



Human Services Commission Regular Meeting

Date: June 24, 2025

Time: 6:30 p.m.

Place: Rose Hill Room, Kirkland City Hall, 123 5th Ave Kirkland, WA 98033

Webinar ID: 872 0934 8377

Zoom link: <https://kirklandwa-gov.zoom.us/j/87209348377>

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. May 27, 2025
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
 - a. Update on Human Services Commission Response to April Panel Discussion
7. **SPECIAL PRESENTATIONS**
 - a. Pride Across the Bridge
 - b. Renewal Food Bank
 - c. Behind the Scenes Series: The Reporting and Payment Process
8. **COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
9. **ADJOURNMENT**

Upcoming Commission Activities:

Regular Meeting – July 22, 2025

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HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
May 27, 2025

1. CALL TO ORDER

Chair Gabriela Lopez Vazquez called the meeting to order at 6:34 pm.

2. ROLL CALL

Members Present: Chair Gabriela Lopez Vazquez, Vice Chair Sriram Rajagopalan, Commissioners Kobey Sage Chew, Jory Hamilton, Cristian Liu, Tasnim Rehamani, Youth Commissioner Eric Dodd.

Commissioner Shannon Quinn joined at 6:37 pm.

Staff Present: Human Services Manager Jen Boone, Human Services Coordinator Anny Smith, Human Services Office Specialist Kerry Lam.

Meeting Recorder: Human Services Office Specialist Kerry Lam.

3. LAND ACKNOWLEDGEMENT

Commissioner Tasnim Rehamani read the land acknowledgment. Commissioner Jory Hamilton will read the land acknowledgment for the June meeting.

4. APPROVAL OF MINUTES

Chair Gabriela Lopez Vazquez requested a motion to approve the February 25, 2025 minutes. Vice Chair Sriram Rajagopalan motioned for approval. Commissioner Cristian Liu seconded. Motion carried (Yes: 6 No: 0, Abstention: 1).

Chair Gabriela Lopez Vazquez requested a motion to approve the March 25, 2025 minutes. Commissioner Kobey Sage Chew motioned for approval. Commissioner Cristian Liu seconded. Motion carried (Yes: 7 No: 0, Abstention: 0).

Chair Gabriela Lopez Vazquez requested a motion to approve the April 22, 2025 minutes. Commissioner Tasnim Rehamani motioned for approval. Commissioner Kobey Sage Chew seconded. Motion carried (Yes: 6 No: 0, Abstention: 1).

5. ITEMS FROM THE AUDIENCE

None.

6. SPECIAL PRESENTATIONS

a. April Panel Discussion Debrief

Commissioners reflected on key takeaways from April's panel discussion, including safety concerns and limited resources (legal aid, space, staff, behavioral health needs) and possible next steps. Vice Chair Sriram Rajagopalan and Commissioners Jory Hamilton and Tasnim Rehamani volunteered to form a workgroup to draft a letter of recommendation to City Council. The letter will highlight challenges identified and proposed recommendations.

b. Election of HSC Chair & Vice Chair Update

Human Services Manager Jen Boone provided an update on the Chair and Vice Chair elections for 2025. Current Chair and Vice Chair appointments will be extended until elections take place at upcoming November meeting.

c. Human Services Commission Responsibilities and Group Agreements

Human Services Manager Jen Boone presented on Commissioner responsibilities, including attendance, quorum, timeliness, preparedness, Robert Rules of Order, role of the Chair, role of the staff, how staff/commission works together, and Code of Conduct and Ethics.

Commissioners reviewed and suggested edits to group agreements and expectations.

Human Services Manager Jen Boone reviewed the 2025 meeting schedule, agenda, and areas of focus, encouraging Commissioners to attend at least one event or meeting per month related to their focus area, and provide a monthly report.

A manual update is currently in progress. Staff will send out the completed version by end of June.

7. COMMUNICATIONS

a. Commissioner Reports

Commissioner Tasnim Rehamani shared about Asian Counseling and Referral Services highlighting their services, strategic priorities, and upcoming events such as Walk for Rice and Annual Benefit Gala.

Chair Gaby Lopez Vazquez shared mental health resource from PEPS, including flyers for family support group and workshops that provide support to parents.

Vice Chair Sriram Rajagopalan shared upcoming event 2025 Resource Fair for people with intellectual and developmental disabilities and delays, their families, caregivers, and service providers, that will take place on Thursday, May 29, 2025 in the Microsoft Mixer Commons Building.

