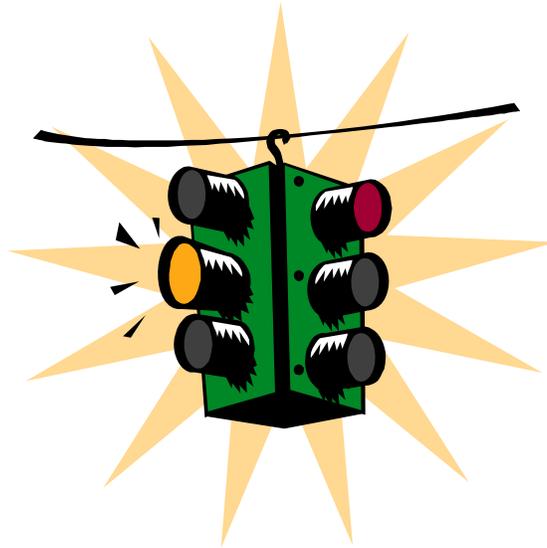

*Part II:
City Specific Supplemental Information*

2009-2010 General Funds

2009-2010 Community Development Block Grant
(CDBG)

Public Service Funds



**DO NOT SUBMIT PART II GENERAL
APPLICATION INFORMATION.**

Submit only the additional information required to the appropriate city with your completed application from Part I.

Funding Year 2009/2010

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: Friday, May 30, 2008, BY 4:00 P.M.

SUBMITTAL REQUIREMENTS:

- One* signed original and eleven (11) copies of "Part 1" of the joint application along with necessary attachments. {Do not submit the instructions. Copies of the joint application must include the necessary signatures.}
- One signed original and eleven (11) copies of Auburn's "Supplemental Application" {also referred to as Part II of the "Joint Application"} if applicable—see criteria below.
- Provide only one copy of the supporting documentation.
- Incomplete applications will not be accepted.

Applications may be mailed or hand delivered to:

Dept of Planning, Building and Community

Attn: Michael Hursh

25 West Main Street

Auburn, WA 98001

LATE APPLICATIONS WILL NOT BE ACCEPTED. Applications that are mailed must be received by 4:00 p.m. on May 30, 2008.

SUPPLEMENTAL APPLICATION:

All new agencies requesting Human Services funding from the City of Auburn will be asked to submit a supplemental application.

Auburn's 'Supplemental Application' requests information from applicants that is unique to the City of Auburn and its Human Service needs.

Copies of the application will be available for distribution by April 1, 2008. Copies may be obtained by contacting the Dept. of Planning, Building, and Community at (253) 804-5029, by emailing mhursh@auburnwa.gov, or by visiting the city's website at [HTTP://WWW.CI.AUBURN.WA.US/PLANNING_COMMUNITY/HUMAN_SERVICES.ASP](http://www.ci.auburn.wa.us/planning_community/human_services.asp)

City of Auburn

Dept of Planning, Building and Community

ATTN: Michael Hursh

25 West Main Street, Auburn, WA 98001

phone: 253.804.5029

email: mhursh@auburnwa.gov

APPLICATION REVIEW PROCESS

The City of Auburn's Human Service Committee, a citizen advisory group appointed by the Mayor, will review the applications and prepare a recommendation to the Mayor for funding. The Committee typically interviews all or some of the applicants. They tentatively plan to have their recommendation ready to submit to the Mayor by the middle of July, 2008. The Mayor and City Council will make the final funding decision as part of their review and approval of the City of Auburn's Consolidated Plan and Annual Action Plan. Funds will not be available to the selected agencies until after January 1, 2009 which is the start of the fiscal and program year.

APPLICATIONS – SPECIAL INSTRUCTIONS

The Human Services Committee expects all applicants to keep their responses within the allotted spaces on the application forms. Only add pages where indicated. Font size should be no smaller than 11 characters per inch. Only attach requested materials.

APPLICATION FORM

Hard copies of the joint application and supplemental application forms will be available after April 1, 2008 at the Dept. of Planning, Building and Community located in Auburn's City Hall, 25 West Main Street, in downtown Auburn.

