



## Human Services Commission Special Meeting

Date: March 24, 2026

Time: 6:30 p.m.

Place: Rose Hill Room, Kirkland City Hall, 123 5<sup>th</sup> 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. February 24, 2026
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
  - a. Human Services Grant Review Process Overview and Timeline
  - b. Joint Meeting with City Council Final Preparations
7. **COMMUNICATIONS**
  - a. Commissioner Reports
  - b. Staff Reports and Announcements
8. **ADJOURNMENT**

#### Upcoming Commission Activities:

Special Meeting-Joint Meeting with City Council-April 7, 2026

Next Regular Meeting-April 28, 2026

---

**Alternate Formats:** Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

**Title VI:** Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or [titleviordinator@kirklandwa.gov](mailto:titleviordinator@kirklandwa.gov).

The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

**HUMAN SERVICES COMMISSION**  
**Minutes Commission Regular Meeting**  
**February 24, 2026**

**1. CALL TO ORDER**

Chair Sriram Rajagopalan called the meeting to order at 6:33pm.

**2. ROLL CALL**

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

Excused Absences: Youth Commissioner Eric Dodd

Staff Present: Interim Human Services Manager Becky Gilley, Human Services Coordinator Anny Smith, Human Services Coordinator Regi Schubiger, and Human Services Office Specialist Kerry Lam.

Meeting Recorder: Human Services Office Specialist Kerry Lam.

**3. LAND ACKNOWLEDGEMENT**

Commissioner Gaby Lopez Vazquez read the land acknowledgment. Vice Chair Cristian Liu will read the land acknowledgment for the March meeting.

**4. APPROVAL OF MINUTES**

Chair Sriram Rajagopalan requested a motion to approve the January 27, 2026 minutes, Commissioner Shannon Quinn motioned for approval, Commissioner Gaby Lopez Vazquez seconded. Motion carried (Yes: 7; No: 0; Abstention: 0).

**5. ITEMS FROM THE AUDIENCE**

None.

**6. SPECIAL PRESENTATION**

a. 2025 Agency Performance Review

The Commission reviewed the 2025 Agency Performance Tracker and related dashboard materials summarizing service delivery, residents served, and program outcomes. Staff highlighted the stoplight system used to indicate whether programs are meeting their goals and noted that demographic data continues to be collected through the Human Services Dashboard.

## b. Joint Eastside Cities Equity Training Overview

The Commission received an overview of the upcoming Joint Eastside Cities Equity Training scheduled for March 14, 2026, which will prepare Commissioners for the 2027–2028 Human Services Grant application review cycle. Staff explained that the training is a collaborative effort among Issaquah, Kirkland, Redmond, and Sammamish and will include pre-work, an in-person session, and post-work. Communities Rise will facilitate the training, bringing their expertise in supporting organizations affected by systemic inequities. Commissioners will receive pre-work materials by February 27 and are expected to review them before the training.

## 7. BUSINESS

### a. 2027-2028 HS Grant Funding Priorities Discussion-Final

The Commission reviewed the draft funding priorities for the 2027–2028 Human Services Grant cycle, which will guide application decisions when the portal opens on March 2, 2026. Staff provided background on community goal areas, current needs identified in Hopelink’s 2025 Community Needs Assessment, and the Commission’s draft priority categories developed in January. Commissioners also received updates on education-year sessions and agency panels that informed their understanding of local service needs. The finalized priorities will be incorporated into the City-specific Information Sheet for applicants and posted on ShareOneApp and the City’s website.

- **Access to Basic Needs**
  - Food assistance
  - Healthcare access-All forms
    - Behavioral/Mental health services for children, youth, and adults
    - Substance Use Disorder treatment services
- **Homelessness and Affordable Housing**
  - Includes emergency shelter and associated wrap-around services
  - Affordable housing supports
  - Emergency financial assistance
- **Access to Critical Services**
  - Domestic Violence/Sexual assault survivors support and services
  - Legal assistance-housing and immigration
  - Aging and Disability services

**Additional consideration** will be given to organizations and agencies that are new, small, and/or Black, Indigenous and People of Color (BIPOC)-led/serving. There will be additional emphasis on funding programs focused on services and support to those who identify as immigrants, refugees, and/or asylum-seekers as well as folks who are part of the 2SLGBTQIA+ <sup>1</sup> community. Those service approaches are often more nuanced, culturally responsive, and rooted in community.

