



Human Services Commission Regular Meeting

Date: September 23, 2025

Time: 6:30 p.m.

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

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. August 26, 2025
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
 - a. None.
7. **SPECIAL PRESENTATIONS**
 - a. Best Starts for Kids
 - b. 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 – October 28, 2025

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HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
August 26, 2025

1. CALL TO ORDER

Chair Gabriela Lopez Vazquez called the meeting to order at 6:38 pm.

2. ROLL CALL

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

Staff Present: Human Services Manager Jen Boone, Human Services Coordinators Anny Smith and Regi Schubiger, Human Services Office Specialist Kerry Lam.

Meeting Recorder: Human Services Office Specialist Kerry Lam.

3. LAND ACKNOWLEDGEMENT

Commissioner Shannon Quinn read the land acknowledgment. Youth Commissioner Eric Dodd will read the land acknowledgement for the September meeting.

4. APPROVAL OF MINUTES

Chair Gabriela Lopez Vazquez requested a motion to approve the July 22, 2025 minutes, Commissioner Tasnim Rehamani motioned for approval. Commissioner Jory Hamilton seconded. Motion carried (Yes: 8 No: 0, Abstention: 0).

5. ITEMS FROM THE AUDIENCE

None.

6. BUSINESS

a. 2026 Community Development Block Grant Public Hearing

Human Services Manager Jen Boone presented on the 2026 Community Development Block Grant Allocation. A public hearing was held regarding the proposed allocation of 2026 Community Development Block Grant funds.

Commissioner Jory Hamilton motioned to approve the proposed CDBG projects and Commissioner Tasnim Rehamani seconded. Motion carried (Yes: 8 No: 0)

7. SPECIAL PRESENTATIONS

a. Kirkland Teen Union Building Tour and Panel

4 Tomorrow, Youth Eastside Services, Whole Life Creative, and the City's Recreation Division staff participated in a panel discussion and the Commission was given a facility tour of the Kirkland Teen Union Building (KTUB).

8. COMMUNICATIONS

a. Commissioner Reports

Vice Chair Sriram Rajagopalan shared that he attended the Redmond Human Services Commission meeting in August, reported that there was a guest panel discussion on issues and concerns facing the Latino and Spanish-speaking community.

Commissioner Kobey Sage Chew reported he attended a NAMI Eastside Forum on When Mental Health Affects Work: Understanding Your Rights to Disability Benefits.

Commissioner Shannon Quinn shared a book she was reading, "There's No Place For Us: Working and Homelessness in America" by Brian Goldstone and highlighted thinking about longer term affordable housing.

Commissioner Tasnim Rehamani reported that NAMI Eastside will be having a Connect Café event on 8/27/2025 at the Together Center in Redmond. She also shared that there will be a Community Resource Extravaganza on 9/13/2025 at the Together Center in Redmond. Commissioner Rehamani also shared that she attended the Crisis Intervention Conference in Anaheim, CA.

Youth Commissioner Eric Dodd shared that he attended the 5th anniversary of the Helen's Place homeless shelter.

Commissioner Jory Hamilton shared that he was in South Carolina and noted differences in the homelessness situation there versus in Kirkland.

Chair Gaby Lopez Vazquez shared that with funding cuts for services, it is important to encourage all to utilize services while they are available, such as at the City's Health and Wellness Fair.

b. Staff Reports & Announcements

Human Services Coordinator Anny Smith shared a reminder of the 5th Annual Health Fair on 9/20/2025 10am-2pm, and requested volunteers for City Hall for All event on 9/13. Youth Commissioner Eric Dodd and Vice Chair Sriram Rajagopalan volunteered for the first shift from 10am-1pm, Commissioners Shannon Quinn and Jory Hamilton volunteered to help with the 2nd shift, from 1pm-4pm.

Human Services Coordinator Anny Smith also shared the Rapid Response Services Funding Request for Proposal timeline and requested volunteers to form a review panel from Sept 23-28. Commissioners Shannon Quinn, Tasnim Rehamani, and Eric Dodd volunteered, and Vice Chair Sriram Rajagopalan will also work with them during the evaluation period.

