



City of Auburn
Community Services Division
25 W. Main St
Auburn, WA 98001

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YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2021 and 2022.

APPROXIMATE FUNDING AVAILABLE

The City of Auburn anticipates allocating approximately \$680,000/year of General Fund dollars for the 2021-2022 funding cycle, and approximately \$70,000/year of CDBG Funds.

APPLICATION ASSISTANCE

City of Auburn staff is available to help with questions related to the City's process and/or answer questions you may have about the content of the application. Staff will be available at **eight drop in sessions** during the application cycle for Technical Assistance related to application content:

March 11, 8am – 11am
March 19, 1pm – 4pm
March 27, 8am – 11am
April 2, 1pm – 4pm
April 8, 1pm – 4pm
April 17, 8am – 11am
April 21, 1pm – 4pm
April 29, 8am – 11am

All sessions will be held remotely.

To join the meeting from your computer, tablet or smartphone

<https://zoom.us/j/525709128>

Meeting ID: 525 709 128

You can also dial in using your phone.

United States: 888-475-4499

Meeting ID: 525 709 128

Any questions asked during a TA session will be publicly posted, along with staff response, on the [City of Auburn's Human Services webpage](#). If you are unable to attend a scheduled drop in session, you may contact staff directly. Email is preferred. Technical assistance will not be available after 5pm on May 1, 2020.

Applications must be submitted online via the Share1app website at www.share1app.org.

Due to the effects of COVID-19 in our community, the deadline to submit applications for 2021-2022 Human Services Funding has been extended to Tuesday, May 5, 2020 at 4:30 PM.

Late applications will not be accepted.

FUNDING PRIORITIES AND GOALS

The City of Auburn adopted new funding priorities for the 2021-2022 cycle, based on the results of our 2019 Community Needs Assessment:

1. *Housing and Associated Services*
 - a. *Programs that provide ongoing housing or rental assistance and supportive services for individuals and families experiencing homelessness utilizing the Progressive Engagement model. Programs are characterized by ongoing case management and wraparound services as needed in addition to rental or other housing supports.*
2. *Homelessness Interventions*
 - a. *Programs that engage individuals and families experiencing homelessness in housing problem solving, including shorter-term, “light touch” models such as diversion and rapid exit from shelter.*
3. *Housing-related Supportive Services*
 - a. *Programs that meet housing related basic needs, including eviction prevention, utility assistance, shelter, storage, laundry, showers, and other homelessness prevention supports.*
4. *Basic Needs*
 - a. *Programs that meet a diverse array of non-housing related basic needs, including food access, youth programming, domestic violence advocacy, physical and behavioral health, childcare resources, immigration supports, legal assistance, etc.*
5. *Job Training and Education*
 - a. *Programs that provide education, job training and placement, or apprenticeship opportunities with the aim of increasing economic opportunities for participants.*

APPLICATION REVIEW PROCESS

The City of Auburn’s Human Services Committee, a 9-member volunteer board appointed by the Mayor and approved by the City Council, will evaluate and rate the proposals within each priority area on the following criteria, weighted as indicated (see application for questions within each section):

1. Program Description (25%): Illustrates community needs and program capacity
2. Program Impact (35%): Demonstrates ability to measure program success
3. Program Accessibility (30%): Accessible to all eligible program participants
4. Budget (10%): Complete, accurate, and reasonable financial budget

Funding recommendations will be made based upon the results of these Committee scores, funding availability, and the approval of the Auburn City Council. The Committee reserves the right to recommend awards based on a combination of score, priority area distribution, and diversity of populations served. The award amount for individual programs may differ from the

amount requested in the application. The City of Auburn also reserves the right not to award all funds included in this application process.

City of Auburn staff will notify agencies of final allocations following City Council approval, which is expected by late November. Awarded funds will be available January 1, 2021, which is the start of the fiscal and program year.

OTHER REQUIREMENTS TO APPLY FOR FUNDS

In order to be considered for funding, agencies must:

1. **Upload the Required City Supplemental Questions (found in the link below supplementals) to Share1App with Auburn's section completed.**
2. Meet one or more of the funding priorities listed above.
3. Have 501(c)(3) status, or have a 501(c)(3) fiscal sponsor in place by the time the application period closes.
4. Have a nondiscrimination policy in place. **Please upload a copy of your agency's current nondiscrimination policy to Share1App in the "agency uploads" section of your application.**
5. Meet minimum insurance requirements:
 - a. general liability insurance with a minimum limit of \$1,000,000 combined single limit per occurrence by bodily injury, personal injury, and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit.
 - b. provide professional liability insurance in the minimum amount of \$1,000,000 per claim and in the aggregate.
6. Be willing and able to accept reimbursement for funds based on service unit completion.
7. Regularly track and submit required reports regarding services and demographics.