---

<sup>1</sup> (2S) Two-spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, (+) spectrum of gender identities, sexual/romantic orientations, and/or gender expressions inclusion

b. Joint Meeting with City Council

The Commission received a staff briefing on the upcoming joint meeting with the City Council scheduled for April 7, 2026. Staff explained the purpose of the meeting, including seeking Council's input ahead of the 2027–2028 Human Services Grant review process and sharing the Commission's emerging priorities and observations. Commissioners also reviewed past joint-meeting topics, including discussions on needs assessments, funding strategies, and applying an equity lens. The Commission will develop a short list of discussion items to finalize in March in preparation for the joint meeting. Key items may include Council preference for receiving funding recommendations as three potential funding options A-C, proposing an increase in the ongoing base budget, and the possibility of creating a simplified rapid response funding request process.

**8. COMMUNICATIONS**

a. Commissioner Reports

Commissioner Shannon Quinn reported on upcoming events, including a statewide secondary education summit in Tacoma and the Children's Justice Conference scheduled for May in Spokane.

Commissioner Tasnim Rehamani shared updates regarding the Let's Connect meeting on March 3, a bi-monthly meetup, and an upcoming Eastside Pathways board meeting. She also noted that a Lunar New Year event will take place this Saturday at PKCC.

Commissioner Kobey Sage Chew reported speaking with Community Services at Evergreen, where they discussed budget allocations for grants. He shared that future grant funding will focus on behavioral health and senior services.

Commissioner Gabriela Lopez Vazquez highlighted "Conversations with Council," a drop-in opportunity for community members to speak with City Council. The next event is scheduled for March 19.

Chair Sriram Rajagopalan shared that he has attended national and local immigration "Know Your Rights" and advocate trainings.

Commissioner Jory Hamilton provided updates on his involvement with the PTSA at Juanita and Finn Hill, as well as his participation on the YES Board.

Vice Chair Cristian Liu reported attending recent Lunar New Year events and noted these as potential opportunities to reach additional community members.

b. Staff Reports & Announcements

Human Services Coordinator Anny Smith reported that Eastside for All Safe Haven also provides hyperlocal trainings for immigration and advocacy.

Interim Human Services Manager Becky Gilley noted that the grant application opens Monday, March 2, and that funders workshops will be taking place in SeaTac and Redmond for potential applicants.

**9. ADJOURNMENT**

Chair Sriram Rajagopalan asked for a motion to adjourn meeting. Commissioner Tasnim Rehamani motioned to adjourn and was seconded by Vice Chair Cristian Liu. Meeting was adjourned at 8:37 pm.

DRAFT



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

---

## MEMORANDUM

**To:** Human Services Commission

**From:** Becky Giley, Interim Human Services Manager  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 16, 2026

**Subject:** **Human Services Grant Review Process Overview and Timeline**

### RECOMMENDATION:

That the Human Services Commission (HSC) receive an overview of the upcoming 2027-28 Human Services Grant Funding application review process and timeline.

### EXECUTIVE SUMMARY:

- The 2027-2028 Human Services Grant Funding Application portal opened to accept applications on March 02, 2026.
- As part of the HSC's charter, they are tasked with the review of grant applications, develop recommendations for funding, and present those recommendations to City Council for consideration as part of the biennial city budget adoption.
- The HSC considers a variety of areas of human services to inform their creation of a list of priority areas to help navigate the grant application review process.
- Eastside cities participate in a joint equity training or workshop ahead of the grant application review process.
- The HSC receives an overview of the grant application review process and a tentative timeline.

### BACKGROUND:

The online application process for 2027-28 Human Services Grant Funding opened on March 02, 2026, and will close on April 6, 2026, at 4:00pm. [Share1app](#) is the online portal for the Human Services Funding Collaborative. This online alliance coordinates human services funding between North, East, and South King County municipalities. The participating cities include Auburn, Bellevue, Bothell, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila, Washington.

The City of Kirkland Human Services Commission is tasked with reviewing the Kirkland-specific applications beginning in May 2026 with a final recommendation for grant funding to be presented to City Council in September 2026.