Commissioner Jory Hamilton reported on resources for youth homelessness and transportation support for homeless students via the McKinney-Vento program and shared insights from a Youth Eastside Services event emphasizing the importance of youth mentorship.

Commissioner Kobey Sage Chew attended a suicide alertness event hosted by NAMI focused on helping participants recognize a person with thoughts of suicide and connecting them with resources.

Commissioner Shannon Quinn provided an update on the passage of House Bill 1929,

which establishes two bridge housing programs for youth exiting behavioral health settings.

b. Staff Reports & Announcements

Human Services Coordinator Anny Smith announced that KCPN has been contracted to organize the Kirkland Health and Wellness Fair for 2025 and 2026. She also announced the Request for Proposal for the Brazilian community support has been posted.

8. ADJOURNMENT

Chair Gabriela Lopez Vazquez asked for a motion to adjourn meeting. Commissioner Kobey Sage Chew motioned and was seconded by Commissioner Cristian Liu. Meeting was adjourned at 8:44pm.



City of Kirkland
Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: Human Services Commission

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

Date: June 12, 2025

Subject: Update on Human Services Commission Response to April Panel Discussion

RECOMMENDATION:

That the Commission receive an update on the draft response to the April Panel Discussion being developed by the workgroup identified at the May 27th meeting.

BACKGROUND DISCUSSION:

On April 22nd, the Commission hosted a panel discussion with organizations who support individuals and families directly impacted by changing federal policies. The organizations provide critical services such as legal support, resource navigation, family support, maternal health support, among other needs. Information and experiences on current and evolving needs faced by impacted communities were shared by the community partners listed below:

Discussion facilitator:

Debbie Lacy with Eastside for All

Panelists:

Adam Dibba, Africans on the Eastside
Ayan Abdulahi, Ayan Maternity Healthcare Support
Nick Kim, BigHug Korean American Resource Center
Danielle Caldwell, Eastside Legal Assistance Program
Narima Amin, Global Social Business Partners
Lalita Uppala, Indian American Community Services
Mohamed Bakr, Muslim Community Network Association (provided written message to Commission via discussion facilitator, Debbie Lacy)

DISCUSSION/ANALYSIS:

During the May 27th meeting, the Commission participated in a debrief on the current and evolving landscape of human services from the panel. The panel participants requested that the HSC consider recommendations to City Council on ways to support front line service providers who are supporting communities, mainly immigrant, refugee, and asylum seekers, who are experiencing disproportionate impacts as a result of federal policy changes.

The Commission Chair requested volunteers to participate on a workgroup to draft a response, to include recommendations for action, that will be shared with City Council.

NEXT STEPS:

Attachment 1 includes the first draft of the Commission's response prepared by the workgroup. Commissioners will review and discuss the draft letter at its upcoming meeting

ATTACHMENTS:

Attachment 1 – Kirkland Human Services Commission Response to Changing Federal Policies Letter (DRAFT)

June 17, 2025
Kirkland City Council
Kirkland City Hall
123 Fifth Avenue
Kirkland, WA 98033

Delivered via email

Dear Councilmembers:

In our April meeting, we had a panel discussion in which we heard about the grave impact the changing policies and immigration enforcement actions at the national level are having on the safety and well-being of immigrants and refugees in our city. Panelists from several community organizations that work with these populations shared their insights on how the changing policies are impacting their work and the people they serve. They informed us about the significant issues and challenges these organizations and the community members they are working with are facing. Commissioners asked panelists questions about how their organizations and community members are navigating these challenges and received feedback on some additional support the City could provide. We are writing to inform council members of the issues and challenges we heard about and to present some recommendations for potential actions the City could consider to enhance support for these organizations and communities.

WHAT WE HEARD

The Commission heard from local service providers about challenges faced by immigrant and refugee and asylum-seeking community members because of sweeping policy changes that have cut funding and reduced staffing for essential human services.¹ We heard about the increased feelings of isolation and the chilling effect the fear of being detained and potentially deported by Immigration & Enforcement (ICE) is having on these law-abiding and hardworking community members.² Some parents are not sending kids to school and are also staying away from some jobs out of fear. Many school children are afraid that one or both parents may be taken away while they are in school. Some people are already losing work permits and jobs, which is impacting their ability to take care of themselves and their families. People are afraid of going to grocery stores in case there's an immigration raid. People are also reluctant to show up in community places to access services.

