



City of Kent
Housing & Human Services
220 4th Ave S
Kent, WA 98032

Merina Hanson, Human Services Manager
(253) 856-5070 or mhanson@kentwa.gov
Lori Guilfoyle, Senior Human Services Coordinator
(253) 856-5070 or lguilfoyle@kentwa.gov

YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2019 and 2020. Human Services funding (both City General Fund and Community Development Block Grant) is allocated on a biennial basis and programs funded for 2019 will be renewed for 2020 contingent on continued availability of funding and program performance.

APPROXIMATE FUNDING AVAILABLE

In 2017-2018 Kent allocated approximately \$1,000,000 per year. The City does not anticipate a significant increase in available General Fund dollars for 2019-2020. Please note that you do not need to specify whether you are applying for General Fund or CDBG dollars. All applications are reviewed through the same process and City staff and the Human Services Commission determine the most appropriate funding source.

APPLICATION ASSISTANCE

City of Kent 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 Lori Guilfoyle at lguilfoyle@kentwa.gov, Christine Cain at ccain@kentwa.gov or Dinah Wilson at drwilson@kentwa.gov. Staff can also be reached by phone at (253) 856-5070.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Kent Human Services Commission, a volunteer board appointed by the Mayor and approved by the City Council. Commission recommendations are expected by July with consideration by City Council planned for November. Final allocation amounts will be approved and adopted as part of the overall City budget. City of Kent staff will notify agencies of final allocations following City Council approval, which is expected by late November. Awarded funds will be available January 1, 2019, which is the start of the fiscal and program year.

FUNDING CRITERIA

In order to be eligible for City of Kent funding, agencies must be able to:

1. Meet minimum insurance requirements.
2. Be willing and able to accept reimbursement for funds.
3. Regularly track and submit required reports regarding services and demographics.
4. Be current with Federal and State licensing requirements, including current 501(c)3 status.

In general, the City of Kent recognizes the need to support agencies that meet basic human service needs and welcomes applications from agencies that provide such services to Kent 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 of Kent's Human Services Master Plan to guide its funding decisions.

In order to be considered for funding, agencies must meet one of the funding priority areas identified in Kent's Human Services Master Plan:

- Meeting community basics
- Increasing self-reliance
- Strengthening children and families
- Building a safer community
- Improving health and well-being
- Improving and integrating systems

ADDITIONAL INFORMATION REQUIRED

The City of Kent requires any agency applying for funding to submit their Agency's non-discrimination policy for employment and program participants. Please upload this document (in addition to all other required supporting documents) with your application. Failure to do so may result in disqualification of your application.

Late applications will NOT be accepted.