## DISCUSSION/ANALYSIS:

To prepare for the grant review process, staff will present an overview of the review process at the March 24, 2026, meeting. The overview will discuss the following items:

1. Group Norms
  - a. To move through this review process in a way that honors the multiple backgrounds, identities, and lived experience of those members of the Human Services Commission, collaboratively utilizing a set of group norms for guidance through this process is essential for this work. This will be a living document that may evolve as the Commission collectively move through the process. See **Attachment 1**.
2. Goal Areas
  - a. Review of the [five goal areas](#) and [current City priorities](#) to both understand and guide grouping and prioritization of applications.
3. Application Components
  - a. Agency Profile
  - b. Narrative
  - c. Outcomes
  - d. Budget
  - e. Service Units

An example of the application form is included as **Attachment 2**.

4. Equity Lens
  - a. Discuss how the Commissioners can apply learnings from the Eastside Human Services Commission Joint Equity Training to the grant review process
  - b. Discussion about the Share1App embedded review tool as well as the Stoplight tool that will be provided at the May 12<sup>th</sup> Equity Training.
5. Application Portal & Review
  - a. It is important commissioners familiarize themselves with programs to better understand the needs of the communities they serve and in turn make well-informed decisions surrounding funding recommendations. The best way to achieve this is for each Commissioner to review every submitted application. The benefits of this are two-fold; first, commissioners can get to know agencies and the programs they support on a deeper level and, second, this process provides for additional practice of application review.
  - b. As a matter of equity in the process, there will be expectations of how commissioners fulfil their review assignments each week.
3. Timeline
  - a. To ensure the 2027-28 grant funding recommendations are prepared for City Council to review starting in September 2026, Commissioners will attend a series of regular and special meetings beginning in May 2026. The schedule allows for a thorough review of each application submission, prioritization among the five goal areas, and preparing recommendations to the Kirkland City Council. Below is a summary of the meeting schedule to accommodate the grant review process. Unless otherwise posted, all meetings will occur in person starting at 6:00pm and ending at 9:00pm.

<b>2026 Human Services Commission Schedule &amp; Agenda</b>	
April 28 Regular Meeting (2 Hours)	Overview of application requests Practice Application Review Review and update working agreements
May 14 Special Meeting (3 Hours)	Application Review
May 26 Regular Meeting (3 Hours)	Code of Ethics and Conduct Forms Review Application Review
June 11 Special Meeting (3 Hours)	Application Review
June 23 Regular Meeting (3 Hours)	Application Review
July 09 Special Meeting (3 Hours)	Application Review
July 28 Regular Meeting (3 Hours)	Overview of Funding CDBG Presentation
August 13 Special Meeting (3 Hours)	CDBG Public Hearing Agency Invitation to Public Comment Draft Funding Recommendations
August 25 Regular Meeting (3 Hours)	Agency Invitation to Public Comment Funding Recommendations Review (Forced Rankings Back-up)

- b. Final recommendations will be prepared and submitted to City Council for the joint meeting tentatively planned for September 15, 2026. The Commission Chair and staff will prepare a joint presentation of the Commission’s funding recommendations for the 2027-28 cycle. Commission members are requested to be present to answer questions City Council may have

**NEXT STEPS:**

The HSC will meet on Tuesday, May 12<sup>th</sup> at Redmond City Hall for the rescheduled Eastside Joint Human Services Commissions Equity Training. The Commission will begin their Human Services Grant Funding Application review process at their Thursday, May 14<sup>th</sup> Special Meeting.

**ATTACHMENTS:**

- Attachment 1: Human Services Commission Group Expectations
- Attachment 2: 2027-28 Human Services Funding Collaborative Application

Human Services Commission Group Expectations

Updated 05-14-2024

- Be curious, don't be afraid to ask questions
- Listen to understand
- Share ideas with respect
- Respect others' boundaries
- Reiterate goals to ensure we are on the same page
- Be open to constructive feedback
- Take care of yourself, take time and space as appropriate.
- Show compassion to others and yourself.
- Assume positive intent and reflect back understanding with grace
- Be honest
- Speak your truth, and acknowledge there may be multiple truths
- Acknowledge feedback through verbal or nonverbal cues
- Receive feedback without taking it personally.
- Keep feedback focused on the idea not the person
- Agree to disagree
- Work together to find a solution
- Don't listen to respond, listen to understand
- Reflect back what you heard to ensure understanding

## 2027-2028 Application Questions (for reference only)

### Categories from application

As part of this application, we ask each agency to select the one category that best reflects the primary focus of your program's services. We recognize that many programs support clients with co-occurring needs across multiple areas, and this selection may not capture the full scope of your work. However, please choose the single category that most closely aligns with the core intent or primary service of your program.