Organizations working with these communities are reporting significantly increased numbers of requests for legal assistance on immigration and deportation concerns as well as proactive planning for children in families with mixed citizenship status (i.e. identifying guardianship for children in the event of parent detention and/or deportation). Many community members are foregoing medical care, food access, and other critical basic supports. They indicated that this

¹ <https://immigrantjustice.org/press-releases/house-bill-supercharges-sweeping-enforcement-strips-away-basic-protections-expense>

² <https://www.ice.gov/about-ice>

fear is having a cascading effect on people's ability to take care of their basic needs and is also negatively impacting their mental health. As a result, organizations are seeing a much higher volume of support requests for basic and behavioral health needs from immigrant and refugee community members who are in vulnerable situations due to the sweeping new federal policies. Compounding these issues are the loss of federal funds by some organizations and the potential funding cuts to programs that cover basic needs like Supplemental Nutrition Assistance Program (SNAP) and Medicaid.³

Currently, service providers are providing additional services to these communities most impacted by policy changes with no additional funding. These organizations could not have anticipated the increase in need when requesting funding in Q1 2024. There is no new funding available to support this additional work on the Eastside, and the gap continues to grow. Beyond basic and behavioral health needs, some of these additional services include legal support and maternal care visits in homes where staff are doing house visits, which is an expansion in scope of services provided.

Organizations reported facing significant capacity challenges to handle the greatly increased community need. They are struggling with insufficient funding, resources, and staffing to meet the high volume of requests from the community. They told us about staff members and volunteers who are getting burned out. Further, smaller organizations are struggling to pay additional costs for larger spaces they now need to stage and provide their services.

RECOMMENDATIONS

The panel participants requested that the HSC consider recommending to the Kirkland City Council some tangible steps that could be taken to provide additional supports to front line service providers supporting communities – mainly immigrant, refugee, and asylum seekers – who are experiencing disproportionate impacts due to the federal policy changes. We feel strongly that it's important for the City to take specific actions to reassure immigrant and refugee community members who are in these vulnerable situations that we support them, care about what they are going through and are working on providing additional assistance to the providers who are supporting them. Commissioners have had numerous follow-up discussions about what these steps could be, and we have come up with a few recommendations for specific actions the City Council could explore that we list below.

To help mitigate the chilling effect of fear on our immigrant communities, we recommend that:

1. The Kirkland City Council and Police leadership release official media communications about the city's policy around immigration enforcement and reiterate that we're a welcoming city for immigrants and refugees. The cities of Bellevue and Redmond have already released video messages along these lines.^{4, 5}

³ <https://www.cbpp.org/research/health/house-republican-bill-would-cut-medicaid-funding-to-states-providing-own-health>

⁴ City of Bellevue Immigration and deportation statement: https://www.youtube.com/watch?v=Tw_ODU0QsDo

⁵ City of Redmond Immigration enforcement message: <https://www.facebook.com/watch/?v=967470191495521>

2. The City publish updated information on its website ⁶ and other forms of electronic communication that provides pointers to details and current resources that could help immigrant and refugee communities better understand their rights and find providers who could assist them such as what the City of Bellevue has done. ⁷
3. The City look into coordinating with the Lake Washington School District to ensure there are trauma-informed spaces and supportive services for school children and families impacted because of the stepped-up immigration enforcement by federal authorities.
4. The City consider working with service providers and community members belonging to the immigrant and refugee communities (who are willing and feel safe to do so) to release a public message of support. The hope is that this sharing of lived experiences along with information about support resources could help mitigate the deep fear and isolation many immigrant and refugee community members, who are in these vulnerable situations, are living in.

To help human services providers who are working with immigrant and refugee communities, and to provide additional support to address the increased volume and expanded scope of needs they are seeing, we recommend that:

1. Kirkland Human Services Staff investigate the possibility of finding additional funds, such as leftover funds from the prior funding cycle or any unallocated funds that could be directed at meeting the significant additional human services needs we see in the community.
2. The City Council explore the possibility of finding or reallocating funds that could be used to support the service providers. We suggest that any funds identified by the Human Services Staff and City Council be combined into a one-time special pool for addressing the urgent unmet needs of the immigrant and refugee communities.
3. The City explore a way to provide greater flexibility in using funds already granted to organizations supporting immigrant and refugee community members who are in these vulnerable situations so they can better address the emerging needs they are seeing in these challenging times. This additional flexibility for utilizing existing funds is one of the key requests that the Commissioners received from the panelists. In addition, it would be ideal if this flexibility could also be provided for any potential special pool of funds identified by the City.
4. The City look into the possibility of making suitable city or other community spaces available at no or low cost to the organizations whose ability to serve their communities are being hindered due to lack of space.

