

# ***Do you have innovative ideas for actions that will benefit the people you serve, but don't have enough resources to implement them?***

SHSC's Steering Committee decided to move to a new process this year—creating a holistic portfolio instead of a limited package—in order to deepen member participation and empower members more directly.

**This is the first time that all SHSC members have the opportunity to submit recommendations directly to SHSC for inclusion in the City of Seattle Budget Process.** Following several *guidelines* and a *template* will make your recommendation most effective.

As always, the top priority for SHSC in the 2017-18 budget is **no cuts to services**. This portfolio of recommendations, created by SHSC members, will be composed of actions that are innovative, “human-centered,” and/or best practices. All recommenders must be SHSC members and recommendations must articulate how they will help Seattle residents reach their full potential, moving us all toward SHSC's vision of [a just and thriving community](#).

## **SHSC BUDGET RECOMMENDATION GUIDELINES**

- **Consider what other service areas or agencies will be impacted by your recommendation.** Consider collaborating with them in submitting a recommendation.
- **Focus your recommendation on the people served and services needed rather than on the needs of your agency or program.** For example, recommend funding for services needed by Seattle residents, rather than funding for specific agencies.
- **Analyze the Racial Equity and Social Justice impact of your recommendation.** You can use the [City of Seattle Race and Social Justice Tool Kit](#) or another lens you find effective.
- **Best results overall are achieved by not prioritizing one service over another.** Stick to extolling the benefits of your recommendation rather than saying one recommendation is better than another or one type of service is more important than another. We don't want to contribute to the misconception that one service can be effectively prioritized over another. All services are essential; what is most important to any family is what *they* need, *when* they need it.
- **Our City Council is now organized in districts.** Consider impact, interaction, & access to services within a district, if you are recommending services in a specific district.
- **Your recommendation will be best received if you can describe how it is either a best practice, innovative, or “human-centered.”** Leveraging resources outside the City of Seattle and/or crossing “silos” has been well received by policy makers.
- **Formatting: Each recommendation should be no more than one page, front and back.**  
*Recommendations that exceed this length will be returned for revision.*

**RESOURCES** to help you create the most effective recommendation:

- [City Budget Recommendation Guidelines and Template](#)  
Councilmembers have found recommendations with these components to be useful and compelling.
- [City budget process timeline](#)
- **Training: Wed, Mar 30, 9:30-11:30**
  - Learn how to navigate the City budget process
  - Hear from HSD Director Catherine Lester regarding City of Seattle Human Services Department budget priorities
  - Learn how to apply the City's Race and Social Justice Tool Kit
- **Charette: Thurs, Apr 28, 9:30-12:30**  
Members writing recommendations will hear from each other, giving members the opportunity to reach across silos, or hear if anyone else has a similar idea and wants to collaborate.
- **Notification of mobilization and advocacy opportunities:** For example, city budget hearings and meetings with councilmembers.
- **Send your completed recommendation as an attachment to [shsc@shscoalition.org](mailto:shsc@shscoalition.org) by midnight, Friday, May 27<sup>th</sup>**

**Title of Action**

**Recommender(s)**

Start by describing how this recommended action is one of the building blocks needed to build well-being so Seattle residents reach their full potential, moving us all toward the vision of [a just and thriving community](#).

**Description of need your recommendation will address**

- Data shows...
- What will happen if this need is not met

**Solution: Recommended action**

- Description of how you recommend the service should be provided. What is this action? How will it work?

**Value of the service**

- Evidence this approach works, reason innovation is needed, and/or how this approach is human-centered.

**Description of how your recommendation will impact racial disparities in community outcomes**

**May want to include a story**

- Illustrate need or success- point out systemic issues that are addressed by your recommended action

**May want to include a photo or graphic**

- Use one that translates well to black and white

**Summary sentence with specific dollar amount for each year in this budget process (2017 and 2018.)**

“We recommend an investment of \$\_\_\_\_\_ in this action for 2017 and \$\_\_\_\_\_ in 2018.”

**Data Sources:**

**For more information, contact:**

- Name, Organization, Email, and Telephone Number(s)