Human Services Manager Jen Boone shared updates about Human Services staffing, that the hiring process of a Housing Case Manager and Human Services Supervisor will be moving forward. She also reported that she will be taking family leave from the end of

November 2025 to the end of May 2026.

9. ADJOURNMENT

Chair Gabriela Lopez Vazquez asked for a motion to adjourn meeting. Commissioner Kobey Sage Chew motioned to adjourn and was seconded by Commissioner Tasnim Rehamani. Meeting was adjourned at 8:33 pm.

DRAFT



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

MEMORANDUM

To: Human Services Commission

From: Jen Boone, Human Services Manager
Regi Schubiger, Human Services Coordinator – Teens and Youth

Date: September 11, 2025

Subject: **Special Presentation: Best Starts for Kids**

RECOMMENDATION:

That the Human Services Commission receive a special presentation from Best Starts for Kids (BSK) Staff to learn about the initiative and its efforts on the Eastside.

EXECUTIVE SUMMARY:

- Best Starts for Kids is a King County voter-approved initiative dedicated to supporting the health and well-being of every baby born or child raised in King County.
- In 2024, the program partnered with 365 community-based organizations to directly serve 169,340 individuals and reach over 525,964 children, young people, and families across King County.
- The initiative is currently operating under a renewed six-year levy that will invest over \$800 million through 2027.

BACKGROUND:

The Best Starts for Kids initiative was originally established by a voter-approved levy in 2015 to address a critical need for comprehensive support for children and families in King County. This initial \$400 million investment demonstrated a powerful impact by serving over half a million individuals, from prenatal development through early adulthood. The program's strong track record and mission were affirmed by the voters in August 2021, who overwhelmingly chose to renew the levy with a commanding approval rate, securing an additional \$800 million to allow for the program's continued growth and investment through 2027.

DISCUSSION/ANALYSIS:

BSK's approach is centered on a core philosophy of leveraging what science and research tell us about human development, coupled with strategic partnerships with community-based organizations. Their work is built on four key pillars: Promotion, Prevention, Early Intervention, and Policy & Systems change, which ensure that the right services are delivered at the right time.

The renewed levy, "Best Starts 2.0," will maintain these foundational investments while also deepening their support to meet the most pressing needs in our community. The program's investments are divided into two main areas: "Investing Early" for ages prenatal to five, and "Sustaining the Gain" for ages 5 to 24.

In 2024, BSK invested in eight areas, including Child Care and Youth and Family Homelessness Prevention, with a total of 609 programs implemented by its partners. Across these investments, the program's efforts focus on five key areas: Meeting Families' Needs, Prioritizing Well-being and Mental Health, Cultivating Opportunities for Children and Young People, Strengthening the Workforce, and Building Community Power and Capacity.

The Best Starts for Kids [2024 Dashboard](#) provides additional data and information on demographics, outcomes, geographic reach, and more.

NEXT STEPS:

BSK staff will present to the Commission at the September meeting. Commissioners are encouraged to review the materials and bring questions for BSK staff.

ATTACHMENTS:

Attachment 1 - BSK 1-pager

Attachment 2 - 2024 BSK Year in Review

Best Starts for Kids

Best Starts for Kids (Best Starts) is a community-driven initiative to support every baby born or child raised in King County so they reach adulthood happy, healthy, safe, and thriving.

Through investing in community supports from prenatal development to adulthood, Best Starts catalyzes strong starts in early childhood and sustains those gains as kids progress to adulthood, launching King County's kids on a path of lifelong health and well-being.



Our philosophy



Promotion

We increase the positive things available to babies, children, young people and their families.



Prevention

We decrease things that may prevent babies, children and young people from growing up to be healthy and happy.

Policy & Systems change

We work to change systems and policies so that all communities in our region can thrive and prosper regardless of race or place.



Early Intervention

We intervene early to support children and young people who need additional resources to succeed.



How do we do it?

The first Best Starts levy, approved by King County voters in 2015, invested \$400 million into our community over six years and supported more than half a million children, youth, young adults, and families in partnership with over 500 community-based organizations.

