



**City of Auburn
Community Services Division
Dana Hinman, Director of Administration
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Auburn, WA 98001**

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Emily Pearson, Community Services Assistant
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YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2017 and 2018.

APPROXIMATE FUNDING AVAILABLE

Cities may want to refer to past/current funding levels and expectations of changes to those levels. If you are a CDBG entitlement city, include that funding amount information here as well.

In 2015-2016 Auburn allocated approximately \$550,000/year (including \$60,000 of CDBG). The City does not anticipate a significant increase in available General Fund dollars for 2017-2018.

APPLICATION ASSISTANCE

Provide primary (and secondary if you have it) staff contact information and specify if staff have a preferred means of contact (e.g. email or phone).

City of Auburn 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 submit your questions, via email whenever possible, to Erica Azcueta at eazcueta@auburnwa.gov or Emily Pearson at epearson@auburnwa.gov; if a phone call is necessary, please call (253) 931-3096.

APPLICATION REVIEW PROCESS

Provide the general process and any key milestones for application review, funding decisions, and agency notifications.

Applications will be reviewed by the Auburn Human Services Committee, a 7-member volunteer board appointed by the Mayor and approved by the City Council. Committee recommendations are expected by September with consideration by City Council planned for October. Final allocation amounts will be approved and adopted as part of the overall City budget. 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, 2017, which is the start of the fiscal and program year.

FUNDING CRITERIA

Provide eligibility criteria and information about grant amounts to request, funding priorities, and/or scoring here.

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 Auburn recognizes the need to support agencies that meet basic human service needs and welcomes applications from agencies that provide such services to Auburn residents. Those programs best able to demonstrate solid outcomes for participants will be viewed most favorably. In addition, the committee will use elements of the City of Auburn Comprehensive Plan to guide its funding decisions.

APPLICATION SUBMITTAL INFORMATION

Deadline

All applications are due on Thursday, 4/7/16 by 4:30 PM, Pacific Time and must be submitted online through share1app.culturegrants.org. Late applications will not be accepted.