



Community Services Department  
Colleen Kelly, Community Services Manager  
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206-801-2251

#### **YEARS COVERED BY THIS APPLICATION PROCESS**

Calendar years 2021 and 2022.

#### **APPROXIMATE FUNDING AVAILABLE**

The City estimates funding to be \$441,945 in 2021 and to \$478,848 in 2022.

#### **APPLICATION ASSISTANCE**

City of Shoreline staff is available to help with any questions related to the City's process and/or answer questions you may have about the content of the application. Please direct requests to Colleen Kelly at [ckelly@shorelinewa.gov](mailto:ckelly@shorelinewa.gov) 206-801-2251 or Victoria Alie at [valie@shorelinewa.gov](mailto:valie@shorelinewa.gov) 206-801-2254.

#### **APPLICATION REVIEW PROCESS**

Applications will be reviewed by a committee of Shoreline staff. The City Manager will forward her recommendation to City Council for their review and approval. Adoption of the 2021-2022 Human Services Allocation Plan is anticipated by City Council in the third quarter of this year. City Council's adoption of the 2021-2022 City Budget is expected by late November. City of Shoreline staff will notify agencies of final allocations; awarded funds will be available January 1, 2021, which is the start of the fiscal and program year.

#### **FUNDING CRITERIA**

In order to be considered for funding, agencies must obtain insurance of the types described below during the term of this agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that 1) Consultant's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Consultant's insurance (except for professional liability insurance); and 2) Consultant's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

- A. Professional Liability. Errors or Omissions insurance with limits of liability not less than \$1, 000, 000 per claim and \$1,000 ,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.
- B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with a limit of no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. The City shall be named as an additional insured on this policy. The Consultant shall submit to

the City a copy of the insurance certificate and relevant endorsement(s) as evidence of insurance coverage acceptable to the City.

- C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Consultant use of motor vehicles.
- D. Be willing and able to accept reimbursement for funds.
- E. Regularly track and submit required reports regarding services and demographics.

In general, the City of Shoreline recognizes the need to support agencies and services that meet basic human service needs and welcomes applications from agencies that provide such services to Shoreline residents. Those programs best able to demonstrate solid outcomes for participants will be viewed most favorably.