



Human Services Commission Meeting

Date: April 23, 2024

Time: 6:30 p.m.

Place: Hybrid – Council Chambers, Kirkland City Hall, 123 5th Ave Kirkland, WA 98033

Webinar ID: [https://kirklandwa-](https://kirklandwa.gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09)

[gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09](https://kirklandwa.gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09)

Passcode: 862999

The commission is directed by the City Council to advise the Parks and Community Services Department, City Manager, and City Council in leading the City's efforts to support a socially sustainable community through health and human services and programs that fulfill the basic needs of all people and enhance the quality of life in our city now and into the future.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **LAND ACKNOWLEDGEMENT**
4. **APPROVAL OF MINUTES**
 - a. March 26, 2024
5. **ITEMS FROM THE AUDIENCE**
6. **SPECIAL PRESENTATIONS**
 - a. 2044 Comprehensive Plan Update – Human Services Element Policy Briefing
7. **BUSINESS**
 - a. 2025-2026 Application Request Overview
 - b. 2025-2026 Grant Application Review Tools
 - c. Group Norms
8. **COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
9. **ADJOURNMENT**

Upcoming Commission Activities:

Special Meeting May 14, 2024

Regular Meeting May 28, 2024

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**CITY OF KIRKLAND
HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
March 26, 2024**

1. CALL TO ORDER

Chair Jory Hamilton called the meeting to order at 6:33 pm.

2. ROLL CALL

Members Present: Commissioners Cristian Liu, Sriram Rajagopalan, Melantha Jenkins, and Chloe Sow.

Commissioner Gildas Cheung and Vice Chair Gabriella Lopez Vazquez were excused and not in attendance.

Staff Present: Lynn Zwaagstra, Director of Parks and Community Services, Jen Boone, Human Services Manager, Regi Schubiger, Youth Services Coordinator, Antoinette Smith, Human Services Coordinator, and Amanda Judd, Human Services Coordinator.

Meeting Recorder: Jen Boone, Human Services Manager

3. LAND ACKNOWLEDGEMENT

Commissioner Cristian Liu read the acknowledgment at the March meeting. Commissioner Melantha Jenkins will read at the April meeting.

4. APPROVAL OF MINUTES

Chair Jory Hamilton requested a motion to approve the February 27, 2024 minutes. Commissioner Sriram Rajagopalan made a motion for approval, Commissioner Cristian Liu seconded. Motion carried (Yes: 5 No: 0).

5. ITEMS FROM THE AUDIENCE

None

6. SPECIAL PRESENTATIONS

a. Overlake Christian Church

Josh McQueen and Lori Peckol from Overlake Christian Church presented on Overlake's Safe Parking and Flexible Assistance Program.

7. BUSINESS

a. Debrief Equity Training

Staff led the Commission through a debrief on the joint equity training that was hosted by Communities Rise on 03/25 with fellow Commissioners from Redmond, Issaquah, and Sammamish ahead of the 25-26 grant review process.

b. Grant Review Process Overview

Staff presented an introduction to the grant review process, including group norms, goals and priorities, grant application, equity training, and application review strategy.

c. Joint Meeting with City Council

Staff presented an outline for discussion ahead of the joint meeting with City Council and the Human Services Commission on April 2, 2024.

d. KTUB Update

Staff presented an update on KTUB and the City's operating model timeline for 2024.

8. COMMUNICATIONS

a. Commissioner Reports

Chair Hamilton shared that City Council interviewed applicants for the vacant Commission seat earlier that day.

b. Staff Reports and Announcements

None

9. ADJOURNMENT

Chair Jory Hamilton asked for a motion to adjourn meeting. Commissioner Melantha Jenkins motioned and was seconded by Commissioner Cristian Liu. Meeting was adjourned at 8:29 pm.



City of Kirkland
Planning and Building
123 Fifth Avenue, Kirkland, WA 98033
425-587-3600 | www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

From: Lindsay Levine, AICP, Senior Planner
Jen Boone, Human Services Manager

Date: April 15, 2024

Subject: 2044 COMPREHENSIVE PLAN UPDATE (K2044) – HUMAN SERVICES ELEMENT POLICY BRIEFING

Recommendation

Receive a briefing and discuss draft revisions to the Comprehensive Plan Human Services Element goals and policies (Attachment 1). Provide staff with feedback to continue preparing the Human Services Element.

Background

The City of Kirkland is in the process of conducting a State-mandated update of the Kirkland Comprehensive Plan (K2044). The State deadline for City Council adoption is December 31, 2024. The Comprehensive Plan is a citywide guide for how we as a community will manage growth over the next 20 years. The Growth Management Act (GMA) mandates that cities in King County must plan for growth within the regional planning context, consistent with the GMA, the Puget Sound Regional Council Vision 2050 Regional Growth Strategy Multicounty Growth Policies, and the King Countywide Planning Policies. Cities and counties must revise comprehensive plans and development regulations every eight years. General information about the Comprehensive Plan update process is available on the City's K2044 webpage¹.

The Human Services Commission, Planning Commission, and City Council have discussed the Human Services Element at their previous meetings listed below. Commissioners and community members can view past meeting materials for additional background information on the Human Services Element.

- May 15, 2023 Human Services Commission meeting²: Introduction to Human Services Element and Housing Element.

¹ <https://www.kirklandwa.gov/Government/Departments/Planning-and-Building/Planning-Projects/Kirkland-2044-Comprehensive-Plan-Update/The-Basics>

² https://www.kirklandwa.gov/files/sharedassets/public/v/1/training/k2044-comp-plan/k2044-people/human-services/pdfs/2023-05-23_hsc_housing-humanservices-briefing-memo.pdf

- July 18, 2023 City Council study session³: Joint Planning Commission and Council discussion on all Comprehensive Plan study issues, including Human Services Element.
- September 28, 2023 Planning Commission meeting⁴: Introduction to Human Services Element and study issues.
- March 28, 2024 Planning Commission Meeting⁵: Policy Briefing.

Community Outreach and Engagement Activities

Beginning in late 2022, staff conducted a substantial number of public outreach and community engagement activities to implement the K2044 Community Engagement Plan⁶. In addition to the general K2044 activities, staff has conducted outreach and engagement activities specific to the Human Services Element. The topics of human services and housing are interrelated, and the majority of the Human Services Element-specific activities (listed below) were conducted jointly with staff leading the Housing Element updates.

- Housing and Human Services Survey (684 responses)
- Senior Council Meeting (May 9, 2023)
- Kirkland Alliance of Neighborhoods Meeting (May 10, 2023)
- Housing and Human Services Element Focus Groups (June 6 and June 13, 2023)
- Youth Council Meeting (June 12, 2023)

See Attachment 2 for a summary of the Housing and Human Services Survey, with a focus on human services topics, and a copy of the survey results. Attachment 2 also includes a highlighted analysis of responses received from unhoused survey respondents through engagement with Camp United We Stand. Additional materials from community outreach efforts and information about the element is available at the Comprehensive Plan Human Services Element webpage⁷.

Human Services Element Review

The Human Services Element supports the provision of services that assist in the physical, economic, social, and quality of life needs of community members (e.g., housing stability, food security, mental health services). The Element also supports measures to ensure that human services resources are available and accessible to all, especially currently and historically under resourced community members. In addition, the Human Services Element includes goals and policies on the City's Youth Services and Older Adult (50+) services.

³ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2023/july-18-2023/3b_study-session.pdf

⁴ <https://kirklandwa.primegov.com/portal/viewer?id=99&type=0>

⁵ https://www.kirklandwa.gov/files/sharedassets/public/v/4/planning-amp-building/kirkland-2044-comp-plan/k2044-people/human-services/pdfs/2024-03-28_humanservicespcbriefingmemo.pdf

⁶ <https://www.kirklandwa.gov/files/sharedassets/public/v/1/planning-amp-building/kirkland-2044-comp-plan/community-engagement-plan-k2044-kirkland-comprehensive-plan-finalwappendixabc12152022.pdf>

⁷ <https://www.kirklandwa.gov/Government/Departments/Planning-and-Building/Planning-Projects/Kirkland-2044-Comprehensive-Plan-Update/People/Human-Services>

Human services are coordinated through a network of County and City entities, non-profit organizations, faith-based organizations, private companies, public health systems, and community advocates who work together to address complex social issues. The Human Services Division is primarily responsible for the planning and administration of the City's Human Services grants program. Historically, the City's role in human services was as a partner, funder, facilitator, and coordinator but not a direct provider of human services. The City funds and partners with local human services provider organizations, as they are often the primary agencies responsible for community members who seek assistance. In 2023, the Human Services Division hired a Homeless Outreach Coordinator, who now provides direct services to community members experiencing homelessness.

The Human Services Division and Human Services Commission use the Human Services Element as a guiding document. The Human Services Element helps guide funding decisions since the Element sets overarching goals and policies for the provision of human services within the City.

Key Human Services Policy Issues

There are several study issues and/or policy concepts that staff has explored through the update to the Human Services Element. The list below of Human Services Element study issues was confirmed by the Planning Commission and Council at a joint meeting in July 2023, and is being studied in the forthcoming Kirkland 2044 Supplemental Environmental Impact Statement (SEIS). The draft revised Human Services Element goals and policies (see Attachment 1) incorporate amendments that address the issues in the following list:

- Update policies to ensure consistency with relevant plans;
- Identify supportive policies for affordable housing and housing for older adults (*this was primarily addressed in the Housing Element update*);
- Recognize the evolving nature of the provision of services to address mental health issues, addiction, and homelessness across federal, State, regional agencies, and other organizations, and describe how the City could step in to fund or fill gaps;
- Update to include new agencies/programs/facilities such as the Regional Crisis Response Agency (RCR), and the King County's Health Through Housing Initiative in Kirkland; and
- Create a new policy regarding reasonable and fair allocation of King County tax dollars (Best Starts for Kids, and the Veterans, Seniors, and Human Services Levy) to the City of Kirkland to support initiatives such as Health through Housing, the King County Regional Homelessness Authority, the Regional Crisis Response Agency, homeless outreach, and other services the City provides (*this has been addressed in the Public Services Element*).

Draft Revised Human Services Element Goals and Policies

Staff is requesting the Commission's feedback on initial draft revisions to the Human Services Element goals and policies. Attachment 1 includes a table with all existing Human Services Element goals, policies, figures, and tables and provides a side-by-side comparison of the existing text with proposed text amendments to-date. As discussed in

subsections above, the draft revisions incorporate text amendments that are generally driven by one or more of the following:

- Compliance with required State, regional, or countywide policies;
- Recommendations from the EcoNorthwest 2022 Equity Review of the Kirkland 2035 Comprehensive Plan⁸;
- Updated human services information;
- Public input;
- Alignment with the City's plans such as the Diversity, Equity, Inclusion, and Belonging Five Year Roadmap⁹;
- Addressing Kirkland 2044 study issues as directed by the Planning Commission and Council; and
- Alignment with the draft Kirkland 2044 Vision and Guiding Principles¹⁰ and in-progress draft revisions in other Plan elements.

The table in Attachment 1 includes staff notes to further explain the reasoning behind certain text amendments, as well as notes indicating if the amendment is proposed to achieve compliance with a specific policy from an outside agency or alignment with the equity review conducted by EcoNorthwest.

Housing Element

The Housing Element establishes goals and policies to address the City's housing needs now and into the future. Kirkland has established itself as a vibrant and desirable city to live, work, and play. Our community is also part of a rapidly growing regional job center bringing more people into our city to find work. Although Kirkland is an immensely livable place, this growth has contributed to escalating housing costs and increased commutes for community members who can no longer afford to live in Kirkland. The City will need to address its current and future housing affordability issues to meet the needs of all income levels for our city to continue to thrive.

Several of the draft Housing Element policies about affordable housing, low-income housing, and housing for people experiencing homelessness are highlighted below:

- Require affordable housing when increases to development capacity are considered.
- Enhance affordable housing incentives and city-wide inclusionary requirements to provide additional affordable housing units to meet current and future housing needs.
- Develop specialized standards that enable and encourage production of housing for extremely low-income households, such as: prioritizing vacant lands for the production of Permanent Supportive Housing (PSH); increasing allowable densities to maximize production of PSH; reducing fees, taxes, permit and utility hookup fees for PSH; and employing cost reduction strategies identified in other housing policies.

⁸ <https://www.kirklandwa.gov/files/sharedassets/public/v/1/planning-amp-building/kirkland-2044-comp-plan/equity-review-report-kirkland-comprehensive-plan-econorthwest-final20221108.pdf>

⁹ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/roadmap-as-adopted_1.pdf

¹⁰ <https://www.kirklandwa.gov/Government/Departments/Planning-and-Building/Planning-Projects/Kirkland-2044-Comprehensive-Plan-Update/Vision-Statement-and-Guiding-Principles>

- Support housing for the unhoused by removing regulatory barriers that prevent or obstruct the creation and equitable distribution of transitional housing, emergency shelters, permanent supportive housing and similar facilities.
- Develop a program that allows housing intensity bonuses for faith-, or other community-based organizations seeking to develop affordable housing on-site, prioritizing developments with income-restricted units and projects that provide on-site services for households most impacted by the affordable housing crisis.
- Ensure that affordable housing opportunities at a variety of income levels are not concentrated, but are available throughout the City and especially in walkable areas with good access to transit, employment, and neighborhood-serving retail, especially grocery stores.
- Collaborate with diverse partners (e.g., employers, financial institutions, philanthropic, faith, and community-based organizations) on provision of resources (e.g., funding, surplus property) and programs to meet Kirkland's allocated housing need of households with extremely low-, very low-, and low-incomes.
- Ensure that land use, zoning, and regulations support housing options and supportive services for older adults, disabled persons, people with medical conditions, unhoused individuals and families, and displaced people.
- Support housing options, programs, and services that allow older adults to stay in their homes or neighborhood. Encourage universal design improvements that increase housing accessibility.

The full list of draft housing Element goals and policies is available at the Comprehensive Plan Housing Element webpage¹¹. Though staff is not presenting the draft Housing Element goals and policies at the April 23 Human Services Commission meeting, Commissioners and members of the public are welcome to submit comments online¹² or email the Housing Element lead, Scott Guter, at sguter@kirklandwa.gov.

Next Steps

With Human Services Commission feedback on the questions posed below, staff will continue to refine the draft goal and policy amendments. The Planning Commission will hold multiple public hearings on the Comprehensive Plan updates during the next few months; the public hearing for the Human Services Element is scheduled for May 23, 2024. The City Council will complete final adoption by the end of 2024.

Focus Areas for Human Services Commission

The Human Services Commission should focus on the below questions for discussion after reviewing the memorandum and attachments:

1. Do Commissioners have any questions or feedback about any specific draft revisions to Human Services Element goals or policies?

¹¹ <https://www.kirklandwa.gov/Government/Departments/Planning-and-Building/Planning-Projects/Kirkland-2044-Comprehensive-Plan-Update/People/Housing>

¹² <https://www.kirklandwa.gov/Government/Departments/Planning-and-Building/Planning-Projects/Kirkland-2044-Comprehensive-Plan-Update/Get-Involved>

2. Are there any policy themes or concepts that you believe need to be incorporated into the draft policies?

ATTACHMENT A - Human Services Element Draft Goals and Policies

ATTACHMENT B - Housing and Human Services Community Survey Summary

**Kirkland 2044 Comprehensive Plan Update
Human Services Element
V.2 Draft**

Human Services Element Goal and Policy Updates				
EXISTING HUMAN SERVICES ELEMENT GOALS AND POLICIES	PROPOSED GOAL AND POLICY REVISIONS [v.1] Deleted text shown in strikethrough. <u>Added text shown in underline.</u>	PROPOSED GOAL AND POLICY REVISIONS [v.2]	NOTES	REVISION REQUIRED PER: (State, Regional, County, Equity Review etc.)
Goal HS-1: Support diversity in City government and in the community by encouraging awareness, acknowledgment and sensitivity, and by being inclusive of Kirkland's entire populace.	Support diversity in City government and in the community by encouraging awareness, acknowledgment and sensitivity, and by being inclusive of Kirkland's entire populace.	No change from v.1	Moved to the Introduction Chapter since this goal is relevant to all aspects of the Comp Plan, not just human services	Equity Review
Policy HS-1.1: Engage the diverse populations within Kirkland to create an inclusive community.	Engage the diverse populations within Kirkland to create an inclusive community.	No change from v.1	Moved to the Introduction Chapter since this policy is relevant to all aspects of the Comp Plan, not just human services	Equity Review
Goal HS-2: Foster a City government and a community free of discrimination and committed to justice and social equity.	Foster a City government and a community free of discrimination and committed to justice and social equity.	No change from v.1	Moved to the Introduction Chapter since this goal is relevant to all aspects of the Comp Plan, not just human services	Equity Review
Policy HS-2.1: Work to achieve a community where everyone is treated with respect and given equitable access to resources.	Work to achieve a community where everyone is treated with respect and given equitable access to resources.	No change from v.1	Moved to the Introduction Chapter since this policy is relevant to all aspects of the Comp Plan, not just human services	Equity Review
Goal HS-5: Create a community in which all members have the ability to meet their basic physical, economic and social needs, and the opportunity to enhance their quality of life.	No change (renumbered to Goal HS-1)	No change from v.1		
Policy HS-5.1: Regularly assess local human service needs, and provide leadership in the development of services to address newly identified needs.	No change (renumbered to Policy HS-1.1)	No change from v.1		
Policy HS-5.2: Promote community awareness of human service needs, the resources available to meet those needs, and the gaps in services.	No change (renumbered to Policy HS-1.2)	No change from v.1		
Policy HS-5.3: Provide funding for local nonprofit organizations serving the needs of Kirkland residents.	Policy HS-1.3: Provide funding for local nonprofit and community-based organizations serving the needs of Kirkland community members residents.	No change from v.1		Equity Review
No existing policy.	New. Policy HS-1.4: Prioritize funding to nonprofits serving the broad range of needs of extremely low-, very low-, low-, and moderate-income community members.	No change from v.1		King County Countywide Planning Policy (CPP); PSRC Vision 2050 Multicounty
No existing policy.	New. Policy HS-1.5: Support the community response to human service needs. ♦ Collaborate across City departments, leveraging subject matter expertise and resources to coordinate human service delivery. ♦ Involve the City in direct delivery of human services when delivery is consistent with a department's mission. ♦ Involve the City in direct delivery of human services when the City is one of the most efficient providers, or there are no other qualified, available providers. ♦ Participate in capacity building efforts to support the expansion of providers who can enhance service delivery.	New. Policy HS-1.5: Support the community response to human service needs. ♦ Collaborate across City departments, leveraging subject matter expertise and resources to coordinate human service delivery. ♦ Involve the City in direct delivery of human services when delivery is consistent with a department's mission. ♦ Involve the City in direct delivery of human services when the City is one of the most efficient and effective providers, or there are no other qualified, available providers. ♦ Participate in capacity building efforts to support the expansion of providers who can enhance service delivery.	Lays policy groundwork for the City to directly provide more services in the future when feasible. V.2 edit due to further staff discussions.	PC/City Council study issue
		New. Policy HS-1.6: Develop criteria to help guide decisions when the City is considering to provide direct delivery of services.	New proposed policy based on further staff discussions	
No existing policy.	New. Policy HS-1.6: Invest in policies, programs, and services to support people experiencing homelessness and those at risk of becoming homeless in Kirkland. This includes coordination with entities responsible for oversight of King County's homeless system and neighboring jurisdictions to ensure that subregional and local needs are met.	No change from v.1		PC/City Council study issue; King County CPP; PSRC Vision 2050 MPP
No existing policy.	New. Policy HS-1.7: In coordination with other departments, providers, and other key stakeholders, foster comprehensive, appropriate, and proactive responses for people experiencing crisis or instability.	No change from v.1		PC/City Council study issue
Policy HS-5.4: Maintain and support a Human Services Advisory Committee.	Policy HS-1.8: Maintain and support the a Human Services Commission Advisory Committee.	No change from v.1	Updated body name	