The second Best Starts levy was renewed by King County voters in August 2021 and will invest over \$800 million in funding through 2027, maintaining our current investments in promotion, prevention, and early intervention, and deepening our investments to address critical needs in our community. [Learn more about our outcomes in Best Starts 1.0 here.](#)

● Investing early

Best Starts prenatal to five investments reach children and families where they are — in their homes, child care settings, and communities — to support healthy child development and family well-being. *Click on each strategy to learn more!*

- [Workforce Development](#)
- [Community-based Parenting Supports](#)
- [Early Support for Infants and Toddlers](#)
- [Maternal and Child Health Services](#)
- [Home-based Services](#)
- [Child Care Health Consultations](#)
- [Innovation Supports](#)
- [Universal Developmental Screening](#)
- [Infant and Early Childhood Mental Health](#)
- [Help Me Grow](#)
- [Environmental Supports: Lead and Toxics](#)

● Sustaining the gain

Best Starts 5 to 24 investments continue the progress made in early childhood with school- and community-based opportunities to learn, grow, and develop through childhood, adolescence, and into adulthood. *Click on each strategy to learn more!*

- [Expanded Learning](#)
- [Youth Development](#)
- [School-Based Screening, Brief Intervention and Referral to Treatment/ Services](#)
- [School-Based Health Centers](#)
- [Healthy and Safe Environments](#)
- [Positive Family Connections](#)
- [Stopping the School-to-Prison Pipeline](#)
- [Transitions to Adulthood](#)
- [Child and Adolescent Immunizations](#)
- [Liberation and Healing](#)

● Preventing youth & family homelessness

Best Starts' Youth and Family Homelessness Prevention Initiative invests in case management and flexible funds to support families that are on the verge of homelessness. Learn more [here](#).

● Child Care Subsidy Program & Workforce Demonstration Project

We expand access for children and their families who are not eligible for existing federal, state, or local subsidy programs or for whom these programs are insufficient and supports investments in the child care workforce through a wage boost demonstration project. Learn more [here](#).

● Strengthening communities

Best Starts invests in Communities of Opportunity, a unique community-public-private initiative that believes the most meaningful, just, and sustainable solutions are generated in partnership with communities, who know what they need to be healthy and thrive. Learn more [here](#).

● Capital projects

If the total projected levy proceeds exceeds \$822M, additional funding - up to \$50M - will be used to provide grants to support repairs and expansion of buildings and facilities, and to support the construction of new buildings and facilities that will serve children and youth.

We value data and evaluation to understand how our investments are impacting King County's children and communities. Learn more [here](#).

2024

A Year in Review

Highlights from the 2024 Best Starts for Kids annual report





Thank you!

Best Starts for Kids is grateful to our community partners for the compassion, wisdom, and expertise they share with King County families. Thank you for supporting every baby born and child raised in King County to grow up happy, healthy, safe, and thriving.



Stay connected!

To learn more about Best Starts for Kids, subscribe to our blog at beststartsblog.com, follow us on social media, and visit kingcounty.gov/BestStarts to sign-up for our community newsletter



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2024



Best Starts for Kids

Best Starts for Kids is King County’s community-driven initiative to support every baby born and child raised in King County to reach adulthood happy, healthy, safe, and thriving.