Please note, this information is used for regional data collection and planning purposes only. It will not impact funding decisions.

Thank you for helping us better understand the collective impact of services across our community.

- Basic Needs Support:** Programs help individuals and families meet essential day-to-day needs to ensure safety, stability, and dignity during times of crisis or instability. (I.E. food security, shelter, housing stability, clothing and hygiene, transportation services, financial assistance, etc.)
- Employment and Education:** Programs aim to help individuals' and families' increase their educational attainment and improve employment outcomes, economic stability, self-sufficiency, and long-term opportunity. (I.E. workforce development, education supports, training, career navigation, etc.)
- Support and Advocacy:** Programs promote inclusion, equity, and empowerment by connecting people to resources, amplifying underrepresented voices, and addressing systemic barriers. (I.E. navigation and resource connections, legal assistance, cultural and identity-based support, etc.)
- Success at Every Age:** Programs support individuals at all life stages—from early childhood to older adulthood—by promoting health, development, and well-being through age-specific services. (I.E. childcare, youth/adults/senior programs)
- Safe and Healthy Communities:** Programs aim to ensure that individuals and families live in environments that are physically, emotionally, and socially safe. (I.E. medical/dental, behavioral health, domestic violence, violence prevention, crisis services)
- Other:** Programs that do not fit under the above categories.

#### Program Name:

Provide the program name only; preferably should differ from and not include the agency name. e.g., Homeless Outreach Program.

### Grant Request and Brief Budget Overview

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

#### Check all the cities to which you are applying:

This is your annual request for 2027 and 2028. Select each city to which you are applying for funding. These numbers must match the budget in your Program and Budget Upload.

- Auburn
- Bellevue
- Burien
- Covington
- Des Moines
- Federal Way

- Issaquah
- Kenmore
- Kent
- Kirkland
- Redmond
- Renton
- Sammamish
- SeaTac
- Shoreline
- Tukwila

**(\$)Total Requests to All Cities : 0**

**2025 Total Program Budget (Actual) :**

This number must match the information included in the Program and Budget Upload.

**2027 Total Program Budget (Projected) :**

This number must match the information included in the Program and Budget Upload.

## Program Information

**Describe your program in a brief phrase or one short sentence (e.g., emergency shelter for men, domestic violence support for Asian survivors, mental health services for children and youth):**

Cities use this brief description for the Contract Scope of Work and to share with Councils, staff, and/or Commissions. **Be brief.** Your response should focus on the specific program you are seeking funding for, not your overall agency services.

Program Contact

**Name :**

**Title:**

**Email :**

**Phone :**

## Program Description

**1. Provide an overview of your program: Description: (max 3000 characters)**

Provide enough detail so we have a solid understanding of your program and impact of your work.

**2. Who will be served in this program? (max 1500 characters)**

Describe the population focus for this program. (e.g., refugees/immigrants, youth, people experiencing homelessness).

**3. Who provides the services for this program? (max 1000 characters)**

Describe: (volunteers, staffing model, contracted staff)

**4. Is there a cost to participate in your program? (max 250 characters)**

Yes/No

If yes, explain \_\_\_\_\_(e.g. sliding scale, set cost, insurance).

**5. What are the specific, emerging, and/or unique issue for participants in your program. (max 3000 characters)**

Describe the need you are trying to address with this program. Explain the challenges and issues, both ongoing and new, that the population you serve is facing.

6. How does your program approach equity in both internal practices and the services you provide to the community? If applicable, what changes or impact have you observed for both your clients and staff as a result of these efforts? (max 3000 characters)

## Outcomes

Outcome measures should reflect how the unique services you provide improve the lives of your clients. As you prepare your outcomes, start thinking about the impacts your services have on your participants.

