dec. 1	City Council action on 2009-2010 General Fund recommendations
Dec.	Notification of awards and letters of regret to applicant agencies