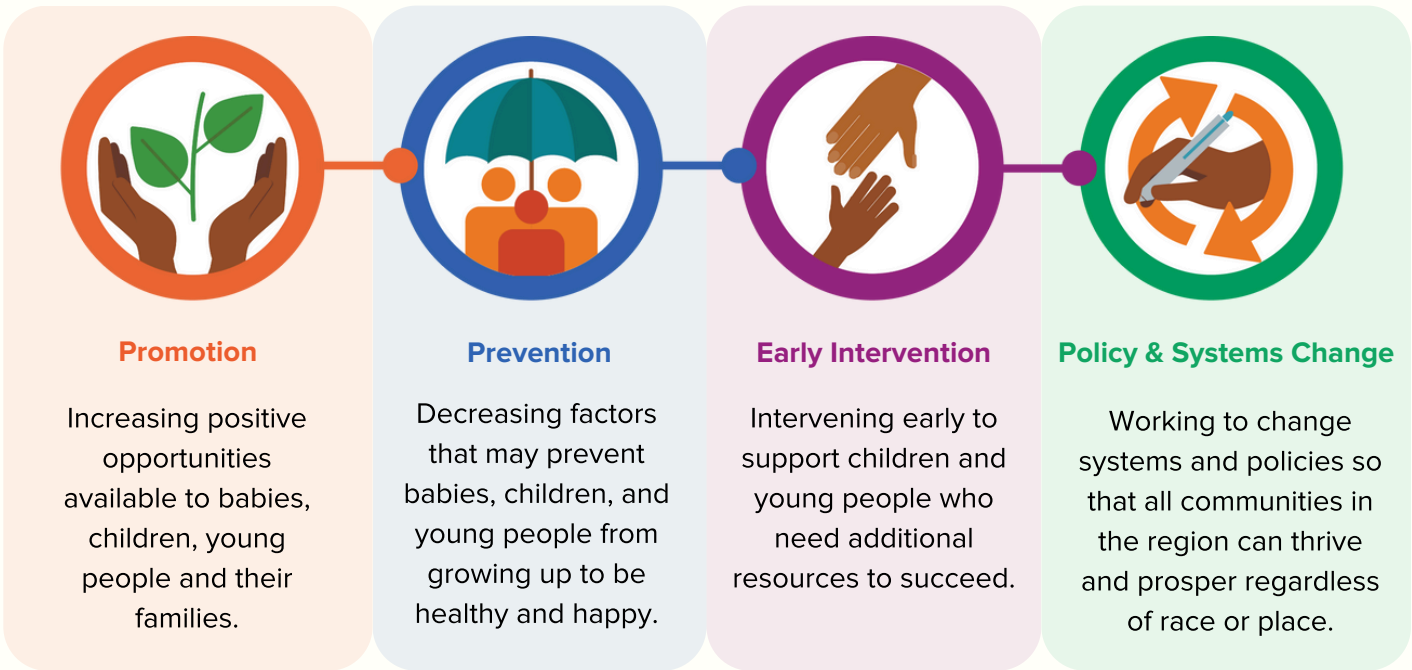
This brief shows the impact of Best Starts funding through highlights drawn from the 2024 Best Starts for Kids Annual Report. In 2024, Best Starts partnered with 365 community-based organizations operating 609 programs to directly serve 169,340 individuals and reach over 525,954 children, young people, families, providers, and community members across King County.

View the full 2024 Best Starts for Kids Annual Report at bit.ly/46pMcb2. Scan the QR code or visit bit.ly/4eUzqDz to view the 2024 Data Dashboard.



Our Approach

Best Starts contributes to positive outcomes for children through the principles of promotion, prevention, early intervention, and policy and systems change. Promotion continues to be a cornerstone for Best Starts strategies, followed by prevention and early intervention. Best Starts also focuses on policy and systems change to ensure lasting and sustainable multigenerational progress. By providing comprehensive opportunities for children, young people, families, and caregivers, Best Starts catalyzes strong starts in early childhood and sustains those gains as children progress into adulthood and community life.



Key Focus Areas

Best Starts invests in eight areas, including Child Care, Investing Early, Sustain the Gain, Youth and Family Homelessness Prevention Initiative, Communities of Opportunity, Capital Projects, Technical Assistance and Capacity Building, and Data and Evaluation. Across these investment areas, five key focus areas can summarize Best Starts programming and results in 2024:



Meeting Families’ Needs

to support families’ safety and stability.



Prioritizing Well-being and Mental Health

to support the family unit and the whole community.



Cultivating Opportunities for Children and Young People

to support their goals in education and employment.



Strengthening the Workforce

to support a sustainable, robust, skilled, and well-compensated workforce to meet the needs of babies, children, and families.



Building Community Power and Capacity

to support long-term equitable systems change and organizational infrastructure.

Meeting Families' Needs

These Best Starts strategies connect families to tangible supports and culturally rooted services, boosting families' knowledge of parenting and child development, and increasing social connection.

- Child Care Subsidy
- Community-Based Parenting Supports
- Help Me Grow
- Home-Based Services
- Parent Child Health Services
- Positive Family Connections
- Youth Family Homelessness Prevention Initiative

Program Highlights

Help Me Grow partners with local community organizations to connect families and caregivers of young children to the resources they need, when and how they need it. In 2024, this strategy assisted 1,284 parents and caregivers making **5,874 connections to opportunities for building social relationships**, making **educational referrals** for both adults and children, and **sharing information** on topics like toxic stress in families.