**Kirkland 2044 Comprehensive Plan Update
Human Services Element
V.2 Draft**

Human Services Element Goal and Policy Updates				
EXISTING HUMAN SERVICES ELEMENT GOALS AND POLICIES	PROPOSED GOAL AND POLICY REVISIONS [v.1] Deleted text shown in strikethrough. <u>Added text shown in underline.</u>	PROPOSED GOAL AND POLICY REVISIONS [v.2]	NOTES	REVISION REQUIRED PER: (State, Regional, County, Equity Review etc.)
Policy HS-5.5: Commit Community Development Block Grant Funds (CDBG) to affordable housing and house repairs for low- and moderate-income residents.	Policy HS-1.9: Commit Community Development Block Grant Funds (CDBG) to affordable housing and house repairs for <u>extremely low-, very low-,</u> low- and moderate-income residents.	Policy HS-1.9: Commit Community Development Block Grant Funds (CDBG) to affordable housing and house repairs for <u>extremely low-, very low-,</u> low- and moderate-income <u>community members</u> residents.	This includes permanent supportive housing. There are more specific policies about these topics in the Housing Element.	King County CPP; PSRC Vision 2050 MPP
Policy HS-5.6: Participate and provide leadership in local and regional human service efforts.	Policy HS-1.10: Participate and provide leadership in local and regional, state, and national human service efforts.	<i>No change from v.1</i>		
<i>No existing policy.</i>	New. Policy HS-1.11: Explore opportunities to build partnerships with neighboring cities, the County, <u>community-based organizations, faith-based communities, businesses, community courts, library systems, and other systems to strengthen the delivery of services.</u>	New. Policy HS-1.11: Explore opportunities to <u>build and strengthen</u> partnerships with neighboring cities, the County, <u>community-based organizations, faith-based communities, businesses, community courts, library systems, and other systems to strengthen the delivery of services while encouraging efficiencies.</u>	Edit due to further staff discussions	
Policy HS-5.7: Encourage the development of partnerships among the City, schools, human services providers and others, to address the needs of children and families within the school setting.	<i>No change</i> (renumbered to Policy HS-1.12)	<i>No change from v.1</i>		
<i>No existing policy.</i>	New. Policy HS-1.13: <u>Involve system users that would be most impacted by human services decisions in the decision-making process.</u>	<i>No change from v.1</i>		King County CPP
Policy HS-5.9: Prior to adoption, consider impacts to human services of any proposed legislation, including City codes and regulations.	<i>No change</i> (renumbered to Policy HS-1.14)	<i>No change from v.1</i>		
Policy HS-5.10: Administer community donation programs.	<i>No change</i> (renumbered to Policy HS-1.15)	Policy HS-1.15-10: Administer <u>programs for low-income households who qualify for reduced rates or need assistance</u> community donation programs.	Updated to reflect existing programs. For example, the City offers residents the opportunity to donate funds through programs such as "Kirkland Cares" that assist Kirkland residents through the utility billing process. These funds help Kirkland households pay their heating, electric, and water/sewer utility bills. Also, the City has a program to support qualifying households with discounts on utility rates and other City services/charges.	
Goal HS-6: Encourage human service organizations to make their services physically accessible to all.	Goal HS-2: Encourage human service organizations to make their services physically accessible to all. Pursue social justice, equity, and access in human services policies and programs.	<i>No change from v.1</i>	Broadened to include more than just physical accessibility	
Policy PR-5.8: Ensure human service programs are available and financially accessible.	Policy PR-2.1: Ensure human service programs are available and <u>financially accessible, regardless of a community member's status, identity, or background.</u>	<i>No change from v.1</i>	Renumbered to policy HS-2.1. Broadened to include more than just financial accessibility.	
Policy PR-6.1: Encourage services to become accessible to all in the community by removing any barriers, including but not limited to architectural, cultural, language, communication, and location.	Policy PR-2.2: Encourage <u>Support human services programs to become accessible to all in the community by removing any barriers, including but not limited to architectural, economic, cultural, language, communication, and location. Support virtual programs as appropriate.</u>	<i>No change from v.1</i>	Included virtual programs because they are more accessible for some people	
<i>No existing policy.</i>	Policy PR-2.3: <u>Support access to services, resources, and opportunities for people who have experienced past or current inequities.</u>	<i>No change from v.1</i>		Equity review; King County CPP; PSRC Vision 2050 MPP
<i>No existing policy.</i>	Policy PR-2.4: <u>Work to promote culturally responsive and equitable services for the community. Provide funding for multilingual communications to improve access to services.</u>	<i>No change from v.1</i>		
Policy HS-6.2: Coordinate with human services organizations to locate facilities near commercial centers where transit and non-motorized facilities exist.	Policy HS-2.5: Coordinate with human services organizations to locate and non-motorized facilities <u>near commercial centers where transit and active transportation infrastructure exist.</u>	<i>No change from v.1</i>	Active transportation includes walking, biking, rolling, scooting, skating.	
<i>No existing policy.</i>	Policy HS-2.6: <u>Reduce barriers to access by supporting human services programs and events that bring services to the community.</u>	Policy HS-2.6: <u>Reduce barriers to access by supporting human services programs and events that bring services to the community such as the Kirkland Health Fair.</u>	Edit due to further staff discussions	

Kirkland 2044 Comprehensive Plan Update
Human Services Element
V.2 Draft

Human Services Element Goal and Policy Updates				
EXISTING HUMAN SERVICES ELEMENT GOALS AND POLICIES	PROPOSED GOAL AND POLICY REVISIONS [v.1] Deleted text shown in strikethrough. Added text shown in underline.	PROPOSED GOAL AND POLICY REVISIONS [v.2]	NOTES	REVISION REQUIRED PER: (State, Regional, County, Equity Review etc.)
<i>No existing policy.</i>	Policy HS-2.7: Pursue land use policies, development regulations, and funding to promote the integration of human service providers into locations with other community services and amenities to increase access to underserved communities and reduce stigma associated with human services provided to these communities.	Policy HS-2.7: Pursue land use policies, development regulations, outreach, and funding to promote the integration of human service providers into locations with other community services and amenities to increase access to underserved communities.	Edit due to further staff discussions and PC comments	
<i>No existing policy.</i>	Policy HS-2.8: Increase access to human service resources and support smaller and local provider organizations by simplifying the City's grant application, requirement, reporting, and reimbursement process.	Policy HS-2.8: Increase access to human service resources and support smaller and local provider organizations by simplifying the City's administrative process.		
Goal HS-3: Build a community in which families, neighbors, schools, and organizations all work together to help young people become engaged, competent and responsible members of the community.	Goal HS-3: Build a community in which families, neighbors, schools, and organizations all work together to help young people become engaged, competent empowered, and responsible members of the community.	<i>No change from v.1</i>		
Policy HS-3.1: Maintain and support the Kirkland Youth Council.	Policy HS-3.1: Maintain and support the Kirkland Youth Council. Center young peoples' voices in decision making processes related to youth services, programming, initiatives, and outreach.	Policy HS-3.1: Maintain and support the Kirkland Youth Council as a diverse and inclusive representation of young people. Center young peoples' voices in decision making processes related to youth services, programming, initiatives, and outreach.	Edit due to further staff discussions	
Policy HS-3.2: Coordinate with the Kirkland Teen Union Building to provide a safe place for youth and provide recreational/educational activities and social programming.	Policy HS-3.2: Coordinate with the Kirkland Teen Union Building to Provide a safe place for youth at the Kirkland Teen Union Building and provide recreational/educational activities, community services, and social programming.	Policy HS-3.2: Coordinate with the Kirkland Teen Union Building to Provide a safe place for youth and provide recreational/educational activities, community services, and social programming.	The City will re-activate the Kirkland Teen Union Building as a City-operated teen center with recreation programs and services such as mental health services. Edited due to further staff discussions. KTUB is discussed in the narrative text but not in the policy to keep it more general because in the future KTUB might not be the only location for teens/programming.	
Policy HS-3.3: Provide connections between Kirkland youth and their community by partnering with the City, school district, and local youth-serving organizations.	<i>No change</i>	<i>No change from v.1</i>		
Policy HS-3.4: Provide access to information and services for Kirkland youth.	Policy HS-3.4: Provide access to information and services for Kirkland youth and engage with youth to understand how they prefer to receive information and access services.	<i>No change from v.1</i>		
Policy HS-3.5: Promote healthy lifestyles.	Policy HS-3.5: Promote Support behavioral, mental, and physical healthy lifestyles.	<i>No change from v.1</i>		
Policy HS-3.6: Establish positive relationships between youth and Kirkland Police.	Establish positive relationships between youth and Kirkland Police.		Moved to the Public Service Element since that chapter has policies about Kirkland police and this policy is not an area of focus for the Human Services Division.	
Policy HS-3.7: Support programs working to lower youth violence, substance abuse, depression and suicide in the community.	<i>No change</i> (renumbered to Policy HS-3.6)	<i>No change from v.1</i>		
Goal HS-4: Maintain and improve the quality of life for Kirkland residents 50 years and older.	Goal HS-4: Recognize the unique needs of older adults. Maintain and improve the quality of life for community members Kirkland residents 50 years and older.	Goal HS-4: Recognize the unique needs of older adults. Maintain and improve the quality of life for older adults Kirkland residents 50 years and older.	Edit due to further staff discussions	Equity Review
Policy HS-4.1: Maintain and support the Senior Council.	Policy HS-4.1: Maintain and support the Senior Council. Center older adults' voices in decision making processes related to older adult services, programming, initiatives, and outreach.	<i>No change from v.1</i>		
Policy HS-4.2: Provide opportunities for residents 50 years and older to be active, connected, and engaged in the community.	Policy HS-4.2: Provide opportunities for community members residents 50 years and older to be active, connected, and engaged in the community.	Policy HS-4.2: Provide opportunities for older adults residents 50 years and older to be active, connected, and engaged in the community.	Edit due to further staff discussions	Equity Review
Policy HS-4.3: Provide access to information, resources, services, and programs for older adults.	<i>No change</i>	<i>No change from v.1</i>		
Policy HS-4.4: Maintain a safe environment for older adults in the community.	<i>No change</i>	<i>No change from v.1</i>		

**Kirkland 2044 Comprehensive Plan Update
Human Services Element
V.2 Draft**

Human Services Element Goal and Policy Updates				
EXISTING HUMAN SERVICES ELEMENT GOALS AND POLICIES	PROPOSED GOAL AND POLICY REVISIONS [v.1] <small>Deleted text shown in strikethrough. Added text shown in underline.</small>	PROPOSED GOAL AND POLICY REVISIONS [v.2]	NOTES	REVISION REQUIRED PER: <small>(State, Regional, County, Equity Review etc.)</small>
Policy HS-4.5: Encourage affordable and appropriately designed older adult housing.	<i>No change</i>	Policy HS-4.5: Encourage affordable and appropriately designed elder adult housing <u>for older adults and people with disabilities</u>	Language about universal design was added to the narrative text. Incorporated Planning Commission comments.	

Human Services Community Survey Summary

Introduction

From May through October 2023, the City of Kirkland conducted an online community survey to inform the update of the Human Services Element. This survey was combined with the Housing Element since the topics are interrelated. This document contains a summary of the results and key themes from the human services aspects of the combined community survey.

The goal of the survey was to gather information and community feedback to help determine whether existing policies in the Human Services Element reflect the needs of the community, or whether there are additional policies that should be incorporated into the Comprehensive Plan to address challenges and improve policy.

The survey was open for 6 months and there were 684 total responses. The average time to complete the survey was approximately 5 minutes and 75% of the respondents completed the survey.

Promotion of the survey included posting to 'This Week in Kirkland' and other City newsletters at regular intervals throughout the survey period. The survey was also promoted during all in-person engagement and outreach events (such as tabling events) and focus groups meetings.

Quick Facts and Demographics

City of Kirkland		Housing and Human Services Survey
Population	96,920	316 respondents (<1% total population)
Age (24 and under & 65 and over)	<24: 27.5% (24,348) 65+: 13.6% (12,536)	<24: 27 responses (4% of survey responses) 65+: 154 responses (23% of survey responses)
Non-White Population	28% (25,573)	~21% (141 responses) identified as non-white
Median Household Income	\$116,595	~27% (187 responses) identified a household income less than the Citywide median income

Survey Analysis & Key Themes

Below is a summary of the key themes that emerged from the survey results that may influence policy.

Trends from responses received are as follows:

- Of respondents who have tried to rent a place in Kirkland, 58% could not find a place they could afford;
- 40% report their housing need as a 3-bedroom unit;
- 38% believe that single-family homes are currently most needed in Kirkland, following by multifamily low-rise and senior housing at 37% each; and
- 17% are not confident they could access human services during a time of need while 83% are very confident, confident, or somewhat confident.

Top human services topics that respondents believe should be addressed include:

- Affordable housing;
- Behavioral and mental health;
- Accessibility of services;
- Support for those facing housing insecurity;
- Lack of affordable childcare; and
- Support for the unhoused.

15 survey respondents reported that they are experiencing homelessness. At the time of the survey, the majority of the unhoused respondents were living at Camp United We Stand¹, and a few respondents were living in their cars. Trends from the unhoused respondents are as follows:

- 60% female;
- Barriers in trying to rent a place in Kirkland: Could not find a place they could afford and could not meet credit/income requirements;
- 66% report their housing need as a studio or one-bedroom apartment;
- Majority believe permanent supportive housing, tiny homes, and cottages are currently most needed in Kirkland;
- 55% are not confident they could access human services during a time of need while 45% are very confident, confident, or somewhat confident; and

¹ Camp United We Stand is a community designed by the homeless for the homeless in transition. Camp United We Stand is a legally sanctioned encampment. The Kirkland Congregational Church of Christ hosted Camp United We Stand for several months in 2023.

- Top human services topics that respondents believe should be addressed include: support for those facing housing insecurity, support for the unhoused, accessibility of services, and food access.

Survey Results

See the following page for the survey results.

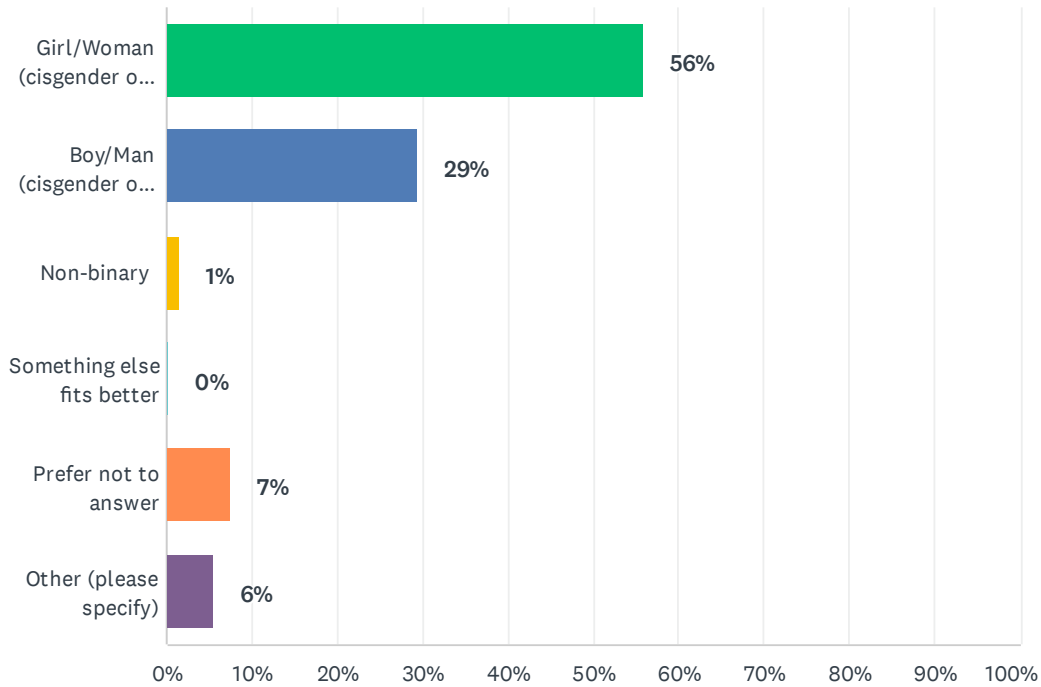


Housing and Human Services Survey: All Responses

Housing and Human Services Public Survey

Q1 To which gender identity do you mostly identify?

Answered: 684 Skipped: 0



ANSWER CHOICES	RESPONSES	
Girl/Woman (cisgender or transgender)	56%	382
Boy/Man (cisgender or transgender)	29%	201
Non-binary	1%	10
Something else fits better	0%	2
Prefer not to answer	7%	51
Other (please specify)	6%	38
TOTAL		684

#	OTHER (PLEASE SPECIFY)	DATE
1	male	10/30/2023 6:58 AM
2	Male	10/16/2023 11:03 PM
3	Natural Man (Cisgender is a slur)	10/16/2023 3:21 PM
4	100% natural woman	10/16/2023 2:01 PM
5	Female at birth and Female all my life	9/29/2023 2:13 PM
6	other	8/31/2023 10:20 AM
7	None of your business	7/11/2023 4:35 PM
8	Male	7/11/2023 11:36 AM

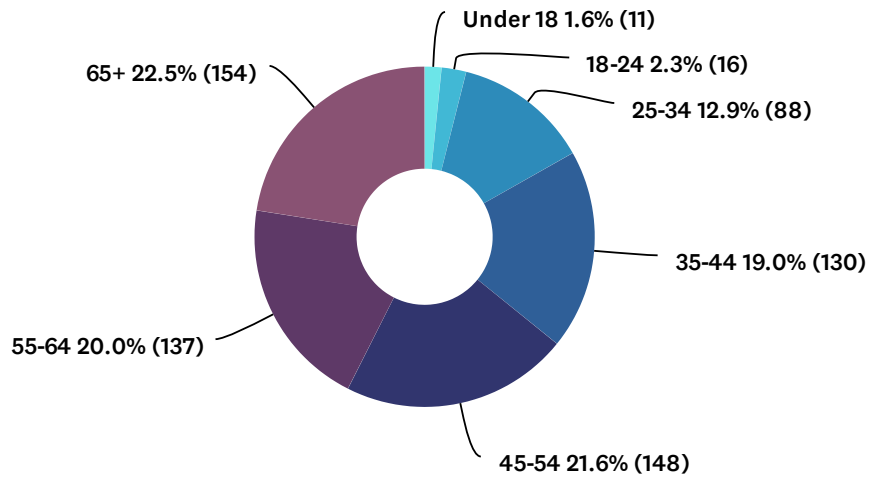
Housing and Human Services Public Survey

9	There are two genders - Male & Female. I am female.	7/7/2023 7:50 AM
10	Female. Only 2 genders	6/30/2023 5:50 AM
11	Woman	6/29/2023 6:50 PM
12	Girl/woman but I use She/They pronouns	6/9/2023 10:09 AM
13	woman gender	6/6/2023 12:35 PM
14	Female! What happened to the term Female	6/6/2023 11:21 AM
15	Woman (straight or heterosexual)	6/5/2023 2:03 PM
16	I'm a male. Not Transgender.	6/5/2023 1:57 PM
17	Female	6/1/2023 1:01 PM
18	Just human	6/1/2023 10:31 AM
19	A goat	6/1/2023 10:23 AM
20	where is a simple choice of MAN?	5/31/2023 9:41 PM
21	Mostly identify? Really?	5/31/2023 4:44 PM
22	Man	5/29/2023 8:29 PM
23	Female	5/27/2023 6:14 PM
24	Woman	5/27/2023 3:25 PM
25	Man. Not transgender. Just born a man and still a man	5/27/2023 12:17 PM
26	Just a woman	5/27/2023 11:08 AM
27	I am a woman	5/26/2023 7:05 PM
28	human	5/26/2023 6:57 PM
29	None of your business	5/26/2023 6:36 PM
30	Man period	5/26/2023 6:30 PM
31	Female	5/26/2023 6:12 PM
32	What? I've been female since I was born.	5/26/2023 5:49 PM
33	Male	5/26/2023 9:11 AM
34	There's only 2 genders	5/25/2023 9:40 PM
35	This is ridiculous	5/25/2023 5:40 PM
36	Woman	5/19/2023 4:37 PM
37	Man	5/4/2023 7:01 PM
38	Man	5/4/2023 5:37 PM

Housing and Human Services Public Survey

Q2 What is your age?

Answered: 684 Skipped: 0

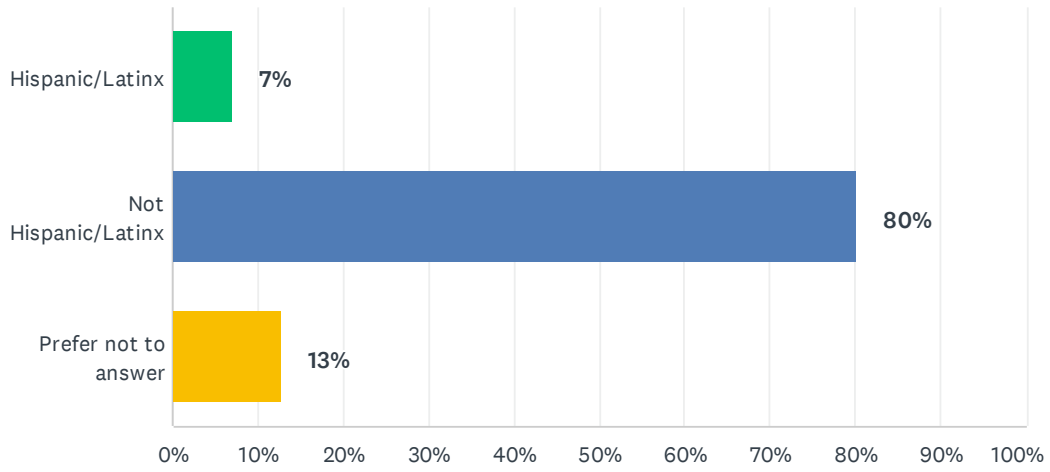


ANSWER CHOICES	RESPONSES	
Under 18	1.6%	11
18-24	2.3%	16
25-34	12.9%	88
35-44	19.0%	130
45-54	21.6%	148
55-64	20.0%	137
65+	22.5%	154
TOTAL		684

Housing and Human Services Public Survey

Q3 What is your ethnicity?

Answered: 684 Skipped: 0

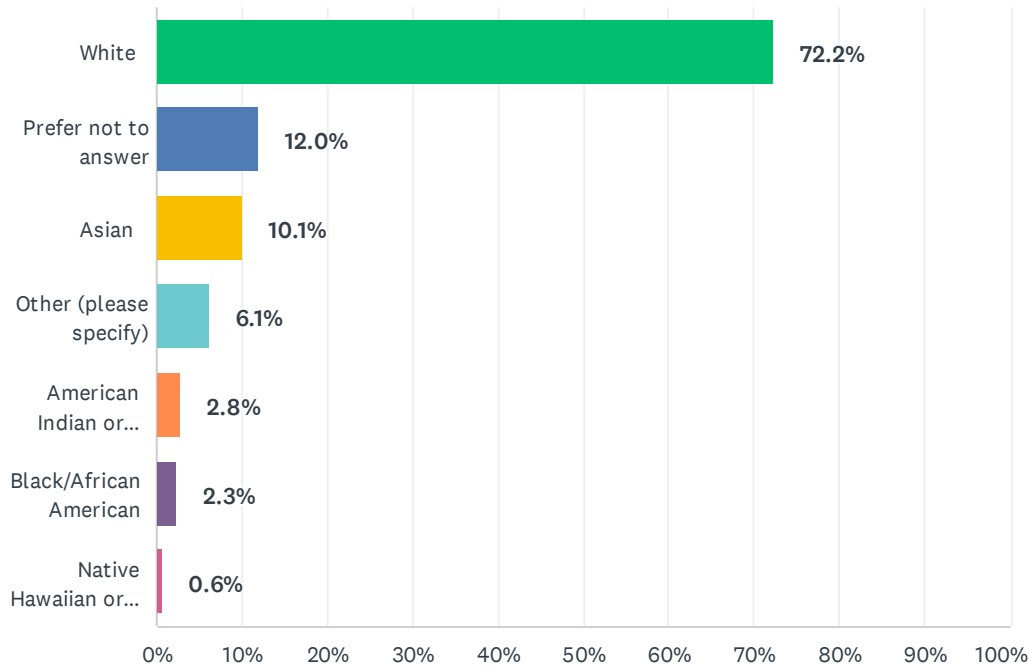


ANSWER CHOICES	RESPONSES	
Hispanic/Latinx	7%	48
Not Hispanic/Latinx	80%	549
Prefer not to answer	13%	87
TOTAL		684

Housing and Human Services Public Survey

Q4 Do you consider yourself...(Please select all that apply.)