Electronic versions are available by email or can be downloaded from the City of Auburn's website www.ci.auburn.wa.us -- click on Government, Departments, then Human Services under the Dept. of Planning, Building, and Community.

City of Burien

Burien City Hall
Attn: Lori Fleming
15811 Ambaum Blvd. SW, Suite C
Burien, WA 98166
Phone: 206-248-5518
E-mail: Lorif@burienwa.gov
Website: www.Burienwa.gov

Supplemental Information
Funding Year 2009/2010

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: 2:00pm, Wednesday, June 4, 2008

SUBMITTAL REQUIREMENTS:

- One* signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22)
- Provide five copies of the application in addition to the signed original.
- Only hard copies of the application will be accepted – No electronic copies.

Applications may be mailed or hand delivered to:

City of Burien
15811 Ambaum Blvd SW, Suite C
Burien, WA 98166
Attn: Lori Fleming

The City of Burien is expected to have approximately \$145,000 in General Fund human services funding available for 2009, however some of this funding may be designated for special project(s). The Burien City Council will be reviewing Human Services goals/priorities for 2009-10 funding in April/May 2008.

City of Covington

Personnel Division / Human Services
16720 SE 271st Street #100, WA 98042
phone: 253-638-1110 x2237
www.ci.covington.wa.us

**Supplemental Information
Funding Year 2009/2010**

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: **Monday, April 21, 2008 5:00PM PST**

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED. Original applications must be hand delivered or sent by mail. Mailed applications must be received by the deadline (postmarks will not be accepted).

SUBMITTAL REQUIREMENTS:

Review the general submittal requirements on Page 3 of the application and the Do's and Don't Section on Page 4

- One signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22)
- Eight (8) copies of application (no attachments)

Applications may be mailed to:

City of Covington, Human Services
16720 SE 271st Street #100
Covington, WA 98042

Applications may be hand delivered to:

**City of Covington / City Hall
Attn: Victoria Throm, Human Services
16720 SE 271st Street Suite 100
Covington, WA 98042**

Send electronic copy to: **Not required**

IMPORTANT ADDITIONAL CITY-SPECIFIC INFORMATION IS OUTLINED ON THE FOLLOWING PAGE:

APPLICATION ASSISTANCE

City of Covington Human Services staff is available for phone or in-person technical assistance for agencies applying to Covington for funding. All questions and technical assistance requests should be directed to Victoria Throm at 253.638.1110 x2237

APPLICATION REVIEW PROCESS

The City of Covington Youth and Family Services Commission, a group of citizens appointed by the City Council to guide human services policies for the City, will review applications for funding. In addition, the Commission will conduct interviews with a representative from each agency. Evaluations ratings for both application and interview will be scored in rank order. The Commission will make funding recommendations on the use of General Fund Human Service allocations to the Council in September 2008. Funds will be available in January 2009.

APPLICATION FORM

Hard copies of the application form and instructions will be available at the joint workshop on Wednesday, March 12, 2008. Electronic versions can be downloaded from the City of Covington web site www.ci.covington.wa.us, or by email request to vthrom@ci.covington.wa.us after Wednesday, March 12th, 2008.

SUPPLEMENTAL QUESTIONS

1. 2009-2010 Funding Priorities set by the Commission are:

- Emergency Services & basic needs
(including domestic violence intervention services)
- Youth and family programs with special emphasis on prevention services
- Access to affordable healthcare services

Please select ONE Priority Area that your proposed program is most closely aligned to and explain how your program addresses the issue.

City of Des Moines

21630 11th Avenue S. Des Moines, WA 98198
human services contact phone: 206-870-6584
www.desmoineswa.gov
Spadden@desmoineswa.gov

Supplemental Information
Funding Year 2009

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: Friday, May 16th, 2008 4:00PM PST

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED. Original applications must be hand delivered or sent by mail. Mailed applications must be received by the deadline (postmarks will not be accepted.)

