



STUDY SESSION

TUESDAY, AUGUST 2, 2016

**LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA (TIMES LISTED ON THE AGENDA ARE APPROXIMATE)

1. EXECUTIVE SESSION

6:45 PM

- A.** Review Qualifications of an Applicant for City Employment (RCW 42.30.110(1)(g))

2. CALL TO ORDER / ROLL CALL

7:00 PM

Mayor: Val Tollefson

Deputy Mayor: Kol Medina

Councilmembers: Sarah Blossom Michael Scott
Ron Peltier Roger Townsend
Wayne Roth

3. ACCEPTANCE OR MODIFICATION OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

4. PUBLIC COMMENT ON AGENDA ITEMS

7:05 PM

5. CITY COUNCIL DISCUSSION

- A.** 7:15 PM Review Request for Proposals for 2017 Lodging Tax Advisory Committee Projects, AB 16-111 - Councilmembers Scott and Townsend (Pg. 3)
- B.** 7:45 PM Award Process for 2017-18 Human Services Funding, AB 16-112 - Executive (Pg. 13)
- C.** 8:15 PM Regulation of Short-term Vacation Rentals, AB 15-113 - Councilmember Blossom (Pg. 152)

6. FOR THE GOOD OF THE ORDER

8:30 PM

7. ADJOURNMENT

8:35 PM

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:15 PM Review Request for Proposals for 2017 Lodging Tax Advisory Committee Projects, AB 16-111 - Councilmembers Scott and Townsend (Pg. 3)	Date: 8/2/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 16-111
Proposed By: Councilmembers Michael Scott and Roger Townsend	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: Civic Improvement Fund	
Expenditure Req: \$200,000	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

The City annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the City Council with recommendations on project funding.

The attached briefing memo describes recommended changes to the City's award process for the coming funding cycle. The City expects to issue a Request for Proposals (RFP) in Fall, 2016 for project activities in 2017.

A draft of the proposed RFP is provided for Council review and discussion. Both redline and clean versions are attached. The City Council is scheduled to consider approval of the RFP at the City Council Business Meeting on August 9, 2016.

RECOMMENDED ACTION/MOTION

Council discussion.

ATTACHMENTS:

Description	Type
❑ Memo on 2017 LTAC Award Process	Backup Material
❑ Draft 2017 RFP - Redline	Backup Material



Executive Department
Memorandum

Date: 7/2/2016
To: City Council
City Manager Doug Schulze
From: Councilmembers Michael Scott and Roger Townsend
Subject: 2017 LODGING Tax advisory committee (ltac) awards

Each year, the City appoints a Lodging Tax Advisory Committee (LTAC) to develop a funding recommendation for the award of the City's lodging tax funds. This process occurs annually in the fall, so the City Council can consider approval of the LTAC recommendation before the end of the calendar year. Funds are awarded to projects that are planned to take place in the following year.

Planning is underway for the award cycle that will provide funding for projects in 2017. The City will issue a Request for Proposals (RFP) in the Fall, ideally in early September. The City Council will appoint a citizen committee that will review these proposals and develop a funding recommendation for the City Council's consideration. The City anticipates that \$200,000 in funding will be available to support projects in 2017.

Additional information about the award cycle for 2017 projects, and awards in recent prior years, can be found on the City's webpage: <http://www.bainbridgewa.gov/236/Lodging-Tax-Advisory-Committee>.

At the City Council meeting on June 21, the Council discussed several actions that are proposed with the intent to continue to improve the LTAC award process:

Action	Purpose	Status
Update City Code	To remove outdated content (capital requirements in BIMC 3.65.040, for example) and adopt State regulations by reference	Will be scheduled for City Council review in Q4-2016
Revise City's RFP	To ensure consistency with current State regulations and clarify that for-profit organizations are not eligible for funding	In progress, via Council review/approval in August
Confirm criteria matrix	To ensure City Council consensus on evaluation tool that will be used by LTAC	In progress, via Council review/approval in August
Consider whether City projects should apply for 2017 LTAC funds	To determine whether staff should develop proposal(s) to seek LTAC funding for eligible City activities	Will be determined by Council direction in August

In addition, the Council discussed the recommendation of the LTAC Co-Chairs to:

- Maintain the City's current guidelines for LTAC members, related to conflict of interest.
- Maintain one-year appointment terms for LTAC members.
- Encourage multi-year participation from City Council Co-Chairs.

Additionally, the Bainbridge Island Lodging Association (BILA) provided the City Council with four recommendations via a memo delivered to City Council on June 20, 2016:

BILA Recommendation	Proposed Response
(1) Proposed wording changes to five of eight criteria in the evaluation matrix	Criteria A: BILA edit not accepted Criteria B: partially accepted BILA edit Criteria C: partially accepted BILA edit Criteria D: accepted BILA edit Criteria E: accepted BILA edit Criteria F: no edit proposed by BILA Criteria G: no edit proposed by BILA Criteria H: no edit proposed by BILA
(2) Keep weighted values within the evaluation matrix and specifically identify any “additional factors” used in evaluation (examples of additional factors were provided)	Co-Chairs continue to recommend that weighted values be removed from evaluation criteria Co-Chairs do not recommend including additional factors other than the evaluation criteria
(3) Adopt a screening checklist (proposed checklist was provided)	Co-Chairs do not recommend use of the proposed checklist
(4) Proposed additional/new eligibility guidelines	Co-Chairs do not recommend adding additional eligibility guidelines proposed by BILA

The proposed evaluation criteria are provided below. These criteria will appear in the RFP and will be used by the LTAC members in their review of eligible proposals.

TABLE 1**Proposed Criteria – 2017 LTAC Projects**

Lodging Fund Project Evaluation – Basic Criteria	
A.	Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.
B.	Expected impact on increase in overnight stays in paid accommodations on the island.
C.	Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
D.	Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
E.	Applicant’s demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
F.	Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
G.	Project goals and/or results can be objectively assessed.
H.	Project will leverage award funds with additional matching funds or donated in-kind goods or services.

CITY OF BAINBRIDGE ISLAND

REQUEST FOR PROPOSALS

2017⁶ LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington State and 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, for the operation of tourism related facilities,¹ or for capital expenses for a tourism related facility.²

For 2017⁶, there are approximately \$160²⁰⁰,000 in Civic Improvement funds available for distribution to support selected projects. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting - and expanding - tourism trends and opportunities happening on Bainbridge Island. Applicants may seek a minimum award of \$2,000 and a maximum award of \$8100,000 (to reflect 50% of total available funds).

Funds must be used to create new tourism promotion programs or expand and enhance existing programs. The City does not make multi-year commitments with Lodging Tax funds; however, service providers are not limited nor are applicants prohibited from making repeat annual requests of a similar nature.

Successful applicants will be required to enter into a contract with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City may not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

General Guidelines

- ~~This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.~~
- ~~The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals. The City also reserves the right to request additional information as needed for evaluation of proposals.~~
- ~~Materials submitted in response to this RFP become the property of the City upon receipt.~~^[MS1]

¹ To be eligible for operating expenses, the tourism related facilities must be owned by a federally sanctioned nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).

² To be eligible for capital expenses, the tourism related facilities must be owned by a municipal organization or a public facilities district (RCW 67.28.1816).

- ~~• The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.~~

Policy Background

Bainbridge Island Municipal Code – 3.65.040 Civic Improvement Fund

<http://www.codepublishing.com/wa/bainbridgeisland/>

Revised Code of Washington (RCW) Chapter 67.28, PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES

www.leg.wa.gov/RCW/index.cfm?fuseaction=chapterdigest&chapter=67.28

Project and Applicant Eligibility

- Applicants seeking funding for capital expenditures for a tourism related facility must be a municipality or a public facilities district created under chapters [35.57](#) and [36.100](#) RCW.
- Applicants seeking funding for operating expenditures for a tourism-related facility must be registered as a federally sanctioned nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).
- Applicants for all other types of projects must be registered with the Washington Secretary of State as a Washington State Corporation.
- [Individual persons are not eligible for funding.](#)
- [For-profit, private businesses are not eligible for funding.](#)^[MS2]
- Proposals must comply with federal, state and City laws and requirements.
- Proposals are to be for goods and services provided during calendar year 201~~6~~⁷; funding requests for goods or services to be provided in 201~~5~~⁶ or beyond calendar year 201~~6~~⁷ will not be considered.
- Proposals from organizations with a board or staff member serving on the 2016 Lodging Tax Advisory Committee are not eligible for funding and will not be considered.
- Proposals involving special events, signs, building or construction, impacts to public property or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities and incorporated permit fees in the project budget.

Definition of Terms
(Per RCW 67.28.080)

(1) "Operation" includes, but is not limited to, operation, management, and marketing.

(2) "Tourism": means -economic activity resulting from tourists, ~~and which~~ may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

(3) "Tourism promotion": means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

(4) "Tourism-related facility": means - real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under Section 501(c)(6) of the Federal Internal Revenue Code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

~~(5) "Tourist": a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.~~

[MS3]

Application Requirements

- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached LTAC 2016 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal must be presented in minimum 11-point font and may not exceed ten pages in total length (including Cover Sheet).
- The City will only accept proposals in electronic format. Submit the proposal, including attached Cover Sheet, via email to:

cityadmin@bainbridgewa.gov

- Proposals are due **no later than 4 pm, Friday, October 21st, 2016**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- If proposal includes multiple documents/files, each file must be clearly identified in the heading and must include Applicant Organization Name, Project Title and Document/File name.
- Each selected Service Provider will be required to submit a final report by January 31, 2017. **Per RCW 67.28.1816, final reports must include the following information related to the project/activity:**

The actual number of people traveling for business or pleasure on a trip:

- a) Away from their place of residence or business and staying overnight in paid accommodations;*
- b) To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or*
- c) From another country or state outside of their place of residence or their business.*

As a point of reference, the reporting format used by the State for 2016 data is available via the City's website: <http://www.bainbridgewa.gov/236/Lodging-Tax-Advisory-Committee>

Review Process

2016~~7~~ Lodging Tax Advisory Committee (LTAC) (Appointed by City Council on August 25~~XX~~, 2015~~6~~)

Roger Townsend <u>Michael Scott</u> , Chair	City Council member
Michael Scott <u>Roger Townsend</u> , Vice-chair, non-voting City Council member	
To Be Named	Eligible lodging business representative
To Be Named	Eligible lodging business representative
To Be Named	Eligible recipient organization representative
To Be Named	Eligible recipient organization representative

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory, but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the LTAC will be open to the public, and advance notification of LTAC meetings will be provided by the City Clerk.

The LTAC will provide its recommendation for 2016~~7~~ awards to the City Council for a final funding decision. As described under RCW 67.28.1816(2)(b)(ii), the committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval. The City Council may choose only recipients from the committee's list of recommended candidates, and may consider funding awards only in the amounts recommended by the committee.

Selection Criteria

The LTAC will use the following criteria and point system in evaluating project proposals. Other relevant factors, such as availability of funds, may also guide the decision process.

PROJECT SCORING – 20176

Lodging Fund Project Evaluation – Basic Criteria	Score
A. Encourages tourism from visitors traveling more than 50 miles and/or from visitors traveling from outside Washington State.	20
B. Expected impact on increase in overnight stays on the island.	15
C. Economic impact on Island businesses, facilities, events, and amenities.	15
D. Potential to draw visitors to the Island and increase overnight stays during the off season, i.e. Labor Day through Memorial Day.	10
E. Applicant's demonstrated history of organizational and project success (not necessarily nor solely LTAC-funded project(s)).	10
F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.	10
G. Project goals and/or results can be objectively assessed.	10
H. Project will leverage award funds with additional matching funds or donated in kind goods or services.	10
TOTAL POINTS AVAILABLE	100

[MS4]

<u>Lodging Fund Project Evaluation – Basic Criteria</u>
A. <u>Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.</u>
B. <u>Expected impact on increase in overnight stays in paid accommodations on the island.</u>
C. <u>Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.</u>
D. <u>Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.</u>
E. <u>Applicant’s demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.</u>
F. <u>Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.</u>
G. <u>Project goals and/or results can be objectively assessed.</u>
H. <u>Project will leverage award funds with additional matching funds or donated in-kind goods or services.</u> ^[MS5]

CITY OF BAINBRIDGE ISLAND
20167 LODGING/TOURISM FUND PROPOSAL
COVER SHEET

Project Name:

Name of Applicant Organization:

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) status and Tax ID Number:

Date of Incorporation as a Washington State Corporation and UBI Number:

Primary Contact:

Mailing Address:

Email(s): _____

Day phone: _____ Cell phone: _____

Please indicate the type of project described in your proposal:

√	Project Type
☐	Tourism marketing
☐	Marketing and operations of special events and festivals designed to attract tourists
☐	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
☐	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

LODGING/TOURISM FUND APPLICATION

Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

Alternate question for event or facility funding:

Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and number of tourists estimated to attend for 2016⁷. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2016⁷?

2. If appropriate, please identify the project partner(s) and briefly describe the involvement of each. Please note that the maximum award of \$1080,000 will apply to any single project, even if proposed by a team of partners.
3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2010¹-2015⁶).
4. If any projects previously funded through the Lodging Tax (Civic Improvement) Fund were not completed and/or if reports were not submitted to the City as requested, please explain:

LODGING/TOURISM FUND APPLICATION
Project Information

1. Describe the proposed project.

- A. Identify the Project's main objectives and how each will be achieved.
- B. Be as specific as possible about the proposed services, ~~if appropriate the quantities of materials for and~~ measurable impacts ~~on the tourism market~~, distribution method and costs.
- C. If appropriate, provide details about the facility operating costs to be funded.

2. Provide a brief narrative statement to address each of the stated selection criteria. Describe outcomes anticipated from each criterion, as well as the overall project.

- A. Expected impact ~~on~~ increased tourism in 201~~7~~6. Please provide specific estimates of how the project will impact the number of people traveling to Bainbridge Island from fifty miles or more one way from their place of residence, or travelling from another country or state outside of Washington State. If appropriate, compare/contrast this impact to actual or estimated number of tourists at your event/facility in 201~~5~~4 and estimates for 201~~6~~5.
- B. Expected impact on or increase in overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge lodging establishments in 201~~7~~6 as a result of proposed activities. Please include the basis for any estimates.
- C. Projected economic impact on Bainbridge Island businesses, facilities, events and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
- D. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e. ~~Labor Day~~October 1 ~~through~~ ~~until~~ Memorial Day.
- E. The applicants' demonstrated history of organizational and project success.
- F. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
- G. Describe the degree to which the project goals and/or results can be objectively assessed.
- H. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

LODGING/TOURISM FUND APPLICATION Supporting Documentation

1. Provide a project timeline that identifies major milestones.
2. Include a detailed budget for the proposed project itemizing expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
3. If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics. **If this information is not provided, the award committee will not consider alternative levels of funding.**
4. Provide copies of your organization's 201⁴⁵ income/expense summary and 201⁵⁶ budget.
5. Provide an estimate of 201⁵⁶ revenue and expenses.
6. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.



CITY OF BAINBRIDGE ISLAND

REQUEST FOR PROPOSALS 2017 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)

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For 2017, there are approximately \$200,000 in Civic Improvement funds available for distribution to support selected projects. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting - and expanding - tourism trends and opportunities happening on Bainbridge Island. Applicants may seek a minimum award of \$2,000 and a maximum award of \$100,000 (to reflect 50% of total available funds).

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- Individual persons are not eligible for funding.
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Application Requirements

- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached LTAC 2016 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
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As a point of reference, the reporting format used by the State for 2016 data is available via the City's website: <http://www.bainbridgewa.gov/236/Lodging-Tax-Advisory-Committee>

Review Process

2017 Lodging Tax Advisory Committee (LTAC)

(Appointed by City Council on August XX, 2016)

Michael Scott, Chair	City Council member
Roger Townsend, Vice-chair, non-voting	City Council member
To Be Named	Eligible lodging business representative
To Be Named	Eligible lodging business representative
To Be Named	Eligible recipient organization representative
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Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory, but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

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Lodging Fund Project Evaluation – Basic Criteria	
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D.	Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
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F.	Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
G.	Project goals and/or results can be objectively assessed.
H.	Project will leverage award funds with additional matching funds or donated in-kind goods or services.

**CITY OF BAINBRIDGE ISLAND
2017 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name:

Name of Applicant Organization:

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) status and Tax ID Number:

Date of Incorporation as a Washington State Corporation and UBI Number:

Primary Contact:

Mailing Address:

Email(s): _____

Day phone: _____ Cell phone: _____

Please indicate the type of project described in your proposal:

✓	Project Type
☐	Tourism marketing
☐	Marketing and operations of special events and festivals designed to attract tourists
☐	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
☐	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

LODGING/TOURISM FUND APPLICATION

Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

Alternate question for event or facility funding:

Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and number of tourists estimated to attend for 2017. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2017?

2. If appropriate, please identify the project partner(s) and briefly describe the involvement of each. Please note that the maximum award of \$100,000 will apply to any single project, even if proposed by a team of partners.
3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2011-2016).
4. If any projects previously funded through the Lodging Tax (Civic Improvement) Fund were not completed and/or if reports were not submitted to the City as requested, please explain:

LODGING/TOURISM FUND APPLICATION
Project Information

1. Describe the proposed project.

- A. Identify the Project's main objectives and how each will be achieved.
- B. Be as specific as possible about the proposed services, measurable impacts, distribution method and costs.
- C. If appropriate, provide details about the facility operating costs to be funded.

2. Provide a brief narrative statement to address each of the stated selection criteria. Describe outcomes anticipated from each criterion, as well as the overall project.

- A. Expected impact on increased tourism in 2017. Please provide specific estimates of how the project will impact the number of people traveling to Bainbridge Island from fifty miles or more one way from their place of residence, or travelling from another country or state outside of Washington State. If appropriate, compare/contrast this impact to actual or estimated number of tourists at your event/facility in 2015 and estimates for 2016.
- B. Expected impact on or increase in overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge lodging establishments in 2017 as a result of proposed activities. Please include the basis for any estimates.
- C. Projected economic impact on Bainbridge Island businesses, facilities, events and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
- D. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e. October 1 until Memorial Day.
- E. The applicants' demonstrated history of organizational and project success.
- F. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
- G. Describe the degree to which the project goals and/or results can be objectively assessed.
- H. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

LODGING/TOURISM FUND APPLICATION
Supporting Documentation

1. Provide a project timeline that identifies major milestones.
2. Include a detailed budget for the proposed project itemizing expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
3. If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics. **If this information is not provided, the award committee will not consider alternative levels of funding.**
4. Provide copies of your organization's 2015 income/expense summary and 2016 budget.
5. Provide an estimate of 2016 revenue and expenses.
6. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:45 PM Award Process for 2017-18 Human Services Funding, AB 16-112 - Executive (Pg. 13)	Date: 8/2/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 16-112
Proposed By: Morgan Smith, Deputy City Manager	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: N/A	Finance: N/A

DESCRIPTION/BACKGROUND

The City provides more than \$300,000 in annual funding to support human services activities in the community. The attached briefing memo describes the process proposed for the upcoming award cycle to allocate funding for 2017 and 2018.

Also attached is an interim report from the Bainbridge Community Foundation (BCF) on the award process used by the City in Fall, 2015 to allocate funding for 2016 activities.

RECOMMENDED ACTION/MOTION

Information.

ATTACHMENTS:

Description	Type
□ 2017-18 Human Services Award Process	Backup Material
□ 2016 BCF Interim Report on 2015 Award Process	Backup Material



Executive Department

Memorandum

Date: 8/2/2016

To: city council
Doug Schulze, City Manager

From: Morgan Smith, Deputy City Manager

Subject: Planning for 2017-18 Human Services Funding Awards

On an annual basis, the City of Bainbridge Island provides significant financial support to local nonprofit organizations to support human services programs in the community. In 2016, the City budget provides roughly \$450,000 in funding to support human services. This includes \$100,000 in funding for the City's Housing Trust Fund and \$330,000 in grants to 11 nonprofit organizations for community programs and operating support. Combined, these expenses represent roughly 3% of all General Fund expenditures.

Until 2010, the City was guided in the allocation of these funds by its designated agency, the Health, Housing and Human Services Council (HHHS). In early 2011, the HHHS ceased to exist and during 2011-2015 the City maintained funding allocations to a set group of organizations according to the last recommendation that was provided by HHHS.

In 2015, the City Council worked with community stakeholders and City staff to develop an updated process to guide the allocation of human services funding. This process was designed as a one-year pilot, and was used to allocate City funding for 2016 activities. A key element was the creation of a new citizen committee to review funding proposals and recommend levels of City support. This committee, the Human Services Funding Advisory Committee (HSFAC), was appointed by City Council and worked in Fall, 2015 to develop a funding recommendation for City Council consideration and approval. The HSFAC was supported by staff from the Bainbridge Community Foundation (BCF), which provided services to the City to administer the award process, facilitate the citizen committee's review, monitor recipient progress, and document the award process outcomes. A thorough review of the 2015 process is provided in the attached interim report from BCF.

The City received positive feedback from both HSFAC members and community stakeholders on the pilot process used for 2016 awards. To prepare for the next award cycle, it is necessary to confirm whether the City intends to use a similar process and what changes, if any, should be incorporated.

Looking ahead to the next award cycle, the City Council has previously discussed moving to a two-year funding cycle, to coincide with the City's biennial budget schedule. Using this approach, the City would seek proposals in Fall, 2016 to support activities in 2017-18. The next following award cycle would occur in Fall, 2018 to support activities in 2019-20.

The City is currently working with PRR, Inc. to complete a community needs assessment to inform the City's human services funding and to assist planning among community service providers. The results of this work will be provided to City Council in late September, and will include a review of areas of need and potential priorities for City funding. This information is expected to inform the next award process and the HSFAC funding recommendation.

The BCF interim report includes a copy of the Request for Proposals (RFP) that the City issued in 2015. If a similar process is adopted for the next award cycle, the City would use a similar, updated RFP. City staff will finalize that RFP once the needs assessment has been presented, so that any additional emphasis or priorities from the City Council can be incorporated.

In addition, it will be important to identify what resources will be used to provide the services BCF supplied in 2015. While BCF remains a key community partner, and was instrumental in assisting the 2015 award cycle, they are not available to continue to provide these services to support the City's funding process. The City has discussed this opportunity with firms that work in the human services/community development sector, and staff will bring forward a recommendation once more detailed information is available.

Proposed Timeline for City Human Services Funding: 2017-18 Awards

Task	Proposed Timing
Recruitment and advertising for citizen advisory committee (HSFAC)	June/July
Appointments to HSFAC	Aug
Identify resource to support HSFAC award process	Aug
Update application materials and award cycle details	Aug/Sep
City Council receives Needs Assessment/PRR Report: - Review City goals for human services funding - Review/finalize City RFP for human services funding	Sep
City issues RFP for 2017-18 funding	Oct
Training and orientation for citizen committee	Oct
City receives funding proposals	Nov
Committee reviews proposals and develops recommendation for 2017-18 awards	Nov/Dec
City Council considers approval of committee funding recommendation	Dec
City issues agreements with recipients of 2017-18 human services funding	Jan 2017

**Interim Report to
City of Bainbridge Island
on
2016 Human Services Funding Program**

May 11, 2016

Prepared By:
Bainbridge Community Foundation

INTRODUCTION

In January of 2015, Bainbridge Community Foundation (BCF) via Jim Hopper, was contacted by representatives of the City of Bainbridge (COBI), Councilpersons Anne Blair and Val Tollefson, to explore the possibility of BCF assisting with the development of a new process by which COBI can fund human services on the Island. Over the course of five months, BCF and COBI staff worked to develop a funding program to be presented to the Council for final approval.

The five-month process included numerous iterative conversations about what a funding program could and should look like. During the process, COBI and BCF staff met with human services agencies that were currently or had previously been funded to solicit feedback and recommendations for a new program.