Positive Family Connections focuses on strengthening and building positive relationships between children and young people ages five to 24, their families, and their caregivers through services including intergenerational healing circles, kinship care support groups, and educational workshops for families about child and youth development. In 2024, the strategy enrolled **1,930 parents and caregivers and 1,076 young people**. **Ninety-nine percent of parents and caregivers and 98% of young people reported increased connection** to peers, family, culture, or community.

“

Many of these families faced significant barriers, including limited access to technology, language challenges, and an overwhelming application process. Through dedicated outreach and personalized, one-on-one supports, we ensured that families – especially those needing bilingual assistance -- could successfully navigate the system.

- Nora Al Gwahery, Provider Support and Education Manager, Voices of Tomorrow (Child Care Subsidy Partner)

87%

of primary caregivers who received the Child Care Subsidy reported a positive change in their career or education.

99%

of parents and caregivers in Home-Based Services community-designed models reported increased knowledge of parenting and child development.

99%

of parents and caregivers reported an increase in social connections when served through Community-Based Parenting Supports: Parent-Caregiver Information and Supports.



Prioritizing Well-being and Mental Health

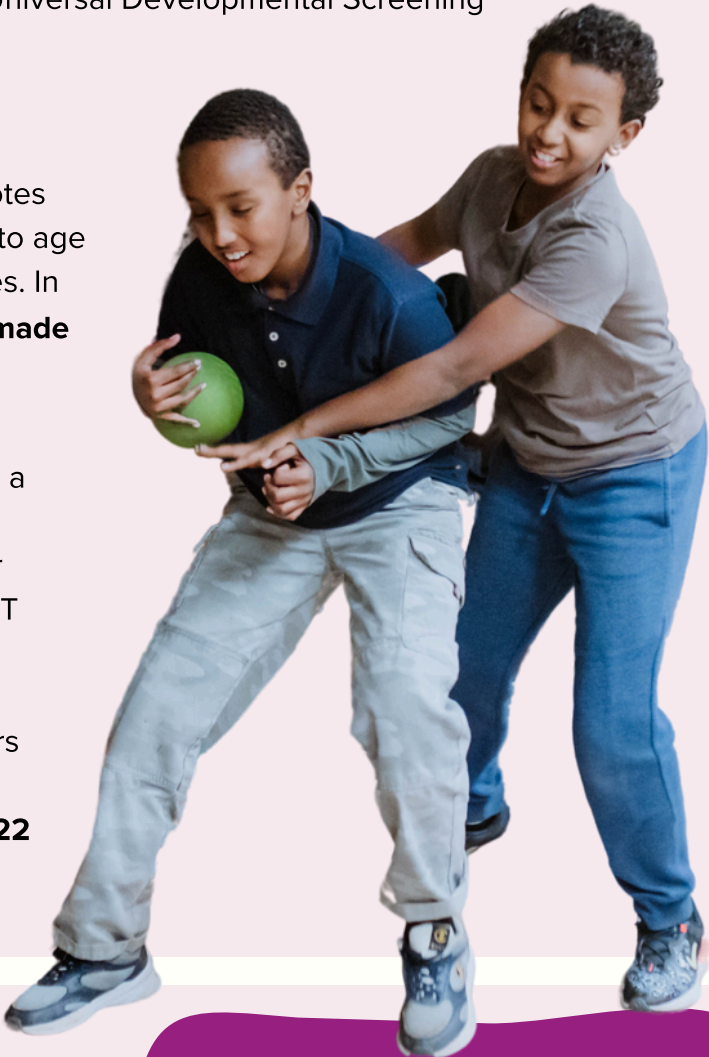
The commitment to child and family well-being is foundational to Best Starts, and this includes physical and mental health at all stages of life. These Best Starts strategies prioritize well-being and mental health while celebrating cultural roots.