SUBMITTAL REQUIREMENTS:

Review the general submittal requirements on Page 3 of the application and the Do's and Don't Section on Page 4

- One signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22)*
- 7 copies, two sided, three hole punched and stapled.*

Applications may be mailed to:

City of Des Moines, Human Services
21630 11th Avenue South
Des Moines, WA 98198

Applications may be hand delivered to:

City of Des Moines, Human Services
Des Moines City Hall
21630 11th Avenue South
Des Moines, WA 98198

Des Moines Activity Center
2045 S. 216th Street
Des Moines, WA 98198

IMPORTANT ADDITIONAL CITY-SPECIFIC INFORMATION IS OUTLINED ON THE FOLLOWING PAGE:

APPLICATION ASSISTANCE

A City of Des Moines staff is available for phone or in-person technical assistance for agencies applying to Des Moines for funding. All questions and technical assistance requests should be directed to Senior/Human Services at 206.870.6584.

APPLICATION REVIEW PROCESS

The City of Des Moines Human Services Advisory Committee, a group of citizens appointed by the Mayor and approved by Council to guide human services policies for the City, will review applications for funding. The Committee will make funding recommendations on the use of General Fund Human Service allocations to the Mayor in August 2008.

APPLICATIONS – SPECIAL INSTRUCTIONS

ATTACHMENTS FOR DES MOINES:

- ❖ List of current board members, not any vacancies.
- ❖ Agency mission statement.
- ❖ Agency organization chart.
- ❖ Minutes from last three board meetings.
- ❖ Agency annual budget.
- ❖ Agency policies related to non-discrimination.
- ❖ Agency policies related to hiring employees.
- ❖ If collaborating, copy of MOU or Subcontract.

DO NOT SUBMIT ANY OTHER ATTACHMENT MATERIALS

APPLICATION FORM

Electronic versions can be downloaded from the City of Des Moines web site www.desmoineswa.gov/forms/forms.html, or by email after **Monday, April 7th, 2008**.

Supplemental Information
Funding Year 2009/2010

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: Friday, April 25th, 2008, 5:00PM PST

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED. Original applications must be hand delivered or sent by mail. Mailed applications must be received by the deadline (postmarks will not be accepted.)

SUBMITTAL REQUIREMENTS:

Review the general submittal requirements on Page 3 of the application and the Do's and Don't Section on Page 4

- One* (1) signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22)
- Sixteen* (16) copies of the completed application (attachments not required)
- One* (1) electronic copy of the completed application – submit on disk with hardcopies of application or e-mail to kelli.odonnell@cityoffederalway.com by deadline.

Applications may be mailed to:

City of Federal Way
Human Services Division
PO Box 9718
Federal Way, WA 98063-9718

Applications may be hand delivered to:

City of Federal Way, Human Services Division
Community Development Services Department
33325 8th Ave S
Federal Way, WA 98003

Send electronic copy to:

kelli.odonnell@cityoffederalway.com
(This is in ADDITION to the original submitted by mail or hand delivered by the deadline.)

IMPORTANT ADDITIONAL CITY-SPECIFIC INFORMATION IS OUTLINED ON THE FOLLOWING PAGE:

City of Federal Way

Human Services Division
33325 8th Ave S
PO Box 9718, Federal Way, WA 98063-9718
phone: 253-835-2650
www.cityoffederalway.com

APPLICATION ASSISTANCE

City of Federal Way staff is available for phone or in-person technical assistance. Staff can help determine if the proposal is eligible for City funding and if it meets funding priorities. Agencies are encouraged to take advantage of technical assistance prior to completing an application.

All questions and technical assistance requests should be directed to:

HUMAN SERVICES GENERAL FUNDS:

Lynnette Hynden, Human Services
Manager
253-835-2650
Lynnette.hynden@cityoffederalway.com

CDBG PUBLIC SERVICES OR CAPITAL FUNDS:

Kelli O'Donnell, CDBG Coordinator
253-835-2653
Kelli.Odonnell@cityoffederalway.com

APPLICATION REVIEW PROCESS

The City of Federal Way Human Services Commission, a group of citizens appointed by the City Council to guide human services policies for the City, will review applications for funding. The Commission will make funding recommendations on the use of General Fund Human Service allocations and CDBG funds to the City Council in July/October 2008. CDBG Funds will be available in January 2009 or when Congress makes final allocations and King County contracts are received. Human Service General Fund dollars will also be available in January of 2009 after the City Council officially adopts the general fund budget in December 2008. A more detailed timeline will be available on the City of Federal Way's website: www.cityoffederalway.com -- follow the link to *Your City Services* at the top of the page and then follow the link to *Human Services* on the left side of the web page.