In June of 2015, the COBI Council approved the outline of a process for the Human Services Funding Program and on June 23rd, approved Ordinance No. 2015-21[**Attachment 1**], which created a new Bainbridge Island Municipal Code Chapter 2.41 and the Human Services Funding Advisory Committee (HSFAC). Subsequently, COBI contracted with BCF to facilitate the 2016 Human Services Funding Program as a pilot program. This report summarizes the key activities of the 2016 Human Services Funding Program as well as identifies recommendations to be considered for future funding programs.

Key Activities of the 2016 Human Services Funding Program and Recommendations for Future Cycles

I. SELECTION OF HSFAC ADVISORY COMMITTEE

On June 26th, 2015, COBI opened the application window for HSFAC membership [**Attachment 2**]. The purpose of the HSFAC Advisory Committee was as follows:

The Human Services Funding Advisory Committee (HSFAC), working in collaboration with the city, shall develop funding recommendations for consideration by City Council. The committee's recommendation should meet any requirements or guidance provided from the City Council to the committee including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding.

Membership, appointment, term and compensation was as follows:

- The committee shall consist of seven voting members who shall be appointed by the mayor and confirmed by vote of the City Council;
- Members shall not be employees or officers of the city or appointed to another City of Bainbridge Island committee, board or commission, except for specialized committees or task forces of limited duration. Members shall not be employees or officers of any organization which will request or receive City funding for human services;
- Members of the committee shall serve for a single term to be specified at the time of appointment that coincides with the City's work to review proposals for funding from community organizations. A member may be reappointed to a separate, subsequent term. No member shall serve more than three consecutive terms unless the City Council determines that special expertise is required, or there are no other qualified applicants;
- Members shall serve without compensation.

COBI closed the application window on July 24th, 2015. At its regular meeting on August 25th, the COBI Council approved the following for membership on the Committee which would be chaired by Councilperson Michael Scott:

- Ted Eisenhardt, Position 1
- Kim Hendrickson, Position 2
- Alice Hunting, Position 3
- Gloria Saylor, Position 4
- Jackie Siler, Position 5
- Steve Walker, Position 6
- Ann Warman, Position 7

On October 13th [**Attachment 3**], the Committee was oriented on the Open Public Meetings Act and Public Records training in addition to their roles on the HSFAC [**Attachment 4**].

Feedback and Recommendations

Committee Selection: The Committee members spoke favorably about the selection process, considering it easy and straightforward. They appreciated the interviews with Councilpersons Michael Scott and Sarah Blossom. They also felt like City Clerk Roz Lassoff offered good guidance and was easy to work with. No changes are recommended.

Open Meeting / Public Records Training: The Committee also appreciated the training elements provided to them. They noted that the Open Meeting / Public Records Training provided good information, if the volume of information was a bit overwhelming for some. City Attorney Lisa Marshall was also credited with being very willing to help answer any questions the committee members had. It was recommended that this information be presented in a more concise format in the future, however, especially as it related to the amount of paper provided in the training.

Committee Orientation: Of the orientation to committee roles and responsibilities, the Committee felt it was transparent and clear. They remarked that training materials were well-structured and organized. No changes are recommended, but it was suggested by at least one member that the Committee understand that the City has, in addition to this Human Services Funding program, an affordable housing funding program through the Housing Trust Fund.

II. PRESENTATION OF NEED, FORMULATION OF GOALS

On September 1st, 2015, the Council received a report [**Attachment 5**] prepared by the Bainbridge Community Foundation, which highlighted trends in various human service areas. The report was comprised of information from the US Census, the Kitsap Public Health District, and the Foundation's own research data. At the Council meeting on September 8th, 2015, Council members, Advisory Committee Members, and the public were presented highlights from this report [**Attachment 6**].

In addition, the Council was asked a series of questions related to the framework of the future Human Services Funding Program. The framework proposed at this meeting was developed from a number of sources, including the prior funding program of the Health, Housing, and Human Services (HHHS) Council, information provided by human services agencies via in-person meetings, a survey [**Attachments 7&8**] sent out to human services agencies by the City on August 3, 2015. In addition, the City convened a meeting of the Human Services Directors Forum to solicit additional feedback and suggestions on the process. That meeting was held on August 11, 2015 [**Attachment 9**].

Those questions and responses (in italics) are summarized below:

- Should funding be limited to organizations on Bainbridge Island? *Council would like to see the number of Island residents that have been identified as having the need and the number being served. There may be certain priority thresholds that the Human Services Funding Advisory Committee (HSFAC) should consider when reviewing the applications.*
- Should funding be limited to program support or include general operating support? *Funding should not be limited. Organizations should describe their goals of service (i.e. programmatic or operating).*
- Does the City wish to consider policies that might limit an organization's dependency on human services funding? *It is appropriate to limit it and do it in terms of a percentage of an overall operating budget. The committee should also have the discretion to consider the unusual. There should not be a bright-line rule. When possible, the organization should be 501(c)(3).*

Should history of service delivery in community be a priority or neutral to all applicants? *Neutral with the caveat of a having a demonstrated capability to deliver needed services.*

- Should the City identify priority-funding areas? *No.*

Should the City require applicants to substantiate need via demographic and usage data? *There was support for this approach.*

- Are there more/fewer constituencies that should be identified as "targets" or City funding? *Decision should be made by the HSFAC in response to applicant submissions.*

Should HSFAC members balance allocations among constituencies? *Decision should be made by studying the needs identified.*

- Should the City funding attempt to "support" or "solve" needs or both? *Depends on the type of organization that is asking for funding.*

Should City funding support "acute" or "chronic needs" or both? *Both need to be addressed.*

- Should the City prioritize programs that support basic needs (food, water, shelter) or other programs? *Given the limited amount of money available as well as Comprehensive Plan goals, it seems appropriate to prioritize and support basic needs.*

Is it a high priority to serve more residents, or service particular constituencies more deeply? *HSFAC is advised to balance both.*

- Should City funding encourage cooperation and collaboration among agencies? *Yes however, there should not be a requirement that there be a demonstrated partnership.*
- Should City continue to support a wide variety of programs? *Yes, however it was preferred that it be enough funding to genuinely make an impact on the particular direction an applicant wants to go. HSFAC should not feel that they have to hit all sorts of "target" areas.*
- Does the City wish to prioritize funding for programs that alleviate/reduce strain on City services (like police, parks etc.)? *No.*

Does the City wish to prioritize direct service to preventative services/early intervention? *Case needs to be made by the applicant.*

Following this, BCF and City Staff worked summarize this information into a Request for Proposal to be presented at the next Council meeting.

Feedback and Recommendations

Presentation of Needs: While helpful to frame the context of their work, the Committee suggested that the presentation of needs was challenging to digest. First, while there was census data that was either directly or through extrapolation relative to Bainbridge Island, it was not to be considered comprehensive local information. Second, the sheer volume of information and resources available was cumbersome for some. It was strongly recommended by all committee members that COBI invest in a regular needs assessment that would be more localized, comprehensive, and targeted. Some suggested data points included: child family economics, aging populations, where shortfalls of services lie, etc. It was important to committee members to know how many people on the Island are affected by an issue, the percentage of those who are receiving services, and the percentage of those who are unable or unwilling to seek services. In addition, committee members suggested that the needs assessment be comprised of a survey of a portion of the population and include information from human services providers, and first responders who interact with Bainbridge Island residents, whether they are located on- or off-island. Finally, any needs assessment should include an executive summary or concise highlights of the most relevant information.

Formulation of Goals: Most committee members appreciated the license that the Council gave them in the evaluation of the proposals this year. It was recommended that in future cycles, the Council should review any needs assessment data, provide any relevant goals or guidelines to the Committee, and otherwise give the Committee similar license to act within those guidelines. It was also suggested that the Council consider (or consider empowering the HSFAC) to consider prioritizing a percentage of the available funds to new or emerging needs.

III. REQUESTS FOR PROPOSAL

At its meeting on September 22nd, the Council reviewed and discussed the Draft Request for Proposal (RFP), which included information about the framework, guidelines, eligibility, and application requirements for the Human Services Funding Program. In addition, the RFP included review criteria broken down by area and the proposal narrative questions.

In discussions the Council approved minimum and maximum award levels, approved the addition of capital to the list of eligible requests, and discussed the evaluation matrix.

On September 28th, 2015, the final RFP was distributed [**Attachment 10**]. COBI staff prepared a press release [**Attachment 11**] and emailed information to relevant agencies. In addition, information was distributed to nonprofit agencies via email by the Bainbridge Community Foundation (on September 28) and the Kitsap Community Foundation (on October 7).

On October 8th, 2015 the City hosted an Applicant Information Session to provide an opportunity for agencies to ask questions related to the application materials and evaluation process.

At their October 13th meeting, members of the HSFAC reviewed the RFP in the context of their goals and objectives [**Attachment 12**].

Applications were due on October 23rd.

Feedback and Recommendations

Request for Proposals: Applicants suggested that the Request for Proposals be presented in an application form, rather than having to recreate the application in WORD. Some of specific modifications to the RFP suggested by applicants include:

- Question 10: Clarify what type of budget summary should be included when an organization is requesting general operating support (clarify the difference (if any) between the data provided in Question 10 and that provided in the earlier request to attach current and prior budgets)
- Provide more clarity on how to complete the budget in Section IV and specifically how to break down data by each column heading
- Provide a more specific definition of Program vs Operations such as "Program" would refer to funding for one or more specific programs. This can include appropriate administrative costs to run the program(s). "Operations" would refer to the general operations of the organization and thus would include ALL programs and other activities run by the organization.

RFP Distribution: Some applicants suggested that the opportunity to submit an RFP be better advertised. Those new to their position or new to the application process may not have been aware of the funding opportunity. It is recommended that the City increase the visibility of the RFP application window in future cycles.

IV. HSFAC REVIEW AND EVALUATION OF PROPOSALS

The HSFAC members received copies of application materials on October 27th. Each member undertook a self-directed review of the applications. They were encouraged to read through the proposals one time without scoring, then to read a second time and evaluate each proposal. Members were given a copy of the evaluation matrix from the RFP as an optional resource for their evaluation [**Attachment 13**].

At their November 5th meeting [**Attachment 14**], committee members discussed each application with a focus on supplemental questions or clarifying content that they required from each applicant. Each member was encouraged not to scrutinize applications too heavily at this point, but to frame their questions from the position of “what would I need to fully support this proposal?”

All questions and requests for additional information that came out of the November 5th meeting were collated and sent to applicants by email on November 6th [**Attachment 15**], along with a reminder of their designated time slot for the panel interviews on November 10th. When and if applicants responded to this request by email, the complete information was forwarded to the HSFAC members on November 7th and on November 9th.

At the November 10th panel interviews [**Attachment 16**], each applicant prepared a brief (5 minute) overview of the application and were given 5 minutes for questions from the HSFAC. At the conclusion of the panel interviews, committee members were asked to complete their evaluations and provide by email in advance of the November 18th meeting [**Attachment 17**]:

- Their ranking of each application on a scale of 1-11 (1 being the highest)
- Their suggested funding amount for each application (as applicable)

With this information in hand, BCF:

- 1) Added each member’s responses to a master spreadsheet
- 2) Totaled the responses in a master spreadsheet
- 3) Took the median score and the median suggested funding amount for each proposal
- 4) Took the average rank for each proposal
- 5) With the median score allocating \$313,650 of the total available \$330,000 we created a funding scenario of an 8% increase across all of the proposals not already fully-funded, and an additional funding scenario factoring in this 8% increase and rounding up.

This information was presented to the HSFAC at their November 18th meeting [**Attachment 18**]. At that meeting, the committee reviewed the spreadsheet including the funding scenarios, discussed specific applications and recommended funding amounts, and ultimately approved \$330,000 in funding across 11 applicant organizations.

Committee members met for a final time on November 30th [**Attachment 19**], to provide feedback on their experience in this pilot program. Notes were taken, and some members chose to submit additional comments. [**Attachment 20**].

Feedback and Recommendations

Self-Review of Proposals: As suggested by the applicants, committee members recommended that the proposals be presented in a standardized and fixed-length form. Committee members felt that the number of proposals to review was manageable, but cautioned that more than 11 could have been overwhelming. Committee members praised the opportunity to collectively discuss the proposals and specific questions that emerged during their November 5th meeting.

Applicant Presentations: Committee members felt that 10 minutes was not long enough to give each applicant organization the time they should have for presentation and questions. They also recommended that applicant organizations be limited in the number of representatives participating in the panel interviews. Finally, regarding the set-up of the room, they suggested that the applicant organizations not have their backs to the gallery, so that everyone in attendance can see and hear them. Additionally, one applicant requested that brief information about the HSFAC members be shared with applicants in advance of the interview, so that they may better understand to whom they are speaking.

V. CONCLUSION

It is BCF's opinion that the process for the pilot 2016 Human Services Funding Program was successful and only requires minor revisions and upgrades. The final assessment of the Program will come at the review of the outcomes from recipient organizations and will be detailed in a Final Report that will be completed March 2017.

The board and staff of Bainbridge Community Foundation are honored to have been a part of this important pilot program and would like to thank the Bainbridge Island City Council, City Staff including Morgan Smith, Deputy City Manager, as well as the members of the Human Services Funding Advisory Committee and the Human Services agency staff who contributed so valuably to the development of this pilot program.

ORDINANCE NO. 2015-21

AN ORDINANCE of the City of Bainbridge Island, Washington, creating a new Bainbridge Island Municipal Code Chapter 2.41, Human Services Funding Advisory Committee.

WHEREAS, the Human Services Element of the City's Comprehensive Plan identifies as an overriding principle that Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community; and

WHEREAS, the City desires to further this principle through many avenues, including the provision of significant financial support to community partners to meet the human services needs of the citizenry, now and in the future; and

WHEREAS, the City desires to provide financial support to qualified recipient organizations in a manner that reflects current City goals and also allows a high degree of transparency and accountability for the results and impacts of the City funding; and

WHEREAS, the agency designated to assist the City in funding allocations (the Health, Housing and Human Services Council) ceased to exist in early 2011; and

WHEREAS, the City wishes to incorporate community representation in the process used to develop recommendations for City funding to support human services;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.41 of the Bainbridge Island Municipal Code, Human Services Funding Advisory Committee, is hereby adopted to read as follows:

Chapter 2.41 Human Services Funding Advisory Committee

Sections:

- 2.41.010 Created – Membership, appointment, term and compensation.
- 2.41.020 Vacancies – Removal.
- 2.41.030 Duties and responsibilities.
- 2.41.040 Meetings, officers, records and quorum.

2.41.010 Created – Membership, appointment, term and compensation.

A. There is created a human services funding advisory committee for the city, hereinafter called the committee. The committee shall consist of seven voting members who shall be appointed by the mayor and confirmed by vote of the city council.

B. Members shall not be employees or officers of the city or appointed to another City of Bainbridge Island committee, board or commission, except for specialized committees or task forces of limited duration. Members shall not be employees or officers of any organization which will request or receive City funding for human services.

C. Members of the committee shall serve for a single term to be specified at the time of appointment that coincides with the City's work to review proposals for funding from community organizations. A member may be reappointed to a separate, subsequent term. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

D. Members shall serve without compensation.

2.41.020 Vacancies – Removal.

Members may be removed upon a majority vote of the city council. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absence by any member from three consecutive meetings shall constitute grounds for removal.

2.41.030 Duties and responsibilities.

The human services funding advisory committee, working in collaboration with the city, shall develop funding recommendations for consideration by City Council. The committee's recommendation should meet any requirements or guidance provided from the City Council to the committee including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding.

2.41.040 Meetings, officers, records and quorum.

A. The committee shall meet as needed to complete its review of qualified proposals and to develop a complete funding recommendation for consideration by the City Council. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. The committee shall select from among its members a chairperson at the first regular meeting of each year.

C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.

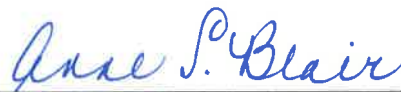
D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

E. A majority of the voting members then serving on the committee shall constitute a quorum.

Section 2. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this 23rd day of June, 2015.

APPROVED BY THE MAYOR this 23rd day of June, 2015.



Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:



Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK:	June 11, 2015
PASSED BY THE CITY COUNCIL:	June 23, 2015
PUBLISHED:	June 26, 2015
EFFECTIVE DATE:	July 1, 2015
ORDINANCE NUMBER:	2015-21



CITY OF BAINBRIDGE ISLAND

FOR IMMEDIATE RELEASE

June 29, 2015

MEDIA CONTACTS

Kellie Stickney

Community Engagement Specialist

206-780-3741

City Seeks Applicants for New Human Services Funding Advisory Committee

Bainbridge Island, Wash., (June, 2015) The City of Bainbridge Island is seeking volunteers to serve on the newly created Human Services Funding Advisory Committee (HSFAC).

Members of the HSFAC would take on the task of reviewing human services funding proposals and developing a funding recommendation for City Council consideration. HSFAC members will meet in September and October to develop recommendations to guide more than \$300,000 in City support to qualified organizations that reflect current City goals. Applicants cannot be employees or officers of any organization which will request or receive City funding for human services. Additionally, applicants cannot be officers of the City or appointed to another City Committee, board or commission, except for specialized committees or task forces of limited duration. Members will serve for a single term, to be specified at the time of appointment that coincides with the City's work to review proposals for funding from community organizations, with the option to be reappointed for up to three consecutive terms. More information about the committee and the [online application](#), can be found on the City website. Applications must be submitted by Monday, July 24, 2015.

The City currently provides roughly \$323,000 in financial support to 11 nonprofit organizations to support human services programs in the community. The human services funding advisory committee, working in collaboration with the City, shall develop funding recommendations for consideration by City Council. The committee's recommendation should meet any requirements or guidance provided from the City Council to the committee including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding.

For more information on the HSFAC and the human services allocation process please visit the [Agenda Center](#) on the City website. For questions about the application process, contact [Roz Lassoff](#), City Clerk at 206.780.8624.

###



Human Services Funding Advisory Committee

**Tuesday, October 13, 2015
4:00 PM – 6:00 PM
City Council Conference Room**

AGENDA

1. Introduction of Members
2. Open Public Meetings Act and Public Records Act Training –
City Attorney Lisa Marshall
3. Overview of Process for Review of Proposals
4. Review of Human Services Funding Application
5. Review Upcoming Meeting Dates and Remaining Committee Schedule
 - a. Thursday, Nov. 5 (6:00 – 8:00pm) – *Preliminary Review of Proposals*
 - b. Tuesday, Nov. 10 (6:00 – 9:00pm) – *Applicant Presentations*
 - c. Wednesday, Nov. 18 (6:00pm – 8:00pm) – *Evaluation of Proposals/Complete Funding Recommendation*
 - d. Additional meeting dates/times TBD as needed
6. Adjournment



City of Bainbridge Island 2016 Human Services Funding Advisory Committee Proposal Review Process Overview

Why Use a Citizen Review Panel

To gain a wide variety of perspectives and experiences that can inform the grant making process & make the granting process transparent, fair, and as free from influence and bias as possible and to ensure a close contact between citizens and the use of public funds.

Overall Expectations for Proposal Review:

- Follow open meeting and public disclosure rules
- Remember that this is sensitive information
- Thoroughly understand the selection criteria in the Request for Proposal (RFP) and match those criteria to an applicant's proposal.
- Report any conflict of interest to COBI and refrain from rating proposals in which you have a conflict.

Additional Data Resources:

The proposal is intended to give reviewers all of the relevant information to help them make an informed decision, reviewers will have the chance to ask additional questions of the agencies if they feel they need to before the final funding decisions are made. The proposal asks agencies to substantiate the need using data sources. In some cases, this need is easy to substantiate, in other cases it may be difficult. The following optional resources are available to Committee members to help them build a stronger understanding of the underlying need in the community.

- BCF Report to the Bainbridge City Council: this report provides information on the goals of the Human Services Funding Program as well as demographic information and trends.
<http://bainbridge.novusagenda.com/agendapublic/DisplayAgendaPDF.ashx?MeetingID=238>
- Healthy Youth Survey: The Healthy Youth Survey (HYS) is administered by Washington State to students in grades 6, 8, 10, and 12, who participate voluntarily. Answers given by youth are anonymous. The HYS includes questions related to:
 - o physical activity and diet
 - o unintentional and intentional injury
 - o substance use
 - o risk and protective factors
 - o access to school-based services
 - o sexual behaviors<http://www.bisd303.org/cms/lib3/WA01001636/Centricity/Domain/62/health/Multi-grade%202014%20BISD%20District%20Results.pdf>

- 2015 Update to the 2014 Comprehensive Community Assessment: this report is maintained by the Kitsap Interagency Coordinating Council/ECEAP Partnership to provide insight into current and emerging issues that affect children age 0-5 years.
http://www.kitsapcountyhealth.com/information/files/CommunityAssessmentKICC_Annual.pdf
- Kitsap County Core Public Health Indicators: a synthesis of demographic and public health data designed to provide an overview of the health of Kitsap County residents and surroundings.
https://www.kitsappublichealth.org/information/files/KPHD_Health_Indicators.pdf
- Additional Data and Indicators can be found on the Kitsap Public Health District's website:
https://www.kitsappublichealth.org/information/data_Indicators.php

Review Process

The review of the Human Services Funding Proposals will be a blend of self-directed work and committee work. Committee members are expected to review proposals independently, and come together as a committee to discuss how to prioritize those proposals. The steps in this review process are intended to help committee members develop an efficient and effective review process.

STEP ONE

- Read COBI's Request for Proposal
- Specifically, please become familiar with:
 - o Definition of human services
 - o The framework of the funding program
 - o General guidelines
 - o Project and applicant eligibility
 - o Application requirements
- Read and understand the Proposal Form and Narrative
- Review and understand the emphasis of each area of the proposal
- Please make sure to set aside enough time to review each of your proposals thoroughly. This is NOT a quick process.

STEP TWO

- A USB-Drive containing proposal materials will be available for pick-up at City Hall by Tuesday October 27th.
- Complete an initial read-through of each applicant's proposal but don't rate them this time.
- Use this initial read through of the proposals to get a sense of what the proposals are about and how they are organized.

STEP THREE

- Re-read each proposal and begin rating.
- Make sure to note proposal strengths and weaknesses.

- Make sure to note any questions you have about the application.
- Record ratings and notes on the Proposal Matrix form.

RULES AND TIPS

- Everyone rates differently – that's ok! Just make sure to be consistent in your ratings
- Only rate a proposal based on the information provided – don't assume anything
- Rate proposals against the criteria in the RFP– not against other proposals
- No fractions or decimals – whole number scores only please!
- Make sure all information required is contained in the proposal.
- You can deduct points for an incomplete proposal but make sure your score is primarily based on the quality of the responses. Remember that this process is brand new for the applicants.
- Just having an answer to each question in the RFP does not justify a high score.
- Proposals should make a strong case, show a compelling need and show that the proposed activities will effectively address that need.
- Proposals should employ good practices and improve the health and human services systems.

STEP FOUR – PRELIMINARY REVIEW OF PROPOSALS - Thursday, Nov. 5 (6:00 – 8:00pm)

- In-Person Review/Discussion with Committee
 - o Arrive on time & ready to discuss the proposals.
 - o Make sure to bring your notes, strengths and weaknesses, and questions.
- Committee will discuss each application and prepare for Panel Presentations

STEP FIVE - APPLICANT PRESENTATIONS - Tuesday, Nov. 10 (6:00 – 9:00pm)

NOTE: The format for applicant presentations will be determined once the number of applicants is determined. In absence of the time to follow the procedure listed below, priority will be placed on the Committee asking questions of the Applicants.

