



**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 2023 and 2024.

APPROXIMATE FUNDING AVAILABLE

The City of Auburn anticipates allocating \$1,100,000/year of General Fund dollars for the 2023-2024 funding cycle, and \$95,000/year of Community Development Block Grant Funds. These funding amounts are approximate and may change prior to final awards made in the 4th quarter of 2022.

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. Drop in sessions in the first two weeks of the application cycle will be tailored to the City's Priority Areas and special funding sources. Agencies are strongly encouraged to attend the session focused on their program's priority area. Agencies interested in receiving federal funds should plan to attend the CDBG drop in session:

Session Date	Session Topic
Thursday, March 17 2:00 – 4:00pm	Priority Area: Basic Needs
Friday, March 18 11:00am – 1:00pm	Priority Area: Job Training and Education
Monday, March 21 2:00 – 4:00pm	Priority Area: Homelessness Interventions
Tuesday, March 22 2:00 – 4:00pm	Priority Area: Housing Stability
Monday, March 28 9:00 – 11:00am	CDBG Contract Requirements
Tuesday, April 5 2:00 – 4:00pm	General Application Questions and Support
Thursday, April 7 9:00 – 11:00am	General Application Questions and Support
Wednesday, April 13 9:00-11:00am	General Application Questions and Support

All sessions will be held remotely.

To join the meeting from your computer, tablet or smartphone

<https://us06web.zoom.us/j/87213578249?pwd=alordmRkQnVReHRFMdMySUZwWmJidz09>

Meeting ID: 872 1357 8249

Meeting Passcode: 157405

You can also dial in using your phone.

United States: 888-475-4499

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 April 26, 2022.

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

Late applications will not be accepted.

FUNDING PRIORITIES

The City of Auburn adopted revised funding priorities for the 2023-2024 cycle. Proposed programs must align with one of the funding priorities listed below.

1. *Homelessness Interventions (Target Funding Amount: \$670,000)*
 - a. *Programs that provide housing solutions or supportive services for individuals and families experiencing homelessness. Programs can include rapid re-housing, transitional housing for individuals exiting homelessness, diversion, shelter (including domestic violence shelter), rapid exit from shelter, storage, laundry, hygiene, physical or behavioral health services for individuals experiencing homelessness, outreach, and other interventions serving community members experiencing homelessness.*
2. *Basic Needs (Target Funding Amount: \$240,000)*
 - 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.*
3. *Housing Stability (Target Funding Amount: \$178,000)*
 - a. *Programs that work to prevent homelessness. These can include eviction prevention and fair housing supports, utility assistance, legal assistance, behavioral health services with a housing focus, and other homelessness prevention supports.*
4. *Job Training and Education (Target Funding Amount: \$107,000)*
 - a. *Programs that provide education, job training and placement, or apprenticeship opportunities with the aim of increasing economic opportunities for participants.*

MINIMUM FUNDING LEVEL

The City of Auburn has implemented a minimum annual funding level of \$10,000 for the 2023-2024 cycle. Applications seeking less than \$10,000 annually will not be considered for funding.

AVAILABILITY OF FEDERAL FUNDS

The City of Auburn is making approximately \$95,000 of federal Community Development Block Grant (CDBG) funds available through this application process. These funds require additional record keeping, financial tracking, and reporting processes. If you are interested in being considered to receive federal funds, please plan to attend the "CDBG Contract Requirements" TA session on March 28th (details listed above), unless you have received CDBG funds from the City of Auburn in the last five years. Agencies that have not received CDBG funds from Auburn and do not attend the TA session will not be considered for these funds.

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, 2023, 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 nondiscrimination policies in place related to both hiring practices and client services. **Please upload a copy of your agency's current nondiscrimination policy(ies) to Share1App in the "agency uploads" section of your application.**
5. Meet minimum insurance requirements:
 - a. general liability insurance with a minimum limit of \$2,000,000 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 \$2,000,000 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.