

## **Human Services Funding Guidelines**

*Approved June 27, 2024*

### Community Needs Assessment:

- Community needs assessments will be conducted periodically as determined by the environment.
- Funding priorities for recommendation to City Council will be developed by the Housing and Human Services Commission based on the results of community needs assessments and other data and factors deemed pertinent.

### Service Categories:

1. Core Services: Services identified as a primary community need.
  - Applicants may request up to 10% of total available funding in the funding cycle.
  - Contracts for Core Services are eligible for up to four, one-year renewals based on performance and availability of funds, and at the city's discretion.
2. General Services: Services which meet a need identified in the funding priorities, but not identified as a Core Service.
  - Applicants may request up to 3% of total available funding in the funding cycle.
  - Contracts for General Services are not automatically eligible for renewal but may be eligible for renewal the following year at the city's discretion.

### Procurement:

- The Procurement Office, in consultation with Neighborhood Resources, will release Request for Proposals (RFP's) for Core Services and General Services.
- The Procurement Office will facilitate the evaluation of proposal's and develop and execute purchase agreements.
- Neighborhood Resources will develop scopes of work, assess performance, monitor contracts, and issue payments.
- Specific operational and administrative requirements will be detailed in the RFP.

### Evaluation Process:

- Committee members will include 3-5 members of Housing and Human Services Commission and 3-5 Community Stakeholders/Content Experts.
- Additional committee members may be added as needed.
- The evaluation process will be facilitated by the Procurement Office.
- The amount allocated to each service type (Core and General) is based on the percentage of the requests received by service category that year.
- Core Services will be evaluated first.
- The evaluation committee has discretion to move up to 10% between Core Services and General Services.
- The evaluation committee has discretion to award less than an applicant requests.