- Committee will hear a brief (5 minute) presentation on the Applicant's proposal
- Committee will be allowed to ask specific questions of the Applicants
- Committee members will independently revise ratings as needed following the Applicant Presentation

STEP SIX - EVALUATION OF PROPOSALS/COMPLETE FUNDING RECOMMENDATION - Wednesday, Nov. 18 (6:00pm – 8:00pm)

- Committee will discuss each application one final time
- Committee will recommend funding as appropriate
- Committee will agree on funding slate for Council approval

**Report to
City of Bainbridge Island
on
Community Trends and
City Support for Human Services**

September 1, 2015

**Prepared By:
Bainbridge Community Foundation**

INTRODUCTION

The City of Bainbridge (COBI) contracted with the Bainbridge Community Foundation (BCF) to inform and assist with the City's funding process and decision-making related to 2016 support for Human Services programming for Bainbridge Island residents.

This report provides information on three areas:

- Section A: Review of Demographic Trends and Community Needs
- Section B: Review of Recent (2013-14) City Funding for Human Services
- Section C: Framework for Funding Goals

Section A:

Review of Demographic Trends and Community Needs

INTRODUCTION

This section presents a high-level evaluation of community needs and key trends. Overall results are presented in summary form, with additional detail following for specific indicators of community health.

METHODOLOGY

The following information is provided to give a sense of current trends facing the Bainbridge Island. The health indicators profiled here were generated by Community Commons using data from The American Community Survey (ACS). ACS is a nationwide, continuous survey designed to provide communities with reliable and timely demographic, housing, social, and economic data. The ACS samples nearly 3 million addresses each year, resulting in nearly 2 million final interviews. The ACS replaces the long-form decennial census; however, the number of household surveys reported annually for the ACS is significantly less than the number reported in the long-form decennial census. As a result, the ACS combines detailed population and housing data from multiple years to produce reliable estimates for small counties, neighborhoods, and other local areas. Negotiating between timeliness and accuracy, the ACS annually releases current, one-year estimates for geographic areas with large populations; three-year and five-year estimates are also released each year for additional areas based on minimum population thresholds.

Bainbridge Island estimates are generated for this indicator using population weighted allocations. These estimates are aggregates of every census tract which falls within the Island, based on the proportion of the population from the tract which also falls within the area. Population proportions are determined for each census tract by dividing the sum of each census block's population by the total census tract population. In this way, when a custom area contains 50% of the area of a census tract, but contains 90% of that census tract's population, the figure for that census tract is weighted at 90% in the custom area tabulation. These estimates are weighted based on the total population (numerator and denominator) as reported in the 2010 Decennial Census. The base geography for these calculations is the 2010 census tract.

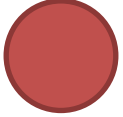
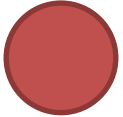
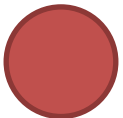
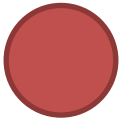
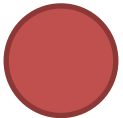
In addition, the Kitsap County Core Public Health Indicators: Summary (which follows Section A of this report) provides a good overview of County-wide public health.

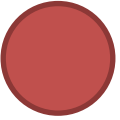
SUMMARY

This report contains demographic data that reflects our best understanding of trends that impact human service needs on Bainbridge Island. Below is a brief summary of those findings.

Key:

		
Worsening Trend	Neutral Trend	Positive Trend

POPULATION	Bainbridge Island's population has grown by 15% since 2000. As population continues to increase, so too will the demand on human service providers.	
POVERTY	The percentage of Island residents living below the Federal Poverty Level (FPL) has increased by nearly one percent since 2010. The highest growth in this segment has been for children under the age of 18 and seniors over 65. Nearly 15% of all individuals live in households that fall below 200% of the FPL (an income level which is still well below the median income on Bainbridge Island). While statistically better than comparable figures for the state and county, it represents a notable portion of Island residents.	
EMPLOYMENT	Unemployment or under-employment is a concern on Bainbridge and in the county. While it is difficult to get Bainbridge-specific information in this arena, all of the Kitsap County indicators indicate worsening conditions for economic well-being.	
EDUCATION	Graduation rates for Bainbridge Island are much better than the state, county, and national averages.	
BASIC NEEDS: FOOD	Economic conditions are a leading factor in food insecurity on Bainbridge Island. The access to affordable food is limited. Nearly 5% of Island households are enrolled in the Supplemental Nutrition Assistance Program (SNAP).	
BASIC NEEDS: HOUSING	An estimated 34% of households have housing costs that exceed 30% of income. These households may rely more substantially on human service providers.	

BASIC NEEDS: HEALTHCARE	Nearly 7% of insured individuals are on Medicaid. Of children under 18, an estimated 5.63% of do not have health insurance. Those on Medicaid and uninsured are more likely to have additional social support needs.	
MENTAL HEALTH	Inadequate mental health can be linked to academic performance, emotional stability, and general health. An estimated 16% of adults over the age of 18 self-report that they receive insufficient social and emotional support all or most of the time. Suicide rate for the county, at 13.47 (per 100,000 age-adjusted deaths), is below the national average of 11.82.	
PHYSICAL HEALTH	Kitsap county does not fare as well as the State in tobacco usage, physical activity, hypertension, obesity, and dental health. These indicators relate to demands on emergency services and health care.	

EMERGING TRENDS

Bainbridge Island fares better in many of the indicators when compared to Washington State or the Nation as a whole. However, in looking to the left of the needle on the indicator charts shown below (the estimates of those Islanders who need services) it is likely that 100% of them are not able to be served today. This may be because of lack of awareness, the stigma of receiving services, and/or the limitations of the appropriate agencies to provide services.

Population growth may likely generate the greatest impact on the needs of the community. As populations continue to grow (especially aging populations), existing needs will be exacerbated.

DEMOGRAPHIC TRENDS

POPULATION

According to the U.S. Census Bureau Decennial Census, between 2000 and 2010 the population on Bainbridge Island grew by 2717 persons, a change of 13.38%. By 2014, that same change is reported to be 15% since 2000. A significant positive or negative shift in total population over time impacts healthcare providers and the utilization of community resources.

Change in Total Population

Report Area	Total Population, 2000 Census	Total Population, 2010 Census	Total Population Change, 2000-2010	Percent Population Change, 2000-2010
Bainbridge Island Estimates*	20,308	23,025	2,717	13.38%
Kitsap County, WA	231,969	251,133	19,164	8.26%
Washington	5,894,121	6,724,540	830,419	14.09%
United States	280,421,907	307,745,539	27,323,632	9.74%

Data Source: US Census Bureau, Decennial Census. 2000 - 2010. Source geography: Tract

POVERTY

Since 2010, the percentage of Bainbridge Island individuals living below the Federal Poverty Level (FPL) has increased by 0.9%. Among children under 18, the percentage has increased by 1.5% and for seniors over the age of 65, the percentage has increased by 1%.

Percentage of Bainbridge Island Individuals Living Below Federal Poverty Level				
	2010	2011	2012	2013
All People	4.7%	5.3%	5.4%	5.6%
Children Under 18	5.1%	5.6%	5.9%	6.6%
Age 65+	1.6%	1.7%	2.1%	2.6%

Data Source: US Census Bureau, American Community Survey. 2009-13.

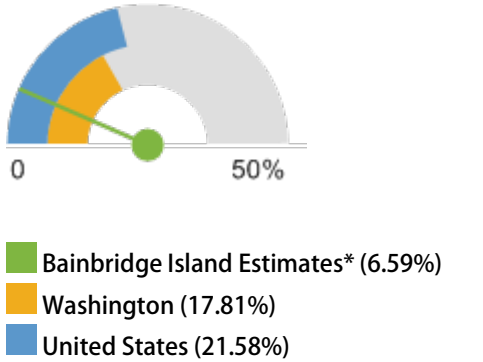
Poverty - Children Below 100% FPL

On Bainbridge Island an estimated 6.59% or 334 children aged 0-17 are living in households with income below the Federal Poverty Level (FPL). This indicator is relevant because poverty creates barriers to access including health services, healthy food, and other necessities that contribute to poor health status.

Report Area	Total Population	Population Under Age 18	Population Under Age 18 in Poverty	Percent Population Under Age 18 in Poverty
Bainbridge Island Estimates*	5,069	5,069	334	6.59%
Kitsap County, WA	245,213	54,280	7,476	13.77%
Washington	6,686,172	1,556,920	277,250	17.81%
United States	303,692,064	72,748,616	15,701,799	21.58%

Data Source: US Census Bureau, American Community Survey. 2009-13. Source geography: Tract

Percent Population Under Age 18 in Poverty



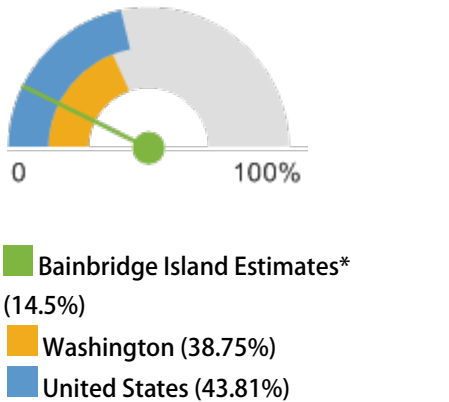
Poverty - Children Below 200% FPL

On Bainbridge Island an estimated 14.5% or 735 children are living in households with income below 200% of the Federal Poverty Level (FPL). This indicator is relevant because poverty creates barriers to access including health services, healthy food, and other necessities that contribute to poor health status.

Report Area	Total Population Under Age 18	Population Under Age 18 at or Below 200% FPL	Percent Population Under Age 18 at or Below 200% FPL
Bainbridge Island Estimates*	5,069	735	14.5%
Kitsap County, WA	54,280	17,732	32.67%
Washington	1,556,920	603,382	38.75%
United States	72,748,608	31,872,384	43.81%

Data Source: US Census Bureau, American Community Survey. 2009-13. Source geography: Tract

Percent Population Under Age 18 at or Below 200% FPL



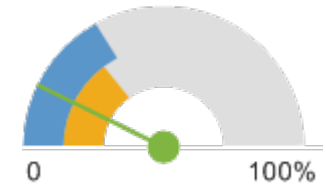
Poverty - Population Below 200% FPL

On Bainbridge Island an estimated 14.83% or 3,397 individuals are living in households with income below 200% of the Federal Poverty Level (FPL). This indicator is relevant because poverty creates barriers to access including health services, healthy food, and other necessities that contribute to poor health status.

Report Area	Total Population	Population with Income at or Below 200% FPL	Percent Population with Income at or Below 200% FPL
Bainbridge Island Estimates*	22,908	3,397	14.83%
Kitsap County, WA	245,213	60,790	24.79%
Washington	6,686,172	2,005,062	29.99%
United States	303,692,064	103,964,464	34.23%

Data Source: US Census Bureau, American Community Survey. 2009-13. Source geography: Tract

Percent Population with Income at or Below 200% FPL



■ Bainbridge Island Estimates* (14.83%)
 ■ Washington (29.99%)
 ■ United States (34.23%)

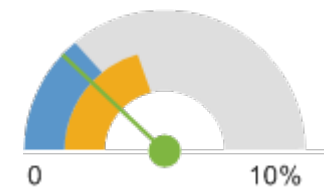
Income - Public Assistance Income

This indicator reports the percentage households receiving public assistance income. Public assistance income includes general assistance and Temporary Assistance to Needy Families (TANF). Separate payments received for hospital or other medical care (vendor payments) are excluded. This does not include Supplemental Security Income (SSI) or noncash benefits such as Food Stamps.

Report Area	Total Households	Households with Public Assistance Income	Percent Households with Public Assistance Income
Bainbridge Island Estimates*	9,482	228	2.4%
Kitsap County, WA	97,622	4,421	4.53%
Washington	2,629,126	109,871	4.18%
United States	115,610,216	3,255,213	2.82%

Data Source: US Census Bureau, American Community Survey. 2009-13. Source geography: Tract

Percent Households with Public Assistance Income



■ Bainbridge Island Estimates* (2.4%)
 ■ Washington (4.18%)
 ■ United States (2.82%)

EMPLOYMENT

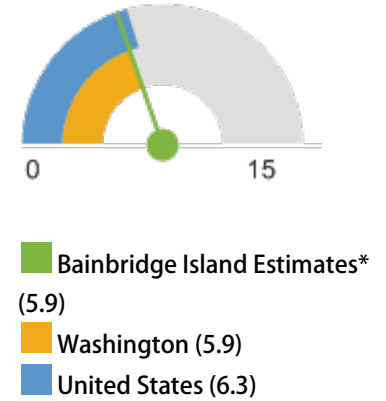
Unemployment Rate

Total unemployment on Bainbridge Island for the current month was 597, or 5.9% of the civilian non-institutionalized population age 16 and older (non-seasonally adjusted). This indicator is relevant because unemployment creates financial instability and barriers to access including insurance coverage, health services, healthy food, and other necessities that contribute to poor health status.

Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Bainbridge Island Estimates*	10,071	9,473	597	5.9
Kitsap County, WA	111,527	104,914	6,613	5.9
Washington	3,493,975	3,287,571	206,404	5.9
United States	158,429,642	148,371,360	10,058,282	6.3

Data Source: US Department of Labor, Bureau of Labor Statistics. 2015 - June. Source geography: County

Unemployment Rate



EDUCATION

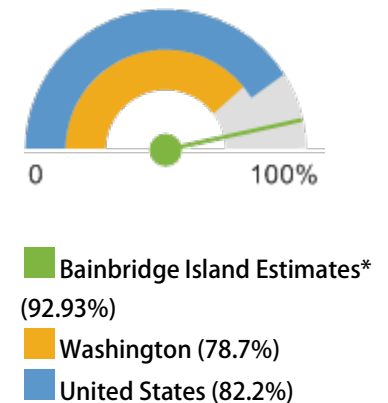
High School Graduation Rate (EdFacts)

Within Bainbridge Island 92.93% of students are receiving their high school diploma within four years. This indicator is relevant because research suggests education is one the strongest predictors of health ([Freudenberg Ruglis, 2007](#)).

Report Area	Total Student Cohort	Estimated Number of Diplomas Issued	Cohort Graduation Rate
Bainbridge Island Estimates*	382	355	92.93
Kitsap County, WA	2,999	2,430	81.03
Washington	75,923	59,746	78.7
United States	3,351,452	2,754,352	82.2

Data Source: US Department of Education, ED Facts. Accessed via DATA.GOV. Additional data analysis by CARES. 2011-12. Source geography: School District

Cohort Graduation Rate



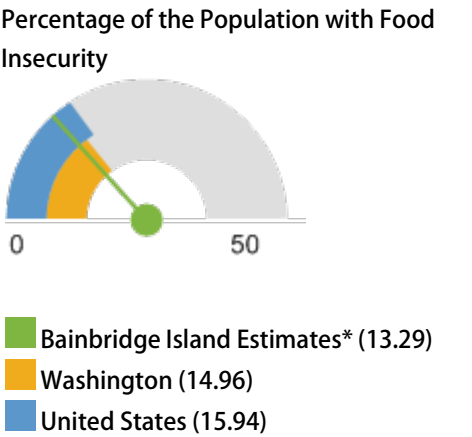
BASIC NEEDS: FOOD

Food Insecurity Rate

This indicator reports the estimated percentage of the population that experienced food insecurity at some point during the report year. Food insecurity is the household-level economic and social condition of limited or uncertain access to adequate food.

Report Area	Total Population	Food Insecure Population, Total	Food Insecure Population, Percent
Bainbridge Island Estimates*	23,049	3,062	13.29%
Kitsap County, WA	251,400	33,400	13.29%
Washington	6,897,012	1,031,460	14.96%
United States	313,281,717	49,943,940	15.94%

Data Source: Feeding America. 2012. Source geography: County

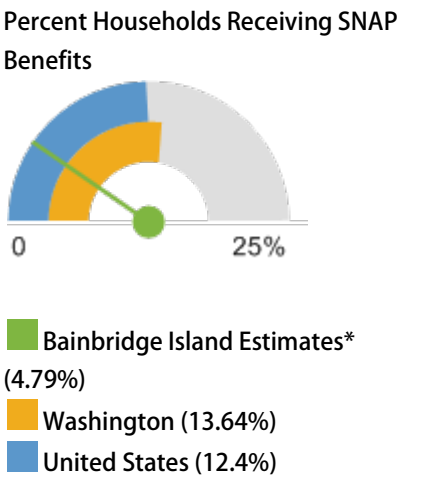


Population Receiving SNAP Benefits (ACS)

This indicator reports the estimated percentage of households receiving the Supplemental Nutrition Assistance Program (SNAP) benefits. This indicator is relevant because it assesses vulnerable populations which are more likely to have multiple health access, health status, and social support needs; when combined with poverty data, providers can use this measure to identify gaps in eligibility and enrollment.

Report Area	Total Households	Households Receiving SNAP Benefits	Percent Households Receiving SNAP Benefits
Bainbridge Island Estimates*	9,482	454	4.79%
Kitsap County, WA	97,622	11,616	11.9%
Washington	2,629,126	358,728	13.64%
United States	115,610,216	14,339,330	12.4%

Data Source: US Census Bureau, American Community Survey. 2009-13. Source geography: Tract



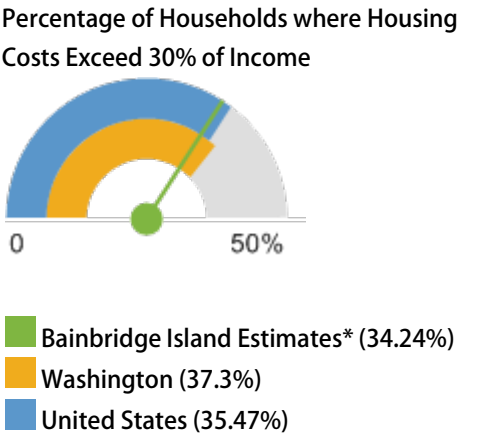
BASIC NEEDS: HOUSING

Housing Cost Burden (30%)

This indicator reports the percentage of the households where housing costs exceed 30% of total household income. This indicator provides information on the cost of monthly housing expenses for owners and renters. The information offers a measure of housing affordability and excessive shelter costs. The data also serve to aid in the development of housing programs to meet the needs of people at different economic levels.

Report Area	Total Households	Cost Burdened Households (Housing Costs Exceed 30% of Income)	Percentage of Cost Burdened Households (Over 30% of Income)
Bainbridge Island Estimates*	9,482	3,247	34.24%
Kitsap County, WA	97,622	35,411	36.27%
Washington	2,629,126	980,708	37.3%
United States	115,610,224	41,002,236	35.47%

Data Source: US Census Bureau, American Community Survey. 2009-13. Source geography: Tract



BASIC NEEDS: HEALTHCARE

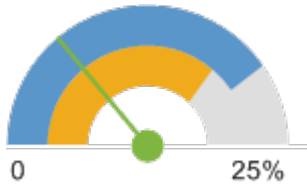
Insurance - Population Receiving Medicaid

This indicator reports the percentage of the population with insurance enrolled in Medicaid (or other means-tested public health insurance). This indicator is relevant because it assesses vulnerable populations which are more likely to have multiple health access, health status, and social support needs; when combined with poverty data, providers can use this measure to identify gaps in eligibility and enrollment.

Report Area	Total Population (For Whom Insurance Status is Determined)	Population with Any Health Insurance	Population Receiving Medicaid	Percent of Insured Population Receiving Medicaid
Bainbridge Island Estimates*	22,859	21,465	1,492	6.95%
Kitsap County, WA	239,441	212,302	33,994	16.01%
Washington	6,711,488	5,787,347	1,056,014	18.25%
United States	306,448,480	260,878,816	52,714,280	20.21%

Data Source: US Census Bureau, American Community Survey. 2009-13. Source geography: Tract

Percent of Insured Population Receiving Medicaid



- Bainbridge Island Estimates* (6.95%)
- Washington (18.25%)
- United States (20.21%)

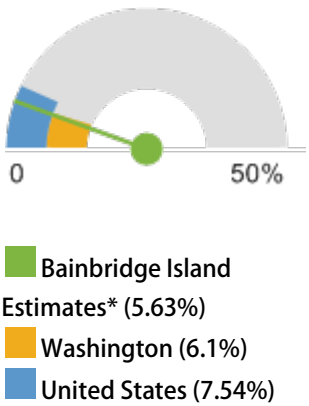
Insurance - Uninsured Children

The lack of health insurance is considered a *key driver* of health status. This indicator reports the percentage of children under age 19 without health insurance coverage. This indicator is relevant because lack of insurance is a primary barrier to healthcare access including regular primary care, specialty care, and other health services that contributes to poor health status.

Report Area	Total Population Under Age 19	Population with Medical Insurance	Percent Population With Medical Insurance	Population Without Medical Insurance	Percent Population Without Medical Insurance
Bainbridge Island Estimates*	5,467	5,159	94.37%	308	5.63%
Kitsap County, WA	56,684	53,490	94.4%	3,194	5.6%
Washington	1,643,052	1,542,905	93.9%	100,147	6.1%
United States	76,468,844	70,705,585	92.46%	5,763,259	7.54%

Data Source: US Census Bureau, Small Area Health Insurance Estimates. 2012. Source geography: County

Percent Population Without Medical Insurance

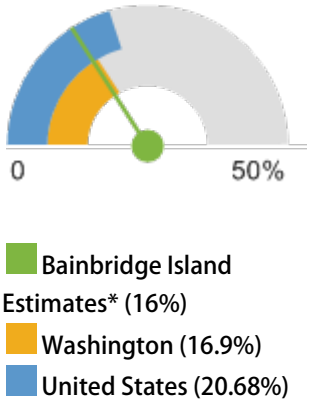


MENTAL HEALTH

Lack of Social or Emotional Support

This indicator reports the percentage of adults aged 18 and older who self-report that they receive insufficient social and emotional support all or most of the time. This indicator is relevant because social and emotional support is critical for navigating the challenges of daily life as well as for good mental health. Social and emotional support is also linked to educational achievement and economic stability.

Percent Adults Without Adequate Social / Emotional Support (Age-Adjusted)



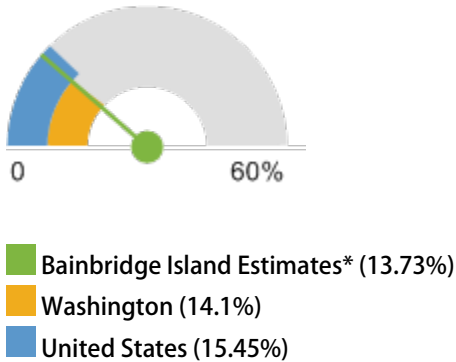
Report Area	Total Population Age 18	Estimated Population Without Adequate Social / Emotional Support	Crude Percentage	Age-Adjusted Percentage
Bainbridge Island Estimates*	17,415	2,769	15.9%	16%
Kitsap County, WA	192,856	30,664	15.9%	16%
Washington	5,083,627	854,049	16.8%	16.9%
United States	232,556,016	48,104,656	20.69%	20.68%

Data Source: Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Accessed via the Health Indicators Warehouse. US Department of Health & Human Services, Health Indicators Warehouse. 2006-12. Source geography: County

Depression (Medicare Population)

This indicator reports the percentage of the Medicare fee-for-service population with depression.

Percentage of Medicare Beneficiaries with Depression



Report Area	Total Medicare Beneficiaries	Beneficiaries with Depression	Percent with Depression
Bainbridge Island Estimates*	3,610	496	13.73%
Kitsap County, WA	31,813	4,367	13.73%
Washington	699,151	98,548	14.1%
United States	34,126,305	5,271,176	15.45%

Data Source: Centers for Medicare and Medicaid Services. 2012. Source geography: County

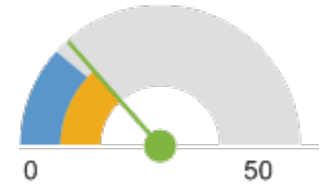
Mortality - Suicide

This indicator reports the rate of death due to intentional self-harm (suicide) per 100,000 population. Figures are reported as crude rates, and as rates age-adjusted to year 2000 standard. Rates are re-summarized for report areas from county level data, only where data is available. This indicator is relevant because suicide is an indicator of poor mental health.