APPLICATION FORM

Hard copies of the application form and instructions will be available at the joint workshop on Wednesday, March 12, 2008. Electronic versions are available by e-mail or may be downloaded March 12, 2008, from the City of Federal Way's website www.cityoffederalway.com -- follow the link to *Your City Services* at the top of the page and then follow the link to *Human Services* on the left side of the web page. Follow appropriate link for additional information on the City of Federal Way Human Services General Fund and CDBG allocation processes. Please contact city staff if you have any difficulty locating the information needed on the web site.

FUNDING CRITERIA

The City of Federal Way's Housing and Human Services Consolidated Plan and the requirements of the King County CDBG Consortium are available on the City web site. Additional funding guidelines and other information is also available on the City web site. A separate CDBG Capital Application must be submitted to be considered for Federal Way CDBG capital funds.

City of Kent

Parks, Recreation, and Community Service
Housing and Human Services
220 Fourth Ave S. Kent, WA 98032-5895
phone: 253-856-5070
www.ci.kent.wa.us\humanservices

Supplemental Information
Funding Year 2009/2010

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: Wednesday, April 16th, 2008 4:00PM PST
NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED. Original applications must be hand delivered or sent by mail. Mailed applications must be received by the deadline (postmarks will not be accepted.)

SUBMITTAL REQUIREMENTS:

Review the general submittal requirements on Page 3 of the application and the Do's and Don't Section on Page 4

- One* signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22 and supplemental question responses)
- One* electronic copy of the application (including Agency Information and responses to questions 1-19 and supplemental question responses) submitted by the deadline to humanservices@ci.kent.wa.us or you may submit a copy on CD. Only submit the Agency Information and responses to questions 1-19 and supplemental question responses. Do not submit attachments electronically.

Applications may be mailed to:

City of Kent, Housing and Human Services
220 Fourth Ave South
Kent, WA 98032-5895

Applications may be hand delivered to:

City of Kent, Housing and Human Services
City Hall
220 Fourth Ave South – 3rd Floor
Kent, WA 98032-5895

Send electronic copy to:

humanservices@ci.kent.wa.us

(This is in ADDITION to the original submitted by mail or hand delivered by the deadline.)

IMPORTANT ADDITIONAL CITY-SPECIFIC INFORMATION IS OUTLINED ON THE FOLLOWING PAGE:

APPLICATION ASSISTANCE

City of Kent staff is available for phone or in-person technical assistance for agencies applying to Kent for funding. All questions and technical assistance requests should be directed to Housing and Human Services staff. Phone numbers and e-mail addresses common application. Please submit your questions via e-mail whenever possible. City of Kent staff will hold walk-in technical assistance Tuesday, April 1st and Thursday April 10th from 10AM-3PM in our office at City Hall, 220 4th Avenue South, 3rd Floor.

APPLICATION REVIEW PROCESS

The City of Kent Human Services Commission, a group of citizens appointed by the Mayor and approved by Council to guide human services policies for the City, will review applications for funding. The Commission will make funding recommendations on the use of General Fund Human Service allocations to the Mayor in July 2008 and CDBG funds to the City Council in September/October 2008. Funds will be available in January 2009.

APPLICATIONS – SPECIAL INSTRUCTIONS

You must also submit an electronic copy of your application to humanservices@ci.kent.wa.us or deliver a copy of the application on cd by the application deadline. This is in addition to the original application. Submit only the common application and supplemental questions. Do not submit attachments electronically.

