

**COUNTY ADMINISTRATOR**  
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TO: Jeff Irwin, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Denise Dalrymple  
Director, Children's Services Department

DATE: September 21, 2005

RE: Board Approval for 2006/2007 Human Services & Children's Well-Being Funding Guidelines, Timeframe and Request for Proposal

**BOARD ACTION REQUESTED**

It is requested that the Board of Commissioner approve the funding guidelines and timeframes for the 2006-2007 Human Services and Children's Well-Being funding.

**BACKGROUND**

Since 1984, the Washtenaw County Board of Commissioners has set aside money for allocation, upon the recommendation of the County Administrator, to community based organizations for the purpose of delivering important human services to county residents. Since 1998, the Washtenaw County Board of Commissioners has also allocated funds to support Children's Well-Being for programs delivered by County Departments and community based organizations. Beginning in 2002-2003, these allocations were made based on a single integrated Request for Proposal (RFP). This RFP process is part of the County biannual budget process and is aligned with Commissioner priorities for their budget and other criteria and priorities, which the Commissioners may identify, based on current and emerging issues.

Previous RFPs required that proposals be for programs that are demonstrated to work and use research based and "best practice" interventions. Successful proposals needed to demonstrate clear and measurable outcomes and address established community priorities identified in human services community plans such as the Human Services Community Council (HSCC) Community Well-being Plan, the Health Improvement Plan, the Continuum of Care Gaps Analysis, the Ten Year Plan to End Homelessness, the Blueprint for Aging or other human service community plans.

Programs that leverage additional funds and collaborate with other agencies are given extra points.

During the last funding cycle, grant reviewers were appointed by the HSCC. The HSCC is a broad, services-based group with government-nonprofit-private sector leadership. The HSCC fulfills a state requirement that each Michigan community have in place a multi-purpose collaborative body (MPCB.) The MPCB is responsible for coordinating state-funded collaborative initiatives as well as promoting human services system reform.

## DISCUSSION

The RFP process is consistent with the previous cycle as follows:

- Continue to align the priorities for funding with Board of Commissioner priorities and human service community plans;
- Continue to emphasize research based and “best-practice” proposals with clear and measurable program outcomes;
- Continue to encourage proposals that leverage additional funding and collaborate with other agencies; and,
- Continue to involve the Human Services Community Council (HSCC) in the review and recommendation process.

Children’s Well-being funding will focus on preventative services for children and families while Human Services funding will focus on funding for adults and seniors, homelessness and housing.

This year, modifications to the process are recommended that will continue the integration of Human Services and Children’s Well-Being funding:

- Both sets of funds will be administered by the Children’s Services Department;
- Both sets of funds will utilize an internet-based application system supported by the NEW Center that is already in use by the Ann Arbor Area Community Foundation, Pfizer Foundation, James A. and Faith Knight Foundation and the local substance abuse coordinating agency. Technical support will be provided by both County staff and NEW Center staff.

The Funders’ Forum will make its recommendations to the County Administrator in October 2005. The Administrator will bring these recommendations to the BOC for final allocation decisions. The proposed time frame for the entire process is listed in the draft RFP.

## DRAFT TIMELINE

September 21, 2005	Resolution to Ways and Means Committee
October 5, 2005	Resolution adopted by the BOC approving process, RFP and tentative

### funding targets

October 6, 2005	RFPs are distributed
October 7, 2005	Bidder's Conference at the LLRC at 9:00 a.m.
October 20, 2005	RFPs due by 3:00 p.m. at the Purchasing Department
Oct. 21- Oct. 28, 2005	Human Services Collaborative Council Funders' Forum reviews proposals and makes recommendations to County Administrator.
Nov. 2 - Dec. 31, 2005	Tentative dates for final Board of Commissioner action.
Nov. 3 - Dec 31, 2005	Contracts are developed with funded agencies including milestones and targets for January implementation.

### IMPACT ON HUMAN RESOURCES

No impact on County positions will result from this action.

### IMPACT ON BUDGET

It is anticipated that funding of 2006-2007 contracts granted under this RFP will reflect a continuation of \$550,000 for each year for Children's Well-Being. For Human Services programs, it is anticipated that the funding level for 2006 will be \$225,000 and will increase to \$250,000 in 2007. The proposed amount for Human Services programs was reduced by \$25,000 to support sexual assault crisis services in the County for the years 2003-2006, as authorized in resolution # 03-0101 (adopted July 16, 2003). In 2007, this supplemental funding sunsets and the Human Services program funding will be restored to \$250,000.

### IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES

Each of the contracts established will be monitored by the Children's Services Department for the purposes of contract oversight and technical assistance.

### CONFORMITY TO COUNTY POLICIES

This action is in conformance with County Policies and Procedures and carried out in cooperation with Finance Department – Purchasing.

### ATTACHMENTS

RFP

A RESOLUTION APPROVING THE REQUEST FOR PROPOSAL (RFP) GUIDELINES AND TIMEFRAME FOR WASHTENAW COUNTY HUMAN SERVICES & CHILDREN'S WELL-BEING FUNDING

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 21, 2005

WHEREAS, since 1984 the Washtenaw County Board of Commissioners has earmarked funding in their budget for allocation to human services agencies to meet priority needs in the County; and

WHEREAS, since 1998, the Washtenaw County Board of Commissioners has earmarked funding in their budget for allocation to human services agencies to support the Board priority for Children's Well-Being; and

WHEREAS, the Children's Services Department will be responsible for the oversight of the Human Services & Children's Well-Being RFP process and for providing funding recommendations to the County Administrator; and

WHEREAS, the Request for Proposal guidelines target three human service communities of interest established by the Board of Commissioners in 2005: Children's Well-Being; Health; and Homelessness and Housing; and

WHEREAS, the Request for Proposal requirements are in alignment with the County Guiding Principles and the Business Improvement Plan emphasis on outcomes; and

WHEREAS, the estimated annual allocation target will be established at \$225,000 for Human Services programs in 2006 and \$250,000 for Human Services programs in 2007; and

WHEREAS, the estimated annual allocation target will remain unchanged from the previous allocation of \$550,000 for Children's Well-Being; and

WHEREAS, the final allocation amounts and specific agency awards will be included in the County Administrator's recommended 2006-2007 budget and subject to the Board of Commissioners review and approval in the final budget; and

WHEREAS, this matter has been reviewed by the Finance Department, Human Resources, Corporation Counsel, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED, that the Washtenaw County Board of Commissioners hereby approves the Request for Proposal for Washtenaw County Human Services & Children's Well-Being for Program Years 2006/2007 as attached hereto and made a part hereof