Report Area	Total Population	Average Annual Deaths, 2007-2011	Crude Death Rate (Per 100,000 Pop.)	Age-Adjusted Death Rate (Per 100,000 Pop.)
Bainbridge Island Estimates*	22,840	3.19	13.97	13.47
Kitsap County, WA	249,117	35	13.97	13.47
Washington	6,649,164	931	14	13.57
United States	306,486,831	37,085	12.1	11.82
National Target				<= 10.2

Data Source: Centers for Disease Control and Prevention, National Vital Statistics System. Accessed via CDC WONDER. Centers for Disease Control and Prevention, Wide-Ranging Online Data for Epidemiologic Research. 2007-11. Source geography: County

Suicide, Age-Adjusted Death Rate
(Per 100,000 Pop.)



■ Bainbridge Island Estimates* (13.47)
■ Washington (13.57)
■ United States (11.82)

PHYSICAL HEALTH

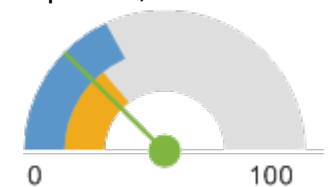
Teen Births

This indicator reports the rate of total births to women age of 15 - 19 per 1,000 female population age 15 - 19. This indicator is relevant because in many cases, teen parents have unique social, economic, and health support services. Additionally, high rates of teen pregnancy may indicate the prevalence of unsafe sex practices.

Report Area	Female Population Age 15 - 19	Births to Mothers Age 15 - 19	Teen Birth Rate (Per 1,000 Population)
Bainbridge Island Estimates*	773	19	24.88
Kitsap County, WA	8,235	204	24.8
Washington	224,551	6,557	29.2
United States	10,736,677	392,962	36.6

Data Source: US Department of Health & Human Services, Health Indicators Warehouse. Centers for Disease Control and Prevention, National Vital Statistics System. Accessed via CDC WONDER. 2006-12. Source geography: County

Teen Birth Rate (Per 1,000 Population)



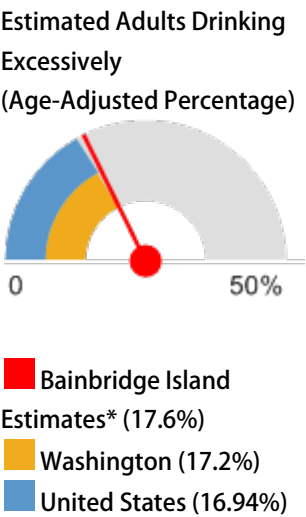
■ Bainbridge Island Estimates* (24.88)
■ Washington (29.2)
■ United States (36.6)

Alcohol Consumption

This indicator reports the percentage of adults aged 18 and older who self-report heavy alcohol consumption (defined as more than two drinks per day on average for men and one drink per day on average for women). This indicator is relevant because current behaviors are determinants of future health and this indicator may illustrate a cause of significant health issues, such as cirrhosis, cancers, and untreated mental and behavioral health needs.

Report Area	Total Population Age 18	Estimated Adults Drinking Excessively	Estimated Adults Drinking Excessively (Crude Percentage)	Estimated Adults Drinking Excessively (Age-Adjusted Percentage)
Bainbridge Island Estimates*	17,415	2,995	17.2%	17.6%
Kitsap County, WA	192,856	29,893	15.5%	16.1%
Washington	5,083,627	859,133	16.9%	17.2%
United States	232,556,016	38,248,349	16.45%	16.94%

Data Source: Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Accessed via the Health Indicators Warehouse. US Department of Health & Human Services, Health Indicators Warehouse. 2006-12. Source geography: County



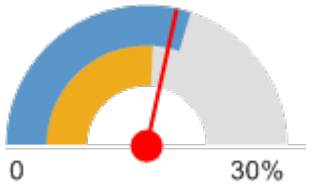
Tobacco Usage - Current Smokers

On Bainbridge Island an estimated 2,943, or 16.9% of adults age 18 or older self-report currently smoking cigarettes some days or every day. This indicator is relevant because tobacco use is linked to leading causes of death such as cancer and cardiovascular disease.

Report Area	Total Population Age 18	Total Adults Regularly Smoking Cigarettes	Percent Population Smoking Cigarettes (Crude)	Percent Population Smoking Cigarettes (Age-Adjusted)
Bainbridge Island Estimates*	17,415	2,943	16.9%	17.1%
Kitsap County, WA	192,856	32,593	16.9%	17.1%
Washington	5,083,627	787,962	15.5%	15.6%
United States	232,556,016	41,491,223	17.84%	18.08%

Data Source: Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Accessed via the Health Indicators Warehouse. US Department of Health & Human Services, Health Indicators Warehouse. 2006-12. Source geography: County

Percent Population Smoking Cigarettes (Age-Adjusted)



- Bainbridge Island Estimates* (17.1%)
- Washington (15.6%)
- United States (18.08%)

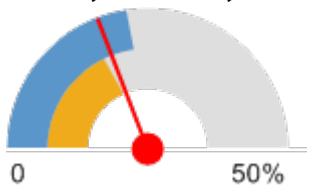
Physical Inactivity

Within Bainbridge Island, 3,331 or 19.1% of adults aged 20 and older self-report no leisure time for activity, based on the question: "During the past month, other than your regular job, did you participate in any physical activities or exercises such as running, calisthenics, golf, gardening, or walking for exercise?". This indicator is relevant because current behaviors are determinants of future health and this indicator may illustrate a cause of significant health issues, such as obesity and poor cardiovascular health.

Report Area	Total Population Age 20	Population with no Leisure Time Physical Activity	Percent Population with no Leisure Time Physical Activity
Bainbridge Island Estimates*	17,440	3,331	19.1%
Kitsap County, WA	193,141	36,890	18.7%
Washington	5,123,728	936,699	18.04%
United States	231,341,061	53,415,737	22.64%

Data Source: Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion. 2012. Source geography: County

Percent Population with no Leisure Time Physical Activity



- Bainbridge Island Estimates* (19.1%)
- Washington (18.04%)
- United States (22.64%)

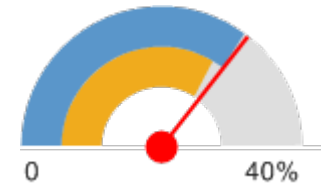
High Blood Pressure (Adult)

4,945.90, or 28.4% of adults aged 18 and older have ever been told by a doctor that they have high blood pressure or hypertension.

Report Area	Total Population (Age 18)	Total Adults with High Blood Pressure	Percent Adults with High Blood Pressure
Bainbridge Island Estimates*	17,415.17	4,945.90	28.4%
Kitsap County, WA	192,856	54,771	28.4%
Washington	5,083,627	1,372,579	27%
United States	232,556,016	65,476,522	28.16%

Data Source: Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Additional data analysis by CARES. 2006-12. Source geography: County

Percent Adults with High Blood Pressure



■ Bainbridge Island Estimates* (28.4%)
■ Washington (27%)
■ United States (28.16%)

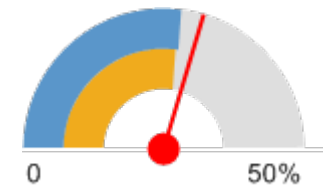
Obesity

29.5% of adults aged 20 and older self-report that they have a Body Mass Index (BMI) greater than 30.0 (obese) on Bainbridge Island. Excess weight may indicate an unhealthy lifestyle and puts individuals at risk for further health issues.

Report Area	Total Population Age 20	Adults with BMI > 30.0 (Obese)	Percent Adults with BMI > 30.0 (Obese)
Bainbridge Island Estimates*	17,500	5,162	29.5%
Kitsap County, WA	193,800	57,171	29.3%
Washington	5,127,236	1,396,907	27.07%
United States	231,417,834	63,336,403	27.14%

Data Source: Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion. 2012. Source geography: County

Percent Adults with BMI > 30.0 (Obese)



■ Bainbridge Island Estimates* (29.5%)
■ Washington (27.07%)
■ United States (27.14%)

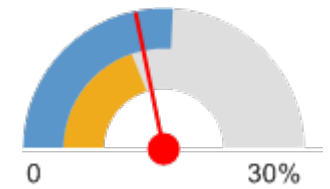
Poor Dental Health

This indicator reports the percentage of adults age 18 and older who self-report that six or more of their permanent teeth have been removed due to tooth decay, gum disease, or infection. This indicator is relevant because it indicates lack of access to dental care and/or social barriers to utilization of dental services.

Report Area	Total Population (Age 18)	Total Adults with Poor Dental Health	Percent Adults with Poor Dental Health
Bainbridge Island Estimates*	17,186	2,236	13.01%
Kitsap County, WA	190,328	24,763	13.01%
Washington	5,083,627	611,001	12.02%
United States	235,375,690	36,842,620	15.65%

Data Source: Centers for Disease Control and Prevention, Behavioral Risk Factor Surveillance System. Additional data analysis by CARES. 2006-10. Source geography: County

Percent Adults with Poor Dental Health



■ Bainbridge Island Estimates* (13.01%)
■ Washington (12.02%)
■ United States (15.65%)

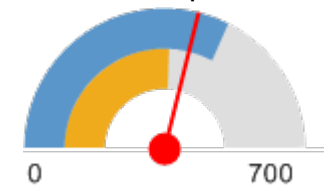
Chlamydia Incidence

This indicator reports incidence rate of chlamydia cases per 100,000 population. This indicator is relevant because it is a measure of poor health status and indicates the prevalence of unsafe sex practices.

Report Area	Total Population	Total Chlamydia Infections	Chlamydia Infection Rate (Per 100,000 Pop.)
Bainbridge Island Estimates*	23,346	95	406.07
Kitsap County, WA	254,633	1,034	406.1
Washington	6,830,038	24,596	360.12
United States	311,577,841	1,422,976	456.7

Data Source: US Department of Health & Human Services, Health Indicators Warehouse. Centers for Disease Control and Prevention, National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention. 2012. Source geography: County

Chlamydia Infection Rate (Per 100,000 Pop.)



■ Bainbridge Island Estimates* (406.07)
■ Washington (360.12)
■ United States (456.7)

KITSAP COUNTY CORE PUBLIC HEALTH INDICATORS: SUMMARY

May 2015

The tables below summarize the Kitsap County Core Public Health Indicators: Part 1 is a summary of indicators by category for trend over time and comparison to Washington State; Part 2 is a summary of each Kitsap indicator by trend over time; Part 3 is a summary of each indicator by Kitsap comparison to Washington for the most recent data available. For more information on health indicators, data sources, and statistical methods, please refer to the Kitsap County Core Public Health Indicators document.

PART 1. SUMMARY BY CATEGORY

In this summary table, indicators are presented by category; for each indicator, the trend over time and comparison to WA State is depicted by a symbol. Trend over time arrows within 'improving' and 'worsening' can go up or down depending on the indicator.

	KITSAP OVER TIME			KITSAP COMPARED TO WA		
	IMPROVING	NO CHANGE	WORSENING	BETTER	SAME	WORSE
I. Who are we?						
Education	↑↑	↔↔		●●●●		
Employment			↓		●	
Economic Well-Being*			↑↑↑ ↑↑↑	●●●●	●	
Health Care Access	↑	↔	↓	●	●●	●
II. How healthy are we?						
General Health		↔↔↔			●●●●	
Emotional Well-Being		↔↔ ↔↔	↑		●●●●●	●
Communicable Diseases		↔	↓↑	●●		●
Chronic Diseases		↔↔		●	●	
III. How healthy are our lifestyles and behaviors?						
Weight Management		↔↔			●●	
Physical Activity and Nutrition	↑	↔↔ ↔↔		●●	●●●	
Substance Use	↓↓↓	↔↔	↑↑↑	●	●●●●	●●●
IV. How safe and healthy are our surroundings?						
Natural Environment*	↑↑	↔↔↔		●		
Built Environment**	↓	↔	↑	●●		
Crime and Safety		↔		●	●	
Adverse Childhood Experiences (ACEs)	↓				●●●●	

* Kitsap has 5 indicators, WA has one. **Kitsap has one additional indicator; no WA data available.

KITSAP COUNTY CORE PUBLIC HEALTH INDICATORS: SUMMARY

PART 2. SUMMARY OF TRENDS

In this summary table, each indicator is presented by its statistical trend over time.

IMPROVING TREND		UNCHANGING TREND		WORSENING TREND	
WHO ARE WE?					
Adults aged 25-64 with more than high school education		Children age 3-4 enrolled in early education programs		Civilian adults currently employed	
Civilian pregnant women with more than high school education		High school graduation rate		Residents living below 100% of poverty	
Youth (grade 8) report having a dental checkup, exam or cleaning in the past 12 months		Civilian adults aged 18-64 report having health insurance		Youth (aged 5-17) living below 100% of poverty	
				Public school students (grades K-12) enrolled in free or reduced lunch program	
				Civilian births paid by Medicaid	
				Households spend more than 30% of monthly income on housing costs	
				Homelessness rate per 100,000 residents	
				Civilian women start prenatal care in the first trimester	
HOW HEALTHY ARE WE?					
		Babies born at low birth weight		Youth (grade 8) report seriously considering attempting suicide during past 12 months	
		Adults report general health excellent, very good, good during past 30 days		Kindergarten children with complete immunizations	
		Adults report activities not limited by poor physical or mental health during past 30 days		Chlamydia rate per 100,000 adolescents and adults (aged 15-44)	
		Youth (grade 6) report being bullied in past month			
		Youth (grade 8) report having adults to turn to for help when feeling sad or hopeless			
		Adults report mental distress			
		Suicide death rate per 100,000 residents			
		Gonorrhea rate per 100,000 adolescents and adults (age 15-44)			
		Adults ever told they have cardiovascular disease or diabetes			
		Diabetes-related hospitalization rate per 100,000 residents			
HOW HEALTHY ARE OUR LIFESTYLES AND BEHAVIORS?					
Youth (grade 8) engaging in 1 or more hours of physical activity ≥ 5 days per week		Adults at a healthy weight (BMI=18.5-24.9)		Youth (grade 10) report using electronic cigarettes in the past 30 days	
Civilian women report smoking during pregnancy		Youth (grade 8) at a healthy weight (BMI below 85 th percentile)		Youth (grade 10) report using marijuana in the	
Youth (grade 10) report smoking in the past 30 days		Youth (grade 8) report:		Drug-associated non-fatal hospitalization rate per 100,000 residents	
Youth (grade 10) report using alcohol in the past 30 days		eating 5 or more fruits/vegetables daily			
		2 hours or less screen time for fun on school days			
		drinking no sugary beverages in past 7 days at school			
		Adults report engaging in 1 or more hours of physical activity on average each day per week			
		Adults report current smoking			
		Drug-associated death rate per 100,000 residents			

KITSAP COUNTY CORE PUBLIC HEALTH INDICATORS: SUMMARY

IMPROVING TREND	UNCHANGING TREND	WORSENING TREND
HOW SAFE AND HEALTHY ARE OUR SURROUNDINGS?		
Healthy air days (PM2.5 concentration below 13.4 μm^3)	Group A/B water systems meet standards for acceptable levels of total coliform bacteria	Fast food restaurant and convenience store density per 100,000 residents
Shoreline miles classified as "open" for shellfish harvesting	Fresh water streams meet standards for acceptable levels of fecal coliform bacteria	
Motor vehicle injury-related hospitalization rate per 100,000 residents	Illnesses commonly related to unsafe food, water, or poor hygiene rate per 100,000 residents	
Youth (grades 8,10,12) report risk factor of poor family management	Routine food establishment inspections resulting in one or more red violations	
	Firearm death rate per 100,000 residents	

PART 3. COMPARISONS TO WA STATE

In this summary table, each indicator is presented by its statistical comparison to Washington State for the most recent year of data available.

BETTER THAN WA STATE	THE SAME AS WA STATE	WORSE THAN WA STATE
WHO ARE WE?		
Children aged 3-4 enrolled in early education programs	Civilian adults currently employed	Civilian women start prenatal care in the first trimester
High school graduation rate	Civilian births paid by Medicaid	
Adults aged 25-64 with more than high school education	Adults report having visited a dentist or dental clinic in the past 12 months	
Civilian pregnant women with more than high school education	Youth (grade 8) report having had a dental checkup, exam or cleaning in the past 12 months	
Residents living below 100% of poverty		
Youth (aged 5-17) living below 100% of poverty		
Public school students (grades K-12) enrolled in free or reduced lunch program		
Households spend more than 30% of monthly income on housing costs		
Civilian adults aged 18-64 report having health insurance		
HOW HEALTHY ARE WE?		
Kindergarten children with complete immunizations	Babies born at low birth weight	Youth (grade 8) report seriously considering attempting suicide during the past 12 months
Diabetes-related hospitalization rate per 100,000 residents	Adults report: general health is excellent, very good, or good during the past 30 days	Chlamydia rate per 100,000 adolescents and adults (aged 15-44)
Gonorrhea rate per 100,000 adolescents and adults (aged 15-44)	activities not limited by poor physical or mental health during the past 30 days	
	never having a permanent tooth extracted because of decay or gum disease	
	always or usually getting the social/emotional support they need	
	mental distress (14 or more days of poor mental health during the past 30 days)	
	ever being told they have cardiovascular disease or diabetes	
	Youth (grade 6) bullied in the past 30 days	
	Youth (grade 8) report having adults they can turn to when feeling sad or hopeless	
	Suicide death rate per 100,000 residents	

BETTER THAN WA STATE	THE SAME AS WA STATE	WORSE THAN WA STATE
HOW HEALTHY ARE OUR LIFESTYLES AND BEHAVIORS?		
Youth (grade 8) report 2 hours or less of screen time for fun on school days	Adults at a healthy weight (BMI= 18.5-24.9)	Civilian women report smoking during pregnancy
Youth (grade 8) report engaging in 1 or more hours of physical activity 5 or more days/week	Youth (grade 8) at a healthy weight (below 85 th percentile for BMI)	Youth (grade 10) report smoking in the past 30 days
Drug-associated non-fatal hospitalization rate per 100,000 residents	Adults report engaging in 1 or more hours of physical activity on average each day per week	Youth (grade 10) report using electronic cigarettes in the past 30 days
	Youth (grade 8) report eating 5 or more fruits/vegetables daily	
	Youth (grade 8) report drinking no sugary beverages in past 7 days at school	
	Adults report currently smoking	
	Youth (grade 10) using alcohol in the past 30 days	
	Youth (grade 10) using marijuana in the past 30 days	
	Drug-associated death rate per 100,000 residents	
HOW SAFE AND HEALTHLY ARE OUR SURROUNDINGS?*		
Illness commonly related to unsafe food, water, or poor hygiene rate per 100,000 residents	Firearm death rate per 100,000	
Motor vehicle injury-related hospitalization rate (fatal and non-fatal) per 100,000	Youth (grades 8,10,12) report ever being physically hurt by an adult	
Fast food restaurant and convenience store density per 100,000 residents	Youth (grades 8,10,12) report risk factor of poor family management	
Group A offence crime rate per 100,000 residents	Adults report no Adverse Childhood Experiences (ACEs)	
	Adults report three or more Adverse Childhood Experiences (ACEs)	

*Indicators shown are those with a WA comparison; 5 are not shown because there are no WA data.

Section B: Review of Recent (2013-14) City Funding for Human Services

OVERVIEW

BACKGROUND

From 2003-2010, COBI contracted with the Health, Housing and Human Services Council (HHHS) to implement the Human Services element of the Comprehensive Plan. During this time, local agencies sought funding by first completing a standardized application. Beginning in 2011, the City provided financial support directly to Human Service agencies via individual contracts for professional services structured according to the recommendations recommended by HHHS for 2011 and beyond.

In preparation for this report, BCF reviewed the professional services scopes of work and final reports for 2013 and 2014 COBI Human Services Funding. During this time the City of Bainbridge Island did not require those requesting funds to fill out a standardized application. As such, some interpretation was necessary in the determination of to what activities and programs those COBI funds were applied.

The information below is intended to present a general understanding of the prior funding distribution and the current status of the constituencies funded through prior cycles.

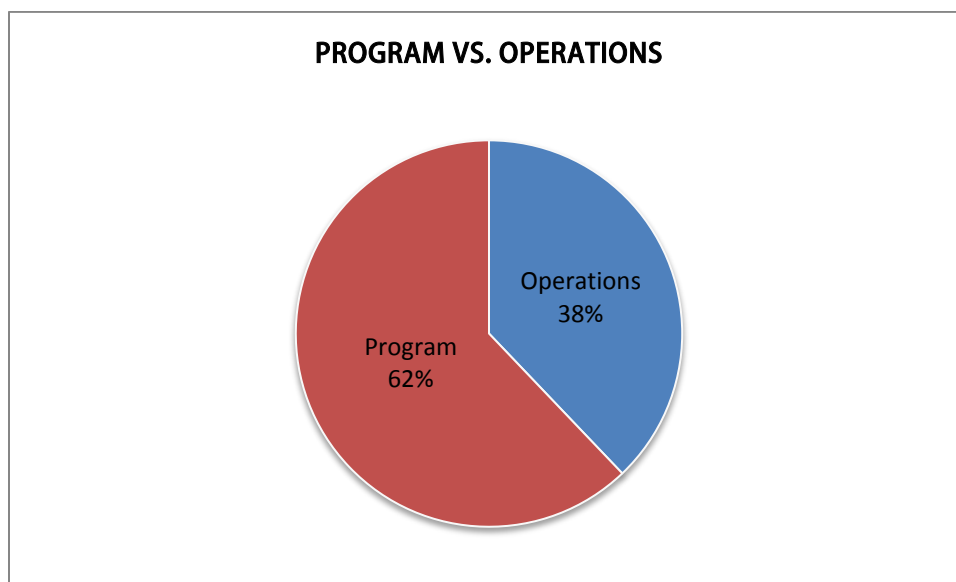
REVIEW OF 2013 / 2014 FUNDING

PROGRAM VS. OPERATING SUPPORT

In requesting scopes of work from the agencies, COBI did not specifically request that organizations clarify whether they were seeking program support or operating support. Upon analysis of the scopes of work and final reports, funding was categorized based on where the agencies indicated funds would go or were distributed. The category definitions were:

- Program Support: support for one or more specific programs. Can include overhead/administration related to the delivery of those programs
- Operating Support: support for the organization in general including some or all of its programs, services and administration costs

As the same priorities were funded in 2013 and in 2014, there is no change in the proportion of COBI funding that went to program versus those that went to operations. As seen in the chart below, 62% of the COBI funds distributed went to specific and 38% to general operations.



FUNDING BY CONSTITUENCY

The following constituencies were supported by City funding during 2013-14. Overall, roughly two-thirds of City funding went to support Adult and Family Services, and one-third of funding was used to support Youth Services.