APPLICATION FORM

Hard copies of the application form and instructions will be available at the joint workshop on Wednesday, March 12, 2008. Electronic versions can be downloaded from the City of Kent web site www.ci.kent.wa.us/humanservices, or by email after **Wednesday, March 12th, 2008**.

SUPPLEMENTAL QUESTIONS

Please answer the City of Kent's four supplemental questions related to the Human Services Master Plan 2007-2012. The document is available in PDF format on the City of Kent's website at www.ci.kent.wa.us/humanservices. Please limit your response to **three additional pages**, and follow the same guidelines for the narrative section of the application related to font and spacing.

1. Funding Priorities – Funding Priority Areas are listed on Page 18 of the Master Plan. Please select ONE Priority Area that your proposed program is most closely aligned to and explain how your program addresses the issue.
2. Guiding Principles – Guiding Principles are listed on Page 17. Please briefly describe how your proposed program addresses each of the Guiding Principles listed in the Master Plan.
3. Policy Focus Areas – Policy Focus Areas were identified in the Master Plan (Page 18 column 2 through Page 26) as gaps in service, unmet needs and system improvements necessary at the time the Master Plan was developed. Briefly discuss which of the Policy Focus Areas are addressed and how.
4. Client Access - Explain how clients access program services. Include every step a client goes through in order to receive services including hours of operations, days open, walk-in versus appointment, how far out an appointment is scheduled following a call, voice mail, call backs, waiting lists, etc.

City of Renton

HUMAN SERVICES DIVISION
Mailing Address: 1055 S. Grady Way
Renton, WA 98057
Hand Delivery Address: 200 Mill Ave. S., Suite 610
Renton, WA 98057
Phone: 425-430-6655
City's website: www.rentonwa.gov

**Supplemental Information
Funding Year 2009/2010**

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: *Pre-Application due March 24, 2008, 4:30 PM
Final Application due April 30, 2008, 4:00 PM

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED. Original applications must be hand delivered or sent by mail. Mailed applications must be received by the deadline (postmarks will not be accepted.)

SUBMITTAL REQUIREMENTS:

Review the general submittal requirements on Page 3 of the application and the Do's and Don't Section on Page 4.

- One signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22)*
- No additional copies*
- One copy of the additional information required by the City*
- One electronic copy of the application*

Applications may be mailed to:

**City of Renton Human Services
1055 S. Grady Way
Renton, WA 98057-2175**

Applications may be hand delivered to:

**City of Renton Human Services
200 Mill Avenue S., Suite 610
Renton, WA 98057-2175**

Send electronic copy to:

dutecht@ci.renton.wa.us
(This is in ADDITION to the original submitted by mail or hand delivered by the deadline.)

IMPORTANT ADDITIONAL CITY-SPECIFIC INFORMATION IS OUTLINED ON THE FOLLOWING PAGE:

PRE-APPLICATION A pre-application must be submitted for any program not previously funded by the City of Renton in the 2007/2008 funding cycle, as well as for programs that are currently funded that are proposing a change in program scope. The pre-application is due March 24th, by 4:30 pm. Passing pre-applications may then apply to Renton for 2009-2010 funding, using the common application. Agencies will be notified by March 28th if the pre-application passed.

PRE-APPLICATION AND APPLICATION FORMS

Paper copies of the pre-application and application form and instructions will be available at the workshop on Wednesday, March 12, 2008. Electronic versions can be downloaded from the City of Renton website www.rentonwa.gov, or by email after **Wednesday, March 12th, 2008**.

APPLICATION SUPPLEMENTAL QUESTIONS

PLEASE LIMIT RESPONSES TO ONE PAGE PER QUESTION.

1. For programs that did not complete a pre-application: Please select ONE Result that is the best fit for the program. Identify what strategies and activities will achieve the Result. You can choose from strategies and activities that Renton has already identified or you can identify your own. If you use your own, you must cite best practices or research as to why you think they will work. Renton's Results, strategies and activities are found at www.rentonwa.gov.
2. For all programs: Describe how the program outcomes as identified on page 9 of the application narrative will help achieve the selected Result. There are suggested outcomes and indicators for each Renton Result at www.rentonwa.gov.

