

April 12, 2017

MEMORANDUM

To: Human Services and Public Health Committee
From: Alan Lee, Central Staff
Subject: CB 118943 – Social Service Navigators Proviso Lift

This memo concerns a proviso on a \$475,000 appropriation of General Subfund held in Finance General for the Human Services Department (HSD). This memo (1) summarizes the proviso and HSD's response and (2) offers options for the Committee's consideration.

Background

Green Sheet 265-1-B-2 appropriated \$475,000 in 2017 and endorsed appropriation of \$475,000 in 2018 of General Subfund to reserves in Finance General for HSD to design and implement a new social service navigator program at food banks. Food banks, as community resources frequented by low-income and diverse households with sundry needs, may have clients who can benefit from information and referral services. Such services could involve mental health, housing, homelessness, employment, and transportation programs.

Green Sheet 265-1-B-2 imposed a proviso requiring HSD to provide City Council with a report describing the following:

1. All work and funding contracted for or conducted by the City that achieves the same outcomes;
2. How social service navigators fit into the City's existing portfolio of services;
3. How duplication of existing services will be prevented;
4. The plan for effectively achieving outcomes; and
5. How evaluation of these new services will be conducted.

Discussion

HSD intends to issue a Request-for-Qualifications (RFQ) for the social service navigator program. Specific details of the RFQ, such as application criteria, will not be shared prior to its official release (which will be April 18, if Council lifts the proviso on April 17). HSD in its proviso response outlines broadly how it will address service duplication, integrate the new program into its existing service framework, and develop trackable reporting requirements for future evaluation.

HSD is currently funding 14 different programs that involve information and referral activities with approximately \$15.8 million (2017). The programs' performance measures relate to their target populations. Crisis Clinic, for example, measures the number of individuals who are stabilized and can seek additional resources, while the Domestic Violence and Sexual Assault Legal Navigators program keeps track of the number of adult survivors who obtain legal assistance. It is unclear exactly which specific service areas will be needed by food bank clientele; trends in needed service areas will not be known until after the program is implemented.

HSD's plan for achieving outcomes will involve extensive initial training of grantees in use of a new database, reporting, technical support, and regular meetings. Performance evaluation will be based on the [results based accountability framework](#) that is applied to other HSD grant programs.

If the Council lifts the proviso, Central Staff recommends that the Human Services and Public Health Committee request HSD to provide a report during the first quarter of 2018 to report on the program's progress. The report would include the following information: most common information and referral service areas, to see whether trends for particular focus areas emerge, and demographic information of people served.

Also, if the Council lifts the proviso on April 17, 2017, contracts will begin in September 2017. HSD anticipates 2017 program costs to total \$355,000. The remaining \$120,000 appropriated to Finance General can be appropriated to another purpose.

Options

- A. Pass Council Bill 118943 (original, version D1b). This will lift the proviso and appropriate \$475,000 to HSD's Youth and Family Empowerment (YFE) Budget Control Level.
- B. Pass Council Bill 118943 substitution (Attachment A, version D2). This will lift the proviso. Major differences from the original bill include:
 - a. Revised language from the Law Department in Section 1 describing the proviso lift;
 - b. Amount appropriated from Finance General to HSD's YFE Budget Control Level changed from \$475,000 to \$355,000 in Sections 2 and 3; and
 - c. Adding a new Section 4 indicating the Council's intent to appropriate the remaining \$120,000 appropriated to Finance General for a purpose thematically consistent with the work program of the Human Services and Public Health Committee.
- C. Do not lift the proviso. If the Council does not lift the proviso, the RFQ will be delayed and the program could begin, at the earliest, in October 2017. A later start date will presumably lower program expenditures for 2017 and provide an opportunity for additional appropriations for other purposes.

Attachments

- A. Council Bill 118943, Version D2

cc: Kirstan Arestad, Central Staff Executive Director
Ketil Freeman, Central Staff Supervising Analyst

Katherine Tassery, [Alan Lee](#)
CBO Social Service Navigators at Food Banks Proviso Lift ORD
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CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

..title

AN ORDINANCE related to appropriations for the Human Services Department; amending Ordinance 125207, which adopted the 2017 budget; lifting a proviso; and ratifying and confirming certain prior acts.