Outcomes should measure the percentage of people you serve who experience a desired improvement. This should be based on data, not anecdotal evidence or guesses. Outcomes measure the quality of your programs and services, not the quantity of services delivered.

Questions? Watch this [5-minute video tutorial](#) and/or contact city staff.

Outcome Measure 1:

**1. What is your proposed outcome?**

E.g. What does success look like? How are participant better off after receiving your program services?

**2. The percentage of clients who will achieve this result is:**

Use a decimal number (e.g., 92% = 0.92).

**3. How we collect the outcome data (e.g., annual satisfaction survey, 3-month phone follow-up):**

Outcome Measure 2: (optional)

**1. What is your proposed outcome?**

E.g. What does success look like? How are participant better off after receiving your program services?

**2. The percentage of clients who will achieve this result is:**

Use a decimal number (e.g., 92% = 0.92).

**3. How we collect the outcome data (e.g., annual satisfaction survey, 3-month phone follow-up): :**

# Program Accessibility

**1. What percentage of your program staff identifies as Black, Indigenous, and/or Person of Color (BIPOC)?**

Use your best estimate and record as a decimal (0.35 = 35%).

**2. Are all program facilities accessible to individuals with disabilities according to the ADA Accessibility Guidelines?**

- Yes
- No

**3. This program has office location(s) in these cities:**

Check all that apply

- Auburn
- Bellevue
- Burien
- Covington
- Des Moines
- Federal Way
- Issaquah
- Kenmore
- Kent
- Kirkland
- Redmond
- Renton
- Sammamish
- SeaTac
- Shoreline
- Tukwila
- Seattle
- Other \_\_\_\_\_

**4. Please select where services are accessed:**

Check all that apply

- Office
- Virtual/phone
- Public areas (library, coffee shops, community centers, schools, etc.)
- Home Visit
- Other \_\_\_\_\_

**5. When does this program operate to accommodate client schedules?**

Check all that apply.

- Regular work week
- Evenings
- Weekends
- Other \_\_\_\_\_

**6. In what ways is your program accessible in terms of languages?**

Check all that apply.

- Translated materials
- Program and/or agency staff speaks languages other than English
- Interpretation on demand
- Language Line
- ASL
- Other
- None of the Above

## Additional Information

1. **Several cities anticipate making Community Development Block Grant (CDBG) funds available. CDBG funds are federal monies that require additional recordkeeping, financial tracking, and reporting processes. Please check the City Specific Information Sheets to contact cities if you have questions.**

**Is your agency willing and able to accept CDBG funds?**

- Yes
- No

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

Include any additional information that is relevant to the application and not covered in the responses to other questions. (max 1500 characters)

3. Please describe how changes at the federal, state, and local level (such as policy shifts, funding adjustments, or regulatory changes) have affected your organization's operations, services, or the communities you serve. Include specific examples of impacts on your programs, staffing, or financial sustainability if applicable. (max 3000 characters)

## Additional Required Documents

Please complete the following worksheets and upload as one excel workbook.

- **Budget Detail**
- **Program Measurements/Service Units**
- **Residents Served**

Visit [www.share1app.org/application](http://www.share1app.org/application) to access training and download and complete the required template. Be sure to save file with naming convention AgencyNameProgramNameDetails in Excel (not PDF format).

## Certification Statement and Submission

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

Visit [www.share1app.org](http://www.share1app.org) to review minimum requirements.

- Yes
- No

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

Include first and last name, authorizing submission of this application and email address. This is typically the agency's CEO/Executive Director.



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

---

## MEMORANDUM

**To:** Human Services Commission

**From:** Becky Giley, Interim Human Services Manager  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 12, 2026

**Subject:** **Joint Meeting with City Council Final Preparations**

### RECOMMENDATION:

That the Human Services Commission (HSC) receive a briefing from staff on the upcoming Joint City Council meeting taking place on April 7, 2026.

