



**Personnel & Human Services**  
**16720 SE 271<sup>st</sup> Street**  
**Suite 100**  
**Covington, WA 98042**

Julie Johnston, Human Services Planner  
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### **YEARS COVERED BY THIS APPLICATION PROCESS**

Calendar years 2023 and 2024.

### **APPROXIMATE FUNDING AVAILABLE**

The City of Covington has allocated \$136,500/year.

### **APPLICATION ASSISTANCE**

City of Covington 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 Julie Johnston at [jjohnston@covingtonwa.gov](mailto:jjohnston@covingtonwa.gov) or (253) 480-2411.

### **APPLICATION REVIEW PROCESS**

Applications will be reviewed by the Human Services Commission, a 7-member volunteer board appointed by the City Council. Commission recommendations are expected to go to Council by October 2022. Final allocation amounts will be approved and adopted as part of the overall City budget. City of Covington staff will notify agencies of final allocations following City Council approval, which is expected by early December. Awarded funds will be available January 1, 2023, which is the start of the fiscal and program year.

### **FUNDING CRITERIA**

In order to be considered for funding, agencies must:

1. Meet minimum insurance requirements:
  - a. Maintain/provide 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. In the event that the contracted services involve or require professional services provide professional liability insurance in the minimum amount of \$1,000,000 per claim and in the aggregate
2. Be willing and able to accept reimbursement for funds.
3. Regularly track and submit required reports regarding services and demographics.

In general, the City of Covington recognizes the need to support agencies that meet basic human service needs and welcomes applications from agencies that provide such services to Covington residents. Those programs best able to demonstrate solid outcomes for participants will be viewed most favorably. In addition, the commission will use elements of the City Human Services Master Plan to guide its funding decisions. If you would like to see a copy of the Master Plan, please contact Julie Johnston (contact information above).