Answered: 684 Skipped: 0



ANSWER CHOICES	RESPONSES	
White	72.2%	494
Prefer not to answer	12.0%	82
Asian	10.1%	69
Other (please specify)	6.1%	42
American Indian or Alaskan Native	2.8%	19
Black/African American	2.3%	16
Native Hawaiian or other Pacific Islander	0.6%	4
Total Respondents: 684		

#	OTHER (PLEASE SPECIFY)	DATE
1	Indigenous American	11/9/2023 1:15 PM
2	Multi-Ethnic	10/16/2023 3:21 PM
3	Latin and White	10/16/2023 2:01 PM
4	Latina	8/31/2023 10:37 AM
5	Latino	8/31/2023 10:36 AM
6	Latina	8/31/2023 10:33 AM
7	Latina	8/31/2023 10:31 AM

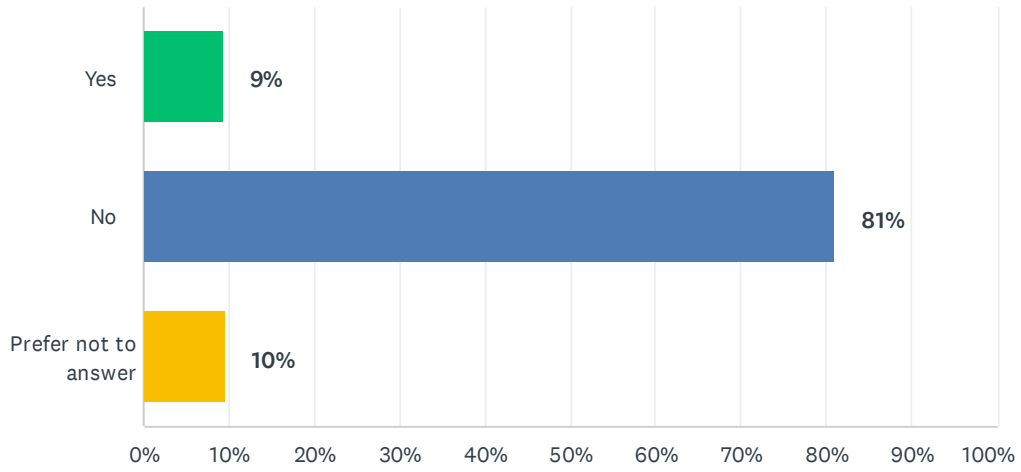
Housing and Human Services Public Survey

8	Latina	8/31/2023 10:29 AM
9	Latina	8/31/2023 10:27 AM
10	Latina	8/31/2023 10:25 AM
11	Latina	8/31/2023 10:24 AM
12	Latina	8/31/2023 10:22 AM
13	Latin	8/31/2023 10:20 AM
14	Latina	8/31/2023 10:18 AM
15	Latina	8/31/2023 10:15 AM
16	Latina	8/31/2023 10:13 AM
17	Latina	8/31/2023 10:08 AM
18	Latin	8/31/2023 10:05 AM
19	Latino	8/31/2023 10:02 AM
20	Latino	8/31/2023 9:58 AM
21	Latina	8/31/2023 9:54 AM
22	Human	8/30/2023 3:55 PM
23	European American	8/24/2023 11:37 AM
24	Jewish	8/23/2023 3:32 PM
25	Jew	8/23/2023 3:07 PM
26	South East Asian	7/22/2023 10:20 AM
27	Latin	7/11/2023 10:08 PM
28	One of your business	7/11/2023 4:35 PM
29	East Indian	7/11/2023 1:25 PM
30	Middle Eastern	7/6/2023 9:11 AM
31	Human	7/4/2023 8:32 PM
32	Caucasian.	6/5/2023 1:57 PM
33	Mixed	5/29/2023 8:29 PM
34	Mixed race	5/28/2023 5:46 PM
35	Latina	5/27/2023 3:25 PM
36	Human being	5/26/2023 6:57 PM
37	Mexican	5/25/2023 11:17 PM
38	Human.	5/16/2023 3:42 PM
39	Human	5/12/2023 5:12 AM
40	India	5/11/2023 5:22 PM
41	Latino	5/5/2023 11:04 AM
42	ME	5/3/2023 7:57 PM

Housing and Human Services Public Survey

Q5 Are you part of the LGBTQIA+ community?

Answered: 684 Skipped: 0

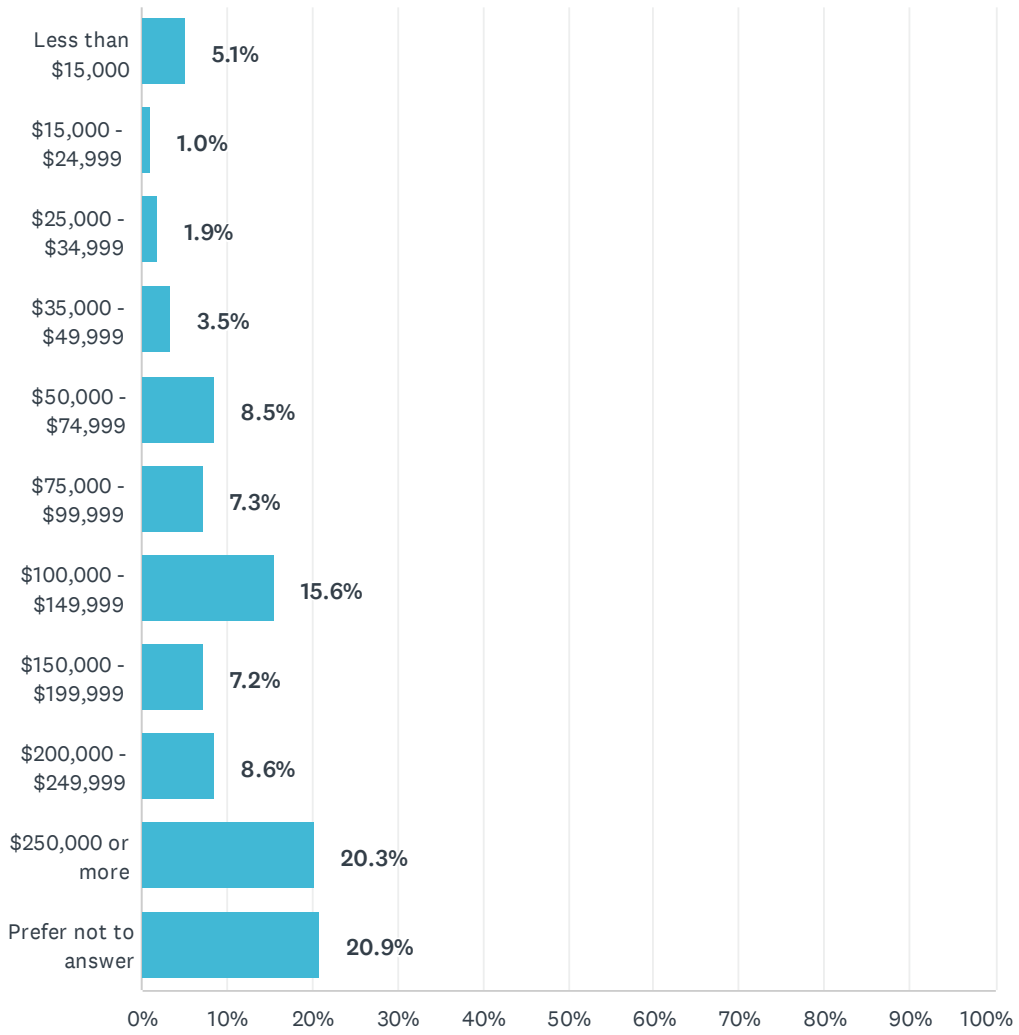


ANSWER CHOICES	RESPONSES	
Yes	9%	64
No	81%	554
Prefer not to answer	10%	66
TOTAL		684

Housing and Human Services Public Survey

Q6 What is your household income?

Answered: 684 Skipped: 0



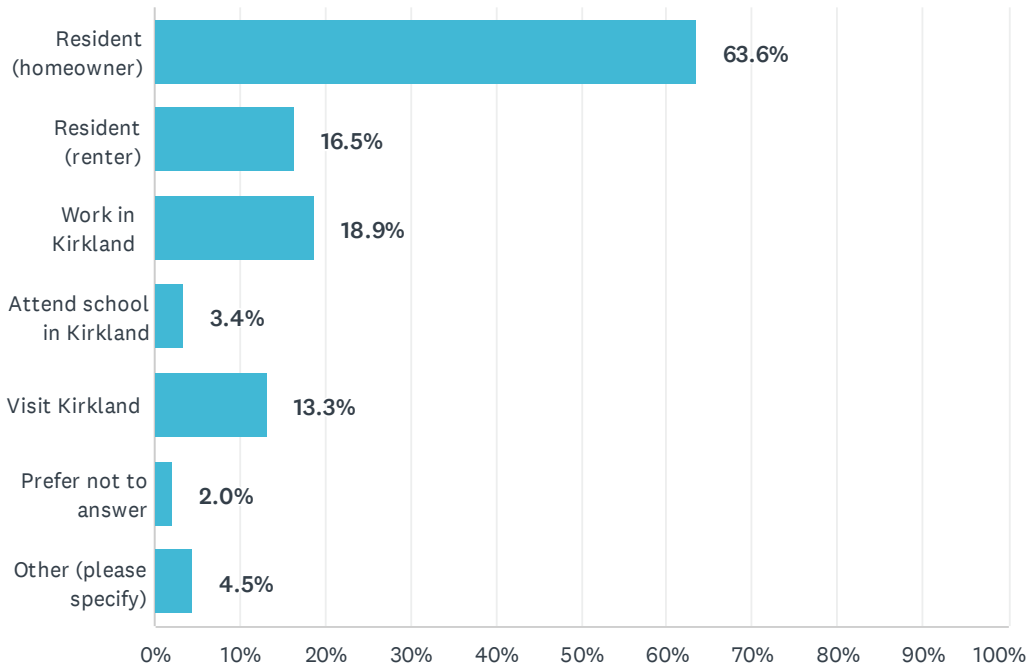
Housing and Human Services Public Survey

ANSWER CHOICES	RESPONSES	
Less than \$15,000	5.1%	35
\$15,000 - \$24,999	1.0%	7
\$25,000 - \$34,999	1.9%	13
\$35,000 - \$49,999	3.5%	24
\$50,000 - \$74,999	8.5%	58
\$75,000 - \$99,999	7.3%	50
\$100,000 - \$149,999	15.6%	107
\$150,000 - \$199,999	7.2%	49
\$200,000 - \$249,999	8.6%	59
\$250,000 or more	20.3%	139
Prefer not to answer	20.9%	143
TOTAL		684

Housing and Human Services Public Survey

Q7 Relationship to Kirkland (Select all that apply)

Answered: 684 Skipped: 0



ANSWER CHOICES	RESPONSES	
Resident (homeowner)	63.6%	435
Resident (renter)	16.5%	113
Work in Kirkland	18.9%	129
Attend school in Kirkland	3.4%	23
Visit Kirkland	13.3%	91
Prefer not to answer	2.0%	14
Other (please specify)	4.5%	31
Total Respondents: 684		

#	OTHER (PLEASE SPECIFY)	DATE
1	Live at a church	11/9/2023 1:15 PM
2	Former Res. wishing to return.	11/9/2023 12:37 PM
3	Employee at PorchLight	10/31/2023 11:33 AM
4	safe parking at Lake Washington United Methodist Church	9/29/2023 2:13 PM
5	Unhoused currently	9/22/2023 2:04 PM
6	Camp United We Stand resident	9/6/2023 2:09 PM
7	Camp United We Stand resident	9/6/2023 2:07 PM

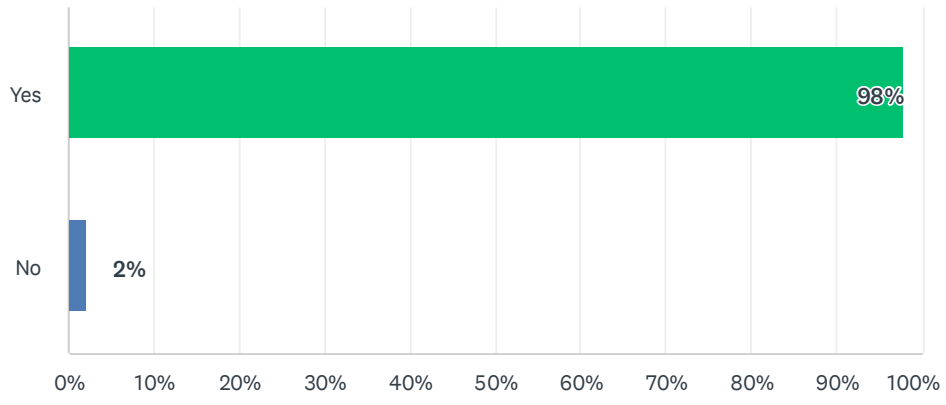
Housing and Human Services Public Survey

8	Camp United We Stand resident	9/6/2023 2:03 PM
9	Living in my car @ the safe parking program	9/1/2023 2:19 AM
10	Children attend school in Kirkland	8/30/2023 11:49 PM
11	Property owner	8/29/2023 12:13 PM
12	Planning to live in Kirkland	8/25/2023 12:47 AM
13	Retired	7/14/2023 1:56 PM
14	Retired	7/12/2023 5:23 PM
15	Live with parents	7/8/2023 2:06 PM
16	Eat at restaurants	7/6/2023 6:37 PM
17	Volunteer in Kirkland	6/15/2023 5:25 PM
18	Business Owner in Kirkland	6/14/2023 10:48 AM
19	Resident but live with parents	6/12/2023 8:04 PM
20	Live in vehicle	6/6/2023 2:40 PM
21	Homeless	6/3/2023 2:23 PM
22	Potential future resident	5/30/2023 12:37 PM
23	Would like to live there	5/29/2023 8:29 PM
24	Hospice volunteer in Kirkland/ shop there often	5/27/2023 6:14 PM
25	Own a business in Kirkland, participate in a Neighborhood Association	5/27/2023 5:27 PM
26	Resident, parents own residence	5/26/2023 9:19 PM
27	May want to live in kirkland	5/26/2023 8:52 PM
28	Live across the street from Kirkland (in Bellevue)	5/26/2023 7:30 PM
29	Grew up in Kirkland and want to move back	5/26/2023 5:50 PM
30	I was born in Kirkland and my parents still live there, so I visit often. But, I cannot afford to live on my own there.	5/25/2023 8:18 PM
31	Condo owner	5/11/2023 5:30 PM

Housing and Human Services Public Survey

Q8 Are you currently housed?

Answered: 676 Skipped: 8

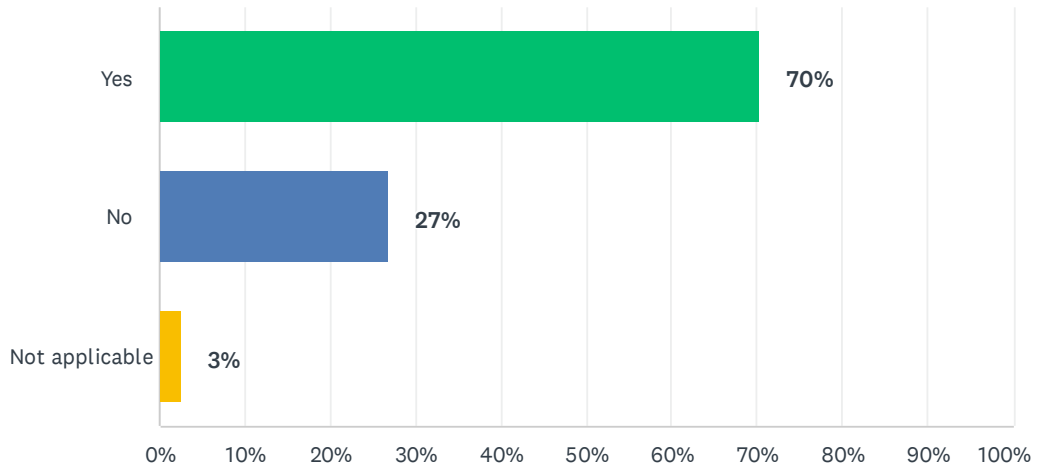


ANSWER CHOICES	RESPONSES	
Yes	98%	661
No	2%	15
TOTAL		676

Housing and Human Services Public Survey

Q9 Have you ever bought or tried to buy a home or condominium in Kirkland?

Answered: 677 Skipped: 7

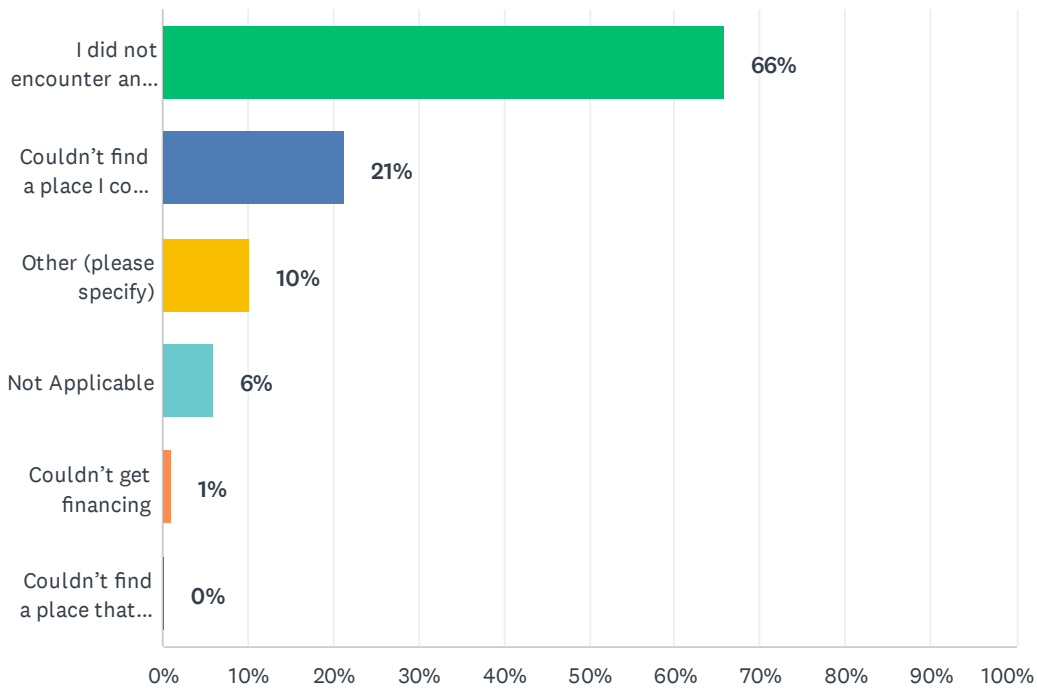


ANSWER CHOICES	RESPONSES	
Yes	70%	477
No	27%	182
Not applicable	3%	18
TOTAL		677

Housing and Human Services Public Survey

Q10 When you were trying to buy a home in Kirkland, did you encounter any of the following barriers? (check all that apply)

Answered: 469 Skipped: 215



ANSWER CHOICES	RESPONSES	
I did not encounter any barriers	66%	309
Couldn't find a place I could afford	21%	100
Other (please specify)	10%	48
Not Applicable	6%	28
Couldn't get financing	1%	5
Couldn't find a place that is Americans with Disabilities Act (ADA) accessible or could accommodate my disability	0%	1
Total Respondents: 469		

#	OTHER (PLEASE SPECIFY)	DATE
1	There is never going to be enough housing here for everyone that wants to live here. I want to live in Redondo Beach and it will never be affordable. I won't ever ask other taxpayers to pay for my housing there.	10/16/2023 2:02 PM
2	I bought in "Bothell" area that was later incorporated into Kirkland	9/28/2023 11:01 AM
3	When we purchased in 2013, we were outbid often in a competitive market	9/1/2023 8:51 AM
4	Bought my house in 1996	8/30/2023 11:52 PM
5	Was unable to find a home at a price I could afford in the neighborhood I wanted	8/30/2023 9:50 AM

Housing and Human Services Public Survey

6	Kirkland is an extremely expensive place to buy a home in. While we were able to afford the purchase, it cost us a lot more than we were anticipating.	8/29/2023 4:26 PM
7	Very competitive market and getting outbid by all the tech workers who make alot more than the average workers	8/24/2023 2:15 PM
8	Bought the smallest house I've ever owned	8/23/2023 10:21 PM
9	barely qualified for financing	7/23/2023 7:28 PM
10	We bought our house 45 years ago- it was a stretch but doable then	7/14/2023 1:57 PM
11	Had a hard time finding something affordable. Bought outside of our budget to be in the area	7/12/2023 8:34 AM
12	Had to purchase far out of our comfort range to afford a house in Kirkland.	7/10/2023 11:12 AM
13	*Very* limited housing options in my price range	7/7/2023 3:33 PM
14	Highly competitive with other buyers, lack of inventory	7/7/2023 9:12 AM
15	Was outbid by many non-American citizens and the homes were sold and sat vacant,cash offers	7/7/2023 7:51 AM
16	n	6/29/2023 9:40 PM
17	Homes are certainly expensive in Kirkland, but that is understandable given its desirable location and general supply & demand factors.	6/29/2023 5:20 PM
18	I didn't encounter barriers because I was a qualified buyer. Just like literally every other qualified buyer.	6/29/2023 4:13 PM
19	Was only able to purchase because I was able to buy some inexpensive land when in my twenties. Without that equity, could not have purchased in Kirkland.	6/22/2023 10:15 PM
20	But housing prices were very high so I spend half my income on housing.	6/16/2023 9:35 AM
21	very low inventory/bidding wars, etc.	6/13/2023 1:17 PM
22	Had to offer more than asking price	6/12/2023 6:38 AM
23	turns out my house wasn't inspected by the city, the papers were fake	6/8/2023 9:47 AM
24	As a family who has grown up here, we encountered a lot of foreigners with unlimited cash. On one house there where 9 offers 7 were Chinese investors in order to get their kids into UW.	6/7/2023 8:51 AM
25	low score or lost the job to show finances	6/6/2023 7:14 PM
26	Difficult to find small home 1,000 - 1,200 S.F.	6/1/2023 1:04 PM
27	Kirkland rotates ownership with Portland techniques for which they will go to court.	6/1/2023 10:24 AM
28	Could only afford a home that doesn't accommodate special needs	5/30/2023 10:01 AM
29	Couldn't afford a walkable neighborhood, had to buy in car-dependant area; the only SF houses available were too big, would love to live in a smaller house with smaller yard -- didn't want an HOA so that ruled out a lot of smaller options	5/30/2023 9:08 AM
30	25 years ago buying in Kirkland was more affordable but a stretch for me even then.	5/29/2023 1:28 PM
31	Competition, price was a factor but there were short sales in 2010-2011 era	5/29/2023 11:38 AM
32	This was 22 years ago	5/27/2023 5:50 PM
33	Frenzied bidding market	5/27/2023 2:17 PM
34	Did not find any barriers	5/27/2023 9:00 AM
35	it was 1980 - mortgage interest rate was 13%	5/26/2023 6:52 PM
36	Bought many years ago when it was affordable	5/26/2023 6:13 PM
37	It was over 30 years ago	5/26/2023 5:49 PM
38	Insane bidding war seven years ago, and prices are far crazier now	5/25/2023 1:51 PM