### EXECUTIVE SUMMARY:

- The 2027-2028 Human Services Grant Funding Application portal will open to accept applications beginning March 2, 2026.
- Prior to the grant application review, the HSC seeks input and guidance from the Kirkland City Council (Council) on that process.
- The HSC will share with Council their collaborative approach to creating their priorities list to guide them through their process as well as any urgent and/or emergent needs that may be arising that they would like to elevate.
- The Human Services Commission will create a short list of topics they wish to cover during their scheduled joint meeting with Council on April 7, 2026.

### BACKGROUND:

The Human Services Commission participates in a joint meeting with Council ahead of each biennial grant cycle. The joint meeting is an opportunity for the Human Services Commission to interact with Council directly and share what the group is hearing from a community needs standpoint.

The HSC prepares a short list of potential discussion topics for discussion during their joint study session with Council. Previous topics have focused on funding priority areas the Human Services Commission is considering following presentations from agencies, community organizations, and other service providers and asking Council to consider the value of a Kirkland-focused community needs assessment, **Attachment 1**.

### DISCUSSION/ANALYSIS:

At their February 24, 2026 meeting, the Kirkland HSC prepared a draft list of issues to discuss with the Kirkland Council during their joint meeting on April 7<sup>th</sup>. Included in that list were the following topics:

- Ask Council for their preference in receiving Humand Services funding recommendations as Options A through C or a similar format.
- Propose consideration of an increase of the ongoing base budget
- Discuss a simplified rapid response funding request process

At the March 24<sup>th</sup> HSC regular meeting, Commissioners will continue the discussion and finalize the list of topics to cover with Council. Staff will provide additional information to consider regarding current Human Services grant fund allocations and how this could impact funding recommendations.

#### **NEXT STEPS:**

The HSC will finalize their list of discussion topics and meet with Council on April 7, 2026.

#### **ATTACHMENTS:**

Attachment 1: 2024 Joint City Council Study Session Memo



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

---

## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Lynn Zwaagstra, Director  
 Jen Boone, Human Services Manager  
 Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 14, 2024

**Subject:** JOINT MEETING WITH THE HUMAN SERVICES COMMISSION

### **RECOMMENDATION:**

That the Council receive background information pertaining to recommended discussion topics for the joint City Council and Human Services Commission meeting.

### **BACKGROUND DISCUSSION:**

The Human Services Commission was formed in 2017 as an advisory body to the Council on issues related to human services. The current roster is as follows:

- ❖ Jory Hamilton, Chair
- ❖ Gabriela Lopez Vazquez, Vice Chair
- ❖ Gildas Cheung
- ❖ Melantha Jenkins
- ❖ Chloe Sow, Youth Representative
- ❖ Cristian Liu
- ❖ Sriram Rajagopalan

The Human Services Commission is recommending the following topics, in addition to any topics the City Council may want to address.

#### **Draft Agenda for Joint City Council / Human Services Commission Meeting on April 02, 2024**

1. 2023-2024 work plan update
2. Understanding the current need in Kirkland
3. 2025-2026 grant funding

Background information on the agenda topics is presented below.

#### **1. 2023 – 2024 Human Services Commission Work Plan Update**

To better understand the current needs of the community and services, community partners and other stakeholders were invited to present to the Commission in 2023 and early 2024. The Commission applies its learnings to inform priorities ahead of the review process. The total grant requests regularly exceed the funds available, so priorities guide the Commission through an increasingly difficult process. For 2023, the Commission prioritized invitations to

agencies for the 2023-24 grant cycle that 1) received funding for the first time 2) applied and did not receive funding or 3) agencies who were interested but did not apply.

The Commission would like to share with City Council the list of presenters and topics in 2023.