APPLICATIONS – SPECIAL INSTRUCTIONS

Submit one paper copy of the application and one electronic copy. Both are due by the due date.

APPLICATION ASSISTANCE

A. Prior to completing the pre-application and application, please see information on the web. It may save you time as Renton has already identified Results, strategies, activities, outcomes and indicators.

B. City staff members are glad to assist you any way we can prior to the pre-application and application deadlines. We can help if you have questions regarding the applications, or if you are not quite sure how your program fits the Renton Results, or if you want to double-check to make sure your application is complete. Our job is to help you turn in the best possible application that fits the Renton Results model. Your job is to make sure the application is turned in on time, that every question is answered, and that all attachments are submitted. Applications that do not meet the criteria above will not be considered for funding.

For assistance, call Dianne Utecht at 425-430-6655 or email her at dutecht@ci.renton.wa.us.

CHANGES IN PROCESS FROM PREVIOUS APPLICATION CYCLES

1. A pre-application is required for programs not previously funded by Renton and for those funded programs with a change in scope.
2. The application will be reviewed as submitted. Staff will not go back to the agencies for clarification or accept corrections after the application deadline.
3. Two additional Results have been added – ending homelessness in Renton, and connecting people to services.
4. If your program receives funding from Renton, you must meet the reporting deadlines in the contract. If you do not, it will affect future funding.

City of SeaTac

Human Services
4800 South 188th Street
SeaTac, WA 98188-8605
phone: 206-973-4815
www.ci.seatac.wa.us/services/humanservices

**Supplemental Information
Funding Year 2009/2010**

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: Wednesday, May 23rd, 2008 4:00PM PST
NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED. Original applications must be hand delivered or sent by mail. Mailed applications must be received by the deadline (postmarks will not be accepted.)

SUBMITTAL REQUIREMENTS:

Review the general submittal requirements on Page 3 of the application and the Do's and Don't Section on Page 4

- One signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22) Include Supplemental page.
- 8 copies – all sections – attachments not required.
- 8 copies of the Supplemental one-page addressing the Results and Strategies.

Applications may be mailed to:

City of SeaTac, Human Services
4800 South 188th Street
SeaTac, WA 98188-8605

Applications may be hand delivered to:

City of SeaTac, Human Services
City Hall
4800 South 188th Street – 3rd Floor, City Manager's
Office
SeaTac, WA 98188-8605

Send electronic copy to: Not necessary

IMPORTANT ADDITIONAL CITY-SPECIFIC INFORMATION IS OUTLINED ON THE FOLLOWING PAGE:

City of SeaTac

Human Services
4800 South 188th Street
SeaTac, WA 98188-8605
phone: 206-973-4815

www.ci.seatac.wa.us/services/humanservices

APPLICATION ASSISTANCE

City of SeaTac staff is available for phone or in-person technical assistance for agencies applying to SeaTac for funding. All questions and technical assistance requests should be directed to Colleen Brandt-Schluter, Human Services Coordinator, at 206.973.4815 or email cbschluter@ci.seatac.wa.us.

APPLICATION REVIEW PROCESS

The City of SeaTac Human Services Advisory Committee, a group of citizens appointed by the Mayor and approved by Council to guide human services policies for the City, will review applications for funding. The Committee will make funding recommendations on the use of General Fund Human Service allocations to the Council in September/October 2008. Funds will be available in January 2009.

APPLICATION FORM

Hard copies of the application form and instructions will be available at the joint workshop on Wednesday, March 12, 2008. Electronic versions can be downloaded from the City of SeaTac web site www.ci.seatac.wa.us/services/humanservices or by email after **Wednesday, March 12th, 2008**.

FUNDING CRITERIA

The SeaTac Human Services Advisory Committee has developed funding criteria that will be used in ranking applications. The committee identified a small number of desired Results for SeaTac residents as well as Strategies to address these results. Information as to Results and Strategies are available on the SeaTac web site or by email after March 12th.