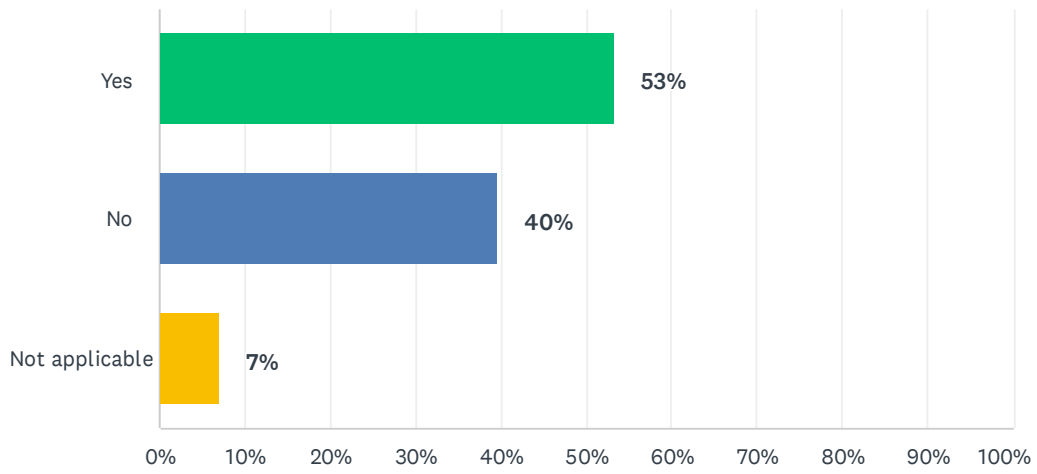
Housing and Human Services Public Survey

39	Housing is expensive so needed to spend more of my fixed income on the housing payment. Thus Kirkland isn't really affordable for seniors living on fixed incomes.	5/24/2023 9:52 AM
40	Couldn't afford a single family home so bought what we could afford.	5/19/2023 4:41 PM
41	Struggled to compete with all cash offers	5/19/2023 5:46 AM
42	It's not that I couldn't find a place I could afford, but rather affordability was challenging.	5/18/2023 5:31 PM
43	I would like to have bought a nicer house than I could afford.	5/11/2023 9:54 PM
44	I bought what I could afford. Why would you do something else? I'd like a waterfront mansion in Medina but that doesn't mean I am entitled to it. I live on what I can afford.	5/5/2023 11:22 AM
45	we purchased our first house in Kirkland in 1980 and second house in 1985,both on a one income situation. If I was trying to purchase a house here today I would not be able to afford one on a one income situation	5/3/2023 8:54 PM
46	but this was in 2010	5/3/2023 7:57 PM
47	We own a home in Kirkland that was purchased for less than half of its current value. We wanted a larger home with more space to garden and couldn't find one in Kirkland that we could afford (we're affluent, which makes that even more concerning).	5/3/2023 5:12 PM
48	Very hard to find something affordable, even 25 years ago, and property taxes have become unmanageable.	5/3/2023 1:14 PM

Housing and Human Services Public Survey

Q11 Have you ever rented or tried to rent a home or apartment in Kirkland?

Answered: 197 Skipped: 487

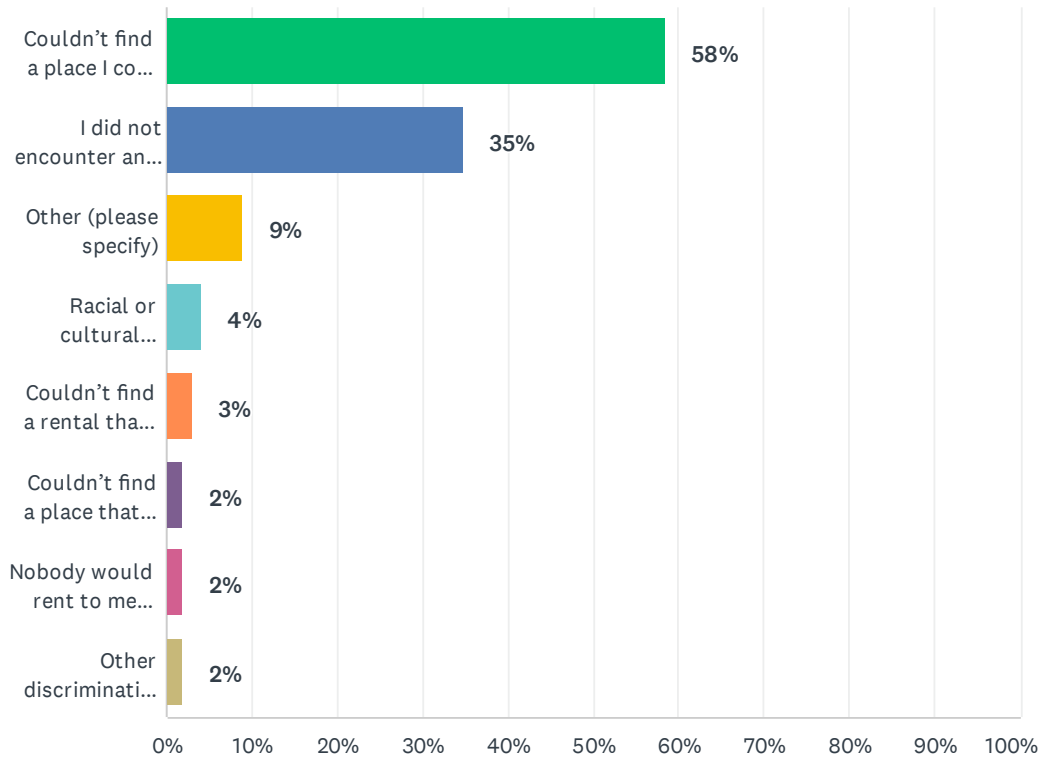


ANSWER CHOICES	RESPONSES	
Yes	53%	105
No	40%	78
Not applicable	7%	14
TOTAL		197

Housing and Human Services Public Survey

Q12 When you were trying to rent in Kirkland, did you encounter any of the following barriers? (check all that apply)

Answered: 101 Skipped: 583



ANSWER CHOICES	RESPONSES	
Couldn't find a place I could afford	58%	59
I did not encounter any barriers	35%	35
Other (please specify)	9%	9
Racial or cultural discrimination	4%	4
Couldn't find a rental that would accept Section 8 housing vouchers or other subsidy	3%	3
Couldn't find a place that is ADA accessible or could accommodate my disability	2%	2
Nobody would rent to me because of past evictions	2%	2
Other discrimination	2%	2
Total Respondents: 101		

#	OTHER (PLEASE SPECIFY)	DATE
1	high 600 CR not good enough	11/9/2023 12:42 PM
2	No barriers, had a husband, now deceased.	9/22/2023 2:06 PM
3	difficult due to high rents, but found one	8/31/2023 9:55 AM

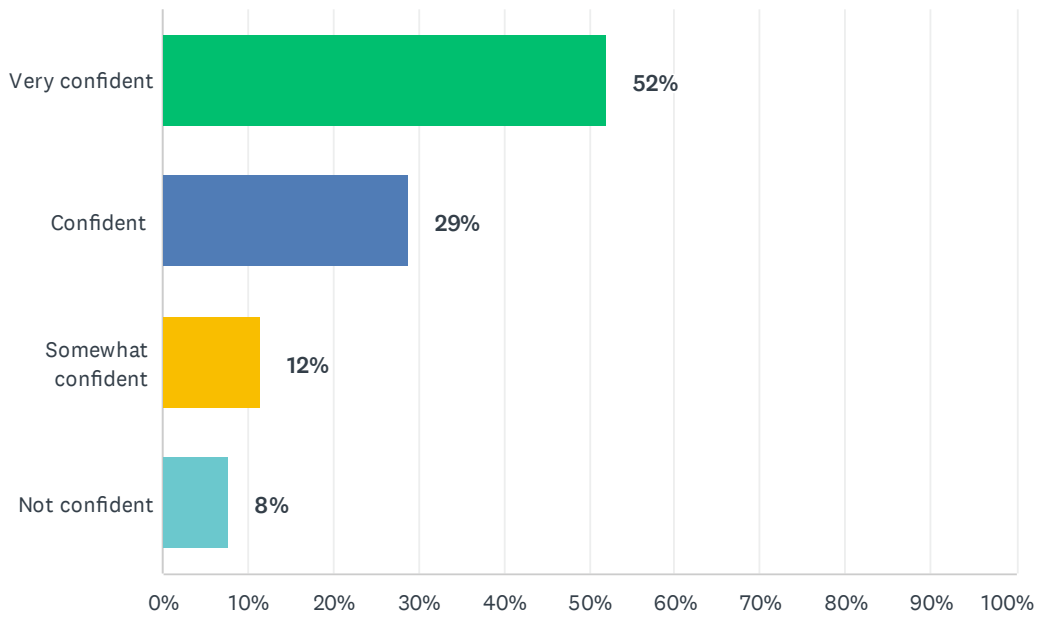
Housing and Human Services Public Survey

4	I am pulling money from savings to afford my rent	8/23/2023 3:39 PM
5	Impossible to pass the credit requirements	8/23/2023 3:33 PM
6	limited affordable selection	7/10/2023 9:41 AM
7	Being told I don't make 60,000 a year	6/1/2023 10:32 AM
8	Pet restrictions	5/26/2023 8:44 AM
9	I can't move though, because I'm unemployed and have bad credit	5/25/2023 6:35 PM

Housing and Human Services Public Survey

Q13 How confident are you that your household will be able to pay your next rent payment on time?

Answered: 104 Skipped: 580

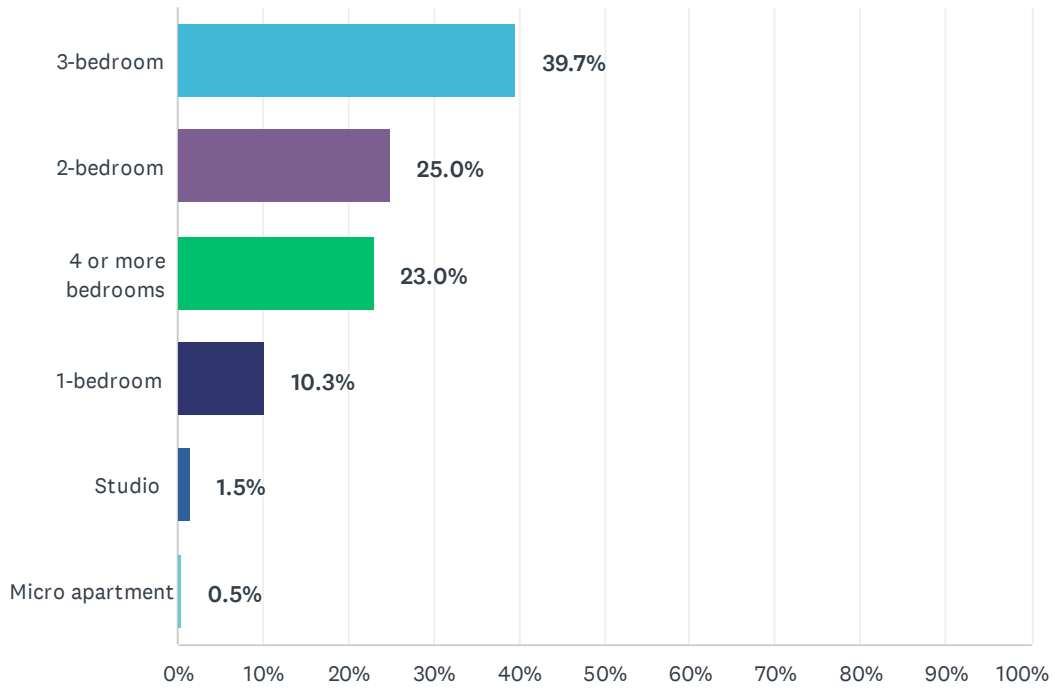


ANSWER CHOICES	RESPONSES	
Very confident	52%	54
Confident	29%	30
Somewhat confident	12%	12
Not confident	8%	8
TOTAL		104

Housing and Human Services Public Survey

Q14 What size home do you currently require?

Answered: 592 Skipped: 92

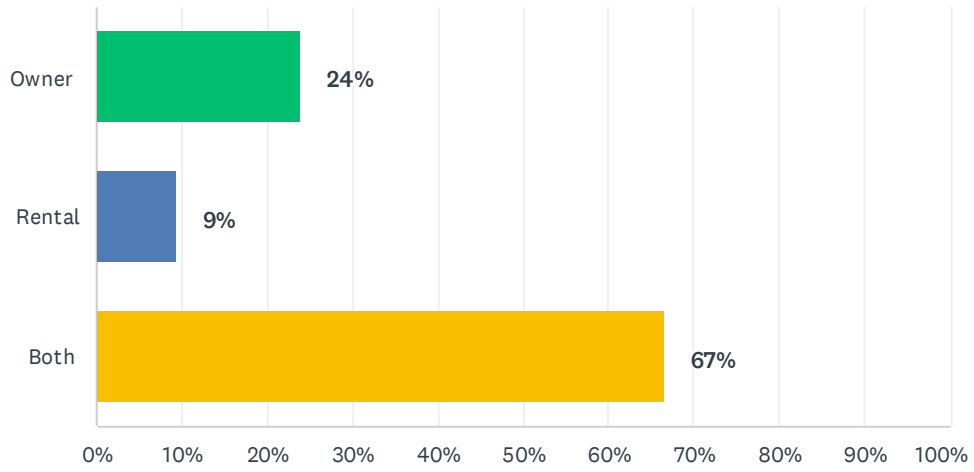


ANSWER CHOICES	RESPONSES
3-bedroom	39.7% 235
2-bedroom	25.0% 148
4 or more bedrooms	23.0% 136
1-bedroom	10.3% 61
Studio	1.5% 9
Micro apartment	0.5% 3
TOTAL	592

Housing and Human Services Public Survey

Q15 Should Kirkland's policies and actions focus on future owner or rental housing?

Answered: 572 Skipped: 112

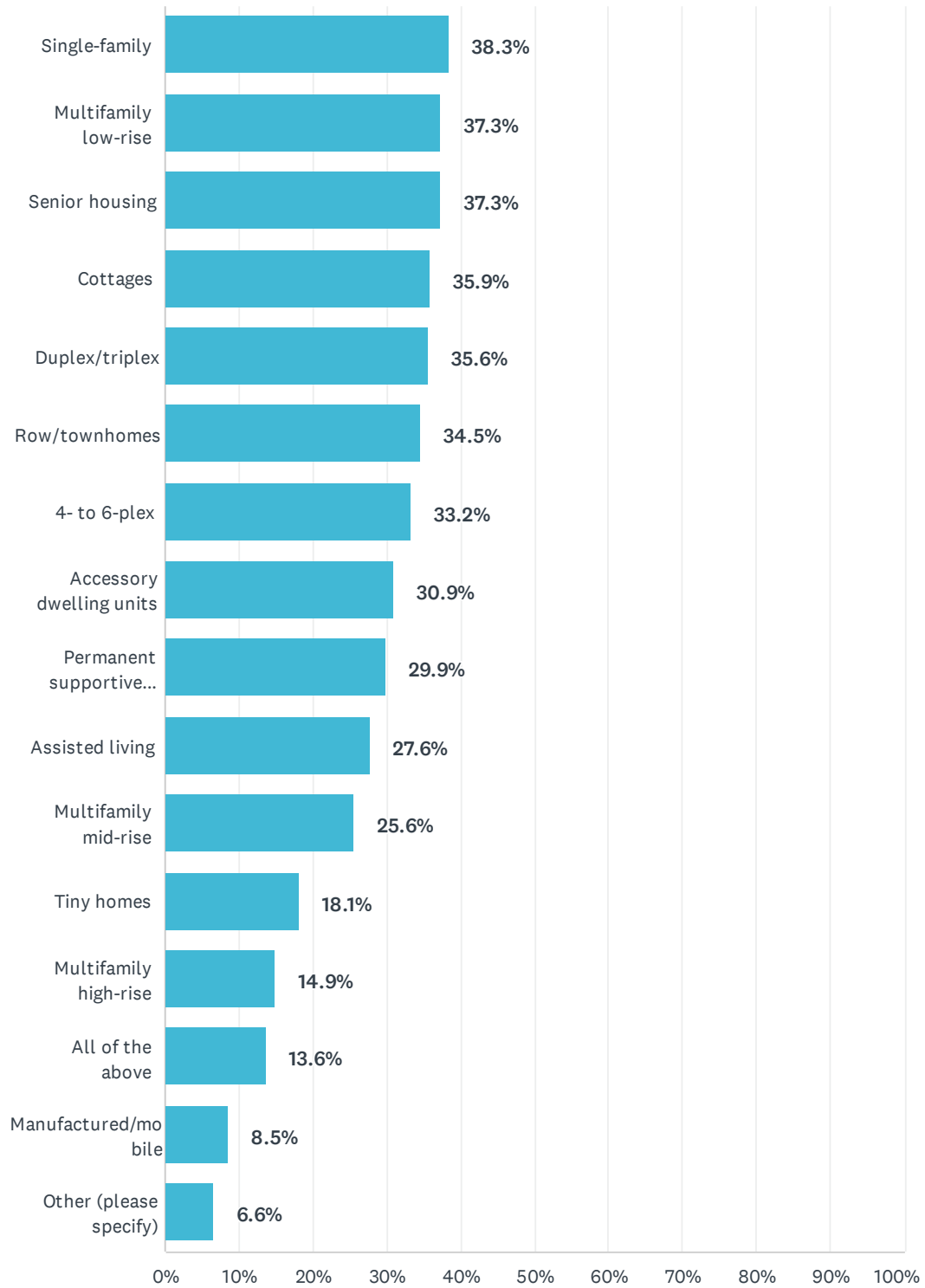


ANSWER CHOICES	RESPONSES
Owner	24% 137
Rental	9% 54
Both	67% 381
TOTAL	572

Housing and Human Services Public Survey

Q16 Which housing types are currently most needed in Kirkland? (check all that apply)

Answered: 579 Skipped: 105



Housing and Human Services Public Survey

ANSWER CHOICES	RESPONSES	
Single-family	38.3%	222
Multifamily low-rise	37.3%	216
Senior housing	37.3%	216
Cottages	35.9%	208
Duplex/triplex	35.6%	206
Row/townhomes	34.5%	200
4- to 6-plex	33.2%	192
Accessory dwelling units	30.9%	179
Permanent supportive housing	29.9%	173
Assisted living	27.6%	160
Multifamily mid-rise	25.6%	148
Tiny homes	18.1%	105
Multifamily high-rise	14.9%	86
All of the above	13.6%	79
Manufactured/mobile	8.5%	49
Other (please specify)	6.6%	38
Total Respondents: 579		

#	OTHER (PLEASE SPECIFY)	DATE
1	affordable housing needed to help support working low income	10/30/2023 7:08 AM
2	Keep Kirkland with a suburban lifestyle, and let people who want urban living stay in crime-infested hellhole of seattle. Stop making policies that will bring those problems here.	10/16/2023 3:23 PM
3	You should be focusing on the quality of life for the people that currently pay taxes and live here. Stop trying to use their money to build more housing for other people, it is not your job. People can donate their money to other organizations that help housing with their own money not tax payers money. Please ignore Question 15. I don't want any of them prioritized.	10/16/2023 2:08 PM
4	You need to double-down on providing dense multi-family, high-rise housing in the Houghton Area. They've been immune against bearing any of the burden of more affordable housing in Kirkland for decades.	9/28/2023 4:04 PM
5	If there is NO rent control, anything forward is senseless and cruel. The majority of longtime residents do NOT have the income to live even halfway comfortable, and the homeless problem is going to be over the top. Rents go up and the people have to go out. You, re trying to solve the homeless problem without any control of these money hungry, heartless jerks that keep raising rents. 1 studio, not even a bedroom, well over \$1,000 per month. What does the average person make per month? I'm not talking about Microsoft folks, regular folks, like say, a Dollar Tree, or McDonalds, or an O'Reilly's employee maybe \$1,500. Kirkland calls \$2,000 per month affordable living. What a joke. When the today's elementary kids need their own places to live, the rents will be \$15,000 - \$20,000 per month. That is exactly where this is all going. It's not about more housing, it's housing people really can afford. Based on their fricken income. It has to stop and there has to be controlled or the future of our children is hopeless. Our small relatives are already asking if they will be homeless, and who knows, they very well could be. The cost of living is so far ahead of the rate of pay. I give up anyway, my life is	9/1/2023 3:07 AM

Housing and Human Services Public Survey

pretty much over, but the young people will be working three Xs as hard, for 3Xs less. Suicide rate will skyrocket.