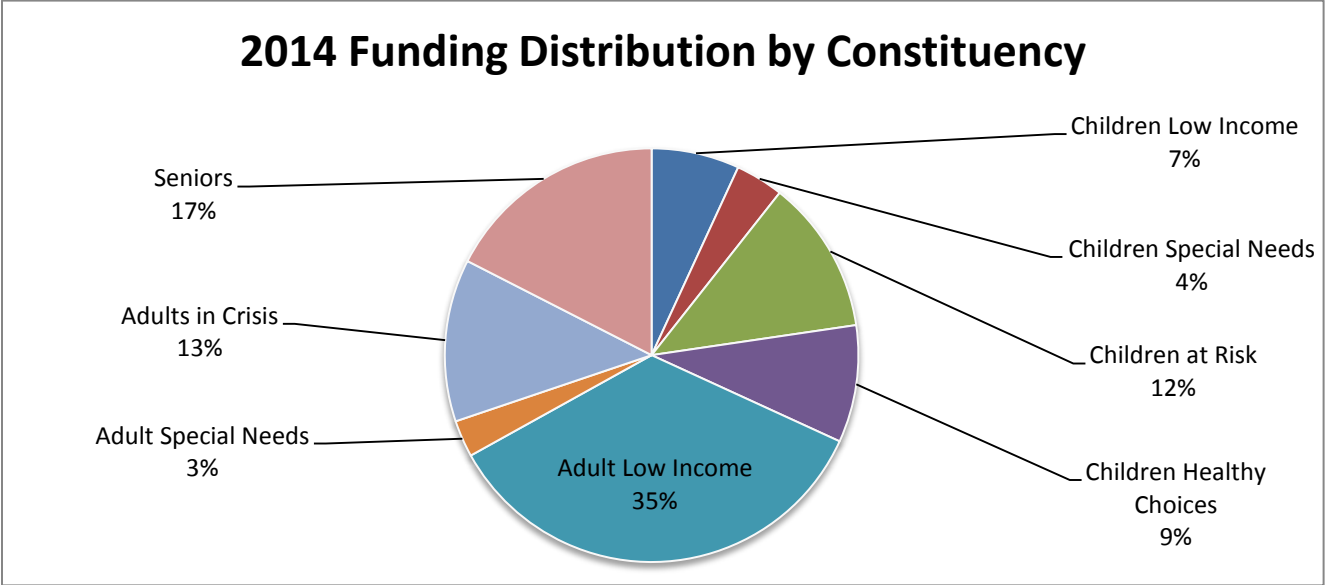
Adult Services -

- Adult Low Income: support for programs and services for individuals and families of limited financial means including food, housing, clothing, and case management systems
- Adult Special Needs: support for adults and seniors with cognitive disabilities including dementia, brain injury, or other acquired or lifetime disability
- Adults in Crisis: support for programs and services for individuals and families dealing with domestic violence or other similar emergency issue
- Seniors: support for programs and services for seniors over the age of 65 that promote health and stability including access to health services, and programs that allow seniors to age-in-place

Youth Services -

- Children Low Income: support to give access to programs and services for children with limited financial means
- Children Special Needs: support for programs and services for children with developmental disabilities, autism, sensory integration issues, delays, or behavioral issues
- Children at Risk: support for programs and services for children facing issues including stress, depression, anxiety, suicide ideation, isolation or other form of social or emotional crisis
- Children Healthy Choices: support for programs and services that provide enrichment and engagement with young people who might otherwise be at risk of making unhealthy decisions

The chart below summarizes COBI funding by constituency. Please note that in many cases, there may be overlap in the delivery of services. For example, programs serving low income adults may also serve seniors. As such, the data below provides a general reference, rather than an exact detail, of distribution by constituency.



CURRENT STATUS OF FUNDED CONSTITUENCIES

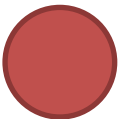
The chart below provides a quick summary about the current status of constituencies supported through past COBI funding.

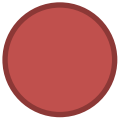
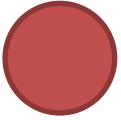
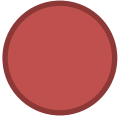
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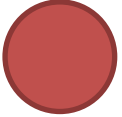
 Worsening Trend

 Neutral Trend

 Positive Trend

CONSTITUENCY	CURRENT STATUS	SOURCE	TREND
Children Low Income	Children of low income families are escalating as a percentage of the total. The percentage of Bainbridge Island children under 18 living below the federal has increased from 5.1% in 2010 to 6.6% in 2013.	US Census Bureau, American Community Survey. 2009-13	
Children Special Needs	From learning or behavioral difficulties to diagnosed disabilities, nationally the number of children and youth ages 3 – 21 receiving special education services was 6.4 million, or about 13 percent of all public school students, in 2012 – 13. ¹ These students require additional attention to implement individualized learning programs. While across the county special education students as a proportion of total enrollment is increasing, on Bainbridge Island that number is decreasing. ²	¹ <i>The Condition of Education 2015</i> . Publication no. NCED 2015-144. Washington, DC: National Center for Education Statistics, US Department of Education, 2015. Print. ² 2015 Update to the 2014 Comprehensive Community Assessment. Kitsap County, WA: Kitsap Interagency Coordinating Council Head Start/ECEAP Partnership, 2015.	

Children at Risk	Stress, anxiety, and mental health disorders present continual challenges to youth. Between 60-70% of 8 th , 10 th , and 12 th grade students report being bothered by feelings of nervousness or anxiety. Nearly 50% of students in those same grades report feeling unable to stop or control their worrying. Ten percent of 6 th graders report seriously thinking about killing themselves. Risk behaviors continue to be prevalent across all demographic profiles of youth on Bainbridge Island.	Healthy Youth Survey 2014 Analytic Report. Washington State Department of Health, Office of the Superintendent of Public Instruction, Department of Social and Health Services, Department of Commerce, and Liquor Control Board, March 2015	
Children Healthy Choices	Many Bainbridge youth rely on childcare or after-school programs, as 49.7% of Bainbridge children under 6, and 62.5% of children 6-17 come from households where both parents work.	US Census Bureau, American Community Survey. 2009-13	
Adult Low Income	Economic indicators point to a continued crisis for certain members of the local population. Unemployment continues to increase, if gradually, placing a correlating demand on social services	US Census Bureau, American Community Survey. 2009-13	
Adult Special Needs	Adults with developmental disabilities continue to be a vulnerable population. Nationally, 25% of all adults with developmental disabilities live with care providers over the age of 60. As care providers age, demand for day services and other long-term care options will increase.	Five Year Plan. Olympia, WA: Washington State Developmental Disabilities Council, 2013.	
Adults in Crisis	Domestic violence rates may be declining. After holding relatively flat in 2010, 2011, and 2012, rates declined in 2013.	Washington Association of Sheriffs and Police Chiefs, UCR Division. Population Estimates: Washington State Department of Health, 2014	

Seniors	The senior population (60+) in Kitsap County is expected to grow by 46% by 2020. Bainbridge Island census tract 909.00 (Winslow area) has the highest senior (60+) concentration in Kitsap County	2016-2019 DRAFT Kitsap County Aging and Long Term Care Area Plan. Kitsap County, WA: Kitsap County Division of Aging and Long Term Care, 2015.	
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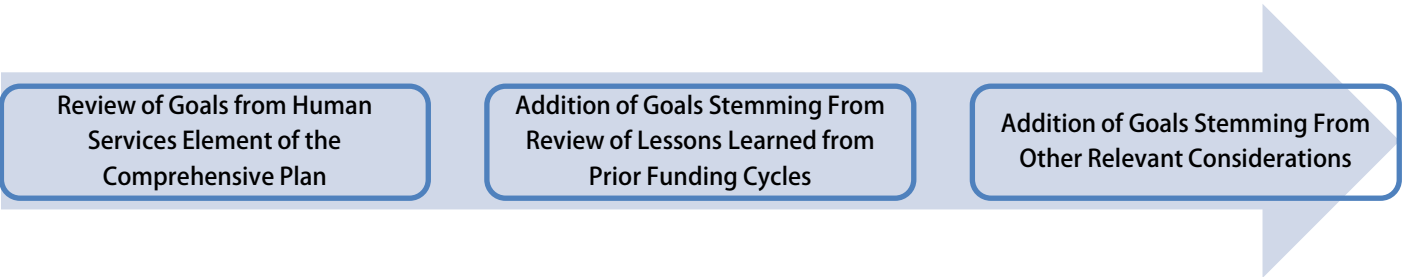
Section C: Framework for Funding Goals

DEVELOPING THE FRAMEWORK

The development of the funding framework begins with understanding the needs of the community, followed by establishing the City’s goals. From that point, the architecture of the application, review, and evaluation process will be developed. This document is designed as a tool to help the COBI Council confirm the City’s goals for a Human Services funding program.

DEVELOPMENT OF COBI HUMAN SERVICE FUNDING GOALS

There are three parts to the development of COBI Human Service Funding Goals:



COMPREHENSIVE PLAN HUMAN SERVICES ELEMENT FRAMEWORK AND GOALS

HUMAN SERVICE ELEMENT OF THE COMPREHENSIVE PLAN

The Human Services Element recognizes the City's role in providing the conditions that sustain the delivery of human services, a role the City assumed with Ordinance 93-44. In the absence of the Health, Housing, and Human Services Council, portions of the current Human Services Element are out-of-date with current City Practice. The following excerpts from the Human Services Element are relevant to the current discussion of funding goals for 2016.

FRAMEWORK STATEMENT

Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community.

FRAMEWORK VALUES

1. Dignity is the hallmark of human services delivery on Bainbridge Island.
2. Respect for the individual is an integral part of human services delivery on Bainbridge Island.
3. Neighborliness and a sense of community form the foundation of human services.
4. Diversity within the population is important to the community.
5. Cooperation and coordination among human services providers, including the taxing districts, strengthens the human services delivery system, which results in better service for people.

DEFINITION

Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care. Further, human services:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.

These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.

GOALS

- HSE Goal 3. FINANCIAL RESOURCES. Develop fiscal stability of Bainbridge Island's human services organizations.
- HSE GOAL 4. CONTINUUM OF SERVICES. Ensure a range of services is available to people who need them by promoting and supporting a variety of affordable and physically accessible human services programs. (Intent: It is important to recognize that there are priorities along the continuum of needs, with basic survival being the highest priority. The City's role is to support the local agencies that provide the delivery of human services, thereby ensuring that essential services are available.)
- HSE GOAL 6. HOUSING AND HUMAN SERVICES. Recognize the interrelationship between housing and human services.

LESSONS LEARNED FROM PRIOR FUNDING CYCLES

FUNDING TYPE

In reviewing the type of funding (program vs operating support), the differentiation was predominantly a stylistic one that had little to no impact on the scope of work. Should the Council seek to establish a quantifiable goal related to one of the constituencies (such as to end homelessness), it may aid in the outcome evaluation to directly connect program to impact. Or should it choose to open up eligibility to service providers from off-island, program funding would better ensure that funding can be targeted to Island residents.

CONSTITUENCIES FUNDED

The constituencies who received funding from the program in the past are appropriate for the funding program in the future. Since there is no central tracking system, it is unclear what percentage of those who have needs are being served. As such, it should be a long-term priority of the funding program to consider methods of tracking who is eligible for services, but is not being served.

PROGRAMS FUNDED

While the constituencies will not change, the programs funded for those constituencies should change as needs change. It should be a long-term priority of the funding program to identify gaps in the programs available to those who need services.

OTHER CONSIDERATIONS

ESTABLISHING FUNDING PRIORITIES

As a funding program with limited staffing and in absence of a central database through which agencies can cooperatively track usage, it will be difficult for the City to identify priority needs. As such, this funding program will rely on the applying organizations to provide the relevant information to establish priorities. The application format and content should reflect this objective.

OVERLAPPING NEEDS

It is not uncommon for individuals in any constituency to have overlapping needs. For example, a senior client who lives below the Federal Poverty Level may need to use a food bank, may need discount dental care, and may also need some home care. In that case, said individual must be served by more than one agency. So, it makes sense for the funding program to be broad enough to support a variety of programs in order to address overlapping needs.

SERVICE PROVIDER GEOGRAPHIC LOCATION

Service providers on Bainbridge Island tend to fall into one of three categories. They either: 1) are located on Bainbridge Island and serve only the local Bainbridge Island Area, 2) are located on Bainbridge Island and serve Bainbridge Island and some area(s) off-island, or 3) are located in Kitsap County and serve Bainbridge Island in addition to other areas. An example of the first is Housing Resources Bainbridge, whose programs are all located on Bainbridge Island. An example of the second is the Bainbridge Island Special Needs Foundation, whose programs also partner with high schools in North Kitsap, Bremerton, Central Kitsap, and South Kitsap, due to the lack of programs in those areas. An example of the third is The Holly Ridge Center, which is Kitsap County's designated service provider of programs for early intervention services for children with special needs [Individuals with Disabilities Education Act (IDEA) Part C (birth to 2 years)]. When considering applicant eligibility, the funding program goals should take geographic location into consideration.

DEPENDENCY ON COBI FUNDING

COBI funding is, for many agencies, a significant portion of their annual budget. In keeping with the original Human Services Element goal for fiscal stability of the Island's human services organizations, the Council may or may not wish to consider policies that would discourage an agency's dependency on city funding, such as limiting the number of contiguous years of COBI funding, stipulating that requests are a maximum percentage of organizational budget, etc.

WHERE THE NEEDLE FALLS

In spite of the fact that the Bainbridge Island demographics are generally better than other places, there are still people in need of social services. Where a priority need exists, it should be addressed, relative to its size.

VULNERABLE CONSTITUENCIES

The basic welfare of some individuals relies on services paid for through this funding program. As such, the Council should determine whether to consider an applicant's support for vulnerable constituencies alongside other funding goals.

IMPACT ON OTHER CITY SERVICES

If an agency can intervene on a person in crisis and connect that person to needed resources, that person may not need to use 911 and/or other city services. This can help save money as the cost for early intervention is often less than that of crisis intervention.

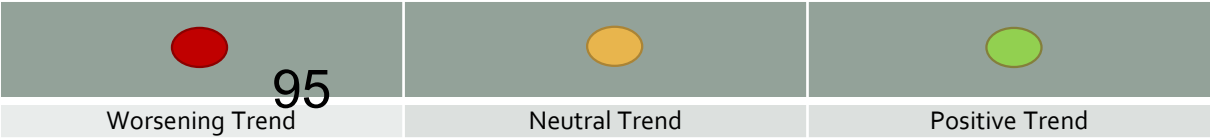
Report to City of Bainbridge Island on Community Trends and City Support for Human Services

Prepared By:
Bainbridge Community Foundation

September 8, 2015

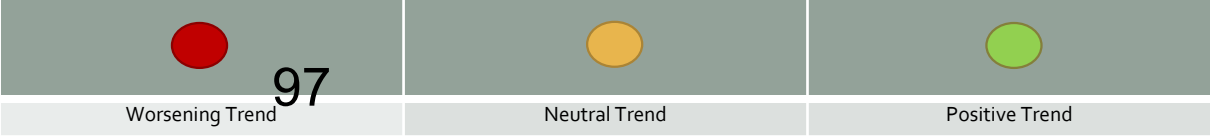
Review of Demographic Trends and Community Needs

AREA	CURRENT STATUS	TREND
POPULATION	Bainbridge Island`s population has grown by 15% since 2000. As population continues to increase, so too will the demand on human service providers.	
POVERTY	The percentage of Island residents living below the Federal Poverty Level (FPL) has increased by nearly one percent since 2010. The highest growth in this segment has been for children under the age of 18 and seniors over 65. Nearly 15% of all individuals live in households that fall below 200% of the FPL (an income level which is still well below the median income on Bainbridge Island). While statistically better than comparable figures for the state and county, it represents a notable portion of Island residents.	
EMPLOYMENT	Unemployment or under-employment is a concern on Bainbridge and in the county. While it is difficult to get Bainbridge-specific information in this arena, all of the Kitsap County indicators indicate worsening conditions for economic well-being.	
EDUCATION	Graduation rates for Bainbridge Island are much better than the state, county, and national averages.	
BASIC NEEDS: FOOD	Economic conditions are a leading factor in food insecurity on Bainbridge Island. The access to affordable food is limited. Nearly 5% of Island households are enrolled in the Supplemental Nutrition Assistance Program (SNAP).	
BASIC NEEDS: HOUSING	An estimated 34% of households have housing costs that exceed 30% of income. These households may rely more substantially on human service providers.	
BASIC NEEDS: HEALTHCARE	Nearly 7% of insured individuals are on Medicaid. Of children under 18, an estimated 5.63% of do not have health insurance. Those on Medicaid and uninsured are more likely to have additional social support needs.	
MENTAL HEALTH	Inadequate mental health can be linked to academic performance, emotional stability, and general health. An estimated 16% of adults over the age of 18 self-report that they receive insufficient social and emotional support all or most of the time. Suicide rate for the county, at 13.47 (per 100,000 age-adjusted deaths), is above the national average of 11.82.	
PHYSICAL HEALTH	Kitsap county does not fare as well as the State in tobacco usage, physical activity, hypertension, obesity, and dental health. These indicators relate to demands on emergency services and health care.	



Review of
Recent
(2013-2014) City
Funding for
Human
Services

CONSTITUENCY	CURRENT STATUS	SOURCE	TREND
Children Low Income	Children of low income families are escalating as a percentage of the total. The percentage of Bainbridge Island children under 18 living below the federal has increased from 5.1% in 2010 to 6.6% in 2013.	US Census Bureau, American Community Survey. 2009-13	
Children Special Needs	From learning or behavioral difficulties to diagnosed disabilities, nationally the number of children and youth ages 3–21 receiving special education services was 6.4 million, or about 13 percent of all public school students, in 2012–13. ¹ These students require additional attention to implement individualized learning programs. While across the county special education students as a proportion of total enrollment is increasing, on Bainbridge Island that number is decreasing. ²	¹ The Condition of Education 2015. Publication no. NCED 2015-144. Washington, DC: National Center for Education Statistics, US Department of Education, 2015. Print. ² 2015 Update to the 2014 Comprehensive Community Assessment. Kitsap County, WA: Kitsap Interagency Coordinating Council Head Start/ECEAP Partnership, 2015.	
Children at Risk	Stress, anxiety, and mental health disorders present continual challenges to youth. Between 60-70% of 8 th , 10 th , and 12 th grade students report being bothered by feelings of nervousness or anxiety. Nearly 50% of students in those same grades report feeling unable to stop or control their worrying. Ten percent of 6 th graders report seriously thinking about killing themselves. Risk behaviors continue to be prevalent across all demographic profiles of youth on Bainbridge Island.	Healthy Youth Survey 2014 Analytic Report. Washington State Department of Health, Office of the Superintendent of Public Instruction, Department of Social and Health Services, Department of Commerce, and Liquor Control Board, March 2015	
Children Healthy Choices	Many Bainbridge youth rely on childcare or after-school programs, as 49.7% of Bainbridge children under 6, and 62.5% of children 6-17 come from households where both parents work.	US Census Bureau, American Community Survey. 2009-13	
Adult Low Income	Economic indicators point to a continued crisis for certain members of the local population. Unemployment continues to increase, if gradually, placing a correlating demand on social services	US Census Bureau, American Community Survey. 2009-13	
Adult Special Needs	Adults with developmental disabilities continue to be a vulnerable population. Nationally, 25% of all adults with developmental disabilities live with care providers over the age of 60. As care providers age, demand for day services and other long-term care options will increase.	Five Year Plan. Olympia, WA: Washington State Developmental Disabilities Council, 2013.	
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Seniors	The senior population (60+) in Kitsap County is expected to grow by 46% by 2020. Bainbridge Island census tract 909.00 (Winslow area) has the highest senior (60+) concentration in Kitsap County	2016-2019 DRAFT Kitsap County Aging and Long Term Care Area Plan. Kitsap County, WA: Kitsap County Division of Aging and Long Term Care, 2015.	



Framework for Funding Goals

Discussion: Comprehensive Plan Human Services Element Framework

HUMAN SERVICE ELEMENT OF THE COMPREHENSIVE PLAN

The Human Services Element recognizes the City's role in providing the conditions that sustain the delivery of human services, a role the City assumed with Ordinance 93-44. In the absence of the Health, Housing, and Human Services Council, portions of the current Human Services Element are out-of-date with current City Practice. The following excerpts from the Human Services Element are relevant to the current discussion of funding goals for 2016.

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- These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.

Discussion: Comprehensive Plan Human Services Element Goals

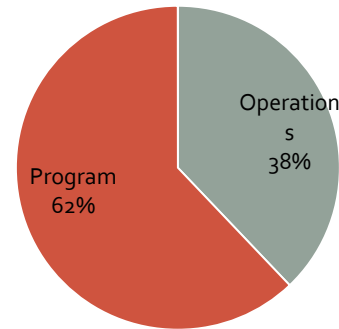
GOALS

- **HSE Goal 3. FINANCIAL RESOURCES.** Develop fiscal stability of Bainbridge Island's human services organizations.
- **HSE Goal 4. CONTINUUM OF SERVICES.** Ensure a range of services is available to people who need them by promoting and supporting a variety of affordable and physically accessible human services programs. (Intent: It is important to recognize that there are priorities along the continuum of needs, with basic survival being the highest priority. The City's role is to support the local agencies that provide the delivery of human services, thereby ensuring that essential services are available.)
- **HSE Goal 6. HOUSING AND HUMAN SERVICES.** Recognize the interrelationship between housing and human services.

Discussion: Lessons Learned from Prior Funding Cycles

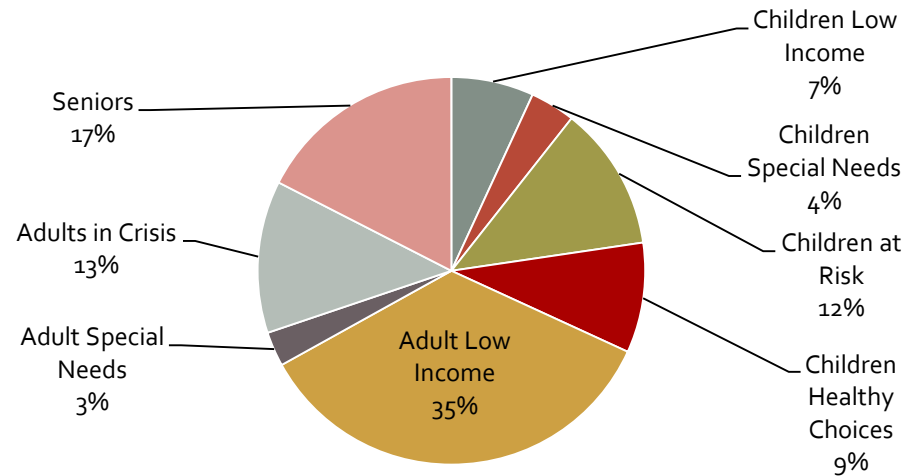
Funding Type

Program VS. Operations



Constituencies Funded

2014 Funding Distribution by Constituency



Discussion: Other Considerations

- **Establishing Funding Priorities**
- **Overlapping Needs**
- **Service Provider Geographic Location**
- **Dependency On COBI Funding**
- **Where The Needle Falls**
- **Vulnerable Constituencies**
- **Impact On Other City Services**

Additional
Comments /
Questions

COBI Human Services Funding Applicant Survey

Thank you for taking this survey. We'd like to have the benefit of your experience and perspective as part of the development of the City of Bainbridge Island's Human Services Funding Program. In the questions below, we ask for your feedback on some specific elements of the award process. In addition, we hope you will use the survey to share any thoughts you think might be helpful to the City Council as they examine community trends and service delivery priorities.

Please complete as much of the survey as you are able.

1. NEEDS. In September, the City Council will learn more about human service needs in the community and recent trends. Is there specific information about the demand for your services that you, as a service provider, would like the Council to know? Are there particular resources (research, articles, etc.) you would recommend? Please be specific.

2. FUNDING AREA. The City wants to ensure that public funds are used in a manner that will a) make an impact on the needs of Island residents and b) fund clear costs and c) yield meaningful outcomes. With that consideration, what activities would you recommend that City funding be used to support (you may select more than one):

- ☐ General Operating Support: Support that is unrestricted in general
- ☐ Program Funds: Support that is restricted to a program (may include appropriate administration costs as well)
- ☐ Capital funds: Support that is restricted to a capital item or project

Comments (please specify)

3. APPLICATION FORMAT. The City intends to move to electronic format for funding proposals. Please share your preference for the format the City uses to receive funding proposals:

- ☐ WORD Document
- ☐ PDF Form
- ☐ Standardized Online Application

Comments (please specify)

4. APPLICATION CONTENT. Below is a list of information that has previously been provided by applicants for City funding. Please note any of these components you feel are NOT relevant to the City's funding decisions. Again, we're looking for what is NOT relevant from your perspective.