SUPPLEMENTAL PAGE – SPECIAL INSTRUCTIONS

We have identified five Results we want for the residents of SeaTac and the Strategies we want to pursue to achieve those Results. Strategies have been prioritized and are listed in ranking order. Applicants will be scored on how well they address a particular Strategy. Services implementing a high priority Strategy will score higher.

Applicants to the City of SeaTac must attach no more than one written page to the application (following the same guidelines for the narrative section of the application related to font and spacing) that addresses the above request for information on services that are proposed to be provided to City of SeaTac residents. This page should identify the Results the program addresses, the Strategies that the applicant's services will implement, and the implementation plan. Electronic versions can be downloaded from the City of SeaTac web site.

www.ci.seatac.wa.us/services/humanservices or by email after **Wednesday, March 12th, 2008**.

Supplemental Information
Funding Year 2009/2010

GENERAL APPLICATION INFORMATION

APPLICATION DEADLINE: Friday, May 16th, 2008 4:30PM PST
NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED. Original applications must be hand delivered or sent by mail. Mailed applications must be received by the deadline (postmarks will not be accepted.)

SUBMITTAL REQUIREMENTS:

Review the general submittal requirements on Page 3 of the application and the Do's and Don't Section on Page 4

- One** signed original application (including Agency Information and responses to questions 1-19, and attachments in the order listed on Page 22)
- Seven (7)** copies in addition to the signed original.
- Include** copies of minutes from the last three Board meetings (local and governing) in the additional 7 copies that are submitted.

Applications may be mailed to:

City of Tukwila, Human Services
6200 Southcenter Boulevard
Tukwila, WA 98188

Applications may be hand delivered to:

City of Tukwila, Mayor's Office
City Hall
6200 Southcenter Boulevard
Tukwila, WA 98188

Send electronic copy to: none requested

IMPORTANT ADDITIONAL CITY-SPECIFIC INFORMATION IS OUTLINED ON THE FOLLOWING PAGE:

CITY OF TUKWILA
HUMAN SERVICES
6200 SOUTHCENTER BLVD.
TUKWILA, WA 98188
206-433-7180
EBOYKAN@CI.TUKWILA.WA.US

APPLICATION FORM

Hard copies of the application form and instructions will be available at the joint workshop on Wednesday, March 12, 2008. Electronic versions will be available by email or may be downloaded from the City of Tukwila's website www.ci.tukwila.wa.us -- Under special notices or linked to the Human Services web page.

Agencies seeking to provide services within the Tukwila School District must meet with the District's Student Services Director prior to the fiscal year in which the services are to be provided. The Agency representative will discuss with the Director the nature of services to be provided, the topics, means, and frequency of communication between the Agency and the District, Agency space needs and other relevant topics. The agency must also submit a letter of support signed by Leonor Maldonado, ELL and Student Service's Director, or her designee. This letter must be included with the Request for Proposal Application.

General funds will be available to support provision of assistance in the following areas; Support for Self Sufficiency, Information and Referral, Positive and Healthy Family Relationships, and Safety Net for Urgent and Basic Needs. The City is also interested in seeing proposals that 1) Contribute to more stable and improved incomes for low income residents, 2) Services which support residential stability, 3) Services which promote equitable access and 4) Cross agency/system collaborative efforts which increase capacity and service effectiveness. All proposals will be reviewed and rated by Tukwila's Human Services Advisory Board.

APPLICATION ASSISTANCE

City of Tukwila staff are available for phone or in-person technical assistance. Staff can help determine if the proposal is eligible for City funding and if it meets funding priorities. All questions and technical assistance requests should be directed to Evie Boykan at 206-433-7180 or email eboykan@ci.tukwila.wa.us. Agencies that have not received funding from the City of Tukwila previously are strongly urged to meet with Human Services staff prior to submitting an application

APPLICATION REVIEW PROCESS

The City of Tukwila Human Services Advisory Board, a citizen advisory group appointed by the Mayor, will review the applications. The Board may choose to interview applicants. The Mayor and City Council will make the final funding decision as part of their annual budgetary process. Funds will not be available until after January 1 which is the start of the fiscal and program year.