Our concern is that this situation is only likely to get worse as time progresses. We believe that it is imperative that the City engage in efforts that could help address these distressing impacts as soon as possible.

⁶ City of Kirkland Immigrant Community Resources (2017): <https://www.kirklandwa.gov/Government/City-Managers-Office/Diversity-Equity-Inclusion-and-Belonging/Immigrant-Community-Resources>

⁷ City of Bellevue Immigrant and Refugee Resources: <https://bellevuewa.gov/city-government/departments/city-managers-office/immigrant-refugee-resources>

ATTACHMENT 1

We appreciate your attention on these emerging and urgent needs in our immigrant, refugee, and asylum-seeking communities. We hope that the information and recommendations provided here are useful to the City Council as deliberations happen on this matter. If there are any questions the Council would like us to address, we would be happy to do so.

We are willing and ready to assist as needed as the City Council determines the next steps.

Sincerely,

City of Kirkland Human Services Commission



City of Kirkland
Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: Human Services Commission

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

Date: June 09, 2025

Subject: Pride Across the Bridge Presentation

RECOMMENDATION:

That the Human Services Commission (HSC) receive a presentation from Pride Across the Bridge to learn about the services and programming provided to Eastside communities.

BACKGROUND DISCUSSION:

At the October 22, 2024, meeting, the Commission provided feedback to inform the 2025 workplan. 2025 is an education year so the workplan focuses on the Commission's engagement with non-profit agencies, subject matter experts, and engage in independent research to better understand the human services landscape in Kirkland prior to the 2027-2028 grant cycle.

At its December 12, 2024, meeting, the Commission received the finalized 2025 workplan, included as **Attachment 1**. The workplan features a panel discussion with newly funded organizations to hear about their programming and their experience in the grant funding process.

DISCUSSION/ANALYSIS:

At the June 24th meeting, Commissioners will have the opportunity to receive a presentation from Pride Across the Bridge, a nonprofit organization serving LGBTQIA+ residents in East King County.

As stated on the organization's website, "*Pride Across the Bridge (PAB) is a passionate team committed to supporting and uplifting the voices and lived experience of the 2SLGBTQIA+ community on the Eastside. We firmly believe that everyone deserves to feel safe, supported, and celebrated close to home, regardless of their sexual orientation or gender identity.*"¹

With a **Vision** for a "*safe, informed, and welcoming queer community representative of the diverse Eastside population.*"² and a **Mission** of providing "*resources, offers advocacy opportunities, and curates art and culture-focused events that are aligned with and accountable to the needs of our diverse Eastside queer community. We do this to build connections and*

¹ <https://prideacrossthebridge.org/what-we-do/>

² <https://prideacrossthebridge.org/values-and-vision/>

*foster safety, so *2SLGBTQIA+³ people are empowered, included, and represented close to home.”⁴*

PAB programming includes resource listings, community events, a living resource guide called *The Big Book of All Things Queer*⁵ (available in digital version and hard copy on request, as well as multiple languages that include English, Hindi, and Spanish) and much more.

For more information about Pride Across the Bridge and their offerings, please visit their website⁶.

NEXT STEPS

Commissioners are encouraged to bring questions for discussion to the June 24, 2025 meeting.

³ *These spellings are in the Native American language of [Lushootseed](#).

⁴ <https://prideacrossthebridge.org/values-and-vision/>

⁵ <https://prideacrossthebridge.org/the-big-book-of-all-things-queer/>

⁶ <https://prideacrossthebridge.org/>



City of Kirkland
Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: Human Services Commission

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

Date: June 09, 2025

Subject: Renewal Food Bank Presentation

RECOMMENDATION:

That the Human Services Commission (HSC) receive a presentation from Renewal Food Bank to learn about the services and programming provided to Eastside communities.

BACKGROUND DISCUSSION:

At the October 22, 2024, meeting, the Commission provided feedback to inform the 2025 workplan. 2025 is an education year so the workplan focuses on the Commission's engagement with non-profit agencies, subject matter experts, and engage in independent research to better understand the human services landscape in Kirkland prior to the 2027-2028 grant cycle.

At its December 12, 2024, meeting, the Commission received the finalized 2025 workplan, included as **Attachment 1**. The workplan features a panel discussion with newly funded organizations to hear about their programming and their experience in the grant funding process.