- ☐ Applicant Information
- ☐ Prior COBI Funding History
- ☐ Description of Request for 2016
- ☐ Percentage of 2016 Request Compared to Applicant's Annual Budget
- ☐ Board of Directors List
- ☐ Financial Statements (Prior Year)
- ☐ Financial Statements (Current Year)
- ☐ Description of Need from Which the Request is Derived
- ☐ Urgency of Request
- ☐ Impact of Request
- ☐ Metrics for Evaluation

Comment (please specify)

5. HSFAC REVIEW. Human Services Funding Advisory Committee (HSFAC) members will be able to review materials submitted in complete applications. Should HSFAC members have questions about a specific proposal, which method would you prefer to help answer members' questions:

- ☐ Questions over email: HSFAC members' questions will be submitted to the HSFAC chair(s) and will be sent along to applicants in one email for return email follow-up.
- ☐ Site visits: Some members of the HSFAC will meet with applicants at their place of business where members will be allowed to ask specific questions.
- ☐ Panel presentation: Applicants will be asked to be present for a brief meeting with HSFAC members and will use this time to address members' questions.
- ☐ None: HSFAC members will review and evaluate proposals based solely on information provided in complete applications.

Comment (please specify)

6. REVIEW METRICS. Alongside overarching policy goals established by the City Council, proposals may be evaluated using some or all of criteria listed below. Please select these criteria according to how relevant you feel the information or the metric is to the City's funding decision. Funding proposals could be evaluated based on:

- ☐ Whether the proposal balances aspects of prevention, maintenance and crisis intervention
- ☐ The ability to meet expected outcomes
- ☐ The ability to improve and coordinate the delivery of programs and direct services
- ☐ The ability to teach skills for long-term benefit
- ☐ The ability to address specific obstacles to health and self-sufficiency
- ☐ Whether the proposal demonstrates cooperation and collaboration with other agencies to ensure safety net and avoid duplication
- ☐ The number of clients to be served and numbers potentially impacted by the proposed services
- ☐ The history of agency in providing services to the community
- ☐ The evidence of additional sources of funding for program(s)
- ☐ The applicants' organizational strength and capacity
- ☐ Whether the proposal demonstrates efficient use of City resources

Comments (please specify)

7. ADDITIONAL FEEDBACK: In the space below, please detail any additional feedback you would like to provide.

* 8. Your Information

Name

Company

Q1 NEEDS. In September, the City Council will learn more about human service needs in the community and recent trends. Is there specific information about the demand for your services that you, as a service provider, would like the Council to know? Are there particular resources (research, articles, etc.) you would recommend? Please be specific.

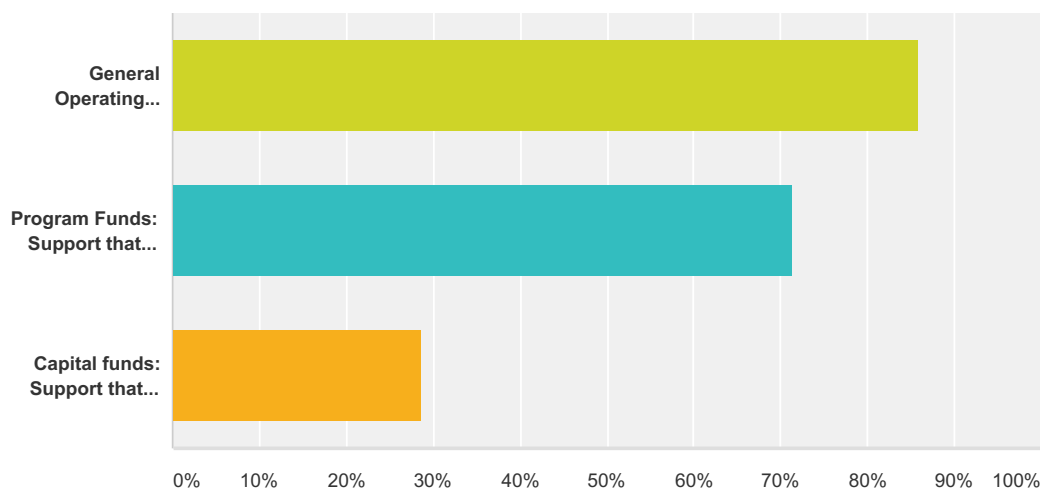
Answered: 7 Skipped: 1

#	Responses	Date
1	School districts have done a great job in supporting students with moderate to severe challenges. Those individuals have learned valuable skills towards independence. as with all young adults, they aren't done with learning as they exit school. What is different is there are few places for the individuals we serve to go where their learning, safety and quality of life is enhanced. BISNF gives them that environment. If you google students with moderate intellectual disabilities aging out of school there safe plenty of stories.	9/7/2015 8:30 PM
2	Domestic violence victim services are not offered by any other program in Kitsap County other than the YWCA. Domestic violence significantly impacts the health and safety of individuals and the community. Domestic violence is a leading cause of homelessness for women and children. Human service providers in the community need to be involved in the collaborative work being done to improve outcomes for children and adults in the community through a better understanding of the impact of Adverse Childhood Experiences (ACES) on children, families and the whole community. The YWCA is committed to improving outcomes for adults and children who have been impacted by domestic violence through building resiliency.	8/19/2015 4:34 PM
3	NEEDS.In September, the City Council will learn more about human service needs in the community and recent trends. Is there specific information about the demand for your services that you, as a service provider, would like the Council to know? Are there particular resources (research, articles, etc.) you would recommend? Please be specific. In the past two decades, studies on adolescents from affluent communities have shown that "on average, serious levels of depression, anxiety, or somatic symptoms occur twice as often or more among these boys and girls [from affluent communities], compared to national rates (Luthar, 2013, p. 65)." It seems that "having it all" comes with the added pressure and stress of doing it all, perfectly, in all areas of life, and to constantly measure life in terms of success. It leads to "high levels of depressive and anxiety symptoms, self-injurious behavior such as cutting and burning, and rule-breaking behaviors (Luthar, 2013, p.65)." Data from the youths in our own school district reflect these findings. The 2014 Healthy Youth Survey taken by Bainbridge High School students shows that approximately ONE in FOUR of the 10th and 12th graders report experiencing DEPRESSION in the past 12 months. Similarly, one in four of these students also report experiencing ANXIETY more than half the week in the past 2 weeks. When these students are asked if there are adults they can turn to for help when they are feeling sad or hopeless, nearly one in five student answered "No" or "Not sure". Nearly half the students in these grades scored "Low" or "Medium Low" on the Youth Quality of Life scale. (See p. 27 and p.31 of the survey results for data.) These are not simply "growing pains" of being a teenager, or national statistics about an affluent community elsewhere. These are our youths, in Bainbridge Island, and they are telling us something important. And giving them a place to seek the help they need in the easiest way possible is a way that we, as a community, can continue to support our children as they navigate their adolescence. Bainbridge Youth Services provides psychotherapy services to the youths and families of Bainbridge Island in the most accessible way imaginable: by providing the service for free on a school campus, where teens can come in for an appointment without worrying about missing school days or paying for sessions. They can send appointment request on-line, or anonymous questions to therapists and doctors through our website, askBYS.org. We also help our youths in other ways: tutoring, when they are struggling with school; internships and jobs; by celebrating their compassionate actions; by providing peer mentors as they adjust to high school life; articles on how teens and families can cope with the "Teenage Pressure Cooker" (http://bainbridgeyouthservices.org/teenage-pressure-cooker/); and promoting healthy lifestyles by hosting the annual Fun Run (www.bifunrun.com). Recommended resources: Luthar, S. (2013).The problem with rich kids.Psychology Today, November/December, 62-87. (http://faculty.tc.columbia.edu/upload/sl504/2013PsychToday.pdf) Looking Glass Analytics. (2015). Healthy Youth Survey 2014: Bainbridge Island School District, Grades 6, 8, 10, and 12.	8/10/2015 2:05 PM

4	We are receiving many more requests for assistance. One resource is the Kitsap County Community Health Status Assessment http://kitsapchp.com/CHAR_data.html which shows that Kitsap County has had a 64% increase in citizens over the age of 65 since 2000. Also the Administration on Community Living of US Dept. of Health and Human Services has aging demographic data. This is a good article about aging in place is http://www.philanthropicgroup.com/giaaip050409v2.pdf	8/10/2015 10:37 AM
5	Hope House of Bainbridge Island is the only place here that accepts Medicaid payment for people who have developmental disabilities. It is nonprofit and has struggled to provide services with only state reimbursement over the years. We house six people and there is a very long waiting list. Bainbridge Island needs two more adult family homes for this growing population.	8/3/2015 5:41 PM
6	Our program, Boys & Girls Club, is the only "drop-in" after school childcare option on the island. We have a lot of parents tell us that without our drop-in model they would be in a real jam. They don't need full-time care for their children, but when they need somewhere once or twice a week it's nice to know we're here (and that they only pay for what they use and don't have to pay for a spot for their children). We're also the most affordable option on the island at \$10/day for after school care and give the most generous scholarships, according to Helpline House social workers.	8/3/2015 2:07 PM
7	Cit's recent Housing Needs Assessment Update.	8/3/2015 11:31 AM

Q2 FUNDING AREA. The City wants to ensure that public funds are used in a manner that will a) make an impact on the needs of Island residents and b) fund clear costs and c) yield meaningful outcomes. With that consideration, what activities would you recommend that City funding be used to support (you may select more than one):

Answered: 7 Skipped: 1

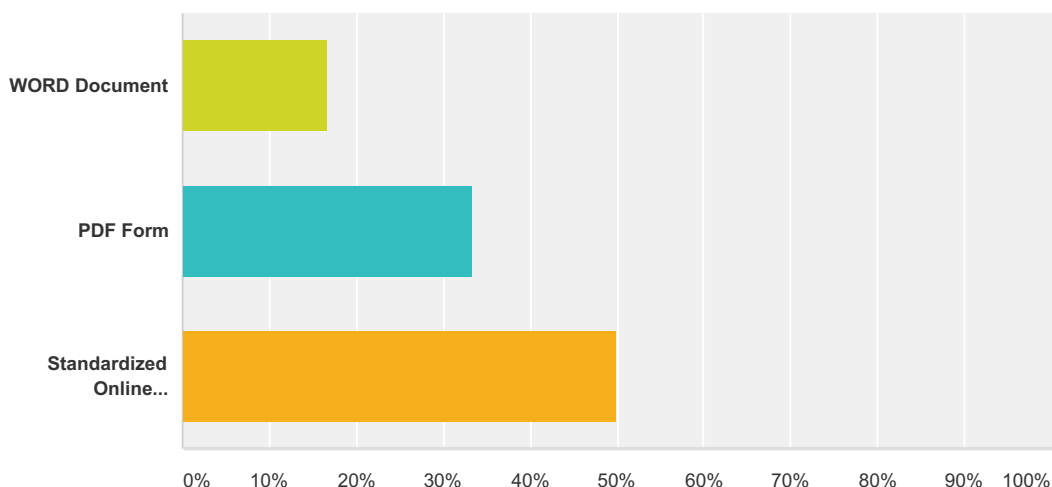


Answer Choices	Responses
General Operating Support: Support that is unrestricted in general	85.71% 6
Program Funds: Support that is restricted to a program (may include appropriate administration costs as well)	71.43% 5
Capital funds: Support that is restricted to a capital item or project	28.57% 2
Total Respondents: 7	

#	Comments (please specify)	Date
1	The city funding has been extremely important in our ability to run a program for community members who we help to find ways to contribute and be part of their community.	9/7/2015 8:30 PM
2	I would recommend the City funding be prioritized for Program and General Operations.	8/19/2015 4:34 PM
3	The need/demands for service oriented nonprofits often change inside a cycle. For instance, BICCC has never asked for Capital funds but we are currently in need of housing. Once we purchase a place of our own, we won't have the need for Capital Funds.	8/12/2015 10:16 AM
4	Our budget barely allows for operating costs, and capital projects are pretty much on an emergency basis only.	8/3/2015 5:41 PM
5	There isn't a lot of funding out there for General Operating as it isn't a very glamorous thing to fund, but it is so necessary to the foundation of our work.	8/3/2015 2:07 PM

Q3 APPLICATION FORMAT. The City intends to move to electronic format for funding proposals. Please share your preference for the format the City uses to receive funding proposals:

Answered: 6 Skipped: 2

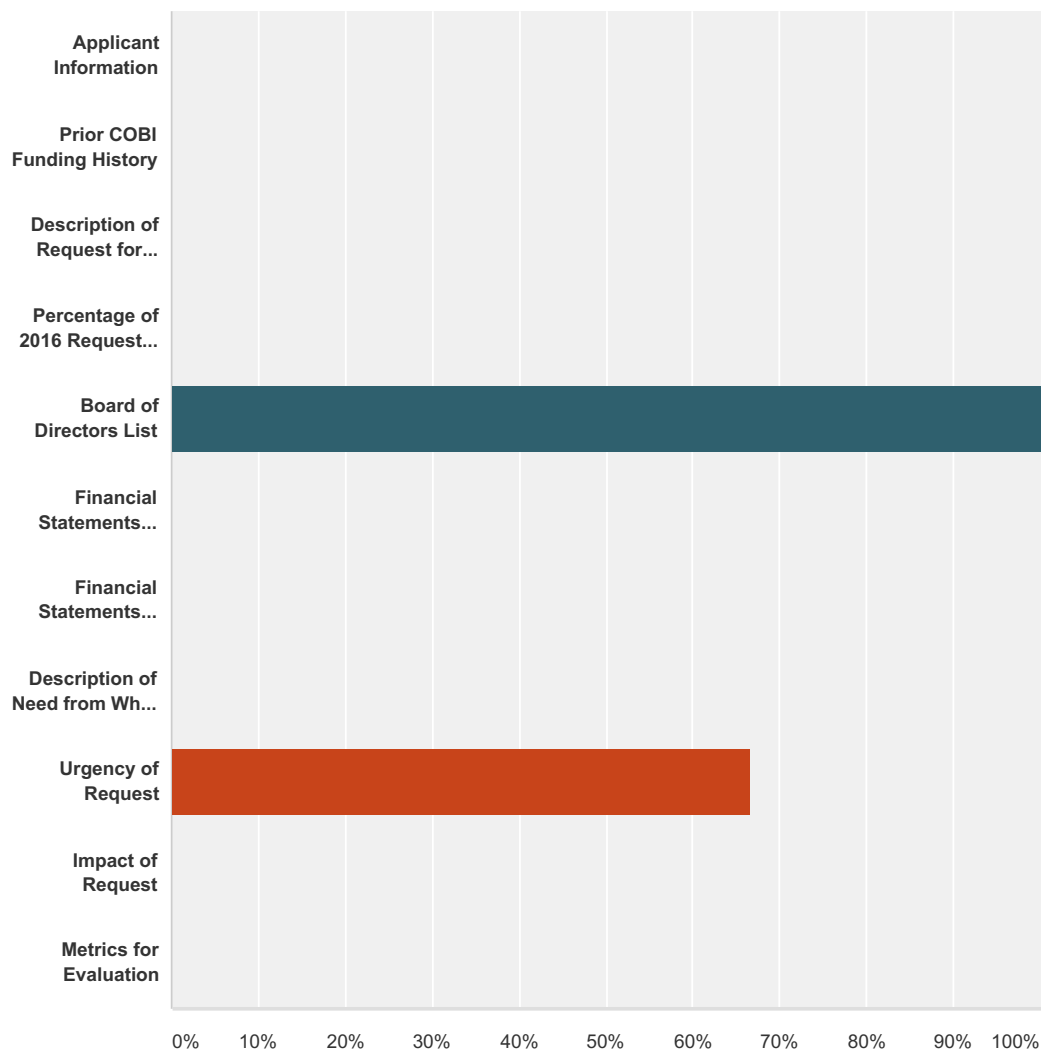


Answer Choices	Responses
WORD Document	16.67% 1
PDF Form	33.33% 2
Standardized Online Application	50.00% 3
Total	6

#	Comments (please specify)	Date
1	The easiest possible format would be our preference.	8/19/2015 4:34 PM
2	Any form that is streamlined, reliable and user friendly would be welcomed.	8/12/2015 10:16 AM
3	Online applications tend to be cumbersome.	8/3/2015 5:41 PM

Q4 APPLICATION CONTENT. Below is a list of information that has previously been provided by applicants for City funding. Please note any of these components you feel are NOT relevant to the City's funding decisions. Again, we're looking for what is NOT relevant from your perspective.

Answered: 3 Skipped: 5



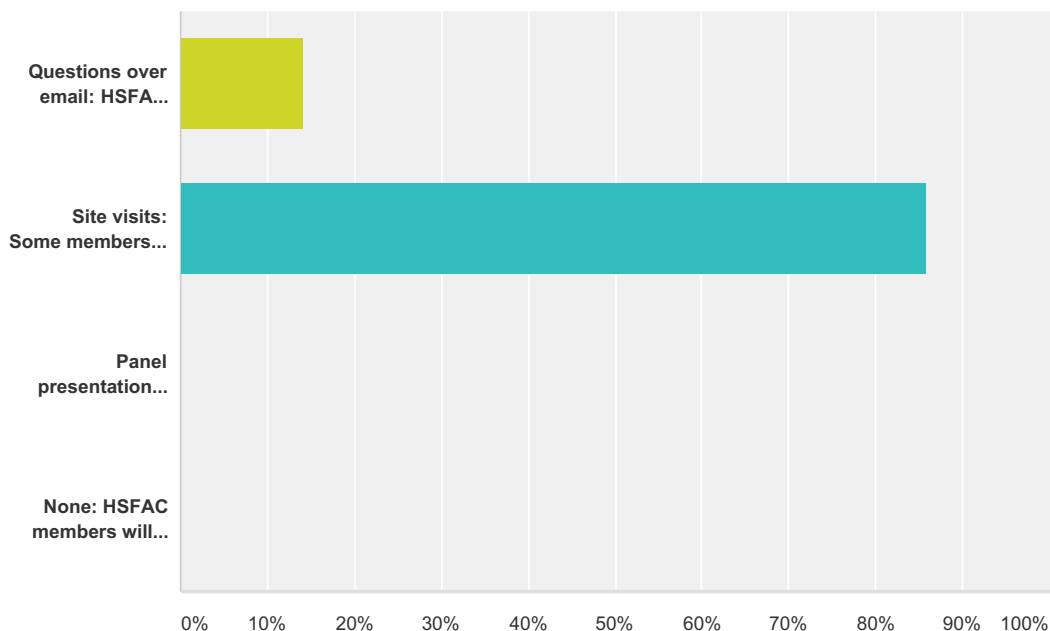
Answer Choices	Responses
Applicant Information	0.00% 0
Prior COBI Funding History	0.00% 0
Description of Request for 2016	0.00% 0
Percentage of 2016 Request Compared to Applicant's Annual Budget	0.00% 0
Board of Directors List	100.00% 3

Financial Statements (Prior Year)	0.00%	0
Financial Statements (Current Year)	0.00%	0
Description of Need from Which the Request is Derived	0.00%	0
Urgency of Request	66.67%	2
Impact of Request	0.00%	0
Metrics for Evaluation	0.00%	0
Total Respondents: 3		

#	Comment (please specify)	Date
1	All of these seem to be appropriate for an application for funding.	8/19/2015 4:34 PM

Q5 HSFAC REVIEW. Human Services Funding Advisory Committee (HSFAC) members will be able to review materials submitted in complete applications. Should HSFAC members have questions about a specific proposal, which method would you prefer to help answer members' questions:

Answered: 7 Skipped: 1

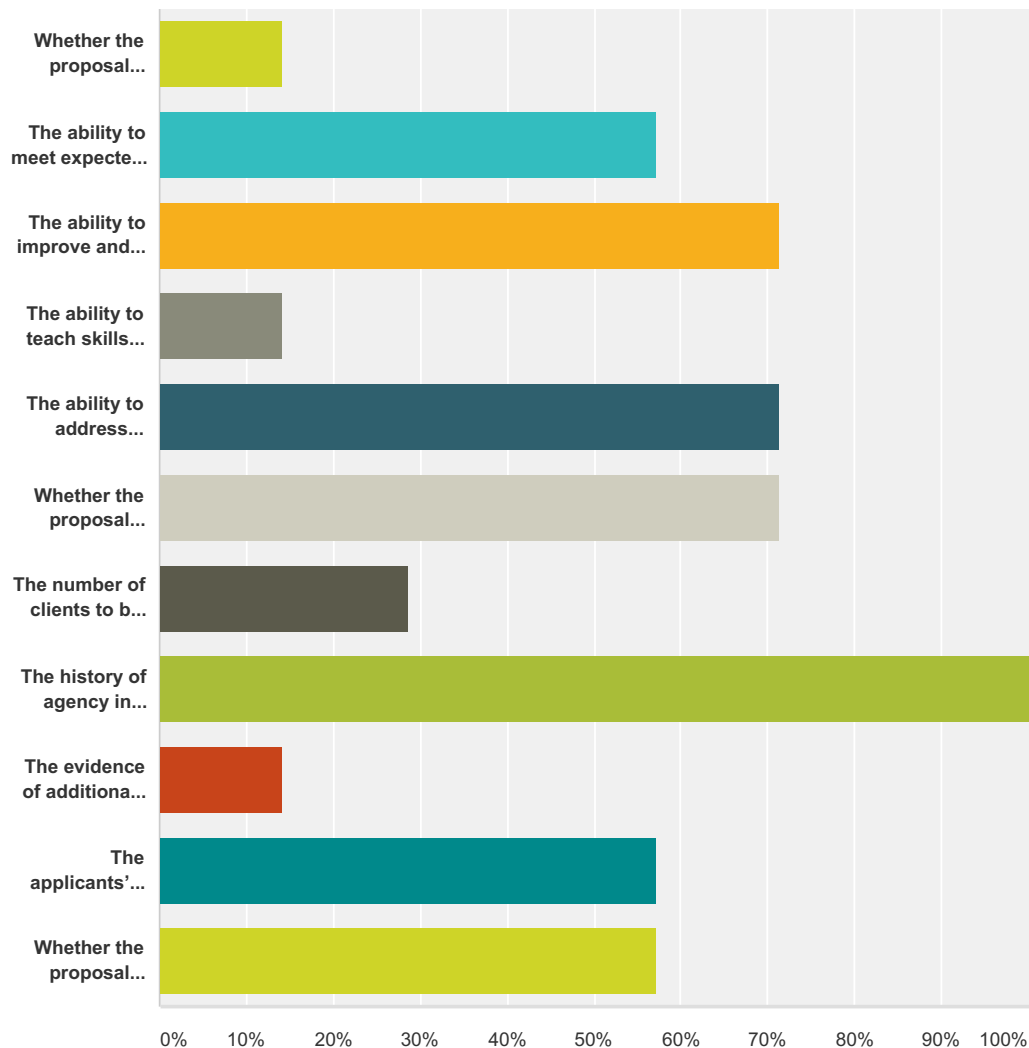


Answer Choices	Responses
Questions over email: HSFAC members' questions will be submitted to the HSFAC chair(s) and will be sent along to applicants in one email for return email follow-up.	14.29% 1
Site visits: Some members of the HSFAC will meet with applicants at their place of business where members will be allowed to ask specific questions.	85.71% 6
Panel presentation: Applicants will be asked to be present for a brief meeting with HSFAC members and will use this time to address members' questions.	0.00% 0
None: HSFAC members will review and evaluate proposals based solely on information provided in complete applications.	0.00% 0
Total	7

#	Comment (please specify)	Date
1	The panel presentation approach relies on the presentation not the experience inside of the work place. Site visits give a snapshot into the heartbeat of the program and is personal.	8/12/2015 10:16 AM
2	I believe site visits provide a better picture.	8/3/2015 5:41 PM

Q6 REVIEW METRICS. Alongside overarching policy goals established by the City Council, proposals may be evaluated using some or all of criteria listed below. Please select these criteria according to how relevant you feel the information or the metric is to the City's funding decision. Funding proposals could be evaluated based on:

Answered: 7 Skipped: 1



Answer Choices	Responses
Whether the proposal balances aspects of prevention, maintenance and crisis intervention	14.29% 1
The ability to meet expected outcomes	57.14% 4
The ability to improve and coordinate the delivery of programs and direct services	71.43% 5

The ability to teach skills for long-term benefit	14.29%	1
The ability to address specific obstacles to health and self-sufficiency	71.43%	5
Whether the proposal demonstrates cooperation and collaboration with other agencies to ensure safety net and avoid duplication	71.43%	5
The number of clients to be served and numbers potentially impacted by the proposed services	28.57%	2
The history of agency in providing services to the community	100.00%	7
The evidence of additional sources of funding for program(s)	14.29%	1
The applicants' organizational strength and capacity	57.14%	4
Whether the proposal demonstrates efficient use of City resources	57.14%	4
Total Respondents: 7		

#	Comments (please specify)	Date
1	I think all of these are worthwhile measures but I've checked those that I think are most pertinent for evaluating proposals.	8/10/2015 10:37 AM
2	As a housing program, other than referrals we can only offer direct services to a limited number of clients, so client number is not the best measure.	8/3/2015 11:31 AM

Q7 ADDITIONAL FEEDBACK: In the space below, please detail any additional feedback you would like to provide.