..body

WHEREAS, The City of Seattle’s 2017 Adopted Budget included a proviso on funds in the Finance General Reserve Budget Control Level concerning the provision of social service navigators at food banks; and

WHEREAS, the proviso in Green Sheet 265-1-B-2-2017 specifies that appropriated funding may not be spent until authorized by future ordinance and that authority will not be granted to spend appropriated funding until the Human Services Department provides Council with a report including a description of: (1) the work and funding the City already does or contracts for that achieves the same outcomes for which the social service navigators are intended; (2) how new social service navigators would fit into the City’s existing portfolio of services; (3) how duplication of existing services will be prevented; (4) the plan for effectively achieving outcomes; and (5) how these services will be evaluated; and

WHEREAS, the Human Services Department submitted a report to the Human Services and Public Health Committee, in conjunction with this Ordinance, for consideration on ~~March~~ April 12, 2017, in accordance with Green Sheet 265-1-B-2-2017; NOW THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Ordinance 125207 is amended by deleting the ~~The restrictions imposed by the~~ following budget proviso, ~~which was contained in Clerk File 314362 that was adopted by~~

1 reference in Ordinance 125207. The restrictions imposed by this proviso, including those set
 2 forth in subsection 1(b) of Ordinance 125207 have no further legal effect., which limits spending
 3 on the following item, are removed because the conditions set forth in the proviso have been
 4 satisfied and they are no longer restrictions for any purpose, including those set forth in
 5 subsection 1(b) of Ordinance 125207:

Item	Department	2017 Green Sheet	Proviso	Budget Control Level
1.1	Human Services Department	265-1-B-2	“Of the appropriation in the 2017 budget for the Finance General Reserves BCL, \$475,000 is appropriated (and of the amount endorsed for 2018, \$475,000 is expected to be appropriated) solely for the provision of social service navigators at food banks. Furthermore, none of the money so appropriated may be spent until authorized by future ordinance. Council anticipates that such authority will not be granted until the Human Services Department provides Council with a report including a description of: (1) the work and funding the City already does or contracts for that achieves the same outcomes for which the social service navigators are intended; (2) how new social service navigators would fit into the City’s existing portfolio of services; (3) how duplication of existing services will be prevented; (4) the plan for effectively achieving outcomes; and (5) how these new services will be evaluated.”	Finance General Reserves (2QD00)

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1 Section 2. The appropriations for the following items in the 2017 Budget are modified, as
2 follows:

Item	Fund	Department	Budget Control Level	Amount
2.1	General Subfund (00100)	Finance General (FG)	Reserves (00100-2QD00)	(\$ <u>355475</u> ,000)
2.2	Human Services Operating Fund (16200)	Human Services Department (HSD)	Youth and Family Empowerment (16200-H20YF)	<u>\$355475</u> ,000
TOTAL				\$0

3 Section 3. To support appropriations for item 2.2, cash is hereby transferred as shown in
4 the following table:

Item	Fund	Amount	Transferred (In/Out)
3.1	General Subfund (00100)	(\$ <u>355475</u> ,000)	Transferred Out
3.2	Human Services Operating Fund (16200)	<u>\$355475</u> ,000	Transferred In
TOTAL		\$0	

5 Section 4. The Council later this year will appropriate \$120,000 to a purpose thematically
6 consistent with the work program of the Human Services and Public Health Committee.

7 Section 54. Any act consistent with the authority of this ordinance taken prior to its
8 effective date is ratified and confirmed.

1 Section ~~65~~. This ordinance shall take effect and be in force 30 days after its approval by
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by the City Council the _____ day of _____, 2017,
5 and signed by me in open session in authentication of its passage this _____ day of
6 _____, 2017.

7 _____
8 President _____ of the City Council

9 Approved by me this _____ day of _____, 2017.

10 _____
11 Edward B. Murray, Mayor

12 Filed by me this _____ day of _____, 2017.

13 _____
14 Monica Martinez Simmons, City Clerk

15 (Seal)