DISCUSSION/ANALYSIS:

At the June 24th meeting, Commissioners will have the opportunity to receive a presentation from Renewal Food Bank, a nonprofit organization serving folks in East King County.

As stated on the organization's website, "**Renewal Food Bank** provides **food assistance and essential hygiene items** for our customers. Customers can shop weekly and receive produce, meat, shelf-stable groceries, baby supplies, pet food, and hygiene items, providing significant relief for their monthly budget while avoiding devastating decisions between basic needs such as shelter, education, or food for their family.

Since September 2022, demand for our services has surged by over 60%, to **more than 470 families per week, benefiting over 1,500 individuals**. In 2023, nearly 1,000 new families registered with us. Our registration process is available in 6 languages and informational signage is provided in 10 languages along with photographs. Currently, **60% of our staff and**

55% active volunteers speak language(s) other than English fluently, so customers who need language assistance can comfortably shop with us. Renewal is committed to **providing our customers with culturally relevant food** with a customer-choice/grocery-style model that allows folks to select food that aligns with their dietary requirements and cultural and religious preferences.

Currently, we partner with more than 18 local grocery stores and other retailers to procure high-quality, culturally relevant food and fresh produce, totaling over 25 pickups weekly. ***In the last six months, our food rescue team prevented over 370,000 pounds of food from going to the landfill through our food rescue program.*** We are committed to providing customers with access to nutrient-rich options, particularly fresh produce and proteins that empower our customers to make healthy meals. With the efforts of our staff and volunteers, we are able to ***provide customers with respectable quantities of 6-8 types of fresh fruits and vegetables weekly.***" ¹

For more information on Renewal Food Bank's programming, please visit their website².

NEXT STEPS

Commissioners are encouraged to bring questions for discussion to the June 24, 2025 meeting.

¹ <https://renewalfoodbank.org/#about-us>

² <https://renewalfoodbank.org/#home>

2025 Human Services Commission Schedule & Agenda

January <i>Special</i> Meeting January 13	Disability Services Panel with City of Redmond
February 25 Regular Meeting	Homelessness Action Plan and HART Team Presentation Behind the Scenes Series-After the Recommendations are Finalized
March 25 Regular Meeting	2024 Agency Performance Review and Dashboard Introduction to April 22nd Panel Discussion Behind the Scenes Series: The Reporting Process
April 22 Regular Meeting	The Impact of Changing Policies on Immigrants and Refugees- Discussion Panel Commissioner Introductions Commissioner Expectations-Serving on the Human Services Commission
May 27 Regular Meeting	
June 24 Regular Meeting	New Agencies and Programs-"Get to Know You" Discussion Panel Election of HSC Chair & Vice Chair
July <i>Special</i> Meeting <i>Tentative July 14th date</i>	2025 CDBG Presentation <i>Tentative-Joint Cities tour with 4T at Together Center</i>
August 26 Regular Meeting	2025 CDBG Public Hearing KTUB Tour and Discussion Panel
September 23 Regular Meeting	Youth and Families: Support Needs in Kirkland-Discussion Panel
October 28 Regular Meeting	2026 Meeting Calendar Finalization Behind the Scenes Series: The Monitoring Process
November 25 Regular Meeting	2027-2028 HS Grant Funding Priorities Discussion
December	No meeting



CITY OF KIRKLAND
Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: Human Services Commission

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

Date: June 3, 2025

Subject: **Behind the Scenes Series: The Reporting and Payment Process**

RECOMMENDATION:

That the Human Services Commission (HSC) receive the second presentation of the Behind-the-Scenes Series to review the reporting and payment process for 2025-2026 funded programs.

BACKGROUND DISCUSSION:

At the end of last year, the Human Services Commission approved a workplan that included a series of educational presentations from staff. This series of presentations will focus on work being done “behind the scenes” by staff after the Commission’s grant funding recommendations are approved and adopted as part of the City’s 2025-2026 budget.

DISCUSSION/ANALYSIS:

At its June meeting, the HSC will review contract reporting requirements and the payment process. The following topics will be discussed:

Reporting Requirements

- Service Unit and Residents Served Reports
- Narrative
- Annual Demographics Report
- Annual Program Outcomes Report

Compensation and Method of Payment

- Advanced Payment
- Reimbursement

Attachment 1 details the payment requirements that agencies agree to during the contracting process. One template is for agencies who opted for advance payment and the other is for agencies who opted for reimbursement. **Attachment 2** details the reporting requirements agencies must follow as part of the contract.