Answered: 4 Skipped: 4

#	Responses	Date
1	We have been very lucky to be part of a very giving community. The fact the City has and is considering continuing their contribution back to the community is impressive. We are new to this system as a board so what I do know is BISNF has been around for 15 years and we believe we offer a valuable service in continued learning for young adults who need that support as well as supporting them as valued community members.	9/7/2015 8:30 PM
2	Priority should be given to programs providing services that are meeting a critical health and safety need and that are not offered by any other program.	8/19/2015 4:34 PM
3	I will give feedback on rest after we meet so I am more clear on what the application process could and should be.	8/10/2015 2:05 PM
4	Hope House of Bainbridge Island is a very small provider. However, Bainbridge Island must meet the needs of many more individuals who have not been able to take advantage of its services. Each adult family home is state licensed for six residents. Bainbridge Island hasn't seen an opening in years. Hope House has remained full to capacity since its opening in 2006. It absorbed residents of Serenity House years ago, and struggles to meet budget every year.	8/3/2015 5:41 PM

Q8 Your Information

Answered: 8 Skipped: 0

Answer Choices	Responses
Name	100.00% 8
Company	100.00% 8
Address	0.00% 0
Address 2	0.00% 0
City/Town	0.00% 0
State/Province	0.00% 0
ZIP/Postal Code	0.00% 0
Country	0.00% 0
Email Address	0.00% 0
Phone Number	0.00% 0

#	Name	Date
1	Linda Purdom	9/7/2015 8:30 PM
2	Debbie Brockman	8/19/2015 4:34 PM
3	Shelley Long	8/12/2015 10:16 AM
4	Marina Wildsmith	8/10/2015 2:05 PM
5	Rita Elsberry	8/10/2015 10:37 AM
6	Lorraine Ekholm	8/3/2015 5:41 PM
7	Brooke Beals	8/3/2015 2:07 PM
8	Mark Blatter	8/3/2015 11:31 AM

#	Company	Date
1	Bainbridge Is. Special Needs Foundation	9/7/2015 8:30 PM
2	YWCA of Kitsap County	8/19/2015 4:34 PM
3	Bainbridge Island Child Care Centers	8/12/2015 10:16 AM
4	Bainbridge Youth Services	8/10/2015 2:05 PM
5	Island Volunteer Caregivers	8/10/2015 10:37 AM
6	Hope House of Bainbridge Island	8/3/2015 5:41 PM
7	Boys & Girls Club of Bainbridge Island	8/3/2015 2:07 PM
8	Housing Resources Bainbridge	8/3/2015 11:31 AM

#	Address	Date
	There are no responses.	

#	Address 2	Date
	There are no responses.	

#	City/Town	Date
	There are no responses.	

#	State/Province	Date
	There are no responses.	
#	ZIP/Postal Code	Date
	There are no responses.	
#	Country	Date
	There are no responses.	
#	Email Address	Date
	There are no responses.	
#	Phone Number	Date
	There are no responses.	



City of Bainbridge Island Request for Proposals 2016 Human Services Funding

The Human Services Element recognizes the City's role in providing the conditions that sustain the delivery of human services, a role the City assumed with Ordinance 93-44. The City of Bainbridge Island is seeking proposals for projects to receive funding for 2016 activities.

As identified in the Human Services Element of the City's Comprehensive Plan (2004), the following definition and framework is applied to the 2016 Human Services Funding:

Definition

Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Further, human services:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.
- These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.

Framework Statement

Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community.

Framework Values

- Dignity is the hallmark of human services delivery on Bainbridge Island.
- Respect for the individual is an integral part of human services delivery on Bainbridge Island.
- Neighborliness and a sense of community form the foundation of human services.
- Diversity within the population is important to the community.
- Cooperation and coordination among human services providers, including governmental entities, strengthens the human services delivery system and results in better service for people.

For 2016, there are approximately \$330,000 in funds available for distribution to support selected projects. The City Council will consider funding for a wide range of activities, and seeks to encourage projects of all sizes that meet the needs of citizens of Bainbridge Island.

Applicants may seek a minimum award of \$5,000 and a maximum award of \$165,000 (to reflect 50% of total available funds).

Successful applicants will be required to enter into a contract with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City may not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island.

General Guidelines

- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

Project and Applicant Eligibility

- Applicants seeking funding must be registered as a federally sanctioned nonprofit under 26 U.S.C. Sec. 501(c)(3). Individual persons are not eligible.
- Requests may be made for specific program support (including applicable administrative costs), for support for capital projects or purchases, or for general operating support.
- Requests must be limited to services/programs/projects that serve Bainbridge Island residents for the provision of health, housing and/or human services on Bainbridge Island.
- All organizations receiving funds will be asked to provide documentation that funded services have been delivered.
- Proposals must comply with federal, state and City laws and requirements.
- The Service Provider agrees not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by

federal, state or local law or ordinance, except for a bona fide occupational qualification.

- Proposals are to be for services provided during calendar year 2016; funding requests for goods or services to be provided in 2015 or beyond calendar year 2016 will not be considered.
- Proposals from organizations with a board or staff member serving on the 2016 Human Services Funding Advisory Committee are not eligible for funding and will not be considered.

Application Requirements

- The City will only accept proposals in electronic format. Submit the proposal, including attached Cover Sheet, via email to: cityadmin@bainbridgewa.gov
- Proposals are due **no later than 4 pm, Friday, October 23, 2015**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached HSF 2016 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal materials must be presented in minimum 11-point font.
- If the proposal includes multiple documents/files, each file must be clearly identified in the heading and must include Applicant Organization Name, Project Title and Document/File name.
- Each selected Service Provider will be required to submit a final report on 2016 activities by January 31, 2017.

Review Process

2016 Human Services Funding Advisory Committee (HSFAC)

(Appointed by City Council on August 25, 2015)

Michael Scott, City Council member, Chair
Ted Eisenhardt
Kim Hendrickson
Alice Hunting
Gloria Saylor
Jackie Siler
Stephen Walker
Ann Warman

Proposals will be provided to the City's Human Services Funding Advisory Committee (HSFAC) for review and comment. Applicants will have an opportunity to meet with the HSFAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this HSFAC briefing is not mandatory, but is strongly encouraged. The format for this briefing will be determined by the committee. Applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the HSFAC will be open to the public, and advance notification of HSFAC meetings will be provided by the City Clerk.

The HSFAC will provide its recommendation for 2016 awards to the City Council for consideration and final approval. The City Council's consideration of the HSFAC's recommendation for 2016 funding is currently scheduled for early December, 2015.

Review Criteria

The HSFAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee's work to develop a funding recommendation.

This table generally follows the order of the sections of the application:

Area	Indicator	Emphasis
Completeness of Application	Application is: • Complete • Includes all appropriate attachments • Answers all relevant questions	5
Statement of Purpose	Statement of Purpose should substantiate the need in our community via demographic and usage data: • Well-defined statement of purpose • Need is clear • Good reference data cited	10
Program Summary	Program Summary should clearly demonstrate how proposed funding will provide for and improve the delivery of programs and direct services. In this it should: • Balance aspects of prevention and maintenance and crisis intervention. • Teach skills for long-term benefit. • Address specific obstacles to health, self-sufficiency. • Demonstrate cooperation/collaboration with other agencies to ensure safety-net and avoid duplication. • Consider numbers to be served and numbers potentially impacted by the service. • Consider the vulnerability of those served. Program should be aligned with the goals of the Human Services Element: • Provide people with the tools to achieve economic, social and emotional stability to the best of their ability. • Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes. • Support quality of life programs that enhance the health and well-being of the individual and the community. • These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances. Program should result in an improvement in the range and quality of health, housing, and/or human services	35

Area	Indicator	Emphasis
Organizational Strength	Proposal should convey the organization's ability to implement the program proposed. Including: • Agency's history of effective service delivery to the community • Appropriately filed IRS Form 990s and other financials as requested in the RFP • Appropriate amount of qualified staff and/or appropriate amount of qualified volunteers	15
Budget	Proposed budget should provide evidence of a good public investment and efficient use of City resources • Budget information should be complete • Costs should be reasonable costs Additional sources of funding should be identified, where applicable	10
Estimated Outputs, Outcomes & Assessment	Proposal should include outputs and should demonstrate an understanding of how many will be served and the goals for serving them: • Depth and breadth of impact clear • Goals for service are reasonable • Performance measurements and other means of assessment are clear	20
Program Evaluation	Proposal should indicate that an organization is continually learning from and improving its services	5
TOTAL		100

**CITY OF BAINBRIDGE ISLAND
2016 HUMAN SERVICES FUNDING PROGRAM PROPOSAL**

COVER LETTER

1. Organization Name: _____
2. Contact Person: _____ Phone: _____
3. Email Address: _____
4. Physical Address: _____
5. Mailing Address: _____
6. Are you a 501(c)(3) nonprofit? ☐ Yes ☐ No
7. Organization EIN: _____
8. Request for 2016:
 - A. Amount of City Funding Requested: \$_____
 - B. Type: ☐ Program ☐ Operations ☐ Capital
 - C. Name of Program: _____
 - D. Brief Description of Request: _____

9. Please attach each of the items below as separate PDF documents:
 - ☐ This funding application
 - ☐ Current Board of Directors names, addresses, phone & email information
 - ☐ 2015 Organization Financial Statements (Balance Sheet & Income Statement)
 - ☐ 2015 Budget & 2016 Draft Budget
10. Please include one copy of:
 - ☐ Most Recently Filed Form 990
11. For capital requests, please provide a detailed capital budget, in addition to relevant renderings, cost estimates, etc.
12. Authorized Signature: _____ Date: _____

NARRATIVE INFORMATION

- Please answer the following sections separately and number each answer.
- Answers should be specific to services/projects to be funded by City funds.
- For applicants requesting general operating or capital support, please detail information below for each of your services.

I. STATEMENT OF PURPOSE

1. Describe the community needs that the program seeks to address, and the projected short- and long-term impacts. Please document and cite relevant City documents, demographic or research sources, etc.

II. PROGRAM SUMMARY

2. What services will these funds provide? (For capital requests, please detail the services enabled by the capital purchase)
3. Who will be the recipients of the services provided by these funds?
4. How will recipients access those services?
5. What percentage of the population of Bainbridge Island residents *who are eligible for these services* will be served by this program?
6. How many (or what percentage) of those served overall will be Bainbridge Island residents?
7. Describe how this request fits within the definition of Human Services as provided in the Human Services Element of the City's Comprehensive Plan:
 - Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
 - Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
 - Support quality of life programs that enhance the health and well-being of the individual and the community.
 - These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.
8. Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.

III. ORGANIZATIONAL STRENGTH

9. Describe your organization's ability and qualifications to deliver the services you are requesting be funded. Include efforts to coordinate these services with other agencies. May include past service record, staff qualifications, etc. For capital requests, please include relevant qualifications of key stakeholders (architects, developers, etc.).

IV. BUDGET

10. Please complete the following Budget Summary (Suggested format is provided below).

AREA	TOTAL PROGRAM BUDGET	COBI HSF REQUEST	OTHER REVENUE SOURCES
Human Resources (Staff Salaries, Benefits, Consultant Services)			
Space / Facilities			
Equipment Purchase			
Travel / Training			
Insurance			
Operating Expenses			
Scholarships / Stipends			
Other			
Indirect Administrative Costs			
TOTAL			

11. What is the total of your agency's estimated budget for 2016?
12. What portion of your total agency budget does this request represent?
13. How have the services you are requested funding been paid in the past?
14. What other sources of funding are you seeking (or have you secured)?
15. What are the consequences to your clientele, organization and/or the community if you do not receive these funds?

V. ESTIMATED OUTPUTS, OUTCOMES & ASSESSMENT

16. Please complete the following chart. Please include:

- Program name;
- Outputs (defined as number served or amounts, quantitative in nature); and
- Outcomes (how you will gauge success and demonstrate project impact in terms meeting priorities and needs) should be based on measurable data sets or other objective means of assessment rather than subjective and anecdotal information. Please also include how you track these outcomes.

OUTPUTS AND OUTCOMES CHART		
Program Activities or Services	Annual Goal: Unduplicated Bainbridge Residents Served (Outputs)	Outcome of Receiving this Program/Service (Outcomes)
SAMPLE: Counseling	100 Students	60 out of 100 students or 60% will show improved academic performance as demonstrated by comparing first and final quarter GPA at the end of the academic year.

VI. PROGRAM EVALUATION

17. Through what process, if any, and how often does your organization evaluate the effectiveness of its programming? Please describe.



CITY OF BAINBRIDGE ISLAND

FOR IMMEDIATE RELEASE

September 28, 2015

MEDIA CONTACTS

Kellie Stickney
Community Engagement Specialist
206-780-3741

City of Bainbridge Island Seeks Applicants for Human Services Funding

Bainbridge Island, Wash., (September, 2015) The City of Bainbridge Island is seeking proposals for projects to receive funding for 2016 human services activities.

As identified in the Human Services Element of the City's Comprehensive Plan, human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care. This includes activities such as: providing people with the tools to achieve economic, social and emotional stability to the best of their ability; offering activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes; and supporting quality of life programs that enhance the health and well-being of the individual and the community.

For 2016, there are approximately \$330,000 in funds available for distribution to support selected projects. The City Council will consider funding for a wide range of activities, and seeks to encourage projects of all sizes that meet the needs of citizens of Bainbridge Island. Applicants may seek a minimum award of \$5,000 and a maximum award of \$165,000 (to reflect 50% of total available funds).

Proposals will be reviewed by a citizen advisory committee, which will develop a funding recommendation for the City's 2016 awards. The citizen committee's recommendation will be considered by the City Council in early December.

Potential applicants are invited to attend an informational meeting on Thursday, October 8, at 11:00 a.m. at City Hall. This meeting will provide an opportunity to ask questions related to the application materials and evaluation process.

Applicants seeking funding must be registered as a federally sanctioned nonprofit under 26 U.S.C. Sec. 501(c)(3). Individual persons are not eligible. The City will only accept proposals in electronic format to: <mailto:cityadmin@bainbridgewa.gov>. Proposals are due no later than 4:00 p.m., Friday, October 23, 2015. To view the request for proposal in its entirety please visit the [City Funded Community Services](#) page on the City website.. For more information contact [Deputy City Manager Morgan Smith](#) at 206.842.2545.

###

HUMAN SERVICES FUNDING ADVISORY COMMITTEE PROPOSAL MATRIX

APPLICANT: _____

Area	Emphasis	Reviewer Comments
Human Service Goals	5	
Completeness of Application	5	
Statement of Purpose	10	
Program Summary	20	
Organizational Strength	15	
Budget	10	
Estimated Outputs, Outcomes & Assessment	20	
Program Evaluation	5	
Community Impact	10	
TOTAL	100	

Additional Reviewer Comments (for the November 5th HSFAC meeting):

Do you require additional information to adequately review this proposal?
If yes, please describe (we will ask applicants to supply this information)

What questions do you have for the applicants? If yes, please describe
(these questions may be asked during the applicant presentations)

Please summarize the key strengths of this proposal:

Please summarize the key challenges of this proposal:

Additional Reviewer Comments (to be completed following the November 10th applicant presentations):

Preliminarily, would you recommend that this application be fully funded,
partially funded, or not funded at all (if funds are available)?

What specific funding amount would you recommend?

How would you rank or prioritize this application, relative to the other
applications received?



Human Services Funding Advisory Committee

**Thursday, November 5, 2015
6:00 PM – 8:00 PM
City Council Conference Room**

AGENDA

1. Call to Order
2. Approve Meeting Minutes from Oct. 13, 2015
3. Initial Review & Discussion of Funding Proposals
 - a. Discuss strengths and challenges
 - b. Identify additional information needed (if any)
 - c. Identify questions to be answered (if any)
4. Review format for Applicant Presentations on Nov. 10
5. Review Upcoming Meeting Dates and Remaining Committee Schedule
 - a. Tuesday, Nov. 10 (6:00 – 9:00pm) – *Applicant Presentations*
 - b. Wednesday, Nov. 18 (6:00pm – 8:00pm) – *Evaluation of Proposals/Complete Funding Recommendation*
 - c. Additional meeting dates/times TBD as needed
6. Adjournment



Human Services Funding Advisory Committee

**Tuesday, November 10, 2015
6:00 PM – 9:00 PM
City Council Conference Room**

AGENDA

1. Call to Order
2. Approve Meeting Minutes from Nov. 5, 2015
3. Applicant Presentations
4. Review Upcoming Meeting Dates and Remaining Committee Schedule
 - a. Wednesday, Nov. 18 (6:00pm – 8:00pm) – *Evaluation of Proposals/Complete Funding Recommendation*
 - b. Additional meeting dates/times TBD as needed
5. Adjournment

HSFAC

Additional Reviewer Questions

(From Nov. 5th HSFAC meeting):

Application: **Bainbridge Island Childcare Centers (BICCC)**
 Scholarship and Staffing Assistance

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

Proposal details:

- Can you please provide more detail about the “Implementation” and what that is anticipated to fund?
- Your proposal notes an increase in rent with proposed new space. Have you signed a lease on a new space? What are your facility plans?
- Your proposal includes extra staffing for walking shuttle, is that program continuing in the new space?
- What are the demographics of children attending the Developmental Preschool? Do they require scholarship and if so, how many?
- Your proposal notes that 22 families receive financial aid, how do you select those recipients?
- Your proposal notes on page 10, that prior COBI funding (\$28,405 in 2014) has been applied to scholarships and that in the past BICCC has been able to fund 100% of families eligible. Does this current larger request (\$39,600 for scholarships) reflect an increase in scholarship demand?
- Could you clarify the budget on page 10 of your application RE: scholarship dollars, is the \$21,600 under “Total Program Budget” actually the total, or is it to be added to the \$39,600 requested from COBI to reflect a total \$62,200? Or is there an error in one of the numbers?
- Do you distribute scholarship across all programs or more selectively? Please explain.
- How many special needs children are served annually?
- Is food provided for scholarship children? Or offered at lower cost?
- Do you have mental health or medical referral for children who need it?
- How do your programs compare to Head Start? How do they compare to Boys & Girls Club does this duplicate services?

HSFAC

Additional Reviewer Questions (From Nov. 5th HSFAC meeting):

Application: **Bainbridge Youth Services (BYS)**
 Mental Health Counseling

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- Your application seems to be missing Section V and Section VI of the RFP. Can you supply it?
- You supplied the 2011 Form 990, do you have a more recent one to provide?
- How do families whose members use the service contribute to the cost? Is free counseling available to students whose families can afford it? If yes, please share why that is important.
- Does BYS offer Drug & Alcohol counseling or screening?
- Do you treat or serve families in addition to their students?
- Are you tracking referrals?
- On page 11 of the application, you reference 1699 counseling hours and 901 youth served, thus an average of 1.88 counseling hours per youth, is that correct?
- In the budget on page 18, the COBI contribution column does not add to \$90K, did you mean to include \$18,000 request for operating support, rather than \$4,500 as indicated. Please clarify.
- Do you have a wait list for your services?
- Are legal reasons the age of those served stops at 21?
- Have you reached out to Bainbridge Island School District for support?
- Is the \$90K request to provide additional staffing? If yes, please clarify how many FTE or counseling hours does this cover?
- Is BYS receiving additional funding from BI Rotary that is anticipated in the budget for 2016?
- If the committee is not able to provide full funding for this request, would you, and if so how would you prioritize less funding?

Did not ask:

- Any new initiatives? (unclear about the intent of the question)

HSFAC

Additional Reviewer Questions (From Nov. 5th HSFAC meeting):

Application: **Bainbridge Island Special Needs Foundation (BISNF)**
 Operational Support

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- How many paid employees do you have?
- On your 2014 Form 990, (Page 3, Part III, Section A, Line 2), your program fee revenue seems to have decreased from 2013 to 2014, and program fees budgeted for 2015 are slightly less than those listed in 2014. Can you help us understand the decrease in program fees?
- Can you give us an update on the rent negotiation? Do you have alternative plans if the church does not meet your hoped for price?
- Is there a waiting list for your services?
- Are your programs reviewed or regulated by an outside entity? If so, by whom? Can you share any reports?
- What is your ability to (or concern with) increase user fees?

Did not ask

- Fee question on payroll increases? 10% too much? Large increase? Give detail on increased staffing cost? (their 2015 to 2016 payroll increase does not include a 10% increase)

HSFAC

Additional Reviewer Questions (From Nov. 5th HSFAC meeting):

Application: **Boys and Girls Club**
 Out of School Expanded Learning

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- Can you please explain the term “non-licensed child care” relative to licensed child care?
- Your Projected Budgets for Fiscal Year 2015 and 2016 make reference to “Expenses and ICA” What is an ICA?
- You note on page 3 of your proposal that 15% of Club members are estimated to be low-income, but that 16% of Club members receive some time of scholarship, can you explain the difference?
- Does your program provide outreach to youth with mental health issues? Are you able to track them? Do you provide referrals?
- Does your program provide outreach to youth with substance abuse issues? Are you able to track them? Do you provide referrals?
- Please provide more detail about your nutritional program. How does it work and do scholarship recipients receive a discount on food?
- Please explain how you select and distribute scholarships?
- With respect to program outcomes, do you track your success against your annual goals or have any metrics for assessing how well a program is succeeding among participants?
- Please explain if and how parents contribute funds? Is it only through fees? Are they asked to donate? Are families on scholarship asked to contribute anything?

Did not ask

- 2013 990? Do you have a more recent return? (This is the most recent 990 based on their fiscal year)

HSFAC

**Additional Reviewer Questions
(From Nov. 5th HSFAC meeting):**

**Application: Hope House
 Operational Support**

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- Your request is for 20 weeks of weekend coverage, can you help us understand how the program is funded for the remainder of the year?
- Is there a waiting list for Hope House?
- Could you expand capacity with additional funds?
- Are your programs reviewed or regulated by an outside entity? If so, by whom? Can you share any reports?
- The proposal seems to be missing questions 11-15 from the original RFP. Could you provide those answers?
- Comparing 2015 to 2016 budget, almost \$22K more, \$10K is septic and additional salaries. Is septic complete and paid for? If no, do you have any reason to believe it can't be completed for that cost?

HSFAC

**Additional Reviewer Questions
(From Nov. 5th HSFAC meeting):**

**Application: Housing Resources Bainbridge (HRB)
 Homefinding Program**

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- Can you explain how these services are different from / complementary of services provided by the Kitsap Community Resources' Housing Solutions Center?
- What is your referral rate to NK Fishline?
- How do you coordinate with Housing Solutions Center or other agencies regarding homeless clients?
- Do you retain numbers on how many clients require housing, are referred by you to another agency and received it from one of the other agencies?
- Do you refer to IVC (or other agency) when clients might require transportation to assist in a housing search?
- Does HRB have funds to assist low income people facing an imminent housing crisis?
- How does the Homefinder program address the acute need for affordable rentals on BI?