6	We need real affordable housing none of above solutions work if housing is not affordable for poeple that work here and cannot afford to live in the same city	8/30/2023 4:00 PM
7	We need to allow subdivision of large lots	8/29/2023 12:19 PM
8	Affordable	8/29/2023 10:55 AM
9	Eco-flats	8/24/2023 11:45 AM
10	Anything affordable. 3600 is our current rent on a townhouse thats not updated	7/14/2023 12:27 PM
11	Require residency for home purchases, many homes are vacant and purchased as a way of moving money out of countries.	7/13/2023 6:48 AM
12	I believe builders of new housing put up the largest houses they can. If new developments were forced to put up a mixed sized that would help. Not just ADUs.	7/12/2023 8:44 AM
13	Low Income Housing	7/6/2023 11:33 AM
14	Anything, as long as it fosters a sense of community. Maybe even high rise if it does that.	7/6/2023 9:01 AM
15	No. Of the above. Kirkland has enough now.	7/2/2023 8:46 AM
16	Owner occupied	6/29/2023 5:11 PM
17	Permanent supportive housing for chronic unhoused with disabilities, addiction, mental health challenges.	6/22/2023 10:19 PM
18	mixed income housing development, permits that require more green space on single family lots	6/8/2023 10:41 AM
19	40% YOY property taxes has made it unaffordable. King Country is spending more and more on programs that don't work. Don't repeat what Seattle is doing on social programs as they have only increased homelessness and that why regular hard working, law abiding and tax paying families flee to the safety of the Eastside. Increasing demand. Long term older residence have been pushed/priced out of their homes. Same with middle class families. It is taxes increases and lack of increases in incomes that are creating u affordability!	6/7/2023 9:21 AM
20	Note: I marked things that I personally would be interested in since I'm homeless and disabled. My needs are unique. I can't live around chemicals or mold	6/6/2023 3:18 PM
21	Single-stair multifamily housing	6/2/2023 7:51 AM
22	Your survey is leading, biased, useless and unprofessional	6/1/2023 10:27 AM
23	Detached townhomes or duplex townhomes that are are 1-2 stories	5/31/2023 10:02 PM
24	Kirkland is a great city the way it is	5/31/2023 9:45 PM
25	we need high rise housing, smaller footprints on land, with more public transportation.	5/30/2023 10:16 AM
26	Homes that are smaller than 3500SF	5/27/2023 1:29 PM
27	Affordable starter homes for young families -not multi family low or high rises	5/26/2023 10:33 PM
28	3,000 sq ft + single home	5/26/2023 6:59 PM
29	we are aging in place in our home that we purchased in 1980 - help us to remain active in the community	5/26/2023 6:54 PM
30	I live in Bellevue	5/26/2023 6:30 PM
31	The type of housing is not as important as the higher mix of housing that can be defined as more affordable. What is that \$ range? Also the city planning might consider current housing issues; a long time resident can afford 3 bedroom small home; they want to add on an extra bedroom so their family can move in; city planning say no; knock it down and build two unaffordable rather than allow same building lot expansion on an existing lot? this does not make sense to push out the present to obtain two higher income taxable properties on one lot?	5/26/2023 12:07 PM
32	We simply need more housing of every format. It is important to ensure basic safety and	5/25/2023 8:20 PM

Housing and Human Services Public Survey

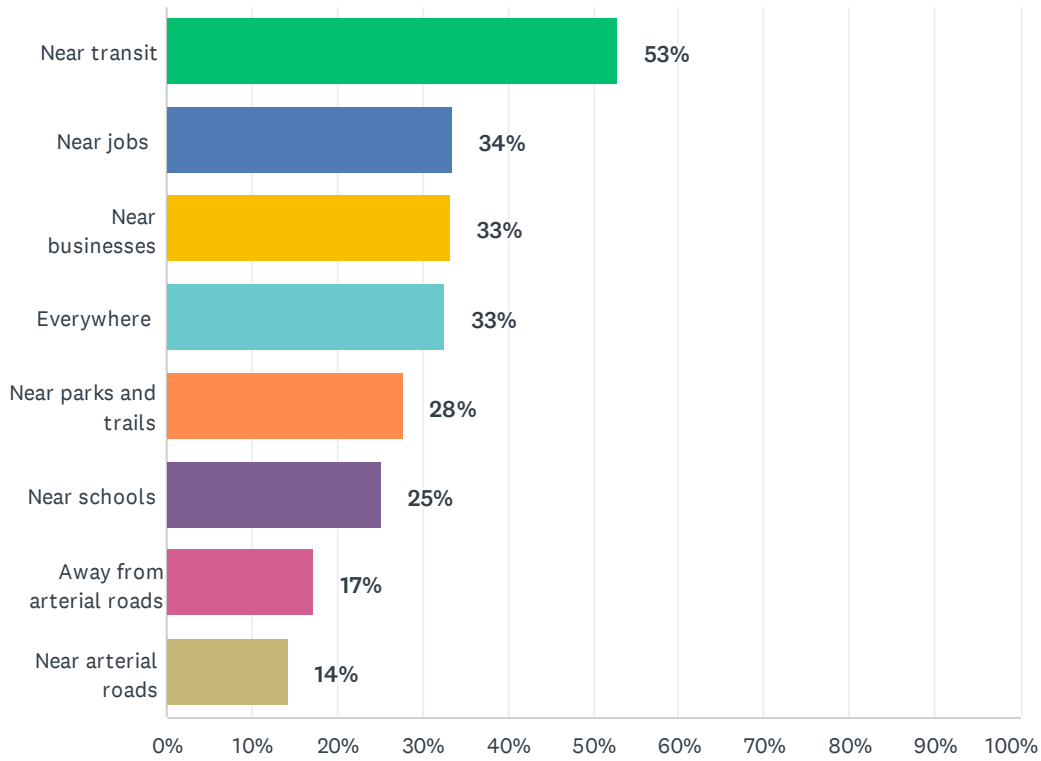
habitability, but design preference should not be an impediment to building housing.

33	In my opinion Kirkland has a good mix of all of it. No 10 or more stories, we lived in Medina for 40 yrs and the high rises have ruined Downtown Bellevue.	5/20/2023 6:02 AM
34	Smaller single-family housing, and generally housing with green space.	5/18/2023 5:34 PM
35	just rentals that are affordable or worth the price set	5/16/2023 6:01 PM
36	This is a dense city already!	5/11/2023 5:41 PM
37	Single family homes only	5/9/2023 6:12 PM
38	No idea but please, no more big ugly developments like Kirkland Urban.	5/5/2023 10:43 AM

Housing and Human Services Public Survey

Q17 Where would you like to see more housing? (check all that apply)

Answered: 563 Skipped: 121

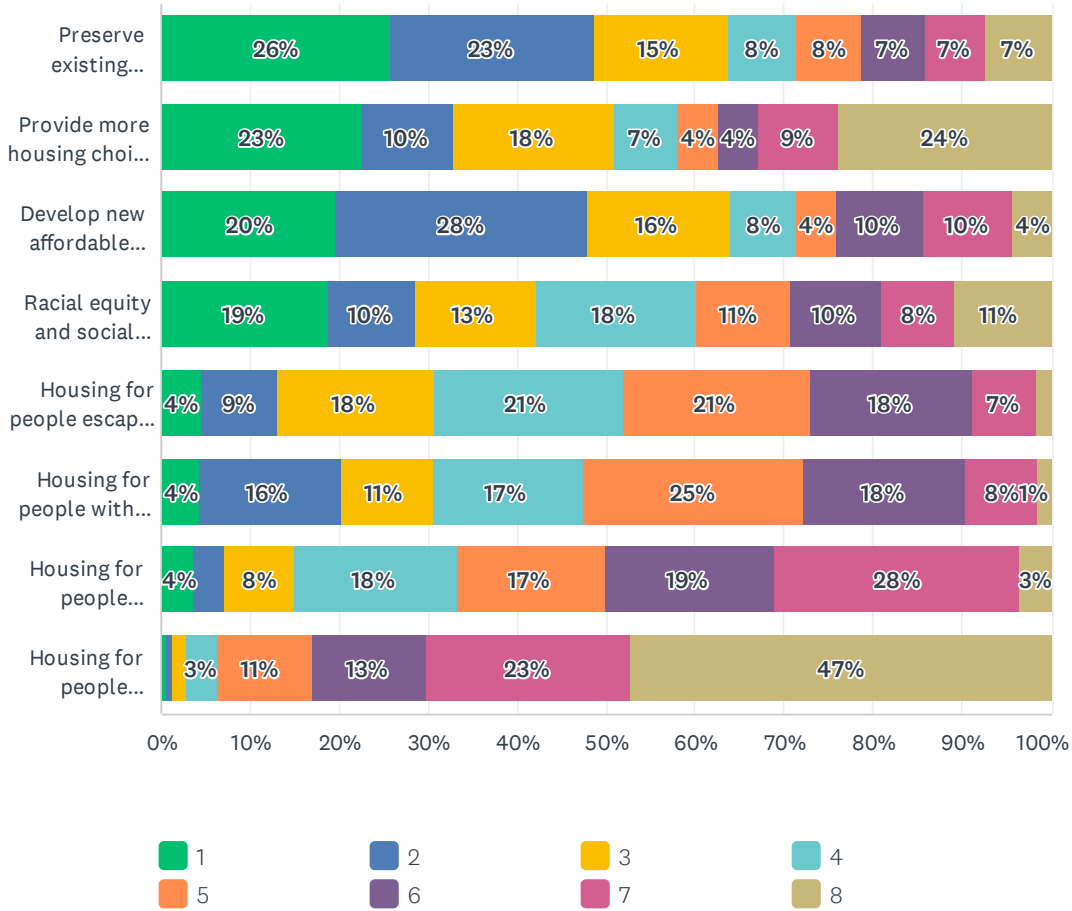


ANSWER CHOICES	RESPONSES	
Near transit	53%	298
Near jobs	34%	189
Near businesses	33%	187
Everywhere	33%	184
Near parks and trails	28%	156
Near schools	25%	142
Away from arterial roads	17%	97
Near arterial roads	14%	81
Total Respondents: 563		

Housing and Human Services Public Survey

Q18 Please rank the following housing policies in the order you feel Kirkland should prioritize them throughout the City. (1 as the highest priority; 8 as lowest priority)

Answered: 585 Skipped: 99



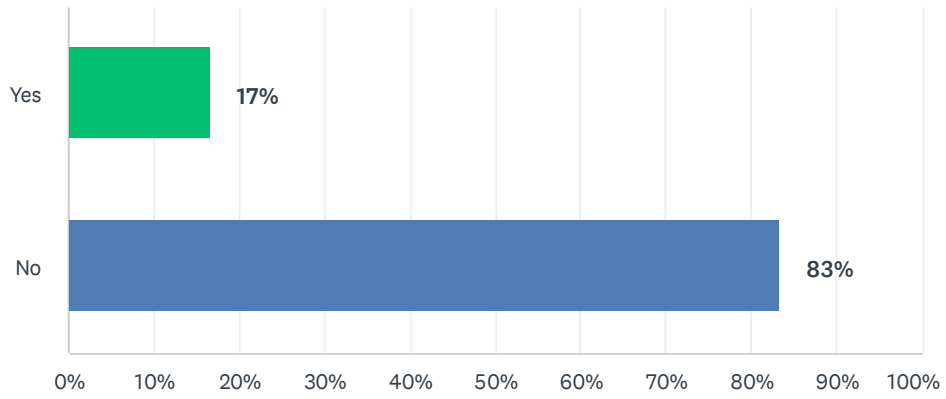
Housing and Human Services Public Survey

	1	2	3	4	5	6	7	8	TOTAL	SCORE
Preserve existing affordable housing	26% 151	23% 134	15% 88	8% 44	8% 44	7% 41	7% 40	7% 43	585	5.67
Provide more housing choices	23% 133	10% 60	18% 105	7% 42	4% 26	4% 26	9% 53	24% 140	585	4.70
Develop new affordable housing	20% 115	28% 165	16% 94	8% 44	4% 26	10% 57	10% 59	4% 25	585	5.60
Racial equity and social justice in housing	19% 110	10% 58	13% 78	18% 106	11% 62	10% 60	8% 47	11% 64	585	4.91
Housing for people escaping domestic violence	4% 26	9% 51	18% 103	21% 124	21% 123	18% 107	7% 42	2% 9	585	4.63
Housing for people with mental or physical disabilities	4% 25	16% 93	11% 62	17% 97	25% 145	18% 107	8% 48	1% 8	585	4.64
Housing for people transitioning out of homelessness	4% 21	4% 21	8% 45	18% 108	17% 97	19% 111	28% 162	3% 20	585	3.74
Housing for people transitioning out of the prison system	1% 4	1% 3	2% 10	3% 20	11% 62	13% 76	23% 134	47% 276	585	2.11

Housing and Human Services Public Survey

Q19 Do you need or feel like you need access to affordable housing or housing assistance?

Answered: 574 Skipped: 110

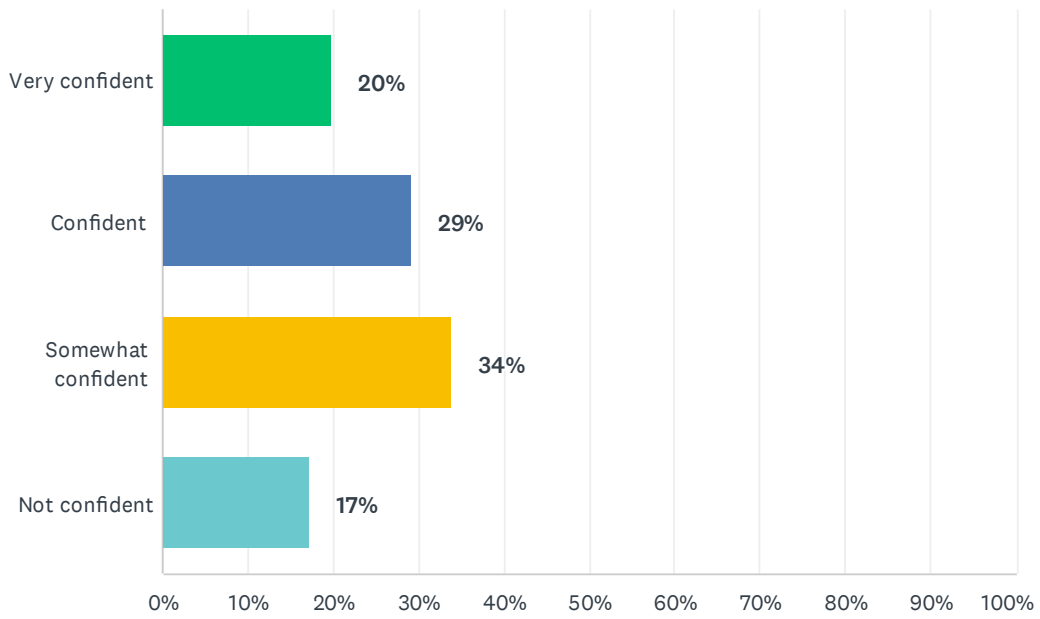


ANSWER CHOICES	RESPONSES	
Yes	17%	96
No	83%	478
TOTAL		574

Housing and Human Services Public Survey

Q20 How confident are you that you will be able to access human services during a time of need? See this link for more information.

Answered: 565 Skipped: 119

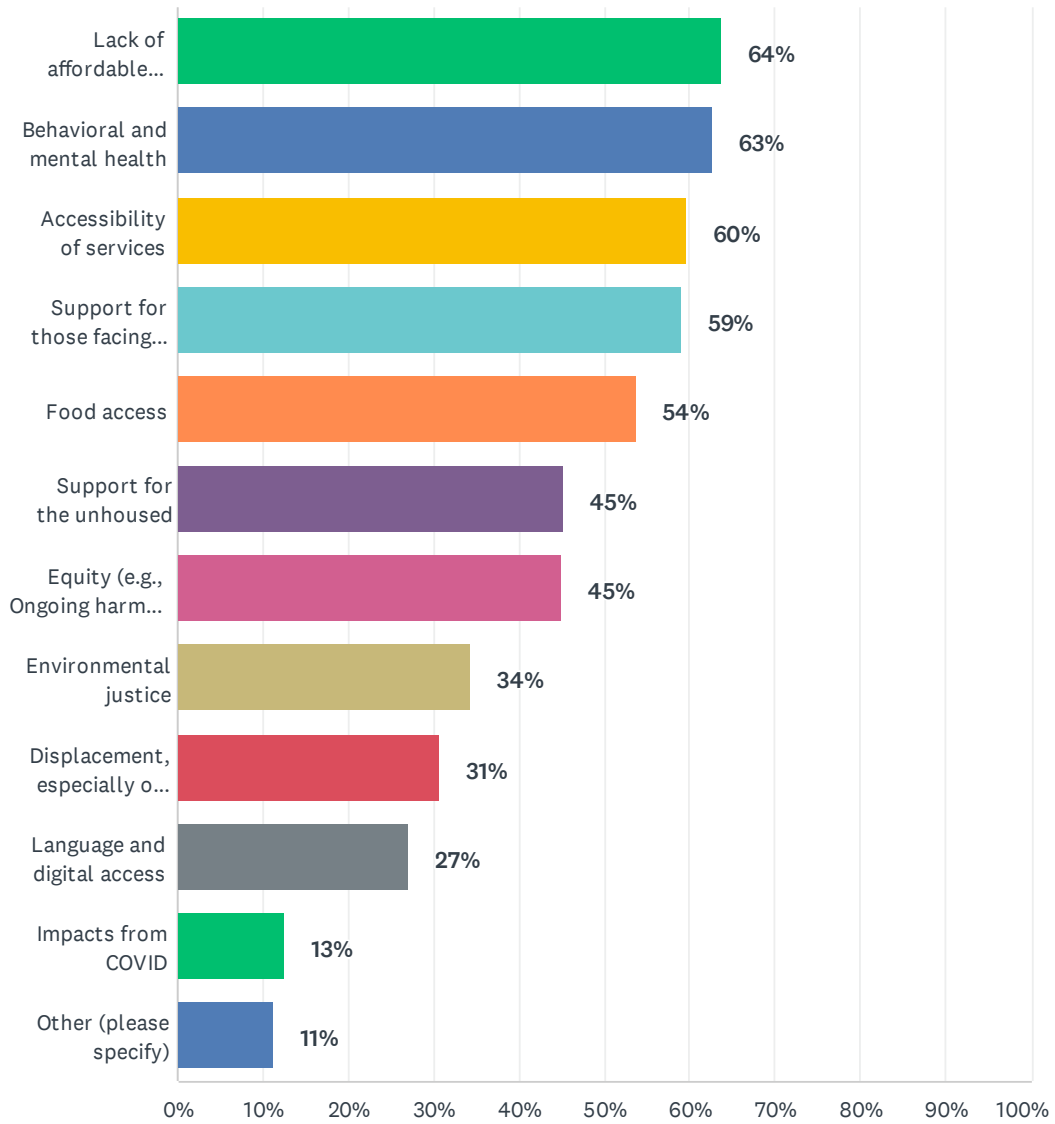


ANSWER CHOICES	RESPONSES	
Very confident	20%	112
Confident	29%	165
Somewhat confident	34%	191
Not confident	17%	97
TOTAL		565

Housing and Human Services Public Survey

Q21 Which topics should the City address in planning for Human Services? (check all that apply)

Answered: 567 Skipped: 117



Housing and Human Services Public Survey

ANSWER CHOICES	RESPONSES	
Lack of affordable childcare	64%	361
Behavioral and mental health	63%	355
Accessibility of services	60%	339
Support for those facing housing insecurity	59%	335
Food access	54%	305
Support for the unhoused	45%	256
Equity (e.g., Ongoing harm to communities of color related to unfair housing policies and practices based on race)	45%	255
Environmental justice	34%	195
Displacement, especially of communities of color	31%	174
Language and digital access	27%	153
Impacts from COVID	13%	71
Other (please specify)	11%	64
Total Respondents: 567		

#	OTHER (PLEASE SPECIFY)	DATE
1	I know I can't afford retire in Kirkland as well as Washington	10/30/2023 7:13 AM
2	Wow - Do you think that many people in Kirkland identify with these values? People want safe streets, good schools and pleasant neighborhoods. We don't want prison populations, homeless camps and lectures on how progressive you are. Stop sniffing your own farts.	10/16/2023 3:25 PM
3	I think there needs to be more programs for white males. They are suffering from depression and are going to college in numbers way less than they used to. Everyone is ignoring this group and I think it is an injustice. There are no programs for them and I think we should be concerned. All we do is talk about everyone else needs this and that. Focus on your community here and now. Their safety and educating the kids in this district to be the top notch students of this country. Keep politics out of the schools.	10/16/2023 2:11 PM
4	I'd suggest you focus on economic hardship rather than race. That would allow the potential to help everyone.	9/28/2023 4:08 PM
5	People who need affordable housing and other social services are robbed of their privacy and their dignity on a regular basis they have to jump through far too many hoops and spend so much time and then often nothing changes or improves it's like being on a hamster wheel and you can't get off. There are non profits that are doing a moral immoral and illegal things but they are not held accountable and it's impossible to get something done to have them investigated are there policies changed even though most non profits are maybe all of them are supposed to be subject to public scrutiny and be open books they absolutely are not renters Are held accountable for all sorts of lease requirements living requirements and if they don't comply they suffer dire consequences some of which cannot be Resolved when they reach a certain point landlords and big corporate apartment communities are not held accountable when they do something that is in violation of a lease or rental agreement Resolved When a certain point is reached. Landlords are not held To accountability Like renters are Renters have to comply but landlords don't seem to be held up to the same standard and a lot of them get away with far too much and there's no recourse. Tenant landlord laws are all skewed toward the landlord for the most part and I have yet to find an effective tenants union	9/13/2023 2:22 PM
6	More senior services, housing, and transportation options	8/29/2023 5:50 PM
7	Support for seniors in affordable housing and include universal design	8/29/2023 11:05 AM
8	Have services in the City of Kirkland	8/25/2023 12:59 AM