NEXT STEPS

Following a presentation from staff, the Commission will understand what is required from agencies receiving grant funding from the City. This will inform Commissioners as they prepare for the 2027-2028 Human Services Grant review process that will begin in Spring 2026.

ATTACHMENTS

Attachment 1 – 2025-2026 Human Services Contract - Exhibit B Compensation and Method of Payment

Attachment 2 – 2025-2026 Human Services Contract - Exhibit C Reporting Requirements

2025-2026 HUMAN SERVICES CONTRACT**EXHIBIT B
COMPENSATION AND METHOD OF PAYMENT**

Program(s)	2025 Award	2026 Award

Advance Payment Request

Agency is to use the Advance Payment Request and Service Unit Report Excel Workbook available on the share1app website <https://www.redmond.gov/1001/Reporting-Requirements> for each program funded. The workbook tabs include instructions, an invoice, service unit report, residents served report and narrative section. A single workbook will be used for an entire calendar year.

To request advance payment, upload the appropriate invoice form and workbook onto the share1app site (www.share1app.org) twice annually. The first payment should be submitted following contract execution and no later than the 15th of April. The second payment should be submitted the 15th of July.

The contract will be paid out in four installments over two years. Payment will be made, on qualifying invoices, within 30 days from receipt of invoice (NET 30). If the Agency does not meet the performance goals as required in the Scope of Work, payment for services rendered under the contract may be reduced, withheld, or request for refund/reimbursement of funds may occur.

In the event reimbursement of funds is requested from the agency, the agency shall have 30 days to reimburse the City or make other arrangement to fulfil any outstanding service units and/or residents served prior to the end of the first and second year.

**EXHIBIT B
COMPENSATION AND METHOD OF PAYMENT**

Program(s)	2025 Award	2026 Award

Reimbursement Request

Agency is to use the Quarterly Reimbursement Request and Service Unit Report Excel Workbook available on the share1app website <https://www.redmond.gov/1001/Reporting-Requirements> for each program funded. The workbook tabs include instructions, an invoice, service unit report, residents served report and narrative section. A single workbook will be used for an entire calendar year. To request reimbursement each quarter, upload the workbook onto the share1app site (www.share1app.org) quarterly, no later than the 15th of the month following the end of each quarter (i.e. April 15th, July 15th, October 15th, January 15th), unless otherwise specified. Detailed instructions for uploading documents are available on the share1app website.

The contract will be paid out in eight equal installments over two years. All payments are made contingent on services provided. The fourth quarter payment for each year will be paid out once the City has received the completed Annual Demographics Report and the Annual Program Outcomes Report for each funded program. Payment will be made, on qualifying invoices, within 30 days from receipt of invoice (NET 30). If the Agency does not meet the performance goals as required in the Scope of Work, payment for services rendered under the contract may be reduced or withheld.

2025-2026 HUMAN SERVICES CONTRACT**EXHIBIT C
REPORTING REQUIREMENTS**

All data is to be submitted in the three Excel workbooks provided by the Human Services Funding Collaborative at the share1app website <https://www.redmond.gov/1001/Reporting-Requirements> unless otherwise specified.

Service Unit and Residents Served Reports

Service units provided and residents served during each quarter is reported utilizing the Request and Service Unit Report Excel workbook. Data from this form will be used to track each program's progress toward meeting the goals stipulated in the Scope of Work. The workbook shall be uploaded at the share1app site (www.share1app.org) quarterly, no later than the 15th of the month following the end of the quarter (i.e., April 15th, July 15th, October 15th, January 15th).

Narrative

Using the narrative tab, provide a quarterly summary describing the program's performance. The narrative should highlight successes, challenges, program developments, trends, and participant/client stories if applicable. Please limit the narrative to no more than 500 words. If the program is below target on service units or residents served, quarterly narratives should address performance.

Annual Demographics Report

The agency shall collect and retain the data requested in the Annual Demographics Report Excel workbook from all the persons served through this program. Data should be tracked in an ongoing manner and uploaded at the share1app site (www.share1app.org) annually no later than the 15th following the end of the fourth quarter (i.e., January 15th).

Annual Program Outcomes Report

Outcome data shall be provided in the Annual Program Outcomes Report Excel workbook and be uploaded at the share1app site (www.share1app.org) no later than the 15th following the end of the fourth quarter (i.e., January 15th). Data should demonstrate the program's progress toward Outcomes specified in Exhibit A.