- Community Well-being Initiative
- Child and Adolescent Immunizations
- Early Support for Infants and Toddlers
- Systems Building for Infant and Early Childhood Mental Health
- Liberation and Healing
- Parent Child Health Services
- School-Based Screening, Brief Intervention, and Referral to Treatment/Services
- School-Based Health Centers
- Universal Developmental Screening

Program Highlights

Early Support for Infants and Toddlers (ESIT) promotes equitable outcomes for families with children birth to age three who have developmental delays or disabilities. In 2024, ESIT served **6,974 children, 79% of whom made progress in their social-emotional development.**

School-Based Screening, Brief Intervention, and Referral to Treatment/Services (SB-SBIRT) provides a structured approach to promoting social and emotional health and preventing substance use for middle and high school students. In 2024, SB-SBIRT partners **screened 11,834 middle and 2,610 high school students for behavioral health needs** as a result of Best Starts' investments. SB-SBIRT partners also prioritized cultural and linguistic access by making the screening tool available to students in **22 languages**, with audio options coming in 2025.



“

One notable achievement was helping a family with a 4-year-old child who had been on a waitlist for speech therapy for over a year. ...We connected the family to a bilingual therapist (and within six months) the child demonstrated significant improvements in communication skills including transitioning from nonverbal communication to speaking simple phrases.

- Ben Nguyen, Program Manager, Vietnamese Family Autism Advisory Board (Universal Developmental Screening Partner)



90%

of middle school students received at least one Brief Intervention meeting after identifying a potential concern through the School-Based Screening, Brief Intervention, and Referral to Treatment/Services

94%

of youth leaders who participated in the Community Well-being Initiative reported knowing how to access culturally relevant mental health supports when they need them.

73%

of families who received a referral to developmental services through the Universal Developmental Screening Family-Centered Developmental Programs went on to establish a service connection with a provider.

Cultivating Opportunities for Children and Young People

These Best Starts strategies focus on offering children and young people new opportunities to learn about themselves in a positive way, build resilient relationships with peers, and develop a strong sense of self to take into adulthood.

- Expanded Learning
- School-to-Work
- Stopping the School-to-Prison Pipeline
- Transitions to Adulthood
- Youth Development

Program Highlights

School-to-Work provides critical supportive employment services for young people with intellectual and developmental disabilities (I/DD). Nationally, individuals with I/DD face significant barriers participating in the workforce, on top of barriers like stigma and racism, experiencing employment rates of only 19 to 21 percent over the past decade. In 2024, the School-to-Work Program **served 301 students and assisted 28% of students exiting school to reach employment within six months after their exit from high school.**

Expanded Learning provides high-quality after-school and summer programming for young people ages five to 13 through academic enrichment, cultural and social development activities, physical activity and health promotion, arts education, and leadership development. In 2024, Best Starts’ **partners served 12,382 young people, and 87% of young people built social emotional learning skills.**



81%

of young people enrolled in Transitions to Adulthood programming improved their behavioral health.

80%

of youth participating in Expanded Learning gained new skills, including in STEM and the arts.

75%

of young people participating in the Stopping the School-to-Prison Pipeline made progress toward their educational goals.

“

We continue to see the positive impact of having access to mental health support. ...One student who has been engaging in treatment regularly, has gone on to be awarded student of the quarter. This student has had to work through a lot of difficult life experiences to make it to where they are today. They wrote a speech and presented it during a Kent School District event. They attend therapy regularly, are on track to graduate and have made great progress in building healthy social circles.

- Tsegaba Woldehaimanot, Children, Youth and Families Mental Health Program Specialist, Asian Counseling and Referral Service (Transitions to Adulthood Partner)



Strengthening the Workforce

To develop and maintain a strong workforce, Best Starts funds organizations at levels that support livable wages, offers opportunities for workforce training, and pays for essential business tools. These Best Starts strategies contribute to outcomes that represent the accomplishments of a strong network of community-based organizations and the dedicated people who work for them.

- Child Care Health Consultation
- Child Care Wage Boost Pilot
- Innovation Supports
- Technical Assistance and Capacity Building
- Workforce Development

Program Highlights

Workforce Development provides workshops, peer learning, and other professional development opportunities to build the knowledge and skills of early childhood practitioners in healthy child development, racial equity, and infant and early childhood mental health. In addition, Communities of Practice provide resources for providers seeking deeper learning, mutual support, and sharing of practical knowledge. In 2024, **170 providers in King County’s early childhood workforce attended a Community of Practice learning opportunity** funded by the Workforce Development strategy and **90% of participants reported confidence in their abilities** to apply what they learned to their work.