Housing and Human Services Public Survey

9	All new buildings and units are completely unaffordable, and the "affordable" units are on a lottery system where the requirements for affordable housing is an income so low you can not afford "affordable" housing	8/23/2023 3:38 PM
10	IDEA - Kirkland NEEDS a Dept of Human Services! I don't see one listed at https://www.kirklandwa.gov/Government/Departments	7/23/2023 7:39 PM
11	People live in Kirkland because of its current lifestyle and quality of life. Leave it to its unique historical evolution and personality. transition	7/17/2023 11:15 AM
12	The reason I responded to this survey is not listed. I think it is great you want to respond to the challenges and difficulties for people trying to rent or buy homes in Kirkland but what about those of us trying to hang on to our homes? This should be addressed as well.	7/14/2023 2:04 PM
13	The amount of families moving out of this area with children that support schools and services, replaced by investors that are not supporting our everyday services and businesses.	7/13/2023 6:51 AM
14	Na	7/11/2023 11:50 AM
15	All	7/11/2023 11:41 AM
16	Rent control, no more than 10% raise in rent	7/6/2023 10:11 PM
17	Climate change, i.e., housing reducing need for autos	7/6/2023 5:44 PM
18	Too bad we can't rank these. How will the city rank them?	7/6/2023 9:03 AM
19	better public transport, like direct bus to Seattle and Bellevue, from North Kirkland, as was 3 yrs ago	6/29/2023 5:37 PM
20	Gateway into home ownership	6/29/2023 5:12 PM
21	There are no factual or documented cases of race based discrimination in Kirkland's housing market	6/29/2023 4:16 PM
22	Hopelink is not accessible unless the person owns a vehicle Shallow rent subsidies for senior citizens	6/17/2023 6:39 PM
23	People transitioning out of prison system	6/12/2023 8:27 PM
24	Support for those coming out of prison	6/8/2023 1:24 PM
25	Safety by enforcing the law! And learn from countries that have been successful dealing with mental illness, drug abuse and homelessness. Seattle and Portland failed!! Don't copy them.	6/7/2023 9:23 AM
26	Coordination with urban planning (ie safety, park services and traffic impact environmental, physical and mental health of ALL residents)	6/4/2023 10:58 AM
27	Senior housing	6/1/2023 7:29 PM
28	Provisions for needy to access listed items, with community service to participate in the process.	6/1/2023 1:22 PM
29	Housing for working poor	6/1/2023 10:35 AM
30	You need to learn how to conduct a professional survey, the idea of the "ranking" which did not include your C-40 idea of condensing people and limiting movement is nowhere to be found. If you are a City Worker and not aware of the Politics behind what your bosses are telling you to do, THIS IS THE TIME to learn more about how WEF is seeping into each aspect of COK decision making, whether or not you are aware, the outcome have already played out in China. They condense near employment, they control the movement, then the business which had housing clustered and controlled all around fails, then the people are dispersed owning nothing and nothing to show for their hard labor. Get a clue, nothing is new. Start watching the PBS Louis Gates on Sunday PBS. Without ownership, residents are just bobbing in the waves. You should all be ashamed.	6/1/2023 10:32 AM
31	many of these items are not human services, they are more broad	5/31/2023 4:45 PM
32	Shifting more services away from police	5/30/2023 9:10 AM
33	More affordable housing available	5/29/2023 8:32 PM

Housing and Human Services Public Survey

34	All of the above	5/27/2023 2:22 PM
35	better government representation	5/26/2023 9:07 PM
36	Devaluation of property values due to location of homeless shelters or low income housing and associated increase in crime	5/26/2023 7:38 PM
37	Rule of law	5/26/2023 7:00 PM
38	I am struck by how many Kirkland folks I meet are aging in their homes. While that is not the only housing issue facing this community by any means, it is a significant issue to a significant percentage of the population.	5/26/2023 6:56 PM
39	Single parents	5/26/2023 6:31 PM
40	Use (assigned) budget dollars wisely. No big or grand, untested, programs.	5/26/2023 6:26 PM
41	kirkland is great! don't screw it up!	5/26/2023 5:55 PM
42	Most of the stuff on this list are for non paying taxes people. Not citizens of this community. There is nothing wrong with Kirkland.stop creating "projects " for people who don't pay taxes to this city. Seriously.	5/26/2023 2:33 PM
43	stronger local partnerships; we cannot do it all within Kirkland city services but we can partner to support those who can do it like Sophia's within the city, etc.	5/26/2023 12:09 PM
44	affordable housing for those that work in Kirkland so they don't need to commute far to get to work.	5/26/2023 10:33 AM
45	Our tax money should not be wasted on this	5/25/2023 9:46 PM
46	Keep the homelessness down.	5/25/2023 8:54 PM
47	The accessibility of services is often directly tied to the availability of services. It should be a priority to have as few barriers to entry, but even more importantly for anyone seeking help to know that there will be sufficient resources to support them.	5/25/2023 8:22 PM
48	Support for seniors aging in place	5/19/2023 9:50 AM
49	Increased housing supply	5/18/2023 12:45 PM
50	Substance abuse resources	5/16/2023 3:20 PM
51	Domestic violence survivors	5/15/2023 7:48 AM
52	affordable senior housing	5/12/2023 9:41 AM
53	Employment assistance	5/12/2023 8:18 AM
54	Why must Kirkland lower our housing standard to provide housing for people who can't afford to live here. If I can't afford an expensive restaurant, I eat cheaper food at home.	5/11/2023 10:03 PM
55	Stop approval of developments to tear down old houses to build houses over \$2M. This is making Kirkland overcrowded and expensive. How about just stop tearing down Kirkland. It is RIDICULOUS all of the development that has been approved without the roads and other infrastructure. IT IS GREED!	5/11/2023 5:58 PM
56	These choices are too many handouts, not hand ups! And government interference!	5/11/2023 5:43 PM
57	None of these topics apply to our family	5/11/2023 5:41 PM
58	Take care of the people that have lived here for 30 years..quit taxes us out of Kirkland!!!!	5/9/2023 6:13 PM
59	General housing supply. We just need way more housing	5/9/2023 10:15 AM
60	Climate change is/will continue to affect all and you really should add that to your list	5/9/2023 8:50 AM
61	Preserving current character of Kirkland	5/5/2023 9:40 PM
62	Senior Citizens being able to remain in their homes without being priced out by taxes.	5/5/2023 7:14 AM
63	Substance abuse	5/4/2023 9:17 PM
64	Western Washington is one of the few places in the US that has strong climate resiliency. In 5,	5/3/2023 5:21 PM

Housing and Human Services Public Survey

10, 20 years - so many people will be displaced due to climate change, particularly low-income communities and people of color. We need to be building more housing for these people and work on ensuring our infrastructure can handle such a large influx of people. People need to know that there are resources to help them with climate migration and communities ready to support them. I'm also not sure how climate change will impact water tables/ground water here, which could be an issue for us, given that some of Kirkland's housing is on septic systems and private wells (new housing should be on public water and sewer).



CITY OF KIRKLAND

Department of Parks & Community Services

123 5th Avenue, Kirkland, WA 98033 425.587.3300

www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

From: Jen Boone, Human Services Manager
Antoinette Smith, Human Services Coordinator, Equity

Date: April 08, 2024

Subject: 2025-2026 APPLICATION REQUEST OVERVIEW

RECOMMENDATION

That the Human Services Commission receive an overview of the grant applications received through the Human Services Collaborative application process for the 2025-2026 funding cycle.

BACKGROUND DISCUSSION

The City of Kirkland's Human Services Commission is an eight-member body of volunteers. The Human Services Commission is directed by the City Council to advise the Parks and Community Services department, City Manager, and City Council in leading the City's efforts to support a socially sustainable community through health and human services and programs that fulfill the basic needs of all people and enhance the quality of life in our city now and into the future. Part of this work includes a review of Human Services grant applications submitted through the Human Services Collaborative application process. These applications come from non-profit agencies and organizations serving Kirkland residents who are seeking City funding to support their work in our community.



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

From: Jen Boone, Human Services Manager
Antoinette Smith, Human Services Coordinator, Equity

Date: April 11, 2024

Subject: 2025-2026 GRANT APPLICATION REVIEW TOOLS

RECOMMENDATION:

That the Human Services Commission are familiar with the review tools in preparation of reviewing the 2025-26 applications that will begin at the May 14th, 2024, meeting.

BACKGROUND:

The City of Kirkland Human Services Commission is tasked with reviewing the Human Services Funding Collective 2025-26 applications for agencies applying for Kirkland-specific funding. To prepare the Commission to review each application thoroughly, two tools are available to help individual Commissioners review each application prior to group discussion and review.

1. *ShareOne Application Review Portal*

The [ShareOne Application Review Portal](#) is the primary method for reviewing applications. Reviewers will use the individual login to access all applications submitted to Kirkland. Upon login, all applications will be listed. Instructions are located on the right-hand side on how to review applications, attachments, and track comments throughout the review process. Reviewers can sort applications once they start reviewing to list by 'Review', 'In Progress', and 'Done'. Reviewers can print out individual applications or attachments as needed. The process will include embedded equity-focused components. Reviewers will be asked to look at the following areas of each application:

- Program Description
Identifies what community need is being addressed and if the program prioritizes communities of color.
- Program Impact
How the agency is responding to the identified community need through proposed outcomes, and how the staff and/or board providing the services reflects the community served.

- Budget
Included how the funding is proposed to be used and if the request is proportional to the number of estimated service units. If there are surplus/deficits, applicant is asked to address it. .
- Program Accessibility
How a program ensures equitable access to services and how the program addresses language needs, specifically translation and interpretation services.
- Additional Observations
Area to add additional comments that are not suited for the review areas noted above. This could include if there are concerns around duplication of services, questions from the reviewer, and what additional information is requested if any.

A total score is calculated based on the reviewer's selection within each review area before selecting a recommendation of 'definitely fund', 'maybe fund/need more info/want to discuss', or 'no. Reviewers can save the review as a draft if they need to leave before completing the review. Please note, all comments saved in the review portal is public information if requested, so reviewers are encouraged to provide professional feedback during the review.

Staff collect individual Commissioner ratings from Share 1 ahead of each meeting and send out the group's scores and comments to help guide the group discussion. Staff will present an example at the upcoming meeting.

2. *Equity Review Tool*

The Stoplight Equity Rating Tool provided to commissioners at the March Equity training is an additional tool that can be used in the application review process. The stoplight tool is meant for commissioners to use to address potential biases that may come up for individuals. Using this with the other mentioned review tools can help the reviewer better address issues of bias and historically inequitable assumptions made about some organizations.

Commissioners will have the opportunity to practice using the review tools on sample grant applications at the meeting on Tuesday.

ATTACHMENT A - Commissioner Application Review Summary Tool

ATTACHMENT B - Stoplight Review Tool

ATTACHMENT C - ShareOne Application Review Portal Instructions

ATTACHMENT D - Sample Grant Application #1

ATTACHMENT E - Sample Grant Application #2

ATTACHMENT F - Sample Grant Application #3

Commissioner Application Review Summary

**Agency:
Program:**

**Reviewer:
Goal Area:**

YES

- high priority area
- significant need
- city has a clear funding role

MAYBE

- important service, but I wonder if it should be a city priority
- I am concerned about the agency's capacity at this time
- I have more questions

NO




- a low priority area
- looks like it could be a valuable program, but the agency needs to demonstrate success in order to be funded

Rationale & Notes:

Email questions to **Antoinette Smith** at amsmith@kirklandwa.gov. The more time she has before a meeting, the more likely it is she will get answers from agencies.

“How do we, as individual reviewers and as a group, advance equity?”



 Red Light	 Yellow Light	 Green Light
I am reading this application as a judge looking for reasons that they should not be funded.	I am reviewing this application as both a judge and an advocate.	I am reading this application as an advocate of this organization and the community it represents.
I am unaware of what my implicit biases are as I begin this application review process.	I am just beginning to or practicing my skills in identifying and discussing my implicit biases.	I am aware of and can name to my peers how my implicit biases may impact my analysis of an application.
I am judging a program’s effectiveness on their prior ability to attain grants.	I am starting to recognize some systemic reasons for an organization’s lack of prior funding.	I am able to recognize the systemic reasons that a program may have been historically excluded from funding opportunities.
I am assuming mainstream solutions are the best way to solve the issue being addressed in this application.	I prioritize mainstream solutions but am open to additional ideas.	I am open to new ideas and solutions and recognize that organizations that are closest to the issue are best suited to solve it.
I am looking for only weaknesses represented in this application.	I catch myself looking critically at an application and push myself to look to identify strengths.	I am looking for strengths represented in this application.
I am looking for a broad overarching solution to meet the needs of our community.	I prefer broad solutions but am interested in adding on a few additional approaches.	I recognize the importance of multiple approaches and community-specific tailored approaches in working to collectively meet the needs of our community.
I am basing my assessment of the organization’s competency on their ability to communicate in written English.	My assessment of competency is influenced by how well or poorly this application is written.	I am not factoring in the writing style to my assessment of organizational competency.

ATTACHMENT B

<p>I am basing program evaluation and effectiveness exclusively on an organization’s ability to collect comprehensive data.</p>	<p>I am basing program evaluation and effectiveness on connection with their community, but require data to support it.</p>	<p>I am basing program evaluation and effectiveness on an organization’s connection with their community.</p>
<p>My review of applications results in a collective pool of grantees that does not reflect our target focus areas and goals.</p>	<p>My review of applications results in a collective pool of grantees that somewhat reflects our target focus areas and goals.</p>	<p>My review of applications results in a collective pool of grantees that reflects our target focus areas and goals.</p>
<p><i>(add your own!)</i></p>		

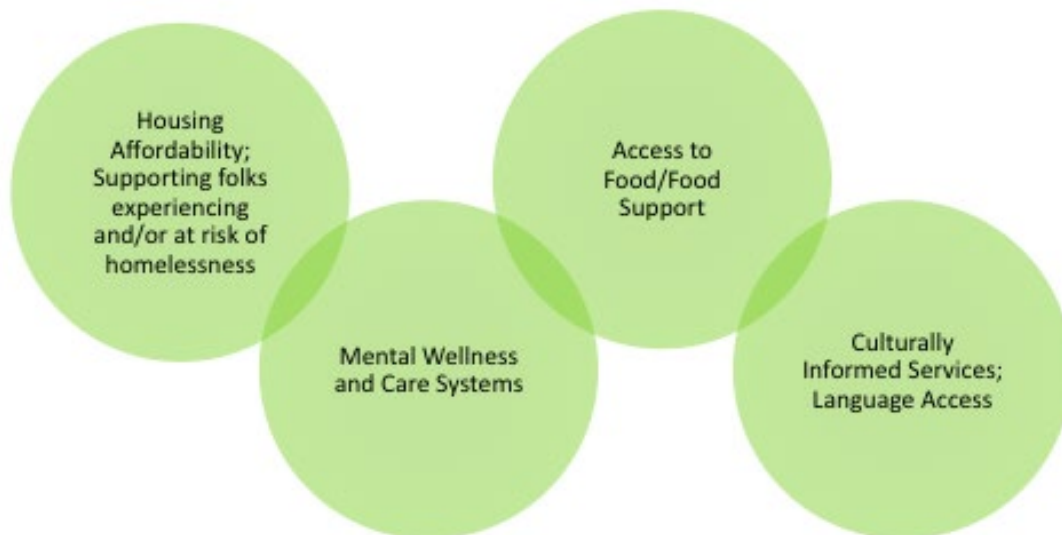
Equity Statements and Shared Funding Priorities

Redmond Human Services: “When we support well-being, we make sure that everyone can reach their potential and fully contribute to our community”

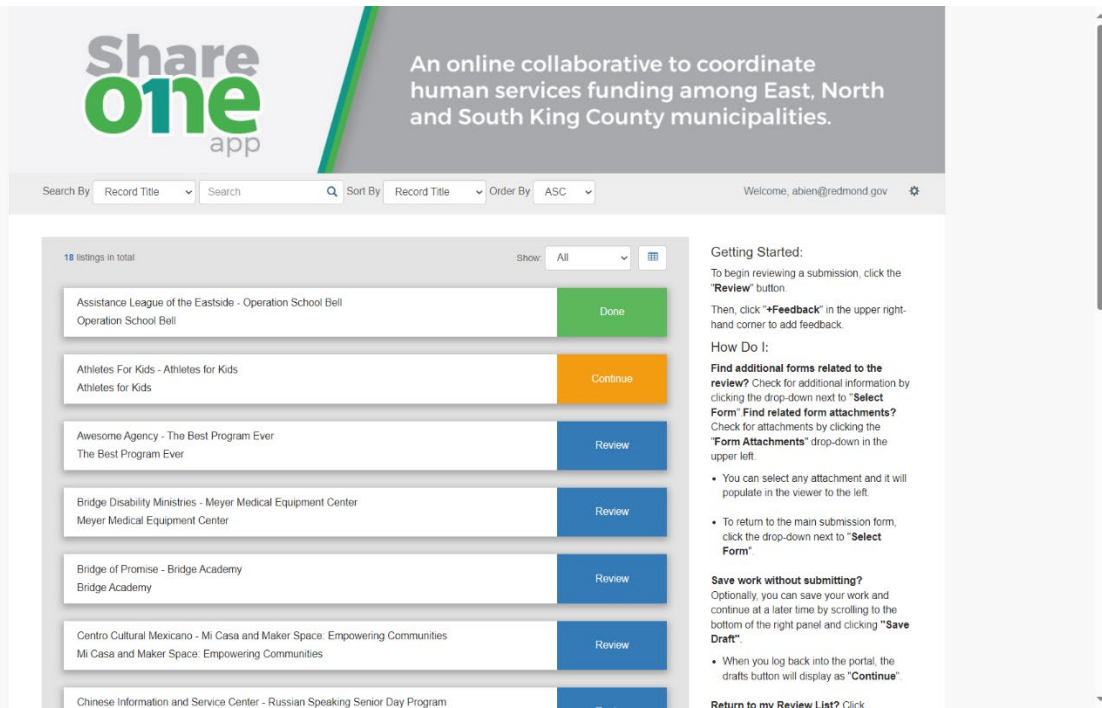
Issaquah Human Services: “Our work in Human Services is centered around the vision of Issaquah as a welcoming, inclusive, equitable and just community, with a broad range of social services where every person is respected, and where meeting basic human needs is a shared responsibility.”

Kirkland Human Services: “The City of Kirkland’s Human Services Division serves as coordinator, collaborator, facilitator, and funder for support systems that help people through economic and personal crises and provide low-and moderate-income persons with opportunities to succeed.”

Sammamish Human Services: “The City of Sammamish promotes a healthy community where every person is considered essential. Meeting basic human needs is considered a shared responsibility.”



1. Go to <https://webportalapp.com/portal/viewonly25-26>.
2. Enter your email (associated with your Commission correspondence) and click Continue.
 - a. You will receive an email from Web Portal App no-reply@webportalapp.com.
 - b. Click the Confirm Your Email To Get Started link.
 - c. Create a password following the rules listed.
 - d. Click Create Account.
 - e. In the future, just log in with your email and password.
3. The home screen will display applications that have been submitted to your city.



4. You can sort All applications in the Show drop down menu: Review (you have not viewed the application), Continue (you have viewed the application), and Done (you have successfully submitted feedback).
5. Click on a record.
6. To make comments, click the blue +Comments button.
7. Use the drop down to Select Form to view: Application Narrative or Agency Profiles.
8. Click the Form Attachments drop down to view attachments related to that form.
9. Click Save Draft unless you are completely done with the review. When you log back in, the draft will have an orange Continue button.
10. When review is complete, click Submit.
11. Use the blue Listings hyperlink to go back to the listing of all applications.

Bighug-KARC - The Human Service Funding Collaborative

Linked Agency Profile : Bighug-KARC

Application Years :

Program Name : The Human Service Funding Collaborative

Grant Request and Brief Budget Overview

Detailed budget information will be required to be completed and uploaded in the Program and Budget Detail attachment.

Check all the cities to which you are applying. :

Bellevue

Federal Way

Kirkland

Redmond

Tukwila

Bellevue 2021 Awarded Amount : \$0

Bellevue 2023 Requested Amount : \$10,000

Federal Way 2021 Awarded Amount :

Federal Way 2023 Requested Amount : \$10,000

Kirkland 2021 Awarded Amount :

Kirkland 2023 Requested Amount : \$10,000

Redmond 2021 Awarded Amount :

Redmond 2023 Requested Amount :

Tukwila 2021 Awarded Amount :

Tukwila 2023 Requested Amount : \$10,000

(\$)Total Requests to All Cities : 40000

2021 Total Program Budget (Actual) : \$58,000

2023 Total Program Budget (Projected) : \$88,000

If there is a significant increase (more than 10%) in the 2023 proposed budget, please check all that apply. :

Meeting new/increased community need

New or expanded service delivery model

Serving additional clients

Program Information

In one to three sentences, provide an overview of the program. : We've been working as community trusted messengers for the past 2 years for small business resiliency efforts by the Department of Commerce. Because our community trusted messengers worked diligently for the Korean business community, our service deliveries are recognized and trusted by the Korean business community. Referrals made by business owners, families with language and cultural barriers are contacting us for help on human service programs, including youth mental health issues.

Program Contact Name : Lori Wada

Program Contact Email : Loriwada67@gmail.com

Program Contact Phone : 2533128115

Grant Writer Contact Name :

Grant Writer Contact Email :

Program Description

What specific, emerging, and/or unique issue is the community you serve facing? : Due to language and cultural barriers, many Korean clients we served since the pandemic have no access to our services. Moreover many had limited knowledge of technology. Even the simple task of making appointment for the Covid19 vaccine was a difficult asks without someone's help. Many families had no access to health services due to unaffordable health insurance while on unemployment. We helped them to apply for state health benefits, such as Apple health. We helped many elderly as well during the past 2 years on groceries, transportation and vaccinations. We also helped families with youth involving depression, misbehavior while distance learning was in place. Many families don't have home computers to accommodate the home learning environment. Overall, injustice caused inequity for those with language difficulties, and cultural barriers are bigger and real issues in Korean community.

Describe your proposed program. Include details on the services provided, how and who will deliver these services. : We currently operate with a half time staff and 5 volunteers. We would like to add one full time staff to coordinate services for people knocking on our door for help. Our services are not limited to small business resilience but also support needy families, youth and the elderly. We are the hub of resources and trusted messengers who are bilingual and have a full understanding of culture differences. We would like to offer the following programs/services: basic computer class, youth empowerment programs, service connections for the elderly, and mental health. Increasing accessibility is our accountability for those whose primary language is other than English and in poverty.

Who will be served by this program? : Because we are bilingual in Korean, we will be focusing on Korean community. We estimate 140,000 Korean Americans in Washington State which 50% of them reside in King County. We estimate a higher number of Korean-Americans are in east and south of the King County. Our service priority will be those in poverty, using the Federal AMIs.