- Essentials First (March 2023): strengthening community well-being by providing affordable access to basic need and hygiene products through community kits, food distribution, and hygiene products.
- 4 Tomorrow (April 2023): serves youth and Latinx communities on the Eastside with in-language support, navigation, and programs focused on mental health, life services, financial assistance, anti-racism, and education.
- Immigrant Women's Community Center (May 2023): supports immigrant and refugee families, newcomers to the community with community building, training, and direct services, primarily for immigrant women and their families, promoting financial independence, emotional health, and physical well-being.
- Comprehensive Plan Update (June 2023) - Housing and Human Services: Planning team presented and participated in a discussion focused on housing needs, BIPOC community member needs, equitable re-distribution of funding, availability of reactionary and preventative services, and recommendations on increased community engagement.
- Brazilian Community Services (July 2023): serves as a facilitator for the Brazilian immigrant community in the Pacific Northwest region with the goal to integrate and support community members into their new home and community through cultural navigation and services focused on family well-being.
- Kirkland Senior Council (July 2023): discussed the KSC's 2022-23 accomplishments and 2023 workplan, with a focus on housing, aging in place, and universal design for seniors and older adults in Kirkland.
- Chabad of Kirkland, Center for Jewish Life (August 2023): providing services to family members and seniors of all backgrounds with basic needs, including food, clothing, rent and utility assistance, emotional support, and housing stability services.
- King County Promotores Network (August 2023): highlighted successes of 2022 Health Fair, survey results, and services available for 2023 event.
- Eastside for All, Futurewise, and Complete Streets Bellevue (September 2023): presentation on History of Exclusion on Eastside. Using a racial equity, transportation, and affordable housing lens, highlight how past practices, policies, and laws have contributed to the housing inequity communities of color experience on the Eastside.
- Chinese Information and Service Center (October 2023): provide an overview of the agency's Russian Senior Day Program.
- Communities Rise (November 2023): learn about how the agency provides support to small organizations to strengthen their capacity to support the communities they serve. The agency will share learnings from the recently completed first ever Capacity Building Cohort on the Eastside.
- Indian American Community Services (November 2023): provide an overview of the agency's Survivor Support Services program that offers cultural competency services to Indian-American survivors of violence and abuse.
- A Regional Coalition for Housing (January 2024): overview of affordable housing needs, previously funded projects, and project pipeline.

- Sound Generations - Eastside Hyde Shuttle Program (February 2024): shared the work the agency is doing on the Eastside to support older adults and folks with disabilities with a new transportation option, the Hyde Shuttle.

The Commission also received presentations summarizing on agency performance for 2022 human services contracts, and programs who received one-time pandemic funding, including Community Development Block Grant COVID-19 (CDBG CV) and American Rescue Plan Act (ARPA) funding. Previously funded programs, demographic information and numbers served in 2022 is located on the Human Services Dashboard.<sup>1</sup>

## 2. Understanding the Current Need in Kirkland

### *Services Landscape*

The Community Needs Assessment released by Hopelink in June 2022 identifies four overarching themes of program and service needs on the Eastside. The needs all stem from having insufficient financial resources to meet one's needs in North and East King County. The themes are interrelated, and intersect with race, ethnicity, nativity, and personal history to shape the experience of poverty in the region. While the assessment uses the latest available data and reports, some data is based on pre-COVID findings and therefore is already outdated in assessing a current snapshot of needs. The themes are as follows:

1. Community members are challenged to meet their basic needs.
2. Lack of affordable housing is undermining household security and leading to displacement.
3. There are insufficient transit and transportation options for people with low incomes, particularly outside of urban centers.
4. There is persistent evidence of food insecurity and hunger.

Staff utilize the data and findings provided by the Needs Assessment to understand current trends and needs that impact the human services landscape ahead of each funding cycle. The full report released by Hopelink was shared with City Council at its September 6, 2022 meeting.<sup>2</sup>

### *COVID-19*

The new economic realities caused by inflation, the shortfalls of the Great Resignation<sup>3</sup>, and continued short and long-term financial and emotional impacts COVID-19 has on low-income populations, intersected by systemic racism and the disproportionate impact the above referenced has on under-resourced and Black, Indigenous, and People of Color (BIPOC) communities, add important context to the current services landscape.

- The demand for behavioral health services has skyrocketed and providers are unable to meet the need. Many workers in the behavioral health industry are leaving the sector because of burnout and pay inequity.
- There continues to be a sustained, increased demand for eviction prevention services, including emergency financial assistance and legal assistance for residents to maintain housing. The demand for rent assistance far exceeds the supply as households face significant rent increases in tandem with higher living expenses due to inflation, leading to a chronic reliance on assistance to maintain housing stability.