Technical Assistance and Capacity Building offers applicants for Best Starts funding free, culturally responsive services to assist with proposal development through a diverse cohort of consultants with proficiency in multiple languages. In 2024, **81 organizations received technical assistance** with grant applications and **77% of funded partners who completed a follow-up survey reported their staff learned new skills through the process.** The strategy also assists funded Best Starts partners in building and strengthening their organizational infrastructure for long-term stability and sustainability. In 2024, Best Starts connected **123 community organizations to capacity building services, providing more than 8,700 hours of support.**

“

Hearing providers share how our guidance has strengthened their abilities and reaffirmed their commitment to their work fills us with pride and reinforces our mission.

- Abdullahi Ali, Program Director, Supportive Childcare Provider Alliance (Child Care Health Consultation Partner)





[W]orking with the capacity builder has been a transformative experience for our organization. The guidance and support have significantly enhanced our capabilities and strengthened our board’s effectiveness.

- Divine Mutesi, Founder and Executive Director, Ubumwe Women Association Services (Recipient of Best Starts Capacity Building)



97%

of child care providers reported increased ability to support children’s growth and development.

88%

of participants reported the materials and skills they developed through Innovation Supports are supporting their ongoing program implementation.

89%

of capacity building recipients’ staff, board, or volunteers were more effective in their work.

Building Community Power and Capacity

These Best Starts strategies increase community power by investing in community-led solutions, leadership capacity, and actions to address risks, maximize opportunities, and support safer and healthier environments for all children and their families.

- Capital Projects
- Communities of Opportunity
- Healthy and Safe Environments
- Lead and Toxics



Program Highlights

In 2024, The Communities of Opportunity Systems and Policy Change partners **engaged more than 4,700 people** in capacity building events that **contributed to 26 successful policy, systems, and environmental changes** at the state, county, and local level.

The Lead and Toxics program engages community partners in increasing blood lead testing, implementing community-based interventions to prevent childhood lead poisoning, identifying current and emerging sources of lead and toxics in King County communities, reducing exposure sources within child care centers, schools, and homes, and improving access to developmental services for children exposed to lead. In 2024, **972 community members attended 63 community events that focused on lead exposure education.**

In 2024, Healthy and Safe Environments **partners engaged 2,194 young people in activities and reached or potentially impacted more than 56,200 people through successful policy, systems, and environmental changes.**

Communities of Opportunity Systems and Policy Change partners developed **1,126 resident leaders.**



91%

of child care provider staff surveyed by Lead and Toxics partners reported increased knowledge of blood testing processes and resources available to families.

“

Hiring new staff who have professional mental wellness experience and expertise has had a tremendous impact on our focus communities. Youth are learning critical life skills and behavior engagement techniques that will serve them through adulthood.

- Deborah Baker, Senior Grants Manager, Boys & Girls Clubs of King County (Healthy and Safe Environments Partner)



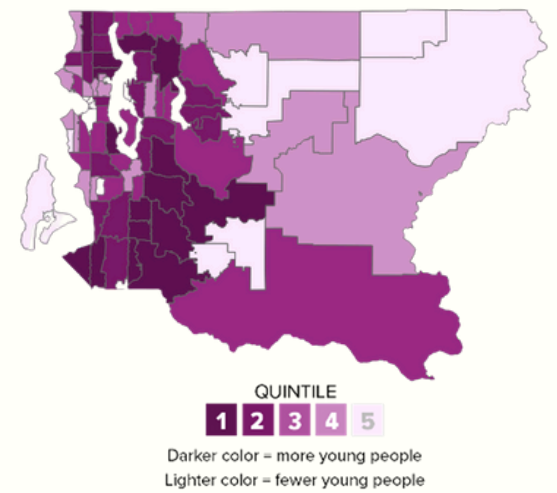
Healthy and Safe Environments partners **centered youth voice** and capacity building that played a role in successfully enacting three policies at the organizational and local level related to Narcan use, discipline, and lead toxicity in cosmetics.

Where Best Starts Serves

Best Starts works upstream to promote positive, healthy outcomes for young people and their families. In centering racial equity and justice, Best Starts’ distribution of investments aligns with areas where the youth population is greatest and opportunities are lowest.