How do clients hear about the services or the work that you provide? : We have an outstanding record of outreach efforts with the Department of Commerce during the Small Business Resiliency Assistance work in 2020. The Department of Commerce recognized our efforts in successful delivery of their mission. Currently our name is well recognized as community trusted messengers. We have outreaching tools that worked effectively; we actively partnered with churches, media, and other community-based organizations within the Korean community. As I mentioned earlier, we began our work to support Korean small business owners and as soon as our effectively delivered small business resiliency assistance program, people are trusting and comfortable contacting us for other help. Our key to success is we earned the trust from the Korean community; moreover being bilingual and understanding their culture make us effective in our outreach efforts.

Program Impact

How is your organization working to address disparities based on race, gender, income, and other factors within your organization and in the services you provide? What changes or impacts have you seen as a result of your efforts? : Disparities we witnessed were due to language and cultural barriers, which many were low income families and elderly. Our efforts were accessing resources for needy individuals; thus our role is a bridge builder. If we have enough staff/budget, we would like to hire a social worker or mental health counselor. We have seen many small business owners encouraged to stay in business versus complete shutdown during the pandemic, we have seen parents whose daughter was at risk of high school dropout relieved after connecting with right resources, and we have seen many elderly relieved to receive Covid19 vaccine, etc.. Those who came to us for assistance were low income individuals, many were collecting unemployment benefits or SSI recipients. Many people we served had no access to technology or owned a computer. Sometimes our volunteers needed to bring a personal laptop to assist people as many services were delivered virtually. We believe we made a significant impact to those in despair needs for either applying for benefits (unemployment, SSI, etc)or in need of financial support or/and health insurance such as Apple health.

Outcome Measure 1: Explain the Outcome Measure that you plan to track using this format: xx% of clients will achieve this result. Include your data collection methodology. : We used excel spreadsheet called a " daily activity log". Each month we review and analyze the log to determine the type of service provided, location, income levels, accomplishments, next step, etc. We also track any "success" stories to share with funders. Accountability is very important to us that the Department of Commerce can attest that. Data collection is also a part of our best practices. We currently have the database of people we assisted in the past 2 years.

Only one measure of program success (i.e. Outcome) is required. Do you have a second outcome? : Yes

Outcome Measure 2: Explain the Outcome Measure that you plan to track using this format: xx% of clients will achieve this result. Include your data collection methodology. : We tracked by city, gender, type of business, type of service provided. If youth related we also tracked school, age, gender and resources we made referrals, etc. We like to track success stories as well.

Program Accessibility

What percentage of your staff identifies as black, indigenous, and people of color (BIPOC)? : More than 75%

This program has mechanisms in place to make its services affordable to all populations. :

Free

All program facilities are accessible to individuals with disabilities according to the ADA Accessibility Guidelines. : Yes

This program provides services in office location(s) in these cities. :

Redmond

Tukwila

This program is accessible in terms of transportation. :

Close public transportation

Provide own transportation services

Program staff travels to clients

Services provided by phone or online

This program strives to accommodate client schedules. :

Early Morning

On Demand and/or Same Day

Holidays

The program is accessible in terms of language (offering translation and interpretation services). In what ways is your program accessible in terms of languages? :

Translated materials

Program and/or agency staff speaks languages other than English

How does your program prioritize services? :

First come, first served (e.g. wait lists)

Additional Information

Any other information that you would like to share that would help in making a funding decision? : We are first-time applicant. We established in 2017 as a 501c (3) organization. We operated with 100% volunteers, never relied or applied for government funding before. We are seeking government funding now, because our experience of disparities and inequities in the Korean community are real and deeper than we anticipated. In addition to language and cultural barriers, we learned of high illiteracy in technology, which can create the severe equity issue to access resources. Equity and inclusiveness cannot be achieved without measurement of accessibility.

Additional Required Documents

To access training materials and required template for upload, please go to www.share1app.org/application.

Program and Budget Detail Attachment : Budget 2021-2022.xlsx

Additional City Requirements : CSPSKCQutions 4.26.docx

Certification Statement and Submission

I have reviewed, understand, and am prepared to comply with city-specific minimum requirements should this program receive funding. : Yes

I have the authority and hereby certify that the information contained in this application and the accompanying documents are true, that all financial documents have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization. The application, if funded, may be included in a contracting process. As this application is made to one or more government entities, I understand this is a government document that is subject to applicable laws regarding disclosure. In typing my name below, I hereby agree with this certification statement. I understand that this is the same as my printed signature at this time.

Authorized Signer : Lori Wada

Record Label :

Created by : integrations+33919@zenginehq.com

Record ID # : 37821040

4/28/22, 7:59 AM

Last change : 2022-04-28T04:28:55+0000

REVENUES	2021 Awarded	2023 Requested	Difference %
Auburn			
Bellevue		\$10,000	
Burien			
Covington			
Des Moines			
Federal Way		\$10,000	
Issaquah			
Kenmore			
Kent			
Kirkland		\$10,000	
Redmond		\$10,000	
Renton			
Sammamish			
SeaTac			
Shoreline			
Tukwila		\$10,000	
Subtotal	\$0	\$50,000	
County government funds			
State/federal government			
Foundations	\$9,500		
Corporations			
Private funds			
Fundraising			
In-Kind*	\$28,000	\$28,000	0%
Other*	\$15,000		
Subtotal	\$52,500	\$28,000	-47%
TOTAL	\$52,500	\$78,000	49%

*In-kind or other revenue explanation (if applicable)

EXPENSES	2021 Actual	2023 Projected	Cities' Share
Salaries/Wages	\$28,000	\$68,000	\$68,000
Benefits			
Admin/Indirect			
Depreciation			
Direct Aid to Clients			
Equipment/Supplies/Office			
Insurance		\$1,000	\$1,000
Postage/Shipping			
Printing/Advertising	\$4,000	\$4,000	\$3,000
Professional Services/Dues/Fees	\$3,000	\$3,000	\$3,000
Rent and Utilities			
Repair/Maintenance			
Telecommunications	\$2,000	\$2,000	\$2,000
Travel and Training	\$2,000	\$2,000	\$1,000
In-Kind*			
Other*			
Total	\$39,000	\$80,000	\$78,000

2021 to 2023 Budget Difference (%)

105%

Total # of paid FTEs:

Total # of unpaid FTEs (if volunteer-run):

Surplus/deficit 2023 explanation

we will continually seeking funding opportunities to support some of line items, such as rent/utilities. The cities funding we are applying will add one full time FTE to support people needing help and coordinating service activities.

	Service Unit 1			Service Unit 2			Service Unit 3		
Name									
Measurement									
Brief Description	although we have no social programs, we helped small businesses and their families								
	2021 Actual	2023 Projected	2023 City Funded	2021 Actual	2023 Projected	2023 City Funded	2021 Actual	2023 Projected	2023 City Funded
Auburn									
Bellevue									
Burien									
Covington									
Des Moines									
Federal Way									
Issaquah									
Kenmore									
Kent									
Kirkland									
Mercer Island			N/A			N/A			N/A
Redmond									
Renton									
Sammamish									
SeaTac									
Shoreline									
Tukwila									
Seattle			N/A			N/A			N/A
Other KC			N/A			N/A			N/A
Outside KC			N/A			N/A			N/A
Unknown			N/A			N/A			N/A
TOTAL	0	0	0	0	0	0	0	0	0

If 2023 projected services are significantly different than those actually provided in 2021, or if your cost per service unit varies between cities, please explain.

	Residents		
	2021 Actual	2023 Projected	2023 City Funded
Auburn			
Bellevue			
Burien			
Covington			
Des Moines			
Federal Way			
Issaquah			
Kenmore			
Kent			
Kirkland			
Mercer Island			N/A
Redmond			
Renton			
Sammamish			
SeaTac			
Shoreline			
Tukwila			
Seattle			N/A
Other KC			N/A
Outside KC			N/A
Unknown			N/A
TOTAL	0	0	0

Friends of Youth - The Landing Shelter and Resource Center

Linked Agency Profile : Friends of Youth

Application Years :

Program Name : The Landing Shelter and Resource Center

Grant Request and Brief Budget Overview

Detailed budget information will be required to be completed and uploaded in the Program and Budget Detail attachment.

Check all the cities to which you are applying. :

Bellevue

Issaquah

Kirkland

Redmond

Renton

Sammamish

Bellevue 2021 Awarded Amount : \$102,995

Bellevue 2023 Requested Amount : \$300,000

Issaquah 2021 Awarded Amount : \$18,774

Issaquah 2023 Requested Amount : \$45,000

Kirkland 2021 Awarded Amount : \$209,750

Kirkland 2023 Requested Amount : \$300,000

Redmond 2021 Awarded Amount : \$176,765

Redmond 2023 Requested Amount : \$350,000

Renton 2021 Awarded Amount : \$5,625

Renton 2023 Requested Amount : \$11,250

Sammamish 2021 Awarded Amount : \$14,750

Sammamish 2023 Requested Amount : \$40,000

(\$)Total Requests to All Cities : 1046250

2021 Total Program Budget (Actual) : \$1,472,854

2023 Total Program Budget (Projected) : \$2,237,703

If there is a significant increase (more than 10%) in the 2023 proposed budget, please check all that apply. :

Meeting new/increased community need

New or expanded service delivery model

Serving additional clients

Increased cost to deliver services (e.g. paying living wage)

Program Information

In one to three sentences, provide an overview of the program. : The Landing 24/7 service center is the only developmentally appropriate emergency and enhanced shelter for youth and young adults experiencing homelessness in East King County. It both meets young people's immediate needs and provides wraparound services to help them cultivate stability. In 2023 The Landing will be expanding to more than double the number of youth who can be served through early interventions that help them transition out of homelessness.

Program Contact Name : Kyle Ward

Program Contact Email : kylew@friendsofyouth.org

Program Contact Phone : 425-503-2886

Grant Writer Contact Name : Alia Williams

Grant Writer Contact Email : grants@friendsofyouth.org

Program Description

What specific, emerging, and/or unique issue is the community you serve facing? : Our guests are some of the most vulnerable members of our community, and despite our region's best efforts, there are not enough services to support them. In King County's most recent annual snapshot of individuals experiencing homelessness, they identified 955 youth, 63% of whom were unsheltered [1]. This number, while staggering, is likely lower than the true number of youth experiencing homelessness, as many young people stay with friends, in vehicles, or remain mobile, trying to blend in and not appear homeless. While estimates vary, peer-to-peer support network Invisible People estimates that one in ten young adults ages 18-25 experience some form of homelessness each year. [2] Over the course of this pandemic we have seen increased need for our services, and we anticipate a continued increase as our community works to recover from the long-term personal, social, and economic implications of this crisis. The danger of experiencing homelessness as a young person cannot be overstated. Youth who experience homelessness are more likely to develop mental illnesses and substance use disorders. They have higher rates of chronic illness, trauma-related injuries, and nutritional problems. They are more likely to experience physical violence and sexual abuse, and nearly 1 in 5 will be victims of human trafficking [3]. Their mortality rate is more than ten times that of their stably housed peers [4]. Youth homelessness is more than a personal or family issue - it's a community crisis - but it's one we can address. Our region currently has just 897 beds across all housing options, and just 186 shelter beds for this young demographic, the vast majority of which are localized to Seattle [5]. Young people experiencing homelessness in King County's Eastside face specific challenges including reduced access to public transportation, limited options of service providers, and rising rent prices. The Landing fills a critical role for young people as the only provider of emergency shelter in North and East King County. With more easily accessible services, educational and employment disruptions are minimized and youth are able to maintain important connections with peers and community support networks. [1] https://regionalhomelessnessystem.org/wp-content/uploads/2020/07/Count-Us-In-2020-Final_7.29.2020.pdf. [2] <https://invisiblepeople.tv/homeless-youth-united-states/> [3] <https://www.covenanthouse.org/sites/default/files/inline-files/Loyola%20Multi-City%20Executive%20Summary%20FINAL.pdf>. [4] <https://rhyclearinghouse.acf.hhs.gov/blog/2018/10/health-needs-homeless-youth>. [5] https://files.hudexchange.info/reports/published/CoC_HIC_State_WA_2021.pdf

Describe your proposed program. Include details on the services provided, how and who will deliver these services. : For young adults facing homelessness, the Landing offers much more than a bed and refuge from the streets - it is a lifeline to resources, community, and stability. Our guests meet their basic needs through meals, clothing, showers, laundry, and safety planning. Guests have access to a nurse for healthcare needs, connection to housing and employment resources, and trauma-informed counseling by our licensed Mental Health Therapist and Substance Use Disorder Counselor. Program staff provide guidance and information on community resources, and on-site case managers partner with guests to identify strengths, set goals, and begin their transition to safe and stable housing. In addition to physical shelter, supportive services are imperative when addressing the unique needs of young adults who are experiencing homelessness and instability at an important developmental stage in their lives. Young adults may have significant challenges in navigating social services that would otherwise provide for them, including a lack of transportation, lengthy or complicated referral processes, and re-traumatization often experienced when having to repeatedly discuss traumatic history with multiple service providers. Our on-site integrated wraparound service model removes these barriers to access, providing vital services - such as mental health and substance use counseling, case management, and employment training - that young people may not be able to utilize if relegated to navigating confusing and decentralized services. With the strong foundation of in-house services, we connect clients with supports that can meet them wherever they are, utilize an extensive confidential database so case managers can track internal referrals and case notes, and provide warm hand-offs - where a trusted individual introduces the client to the new support provider - to help reduce apprehension. Every aspect of The Landing is specifically designed to be responsive and supportive to the needs of our community. Recognizing that the needs of our community exceed the available resources, Friends of Youth is expanding the Landing in 2023. We have purchased a new location which will more than double the number of youth we can serve (increasing from the current 15 beds to 35 beds), and will be building dedicated spaces for case management, counseling, and physical healthcare into the facility. We will also be expanding available services to include more nutritious meals coordinated by a kitchen manager, additional case management with a focus on supporting survivors of sexual abuse or commercial sexual exploitation, increased hours of availability for supportive services, and an educational curriculum focused on skills necessary for independent living such as personal finance, home cleanliness, and maintaining positive relationships. These resources will build on the foundation of our current services to make the Landing one of the most robust support systems in our community.

Who will be served by this program? : The Landing 24/7 shelter and service center addresses the needs of young people, ages 16-24, who are experiencing homelessness or are at risk of homelessness. As the only young adult shelter in North and East King County, we serve a 600 square mile region including the cities of Bellevue, Bothell, Carnation, Duvall, Fall City, Issaquah, Kenmore, Kirkland, North Bend, Redmond, Renton, Sammamish, Snoqualmie, Woodinville, and rural unincorporated Snoqualmie Valley. Our center is a regional resource hub serving young people from these and other cities, including Auburn, Kent, Seattle, Covington, and Federal Way. We support a wide range of vulnerable, diverse, and marginalized communities. The young people we serve are disproportionately youth of color and LGBTQ+ youth. All youth who access the center have extremely low incomes, earning 30% or less of our area's median income. They have all been impacted by traumatic events, which can have a serious impact on cognitive and social-emotional development. Many live with mental illness and substance dependency, which may be surfacing for the first time in their young lives.

How do clients hear about the services or the work that you provide? : Friends of Youth utilizes peer referrals, collaboration with community partners, and social media platforms. Most youth who access the Landing hear about our program from their peers or referrals from other community partners – including King County 211, libraries, shelter providers, and school districts. With 20 years in operation as the only young adult shelter on the Eastside, the Landing is a community fixture and we work diligently to ensure our community is aware of the Landing's resources and how youth can access them. We also regularly publish information on how youth in need can access services on Facebook, Instagram, and Twitter. These platforms help us reach youth by presenting information in familiar formats untethered to geographic location or ability to connect in person. As we transition to our new space, we will also be reimplementing street-based outreach. Under this model, a team of two will both continue to develop

relationships with our community partners and seek areas where young people congregate to disburse information directly to them. We will provide small informational flyers to youth and post these flyers in community locations such as coffee shops, bus stops, and libraries. Friends of Youth conducted street-based outreach for over 30 years before the COVID-19 pandemic necessitated a pause in these operations, and we are excited to be able to reconnect with youth in this way going forward.

Program Impact

How is your organization working to address disparities based on race, gender, income, and other factors within your organization and in the services you provide? What changes or impacts have you seen as a result of your efforts? : We believe that homelessness is rooted in systemic oppression based on racism, classism, homophobia, ableism, and countless other forms of discrimination, all of which disproportionately impact people of color. To overcome systemic oppression, we must address racism and inequity in every aspect of our work. In 2020 we established an Office of Diversity, Equity, and Inclusion (DEI) which guides our work both internally and in our community. The DEI Office established a 2-year plan that is now guiding our agency's efforts towards becoming an anti-racist multicultural organization. This plan centers around three core areas: providing training and resources that help breakdown systemic barriers to Diversity, Equity and Inclusion, improving workplace diversity and inclusion through intentional recruitment practices, and furthering our accountability by embedding a DEI approach to all internal policies and performance metrics. Putting this guidance into practice, in the last year 100% of our supervisory staff underwent an intensive 2-day workshop on Undoing Institutional Racism, our Board of Directors began ongoing work with an equity consultant, and we developed a specialized New Employee Orientation focused on equity and recognizing disparities in our work. This year, we launched a new comprehensive training plan for our program employees comprised of monthly trainings with integrated equity components. Some topics in that plan are Trauma Informed Care, Mental Health, Motivational Interviewing, Centering Youth, Young Adult and Family Voice, and Identity and Experience. Recognizing that it is important that our employees reflect the experiences of the youth we serve, we modified our hiring practices to accept lived experiences in homelessness, the foster care system, immigration and asylum seeking, and behavioral health in lieu of educational requirements (with the exception of legally or contractually obligated licensing or credentialing requirements). In addition to these agency-wide initiatives, The Landing is consistently reviewing and remodeling both the program structure and evaluation with a focus on equity. In the past year, we have recognized that our punitive policies were disproportionately affecting BIPOC youth, in both frequency and severity. In response, we updated our punishment policies and restorative justice process to be less punitive and better promote accountability and reconciliation. With the transition to our 24/7 service model youth asked for additional programming, so we partnered with them to establish peer support spaces for clients of color and those who identify as LGBTQ+. Finally, The Landing routinely evaluates both client satisfaction and program outcomes disaggregated by race, gender, and sexual orientation to ensure that BIPOC and LGBTQ+ youth experience our programs as supportive to their identities and achieve positive outcomes at the same rate as their white, cisgender, and heterosexual peers.

Outcome Measure 1: Explain the Outcome Measure that you plan to track using this format: xx% of clients will achieve this result. Include your data collection methodology. : Friends of Youth is committed to operating our programs in alignment with the coordinated regional response to the homelessness crisis. To that end, we measure outcomes based on the King County Regional Homelessness Authority's and the Seattle/King County Continuum of Care's system wide performance standards, which include: - 35% of guests exiting the Landing and into permanent housing - An average length of stay of 30 days or less - 20% or less of guests returning to experiencing homelessness - 90% of guests entering the Landing are currently experiencing homelessness - 90% utilization rate of available beds The outcome target of 100% reflects the goal of meeting at least one of these standards. Data is collected during intake to the Landing and input by direct service staff into Friends of Youth's customized Salesforce platform client information database, which is managed by our dedicated Data and Systems

Analysis team. Additionally, we utilize King County’s Homeless Management Information System (HMIS) to track the rate of guests that return to experiencing homelessness and access services anywhere in our continuum of care.

Only one measure of program success (i.e. Outcome) is required. Do you have a second outcome? : No

Program Accessibility

What percentage of your staff identifies as black, indigenous, and people of color (BIPOC)? : 26-50%

This program has mechanisms in place to make its services affordable to all populations. :

Free

All program facilities are accessible to individuals with disabilities according to the ADA Accessibility Guidelines. : Yes

This program provides services in office location(s) in these cities. :

Kirkland

Redmond

This program is accessible in terms of transportation. :

Close public transportation

Provide own transportation services

Provide transportation vouchers

This program strives to accommodate client schedules. :

Evenings

Early Morning

On Demand and/or Same Day

Holidays

The program is accessible in terms of language (offering translation and interpretation services). In what ways is your program accessible in terms of languages? :

Translated materials

Program and/or agency staff speaks languages other than English

Interpretation on demand

How does your program prioritize services? :

First come, first served (e.g. wait lists)

Other

If this program has other or no ways of prioritizing, please explain. : Daytime services are available to all clients. The capacity of the new location is high enough to accommodate all guests without need for waitlists. Overnight shelter services has 7 transitional beds, which are reserved for guests in 30-day increments and 8 emergency beds, which serve all young people seeking shelter. When we transition to the new location, we anticipate maintaining this structure, with 10 transitional beds available. If there are more guests than beds, we

utilize a lotto process for all guests not in transitional beds to ensure equitable access to services. If a guest is denied access to shelter for a night due to the lotto process they are provided with a hot meal, bus tickets, a referral to another shelter, and a guaranteed bed at the Landing for the following night.

Additional Information

Any other information that you would like to share that would help in making a funding decision? : The Landing acts as a regional service hub with a unique wraparound approach that helps break down barriers to service that are especially prevalent in Eastside communities. Young people experiencing homelessness in East, North, and South King County face many challenges, including geographic isolation, limited access to public transportation, and a “decentralized service landscape,” which are often neglected by Seattle-focused solutions. By providing all our services at one location our staff can help coordinate care, minimize waiting time, and avoid retraumatizing clients by making them repeat their trauma history to multiple service providers. These services work together to address the holistic needs of youth during a critical transitional period in their physical, social, and emotional development and support their trajectory into long-term independence and stability. In the 2020 Point-in-Time count, 49% of adult individuals experiencing homelessness reported they first experienced homelessness under the age of 25, highlighting the need for developmentally appropriate early and thorough interventions to homelessness like those The Landing provides [2]. [1]

<https://www.issaquahwa.gov/DocumentCenter/View/4604/Issaquah-CNA-2017?bidId=> [2]

https://regionalhomelesssystem.org/wp-content/uploads/2020/07/Count-Us-In-2020-Final_7.29.2020.pdf.

Additional Required Documents

To access training materials and required template for upload, please go to

www.share1app.org/application.