HSFAC

Additional Reviewer Questions

(From Nov. 5th HSFAC meeting):

**Application: Housing Resources Bainbridge (HRB)
 Independent Living Program**

What questions do you have for the applicants? If yes, please describe (these questions be asked during the applicant presentations)

- Do you have more current data on medical costs for fatal and nonfatal fall injuries than the 2000 data?
- Do you coordinate with the KCR weatherization program?
- This is a large increase compared to last year. Is there increased need?
- Regarding question #5 – can you clarify in greater detail what is meant by program contacts and funded projects? For example, is this meant to convey that in 2014, you had 69 contacts with people requesting aid and 18 projects could be completed?

HSFAC

Additional Reviewer Questions

(From Nov. 5th HSFAC meeting):

**Application: Island Volunteer Caregivers (IVC)
 Operating Support**

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- With this funding, are you able to increase capacity?
- Do you have a sense for how long clients remain active and receive services from IVC?
- Does IVC invite donations from service recipients?
- On question 7, bullet point 1 of your proposal, you note that “Many of the people we serve on Bainbridge Island are on very limited, fixed incomes and cannot afford to pay for these services.” Can you quantify “many”?
- Do you track the number of low income seniors that you serve?

HSFAC

**Additional Reviewer Questions
(From Nov. 5th HSFAC meeting):**

**Application: Kitsap Community Resources (KCR)
 Housing Solutions Center Navigator**

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- Can you help us understand how the need for this service is evidenced locally?
- With regard to the time committed on Bainbridge Island, how did you settle on 20 hours per week?
- Similarly, can you explain how you settled on the figure of \$28,000 for rental assistance?
- How many clients do anticipate serving in 2016? If this is an increase, can you explain what data this based on?
- Can you share the source of the list of homeless encampments listed in the application?
- Can you explain how these services are different from / complementary of services provided by the Housing Resources Bainbridge's Homefinding Program?

Did not ask:

- Lack of transportation – other options (question wasn't clear)

HSFAC

Additional Reviewer Questions

(From Nov. 5th HSFAC meeting):

**Application: Kitsap Sexual Assault Center
 Sexual Assault Therapy and Prevention Services**

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- Where will these services be located on BI?
- What is your relationship and collaboration with YWCA Alive program?
- Can you give an estimate of how many you project you might serve on Bainbridge Island?
- Regarding your proposed 2016 Budget, the total of the projected income is actually \$520,203, not \$507,360. Can you clarify where the error is, and whether that impacts the amount of funds requested?
- Can you clarify the sources of your in-kind revenue listed in #10 of the application narrative?
- If the committee is not able to provide full funding for this request, would you, and if so how would you prioritize less funding?

HSFAC

**Additional Reviewer Questions
(From Nov. 5th HSFAC meeting):**

Application: **Washington Smile Partners**
 Preventive Services, Renovations, Administrative Overhead

What questions do you have for the applicants? If yes, please describe (these questions may be asked during the applicant presentations)

- Can you give us a sense of your typical patient services? Are they routine treatments or urgent treatments?
- Are services available to non-elderly people?
- What % are clients are Medicaid / Medicare eligible? Are you filling a need that they are currently covered for or providing services that aren't covered? Please explain.

Organization	Requested Amt	Eisenhardt	Hendrickson	Hunting	Sayler	Siler	Walker	Warman	MEDIAN	M DIFF	AVERAGE
Bainbridge Island Child Care Center	\$ 58,560	\$ 30,000	\$ 18,000	\$ 45,000	\$ 46,500	\$ 29,960	\$ 48,000	\$ 15,000	\$ 30,000	\$ (28,560)	\$ 36,243
Bainbridge Island Special Needs Foundation	\$ 15,000	\$ 15,000	\$ 15,000	\$ 12,000	\$ 12,000	\$ 10,000	\$ 11,000	\$ 25,000	\$ 12,000	\$ (3,000)	\$ 12,500
Bainbridge Youth Services	\$ 90,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 65,200	\$ 45,000	\$ 81,000	\$ 25,000	\$ 50,000	\$ (40,000)	\$ 58,533
Boys & Girls Club of BI	\$ 50,000	\$ 40,000	\$ 50,000	\$ 40,000	\$ 40,400	\$ 50,000	\$ 43,000	\$ 50,000	\$ 43,000	\$ (7,000)	\$ 43,900
Hope House	\$ 6,000	\$ 10,500	\$ 12,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 25,000	\$ 6,000	\$ -	\$ 7,750
Housing Resources - Homefinding	\$ 20,000	\$ 20,000	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 18,000	\$ 20,000	\$ 20,000	\$ -	\$ 17,167
Housing Resources - Independent Living	\$ 50,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 42,000	\$ 50,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ -	\$ 46,167
Island Volunteer Caregivers	\$ 29,500	\$ 29,500	\$ 29,500	\$ 22,000	\$ 26,750	\$ 29,500	\$ 28,500	\$ 30,000	\$ 29,500	\$ -	\$ 27,625
Kitsap Community Resources	\$ 52,750	\$ 30,000	\$ 52,750	\$ 43,000	\$ 33,750	\$ 52,750	\$ 19,600	\$ 25,000	\$ 33,750	\$ (19,000)	\$ 38,642
Kitsap Sexual Assault Center	\$ 45,194	\$ 20,000	\$ 30,000	\$ 45,000	\$ 23,000	\$ 25,000	\$ 16,300	\$ 25,000	\$ 25,000	\$ (20,194)	\$ 26,550
Washington Smile Partners	\$ 14,400	\$ 14,400	\$ 14,400	\$ 11,000	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ -	\$ 13,833
	\$ 431,404	\$ 319,400	\$ 331,650	\$ 329,000	\$ 330,000	\$ 332,610	\$ 330,800	\$ 304,400	\$ 313,650		\$ 328,910

HSFAC FUNDING DRAFT RECOMMENDATION

RANK	Organization	Requested Amt	MEDIAN	8% Addition	8% Addition + Rdg	Final Recommendation	Prioritization
10	Bainbridge Island Child Care Center	\$ 58,560	\$ 30,000	\$ 32,400	\$ 32,500	\$ 32,650	Priority goes to Shuttle Staff
1	Bainbridge Island Special Needs Foundation	\$ 15,000	\$ 12,000	\$ 12,960	\$ 13,000	\$ 13,150	
7	Bainbridge Youth Services	\$ 90,000	\$ 50,000	\$ 54,000	\$ 54,000	\$ 54,150	
9	Boys & Girls Club of BI	\$ 50,000	\$ 43,000	\$ 46,440	\$ 46,500	\$ 46,650	
2	Hope House	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
8	Housing Resources - Homefinding	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
3	Housing Resources - Independent Living	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
4	Island Volunteer Caregivers	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500	
6	Kitsap Community Resources	\$ 52,750	\$ 33,750	\$ 36,450	\$ 36,500	\$ 36,500	Preference for at least 50%
11	Kitsap Sexual Assault Center	\$ 45,194	\$ 25,000	\$ 27,000	\$ 27,000	\$ 27,000	
5	Washington Smile Partners	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	
		\$ 431,404	\$ 313,650	\$ 329,150	\$ 329,400	\$ 330,000	

DRAFT RECOMMENDATION 1

COBI Human Services Funding Advisory Committee
Recommendations

Organization	Requested Amt	Committee Recommended Amt	Prioritization
Bainbridge Island Child Care Center	\$ 58,560	\$ 32,650	Priority goes to 1) Shuttle Staffing 2) Special Needs Staffing 3) Scholarships; and related administrative expenses
Bainbridge Island Special Needs Foundation	\$ 15,000	\$ 13,150	
Bainbridge Youth Services	\$ 90,000	\$ 54,150	
Boys & Girls Club of BI	\$ 50,000	\$ 46,650	
Hope House	\$ 6,000	\$ 6,000	
Housing Resources - Homefinding	\$ 20,000	\$ 20,000	
Housing Resources - Independent Living	\$ 50,000	\$ 50,000	
Island Volunteer Caregivers	\$ 29,500	\$ 29,500	
Kitsap Community Resources	\$ 52,750	\$ 36,500	Preference for at least 50% of this funding to go to Direct Rental Assistance
Kitsap Sexual Assault Center	\$ 45,194	\$ 27,000	
Washington Smile Partners	\$ 14,400	\$ 14,400	
	\$ 431,404	\$ 330,000	



Human Services Funding Advisory Committee

Wednesday, November 18, 2015

6:00 PM – 8:00 PM

City Council Conference Room

AGENDA

1. Call to Order
2. Approve Meeting Minutes from Nov. 10, 2015
3. Evaluation of Proposals/2016 Funding Recommendation
4. Review Upcoming Meeting Dates and Remaining Committee Schedule
 - a. Additional meeting dates/times TBD as needed
5. Adjournment



Human Services Funding Advisory Committee

**Monday, November 30, 2015
6:00 PM – 7:00 PM
City Council Conference Room**

AGENDA

1. Call to Order
2. Approve Meeting Minutes from Nov. 18, 2015
3. Committee Feedback on 2016 Award Process
4. Adjournment

NAME: _____

COBI Human Services Funding Advisory Committee

Evaluation and Feedback

COMMITTEE

In the area below, please provide feedback, including what worked well and suggestions for what could work better in future funding cycles.

1. Committee Application
2. Training
 - a. Open Meeting / Public Records Training
 - b. Orientation to Committee Roles & Responsibilities
 - c. Presentation of Community Needs
3. Review Process
 - a. Self-review of Proposals (include any comments about RFP)
 - b. Applicant Presentations
 - c. Development of Funding Recommendations
4. Council Leadership & Committee Facilitation

5. Please provide any additional suggestions in the area below:

Thank you for your wonderful work on the HSFAC Committee!

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:15 PM Regulation of Short-term Vacation Rentals, AB 15-113 - Councilmember Blossom (Pg. 152)	Date: 8/2/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 15-113
Proposed By: Council	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted? No	Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:	
City Manager: N/A	Legal: N/A	Finance: N/A

DESCRIPTION/BACKGROUND

Council Member Blossom requested discussion of regulation of short-term vacation rentals (VRBO, AirBnB, etc.) at a study session. The City Council previously discussed this issue and decided not to move forward with any additional regulations. However, some short-term vacation rental properties are being used for events and large gatherings that are inconsistent with residential uses.

For example, an advertisement found on VRBO for a three bedroom, three bath property located on Blakely Harbor states that the home sleeps up to 18 people. In addition, the property is advertised as being perfect for family reunions, church and corporate retreats.

In addition to the non-residential uses, Council Member Blossom also expressed concern about the number of short-term vacation rental properties and the impact this trend may have on housing availability/costs on Bainbridge Island.

RECOMMENDED ACTION/MOTION

Discussion item. Provide direction to City Manager regarding interest in considering regulations for short-term vacation rental property.

ATTACHMENTS:

Description	Type
MRSC Article	Backup Material

Local Government Catching Up with Airbnb and Other Short-Term Transient Rental Businesses

February 12, 2016 by [Steve Butler](#)
Category: [Licensing and Regulation](#)



[Airbnb](#) and other short-term transient rental websites, such as [HomeAway](#) and [FlipKey](#), seem to be in the news on a daily basis. Depending upon your perspective, these commercial enterprises can be many things: shining examples of the “sharing economy,” unwelcome intruders into established residential neighborhoods, ways for homeowners to help pay their monthly mortgages, businesses skirting their local financial and regulatory obligations, and the list goes on. Regardless of your feelings, it is probably time to consider whether your community needs to establish or update its short-term transient rental regulations.

Some local governments have focused their zoning regulations on more traditional travel accommodations, like hotels/motels, and tried to prohibit short-term rentals altogether, but such bans have met with limited success. So, if a community wants to adopt standards to regulate short-term transient rentals, where should it start? I would advise that local governments begin by identifying what issue(s) they want to address. Is it:

1. Lack of lodging and sales tax collection on these short-term rental stays;

2. Unregulated traffic, parking, and noise impacts on the surrounding neighborhood; and/or
3. Non-compliance with life/safety standards that are commonly applied to other types of lodging establishments (such as hotels, motels, and bed-and-breakfasts)?

Tax Collection

Even though [Airbnb has started collecting all applicable sales and lodging-related taxes in Washington State](#) (as of October 15, 2015), there are many other short-term rental websites that leave it up to state and local government to try and collect those taxes. If a primary goal is to collect a lodging tax, a logical first step is to [adopt a local lodging tax](#), if you don't already have one. Once in place, a municipality should then provide clear information to short-term rental unit owners about payment of applicable fees and lodging taxes, and may want to follow [Portland's lead by setting up a low-cost licensing program](#).

The benefits of a user-friendly, low-cost licensing/permitting program extend beyond just collection of lodging taxes. Such a program will also likely encourage more short-term transient rental owners to register their units, so that a local government will be knowledgeable of their locations and assured that the owners are aware of all local requirements.

Neighborhood Impacts

In the ideal world, short-term transient rental guests would be well behaved and nearby residents would not even realize that those occasional visitors weren't just friends visiting their neighbors; this situation is likely the case for the vast majority of short-term rental experiences. If you are a local government and don't want to rely on a "best case" scenario, however, you should review and update your local regulations, so that it is clear how short-term rentals are defined, where they can be located, and what rules need to be followed by guests and owners. [Palm Desert, California's Short Term Rental regulations](#) provide a good example - they have a low-cost licensing program, specify the on-site parking requirement, and point out the local noise regulations, among other things. [New Orleans defines and regulates short term rentals as "bed and breakfasts,"](#) which means that owners need to occupy part of the residential structure they are renting out, making it easier for them to monitor guests' behavior.

It is also important to consider the impact of short-term rentals not just on immediate neighbors, but on the neighborhood as a whole. To avoid an over-concentration or "clustering" of short-term transient rentals in a specific neighborhood, [Durango, Colorado established a program](#) that currently limits such rentals to only one rental per "street segment" within specified zones and caps the total number within those zones. [Austin, Texas has a cap](#) on the number of non-owner-occupied and multi-family/commercial short-term rentals allowed per census tract.

Safety

In most communities, lodging establishments must meet stricter life/safety standards than those required of single-family residences. Public safety is a major issue for Portland, so their [Accessory Short-Term Rental \(ASTR\) program](#) requires initial and follow-up inspections (which are covered by the permit fees) that check for adequate egress to the rentable sleeping rooms, smoke detectors, and even carbon monoxide detectors in some cases (Portland's ASTR adopted regulations may be found [here](#)).

Enforcement

A major challenge in regulating short-term rentals will be on the enforcement side. A well-crafted set of regulations that spell out a community's expectations may be important, but there also needs to be effective methods for enforcing those standards. Enforcement will likely be difficult, however, because most short-term transient rentals are in residential neighborhoods and not as visually noticeable as a hotel or motel located in a commercial zone. Reacting to citizens' complaints and monitoring short-term rental websites, with the appropriate follow-up against violators, appear to be the two primary tools for enforcing your licensing, permitting, and tax collection requirements. [Santa Monica](#) and [Bainbridge Island](#) staff members review the various short-term rental websites to identify violators. [Portland had to go so far as to sue HomeAway.com and its VRBO.com subsidiary](#) for not following the city's regulations, and underwent serious negotiations with Airbnb before reaching an agreement with them.

Given their popularity with consumers, short-term transient rentals appear to be here to stay. Given this prognosis, I would recommend that Washington cities, towns, and counties identify their locally significant issues (be it tax collection, reduction of neighborhood impacts, or something else), and proactively take steps to address them. The major challenges will be to create a process that is not so complicated, burdensome, and expensive that it causes short-term rental owners to "fly under the radar," rather than comply with local requirements, and to encourage a high rate of participation with your local program.

Recommended Resources

- [Lawmakers Struggle to Legalize Airbnb](#), GovTech.com
- [Popular online short-term vacation rental sites can mean tax, neighborhood issues](#), *The Gazette* (CO)
- [Video about Austin's \(TX\) Short-Term Rental Licensing Requirements](#)

If you have had experience with short-term transient rentals in your community or have developed an approach that has been working, please leave a comment below or contact me directly at sbutler@mrsc.org.

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LOCAL NEWS

Vacation rental home battles Mason County over rules



In August, Bonnie Pitts Stevenson will celebrate the 10-year anniversary of offering her vacation rental, the Bend on Hood Canal. CONTRIBUTED PHOTO

By Arla Shephard Bull, Special to the Kitsap Sun

June 27, 2016

UNION — From the back deck and patio of the Bend on Hood Canal, visitors can take in the sweeping panoramic view of the best that Mason County has to offer — lush evergreen forests, the majestic Olympic Mountains and a serene Hood Canal.

In August, Bonnie Pitts Stevenson will celebrate the 10-year anniversary of offering her vacation rental to visitors, though the past two years have been anything but joyous for her and husband Jeff when it came to the Bend.

The Stevensons have been caught in a legal battle with Mason County over the right to rent their property to short-term vacationers. In March a judge ruled in their favor, finding that county staff did not properly interpret county code and, based on their actions in this case, "have no expertise in this area."

While she emerged victorious, Stevenson remains cautious of retaliation from the county and is frustrated at the ramifications the lawsuit has caused, such as people in the community assuming the Bend is closed.

"I'm surprised it got as far as it did," she said. "The county is supposed to know their own codes."

"We were fighting the battle for every vacation rental in Mason County."

A NEIGHBOR'S COMPLAINT

Since Stevenson opened her property in Union for vacation rental in 2006, mostly through the website Vacation Rentals By Owner, or VRBO.com, hundreds have stayed there, coming for girls' weekends, family reunions or corporate retreats and bringing their wallets with them.

There are at least 141 property owners offering homes for vacation rental during part of the year in Mason County through VRBO.com. That can be a boon to the area, especially during busy summer months when traditional lodging, such as hotels and resorts, are booked.

"Not only do they provide a much-needed place to stay, especially during the busy summer months, they offer a unique experience

throughout the year, sending our visitors home with memories of a lifetime," said Stephanie Rowland, president and CEO of the North Mason Chamber of Commerce.

From men coming together as the surviving veterans of a submarine assault to women gathering to support one another after the loss of a child to war, Stevenson has seen all walks of life come through the doors of the Bend.

However, many of Stevenson's neighbors don't find the constant flow of visitors very relaxing.

"We call it the party house. This is a constant thing every single weekend in the summer," said Cathryn Newkirk, one of the Stevensons' neighbors on Great Bend Drive. "Bonnie is a very nice person. None of this is personal. But we have barking dogs, we have noise, we have parties."

The county had received at least four complaints about the Bend from 2009 to 2014; however the first three complaints were anonymous and the county closed them due to lack of evidence.

In the 10 years she has operated the Bend, Stevenson said she has received one complaint, which she resolved with her neighbor.

But Aug. 14, 2014, Mason County received its latest complaint against the Bend. The following month, Stevenson received a cease-and-desist letter to close her vacation rental.

The letter ignited what would become a nearly two-year battle.

WHERE IS THE LINE DRAWN?

The county raised concerns that the Stevensons were violating county code by operating a commercial business at a residence, though it also expressed concern over parking, signage and the slope at the rear of the building and asserted that the building was a congregate living facility.

Mason County Commission Chairwoman Terri Jeffreys said that while vacation rentals help offset the county's shortage of hotel rooms, the rentals cause problems with neighbors who did not expect the increased amount of activity when they purchased homes in a residential community.

"These vacation rentals are, in essence, a business," she said. "The owners should be paying their fair share of taxes. ... I do not want to dissuade property owners from letting their properties to vacationers. However, I also think ensuring public health and safety and creating a level playing field for all lodging facilities is important."

The Stevensons pay sales tax, lodging tax and state business and operations tax on the Bend.

Through the course of emails with the Stevensons' attorney, Rob Wilson-Hoss, the county maintained that the property fell under the purview of the International Building Code rather than the International Residential Code, as adopted by Mason County, and was therefore subject to building permits and other regulations.

"They let us know that a vacation rental is not residential, it's commercial," Stevenson said. "We were shocked because if you read the (county and state law) that isn't what it reads."

To fall under the jurisdiction of the International Residential Code, a one- or two-family dwelling or town house must not be more than three stories above grade and must have a separate egress.

A dwelling is defined as any building with one or two units used, intended or designed to be built, used, rented, leased, let or hired out to be occupied for living purposes.

In emails with county officials, Wilson-Hoss asserted that vacation rentals should not be treated any different from other housing rentals and that the codes address rentals without any ambiguity.

"Where is the line drawn?" Wilson-Hoss wrote in a Nov. 6, 2014, email to Mason County building inspector Rich Balderston. "How many days is a rental just a rental, and after how many days is it something else? ... the codes do not ... regulate VRBOs as Mason County keeps insisting."

On Jan. 8, 2015, the county issued its final determination, stating a residential occupancy "with greater than 10 occupants of a transient nature" meets the definition of the International Business Code's residential group 1, which includes hotels, motels and congregate living facilities.

"The subject structure does not meet either of the criteria required to be regulated by the IRC," Balderston wrote. "If the exemption criteria are not met then the structure must fall within the requirements of the IBC."

Stevenson appealed the county's decision to Mason County Hearing Examiner Phil Olbrechts, who heard the case April 22, 2015, and issued an unusual ruling June 29, 2015.

Olbrechts determined that the Bend fell under the building code if the home were leased for 30 days or less to more than six unrelated individuals at a time or if those lessees used the space to host a large gathering, such as a wedding or reunion.

Rentals of six or fewer people would fall under the residential code, so long as the individuals did not host a large gathering, and individuals are considered related if they're related by genetics, adoption or marriage.

If the Stevensons had not appealed the hearing examiner's decision, the ruling would have had ramifications for any vacation rental in Mason County and could have affected many large gatherings or parties people might choose to have on their property.

"It would mean that if you lived in Mason County, you couldn't have

more than six unrelated people in your house overnight at one time," Stevenson said. "That would be ludicrous. It would mean you couldn't have a little girl's Barbie party overnight or a little boy's Superman party."

A FINAL DECISION

The Stevensons appealed the decision to Mason County Superior Court. On March 25, Judge Toni Sheldon reversed the decision of the hearing examiner.

"Mason County does not regulate Vacation Rentals By Owner, or VRBOs, short-term or other residential rentals in any way distinguishable from the county's regulation of owner-occupied residences," Sheldon wrote in a June 13 conclusion.

In going through the county's list of violations, Sheldon noted that the county could not find any code to support its assertions and that out of the at least 17 different interpretations and allegations of violations made, none was valid.

The judge ruled that both the county building officials and the hearing examiner demonstrated "unfamiliarity with county code interpretation and application and have no expertise in this area" and that the hearing examiner was biased in favor of the county.

Sheldon found that Olbrechts violated the doctrine of appearance of fairness during Stevenson's hearing.

Since the ruling, the county has hired Dave Windom as director of the Community Services Department, a new department that now includes the planning and building divisions along with public and environmental health.

Jeffreys said the decisions to create a new department and hire a new director were not directly influenced by the litigation with the Stevensons.

"Our reorganization and creation of the Community Services Department was in response to problems with our processes," she said.

The county commissioners have not decided whether to appeal the Superior Court decision, Jeffreys said. The county has until July 13 to file an appeal.

Newkirk said she's made peace with the court's decision, though she's not sure how fellow neighbors feel.

"The prosecutors have tried the case. We don't have the laws to do something about it," she said. "I don't understand how her rights prevail over the rights of other people, but there's nothing else to do. She's not doing anything illegal, so the case is over as far as I'm concerned. The rest of us have to live with it."

It's hard for Stevenson to get past the ordeal, since she and her husband still are working to pay off attorneys' fees.

"I live pretty peacefully," she said. "I don't understand what the benefit was for them to do this. We hope to be able to offer the property as a vacation rental whether for local or faraway visitors, enjoying the beautiful Hood Canal and local business. There's nothing better than creating memories with the ones you love."

Find this article at:

<http://www.kitsapsun.com/news/local/vacation-rental-battles-mason-county-over-rules-360d506f-02ee-73cc-e053-0100007f6fc2-384462451.html>

☐ Check the box to include the list of links referenced in the article.