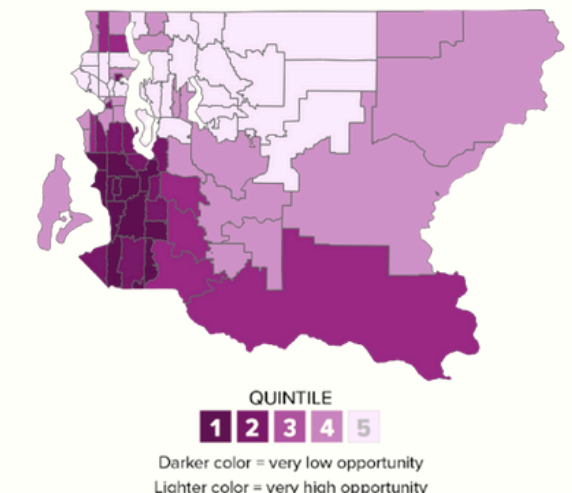
Population Density (ages 0 to 24 years)

ZIP Codes with many young people are spread throughout King County, but the highest number of young people are in south King County.



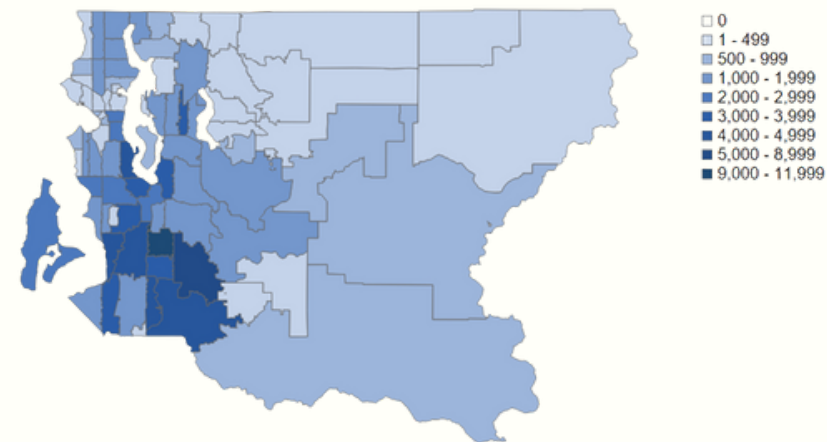
Child Opportunity Levels

ZIP Codes with lowest opportunity according to the Child Opportunity Index are mostly located in South Seattle and Southwest King County, with additional reduced opportunities in Southeast King County and parts of Shoreline.



Best Starts Participants

Best Starts reaches across King County. ZIP Codes with the most participants typically have more young people, lower opportunity, or both.



What Best Starts Funds

The renewal of the Best Starts for Kids Levy in 2021 means that Best Starts will invest more than \$880 million throughout 2022–2027 to support children, young people, families, and communities across King County. In 2024, Best Starts invested more than \$137 million. A summary fiscal table at the investment area level is provided below.

2024 Best Starts for Kids Expenditures by Investment Area

Investment Area	2024 Budgeted	2024 Expenditures
Child Care	\$39,143,990	\$31,180,820
Youth and Family Homelessness Prevention Initiative	\$5,189,029	\$5,181,065
Technical Assistance and Capacity Building	\$2,250,669	\$2,015,088
Subtotal	\$46,583,689	\$38,376,973
Investing Early (Prenatal to 5)	\$49,812,586	\$48,726,719
Sustain the Gain (5 to 24)	\$37,185,823	\$33,900,660
Communities of Opportunity	\$8,841,454	\$8,392,092
Data and Evaluation	\$5,539,492	\$5,028,066
Capital Projects	\$17,032,640	\$2,827,228
Total 2024 Expenditures	\$164,995,683	\$137,251,737



Scan the QR code or visit bit.ly/4eUzqDz to view more Best Starts data, including detailed expenditures by investment area and strategy, as well as maps detailing expenditures by ZIP code.





kingcounty.gov/BestStarts | Happy, Healthy, Safe, and Thriving | beststartsblog.com





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

Reporting Requirements

- Service Unit and Resident 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 to submit for reporting if 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.