Program and Budget Detail Attachment : FriendsOfYouthTheLandingShelterAndResourceCenterDetails.xlsx

Additional City Requirements : TheLandingShelterAndResourceCenter_SKCQuestions.pdf

Certification Statement and Submission

I have reviewed, understand, and am prepared to comply with city-specific minimum requirements should this program receive funding. : Yes

I have the authority and hereby certify that the information contained in this application and the accompanying documents are true, that all financial documents have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization. The application, if funded, may be included in a contracting process. As this application is made to one or more government entities, I understand this is a government document that is subject to applicable laws regarding disclosure. In typing my name below, I hereby agree with this certification statement. I understand that this is the same as my printed signature at this time.

Authorized Signer : Paul Lwali

Record Label :

Created by : integrations+33919@zenginehq.com

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Last change : 2022-04-29T21:41:59+0000

REVENUES	2021	2023	Difference %
	Awarded	Requested	
Auburn			
Bellevue	\$102,995	\$300,000	191%
Burien			
Covington			
Des Moines			
Federal Way			
Issaquah	\$18,774	\$45,000	140%
Kenmore			
Kent			
Kirkland	\$209,750	\$300,000	43%
Redmond	\$176,765	\$350,000	98%
Renton	\$5,625	\$11,250	100%
Sammamish	\$14,750	\$40,000	171%
SeaTac			
Shoreline			
Tukwila			
Subtotal	\$528,659	\$1,046,250	98%
County government funds	\$229,731	\$286,397	25%
State/federal government	\$163,331	\$156,397	-4%
Other City Funding	\$216,929	\$10,000	-95%
Corporations / Foundations	\$103,450	\$155,000	50%
Private funds	\$31,471	\$5,000	-84%
Fundraising	\$196,929	\$556,659	183%
In-Kind*	\$2,354	\$22,000	835%
Other*			
Subtotal	\$944,195	\$1,191,453	26%
TOTAL	\$1,472,854	\$2,237,703	52%

*In-kind or other revenue explanation (if applicable)

County Government 2021 includes COVID funding. Federal is Health Care for the Homeless - federal funds through King County.
Other City funding for 2021 includes City of Redmond CDBG funding which was one-time COVID relief for the 24/7 expansion.

EXPENSES	2021	2023	Cities' Share
	Actual	Projected	
Salaries/Wages	\$878,460	\$1,261,417	\$624,401
Benefits	\$180,571	\$287,603	\$142,363
Admin/Indirect	\$182,214	\$258,590	\$128,002
Depreciation	\$0	\$114,280	
Direct Aid to Clients	\$10,239	\$22,000	\$10,890
Equipment/Supplies/Office	\$84,603	\$100,000	\$71,005
Insurance	\$6,093	\$16,000	\$16,000
Postage/Shipping	\$0	\$0	\$0
Printing/Advertising	\$3,166	\$7,734	\$0
Professional Services/Dues/Fees	\$3,992	\$6,000	\$0
Rent and Utilities	\$82,843	\$15,000	\$15,000
Repair/Maintenance	\$19,636	\$23,000	\$23,000
Telecommunications	\$13,980	\$15,589	\$15,589
Travel and Training	\$4,278	\$8,490	\$0
In-Kind*	\$2,354	\$22,000	\$0
Other*	\$425	\$80,000	\$0
Total	\$1,472,854	\$2,237,703	\$1,046,250

2021 to 2023 Budget Difference (%)

52%

Total # of paid FTEs:

31

Total # of unpaid FTEs (if volunteer-run):

0

Surplus/deficit 2023 explanation

In 2023 the Landing will be moving to a new location which will more than double our capacity to serve young adults, but will also significantly increase staffing, food, and other costs to support up to 35 guests a night and up to 40 in daytime drop-in services. Other* = interest expense on loan for purchase.

	Service Unit 1			Service Unit 2			Service Unit 3		
Name	Shelter			Drop-In Visit					
Measurement	Bed night			Visit					
Brief Description	One bed night includes overnight shelter and all accompanying services. This includes meals, showers, laundry, and may include			Drop-in center provides a safe indoor location for young people experiencing homelessness to access meals, showers, laundry, clothing,					
	2021 Actual	2023 Projected	2023 City Funded	2021 Actual	2023 Projected	2023 City Funded	2021 Actual	2023 Projected	2023 City Funded
Auburn	43	59		32	60				
Bellevue	295	900	530	191	573	286			
Burien		0							
Covington		0							
Des Moines		0							
Federal Way	100	99		75					
Issaquah	116	300	51	95	285	110			
Kenmore		0							
Kent	139	0							
Kirkland	570	1200	600	286	858	580			
Mercer Island		0	N/A			N/A			N/A
Redmond	426	900	530	454	1362	1100			
Renton	32	199	175	200	600	300			
Sammamish	34	60	20	56	168	110			
SeaTac		0							
Shoreline		0		15					
Tukwila	17	0		4					
Seattle	755	790	N/A	880	900	N/A			N/A
Other KC	122	1383	N/A	261	522	N/A			N/A
Outside KC	1253	600	N/A	1218	2192	N/A			N/A
Unknown	15	30	N/A	1107	1200	N/A			N/A
TOTAL	3917	6520	1906	4874	8720	2486	0	0	0

If 2023 projected services are significantly different than those actually provided in 2021, or if your cost per service unit varies between cities, please explain.

The Landing expansion in the Spring of 2023 will double the capacity of the Landing for both overnight shelter and drop-in services. Estimated service units account for the increased capacity, as well as increased recruitment and outreach on eastside cities post COVID. Youth without residence information are primarily drop-in clients who are not required to share this information in order to keep services low-barrier.

	Residents		
	2021 Actual	2023 Projected	2023 City Funded
Auburn	3	3	
Bellevue	9	36	20
Burien			
Covington			
Des Moines			
Federal Way	4	5	
Issaquah	4	12	6
Kenmore			
Kent			
Kirkland	12	48	24
Mercer Island			N/A
Redmond	9	36	20
Renton	7	14	7
Sammamish	2	4	2
SeaTac			
Shoreline	1		
Tukwila	1		
Seattle	23	40	N/A
Other KC	35	70	N/A
Outside KC	10	20	N/A
Unknown	79	90	N/A
TOTAL	199	378	79

Snoqualmie Valley Shelter Services - River Street Shelter

Linked Agency Profile : Snoqualmie Valley Shelter Services

Application Years :

Program Name : River Street Shelter

Grant Request and Brief Budget Overview

Detailed budget information will be required to be completed and uploaded in the Program and Budget Detail attachment.

Check all the cities to which you are applying. :

Bellevue

Issaquah

Kirkland

Redmond

Bellevue 2021 Awarded Amount : \$0

Bellevue 2023 Requested Amount : \$43,975

Issaquah 2021 Awarded Amount : \$11,760

Issaquah 2023 Requested Amount : \$73,291

Kirkland 2021 Awarded Amount : \$0

Kirkland 2023 Requested Amount : \$14,659

Redmond 2021 Awarded Amount : \$0

Redmond 2023 Requested Amount : \$14,659

(\$)Total Requests to All Cities : 146584

2021 Total Program Budget (Actual) : \$625,704

2023 Total Program Budget (Projected) : \$624,003

If there is a significant increase (more than 10%) in the 2023 proposed budget, please check all that apply. :

Program Information

In one to three sentences, provide an overview of the program. : River Street Shelter, a low-barrier, enhanced-services shelter, provides 24/7 accommodation for up to 15 adults with semi-private, reserved beds, storage, on-site laundry, showers, clothing closet, bus tickets, and social service navigation. All meals are provided by community volunteers. Pets are welcome.

Program Contact Name : Gabby Burrell

Program Contact Email : GabbyB@SVShelterServices.org

Program Contact Phone : 425-465-6178

Grant Writer Contact Name : Trissa Dexheimer

Grant Writer Contact Email : TrissaD@SVShelterServices.org

Program Description

What specific, emerging, and/or unique issue is the community you serve facing? : The River Street Shelter is located in downtown Snoqualmie, about as far east as you can get in King County. Yet, we are seeing an increased "overflow" from other parts of the county & state. Only 36 percent of clients in 2021 had a residential connection to the Snoqualmie Valley; prior to COVID, the majority of the people we sheltered were from the Valley. We are happy to pitch in, but we need to broaden our support base to meet the changing need. Our shelter is unique in that we are able to provide low-barrier shelter to couples and pet owners. We recognize that companionship, in it's many forms, is a human need and helps people recover from previous or current trauma. We are one of the few shelters that will allow couples to sleep next to each other. We adopted this guideline when we realized many couples were not coming into shelter because they would be required to separate for sleep. We also have a very liberal pet policy.

Describe your proposed program. Include details on the services provided, how and who will deliver these services. : Our shelter model relies on having two staff members on site around the clock in order to maintain a safe, hygienic, and peaceful shelter where residents feel secure and have their basic needs met while they begin the process of recovering from the trauma of homelessness. We pride ourselves on running a friendly, welcoming shelter that is welcoming to all people. Staff practice a lot of "creative sheltering" to find solutions for clients who are having difficulties adjusting to living in a congregate space. We prefer to have conversations, rather than make rules. That said, we do have guidelines which boil down to "if it's illegal outside the shelter, it's illegal inside the shelter", clean up after yourself, no hate speech, no alcohol or marijuana use, no weapons, and treat each other with a degree of respect & compassion. Our staff is amazing! Most of our staff have lived experience with homelessness or behavioral health challenges. This means they have a deep understanding of the challenges our clients are facing. And they also know many of our clients - either from their own experience of homelessness or from school (we're a small community!) We have a part-time Navigator who meets with shelter clients to do needs assessments, assist clients with applying for benefits, referrals to other service providers, and assist clients who one-on-one assistance. We partner closely with the Snoqualmie Police Department and have an open door relationship with the Chief, Captains, and officers. We are so fortunate to have a department that is responsive to our needs, always has our backs, and expresses appreciation for the work we do in the community. They are very respectful of our boundaries and we truly appreciate them! In 2023 that department will be hiring a behavioral health specialist that we are looking forward to working closely with. Shelter staff works closely with our Housing Case Manager who oversees our Motel Voucher program which prioritizes families with children and medically fragile single adults. The Housing Case Manager also has 11 Permanent Supportive Housing vouchers.

Who will be served by this program? : Adults experiencing homelessness. Most of our clients (57%) are older than 45 years old and White (78%). In 2021 5% of our shelter clients identified as Black or African American; 4% identified as Asian or Asian American; 2% identified as American Indian, Alaska Native or Indigenous; 1% identified as Native Hawaiian or Pacific Islander; 1% identified as Multi-racial; and 9% choose not to answer. Six percent of people we serve further identified as Hispanic.

How do clients hear about the services or the work that you provide? : We receive referrals from Supportive Communities for All (Snoqualmie Valley-based assessors & referral service), Issaquah's Behavior Health Specialist, 211, librarians, Snoqualmie Police Department, Issaquah Foodbank, Valley Foodbanks (multiple), Swedish Hospital, The Indian Health Board, Snoqualmie Valley Hospital, and various treatment centers. Many clients hear about us from word of mouth as well. Community members are also a source of referrals. Unfortunately we are

having to turn people away every day, but try to provide for as many basic needs as possible outside of shelter (sleeping bags, food, bus tickets, etc.) We have a website that provides information on how to access services and we have shelter info cards that we distribute in the community.

Program Impact

How is your organization working to address disparities based on race, gender, income, and other factors within your organization and in the services you provide? What changes or impacts have you seen as a result of your efforts? : We employ a racially diverse staff: - 11.4% of surround community identifies as BIPOC - 13.7% of all clients identify as BIPOC - 33% of entire staff identify as BIPOC We have anti-harassment policies that apply to all staff, clients, volunteers, and board members. As a result, staff are empowered to immediately address any hate speech, bullying, or threatening behavior directed at themselves or other people in our programs. Traditionally, social service agencies have been overly reliant on underpaid women to provide direct services and manage agencies. We are fortunate to have a board that is focused on equitable pay and increasing benefits provided to all employees. This supports employee retention.

Outcome Measure 1: Explain the Outcome Measure that you plan to track using this format: xx% of clients will achieve this result. Include your data collection methodology. : % Percent of clients actively engaged in services leading to resolving their situation (e.g. developing a plan, opting to get case management, securing needed documents, contacting potential housing resources, etc.). This timely engagement will increase clients access to basic needs and as a result 75% of newly enrolled clients will have identified at least two needs that staff can reasonable assist them to fulfill. Shelter-based Navigator and Shelter Manager will offer needs assessments to all clients at time of enrollment. This service (either attempted or completed) will be recorded in the client's HMIS (Homeless Management Information System). For clients willing to participate in the needs assessment, staff will record self-identified needs in HMIS. Data can be pulled from this database and reported out.

Only one measure of program success (i.e. Outcome) is required. Do you have a second outcome? : No

Program Accessibility

What percentage of your staff identifies as black, indigenous, and people of color (BIPOC)? : 26-50%

This program has mechanisms in place to make its services affordable to all populations. :

Free

All program facilities are accessible to individuals with disabilities according to the ADA Accessibility Guidelines. : Yes

This program provides services in office location(s) in these cities. :

Other(s)

If program is in other locations, please list. : The shelter is located in downtown Snoqualmie and is accessible via Metro bus.

This program is accessible in terms of transportation. :

Close public transportation

Provide own transportation services

Provide transportation vouchers

Services provided by phone or online

This program strives to accommodate client schedules. :

Evenings

Early Morning

On Demand and/or Same Day

Holidays

Other

If this program has other or no schedule accommodations, please explain. : Shelter is open/staffed 24/7/365; phone for intake or referrals is answered 24/7/365.

The program is accessible in terms of language (offering translation and interpretation services). In what ways is your program accessible in terms of languages? :

Program and/or agency staff speaks languages other than English

Language Line

ASL

How does your program prioritize services? :

First come, first served (e.g. wait lists)

Based on severity of client need

Additional Information

Any other information that you would like to share that would help in making a funding decision? :

Additional Required Documents

To access training materials and required template for upload, please go to

www.share1app.org/application.

Program and Budget Detail Attachment : SVSS Budget 2023-24.xlsx

Additional City Requirements :

Certification Statement and Submission

I have reviewed, understand, and am prepared to comply with city-specific minimum requirements should this program receive funding. : Yes

I have the authority and hereby certify that the information contained in this application and the accompanying documents are true, that all financial documents have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization. The application, if funded, may be included in a contracting process. As this application is made to one or more government entities, I understand this is a government document that is subject to applicable laws regarding disclosure. In typing my name below, I hereby agree with this certification statement. I understand that this is the same as my printed signature at this time.

Authorized Signer : Trissa Dexheimer

Record Label :

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Record ID # : 37933726

Last change : 2022-04-28T13:03:46+0000

REVENUES	2021 Awarded	2023 Requested	Difference %
Auburn			
Bellevue	\$0	\$43,975	
Burien			
Covington			
Des Moines			
Federal Way			
Issaquah	\$11,760	\$73,291	523%
Kenmore			
Kent			
Kirkland	\$0	\$14,659	
Redmond	\$0	\$14,659	
Renton			
Sammamish			
SeaTac			
Shoreline			
Tukwila			
Subtotal	\$11,760	\$146,584	1146%
County government funds	\$353,664	\$225,787	-36%
State/federal government			
Foundations	\$61,600	\$37,115	-40%
Corporations	\$26,348		
Private funds	\$121,641	\$62,686	-48%
Fundraising	\$61,100	\$8,358	-86%
In-Kind*			
Other*	\$67,016	\$143,473	114%
Subtotal	\$691,369	\$477,419	-31%
TOTAL	\$703,129	\$624,003	-11%

*In-kind or other revenue explanation (if applicable)

2021 Other Revenue:
\$67,016 Other city funding

EXPENSES	2021 Actual	2023 Projected	Cities' Share
Salaries/Wages	\$414,351	\$507,725	\$125,034
Benefits	\$0	\$43,431	
Admin/Indirect	\$0		
Depreciation	\$0		
Direct Aid to Clients	\$7,346	\$15,800	
Equipment/Supplies/Office	\$10,554	\$11,120	
Insurance	\$452		
Postage/Shipping	\$25		
Printing/Advertising	\$3,274	\$700	
Professional Services/Dues/Fees	\$1,585	\$1,503	
Rent and Utilities	\$34,386	\$29,024	
Repair/Maintenance	\$7,435	\$5,800	
Telecommunications	\$3,527	\$3,100	
Travel and Training	\$1,883	\$5,800	
In-Kind*	\$0		
Other*	\$140,888		
Total	\$625,704	\$624,003	\$125,034

2021 to 2023 Budget Difference (%)

0%

Total # of paid FTEs:

9.1

Total # of unpaid FTEs (if volunteer-run):

Surplus/deficit 2023 explanation

	Service Unit 1			Service Unit 2			Service Unit 3		
Name	Case Management			Case Management			Shelter		
Measurement	Assessment			15 minutes			Bed night		
Brief Description	Client will meet with shelter staff to complete a needs assessment.			Clients will meet with shelter staff to form a plan to meet immediate and/or long term needs			Number of nights clients stay in shelter.		
	2021 Actual	2023 Projected	2023 City Funded	2021 Actual	2023 Projected	2023 City Funded	2021 Actual	2023 Projected	2023 City Funded
Auburn							75	75	
Bellevue		8	8		56	56	320	320	320
Burien								0	
Covington								0	
Des Moines								0	
Federal Way							110	110	
Issaquah		14	14		98	98	542	542	542
Kenmore							55	55	
Kent							55	55	
Kirkland		2	2		14	14	110	110	109
Mercer Island			N/A			N/A		0	N/A
Redmond		2	2		14	14	110	110	110
Renton							52	52	
Sammamish								0	
SeaTac							96	118	
Shoreline							55	55	
Tukwila								0	
Seattle		15	N/A		105	N/A	690	712	N/A
Other KC		43	N/A		301	N/A	2046	2046	N/A
Outside KC		22	N/A		154	N/A	931	931	N/A
Unknown		15	N/A		105	N/A	186	186	N/A
TOTAL	0	121	26	0	847	182	5431	5475	1081

If 2023 projected services are significantly different than those actually provided in 2021, or if your cost per service unit varies between cities, please explain.

--

	Residents		
	2021 Actual	2023 Projected	2023 City Funded
Auburn	2	0	0
Bellevue	7	8	8
Burien	1	0	0
Covington	0	0	0
Des Moines	0	0	0
Federal Way	2	0	0
Issaquah	12	14	14
Kenmore	1	0	0
Kent	1	0	0
Kirkland	2	2	2
Mercer Island	0	0	N/A
Redmond	2	2	2
Renton	2	0	0
Sammamish	0	0	0
SeaTac	3	0	0
Shoreline	1	0	0
Tukwila	0	0	0
Seattle	13	15	N/A
Other KC	37	43	N/A
Outside KC	17	22	N/A
Unknown	2	15	N/A
TOTAL	105	121	26



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

From: Jen Boone, Human Services Manager
Antoinette Smith, Human Services Coordinator, Equity

Date: April 10, 2024

Subject: GROUP NORMS

RECOMMENDATION:

That the Human Services Commission begin the process of creating a set of Group Norms to guide commissioners through the 2025-2026 Human Services grant review process and conversations.

BACKGROUND:

Beginning May 14th, the Human Services Commission will start the process of reviewing over 100 Human Services grant applications in anticipation of finalizing funding recommendations by August 2024. The review and recommendation process is rewarding, and challenging. The expedited timeline requires the review process to move quickly, so it can feel like there is little space to express all thoughts and feelings about the decisions being made.

In anticipation of months long conversations as part of the Human Services Grant review process, it is important to create a set of group norms, also known as working agreements, to maneuver the upcoming, and potentially challenging, dialogues. The set of agreements will be done collaboratively, ensuring all members are contributing to a “living document”, a document that will change and evolve over time.

To begin the process, each Commissioner will provide a short response to the following questions:

- What do you need from others to feel safe to share your views, opinions, and ideas in this space?
- What do you need from others to feel like your ideas are valuable to the conversation?
- What do you need from others to feel like you are being heard?

The answers to these questions are a starting point for the Commission to create a set of norms. The process of creating norms will not be complete in one meeting and will be ongoing. These norms will be used to center conversations, keep commissioners on track, and remind the Commission how they can honor each other, the communities that utilize these programs, and the applicants providing the critical services to the community.

Below are examples of groups norms and working agreements:

1. [Working Agreement Examples](#)
2. [Group Norms and Equity Example](#)
3. [Developing Community Agreements](#)

The Commission created group norms in 2022 and are included in Attachment A for review and discussion.

ATTACHMENT A – 2022 Human Services Commission Group Norms

**Human Services Commission Group Norms
05-24-22**

- Listen. Allow folks time to speak without interruptions. Use 'raise hand' function if you want to speak.
- Understand that closure/consensus in every conversation will likely not be possible.
- Be willing to "put a pin" in a conversation and prioritize circling back when there is more time.
- Practice grace in all we do, with each other and with ourselves.
- Prioritize self-care. Step away if a conversation is bringing up feelings that are difficult. Your own well-being is important.
- Find ways to get to know each other during this process and beyond.
- Share about yourself only those things you feel comfortable sharing. Your story is yours and you have choice in how and if you share it.
- Seek ways to find common ground even in moments of disagreement.
- Center lived experience in the conversation.
- Engage in conversation from a place of wanting to learn and understand perspectives that are different from your own.
- To avoid misunderstanding or making assumptions, ask clarifying questions, repeat back what the person has said, and/or come from a place of curiosity and not of accusation.
- Empathy should be a part of all that we do.
- Developing trust is crucial to these conversations but recognizing this takes time.
- When we assume positive intent, there is potential to move through the discomfort and conversation without shutting down.
- Assume good intent, be honest about impact.
- Remain engaged in the conversation. Keep your camera on, give thumbs up, or clap in the responses can show others you are staying in the conversation.
- Let others know you support them, even if you don't agree. Saying, "Thank you for sharing that", "I appreciate your insight on this issue", or "That is a perspective I have not considered. That is helpful", go a long way to support each other in this process.
- The more you normalize discomfort by saying it out loud, the more opportunities created for robust conversation. Try saying "This subject is hard for me", "I am challenged by this", or "I have something to say that is making me feel vulnerable".

ATTACHMENT A

*None of these should take priority over a person's feeling of safety in the space. Do all things with consent and collective agreement. Ask first.