---

<sup>1</sup> <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Human-Services/Human-Services-Dashboard/2022-Funded-Programs>

<sup>2</sup> [https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2022/september-6-2022/8h5\\_other-items-of-business.pdf](https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2022/september-6-2022/8h5_other-items-of-business.pdf)

<sup>3</sup> The Great Resignation began in 2021 where employees resigned at an alarming rate in sectors most impacted by wage stagnation out of alignment with cost of living, job dissatisfaction, safety concerns due to COVID-19, and the desire for improved work-life balance.

- Access to food continues to be an issue since the onset of the pandemic and is a barrier for folks maintaining stability.
- The needs of those disproportionately impacted by the pandemic and racism, specifically Black and African American, Indigenous, Latinx, immigrants, and refugees, require specific investment in services that are culturally specific, responsive, and accessible.
- Agencies are requesting significantly higher dollars to keep workers in the nonprofit sector, as workers are leaving the industry due to the high levels of stress and demand from COVID-19 intertwined with pay inequity, vicarious trauma, and general fatigue in supporting populations with increasingly chronic, and often intersecting needs.

### *2025-26 Funding Priorities*

The Human Services Commission (HSC) discusses the specific needs of the community emerging at the time of considering the next cycle of human services grants. Making recommendations on what programs to fund is difficult, recognizing the valuable services each respective organization provides to the community. Priorities help guide the Commission in development of the recommendations given requests far outpace funding available. The priorities for the upcoming grant cycle were finalized at the Commission's February 27, 2024 meeting.

- Homelessness and Affordable Housing
  - Includes emergency shelter and associated wrap-around services
  - Affordable housing supports
  - Emergency financial assistance
- Access to Basic Needs
  - Food assistance
  - Healthcare access
  - Domestic Violence/Sexual assault survivors support and services
  - Legal assistance-of all kinds
- Behavioral Health/Mental Health services
  - Adults
  - Youth
  - Including Substance Use Disorder supports and treatment services
- Prioritizing programs and services offered by organizations and agencies that are new, small, and/or Black, Indigenous and People of Color (BIPOC)-led and serving. There will be an emphasis on funding programs focused on services and support to BIPOC community members, and/or those who identify as part of groups who have been historically marginalized.

## **3. 2025-2026 Grant Funding**

### *23-24 Grant Application Snapshot*

For the 2023-24 City budget cycle, Kirkland received 109 grant applications from community agencies, totaling \$8,716,708 for the upcoming biennium (\$4,358,354 per year), reflecting similar trends outlined in the services landscape discussion around unmet need. Table 1 summarizes the funds available compared to total requests since 2013.

The number of grant applications and the total amount requested from community agencies to the City significantly increased from the previous biennium, with many agencies citing the need for additional funding to cover increased costs, staff retention, and higher demand of services. The average increase in request from programs awarded funding in 2021-22 was 94% with requested amounts ranging up to 700% increase in total ask compared to the previous biennium.

**Table 1. Comparison of Funds Requested to Funds Available**

Budget Period	Total Funds Requested	Total Funds Available	Percentage of Requests Funded
<b>2013-14</b>	\$1,794,000	\$1,403,516	78%
<b>2015-16</b>	\$2,354,298	\$1,597,608	68%
<b>2017-18</b>	\$2,848,644	\$1,810,192	64%
<b>2019-20</b>	\$4,080,740	\$2,934,345	72%
<b>2021-22</b>	\$4,741,854	\$3,197,838	67%
<b>2023-24</b>	\$8,716,708	\$5,248,702	60%

In addition to the established priorities, the Commission incorporated an equity framework to the grant recommendations in response to the services landscape.

- Invest a minimum of 10% of base budget recommendations to community-based organizations serving BIPOC communities
- Invest a minimum of 15% of total funding recommendations to community-based organizations serving BIPOC communities
- Reallocate the prior biennium’s investment in larger organizations with greater capacity to seek other grants and shift those requests to be considered for supplemental one-time funding
- Include a cost-of-living adjustment of 7% for agencies which received 2021-22 funding
- Include unallocated grant funding set-aside support to support Indigenous and Black/African American residents

Council supported the equity framework and additional one-time funding requests proposed by the Commission to address increased funding requests, resulting in an increase in the funds available as outlined by Table 1. The total budget for human services funding in the 2023-24 adopted budget was \$5,248,702 (\$2,624,351 per year). Despite a historic investment in one-time funding, the overall percentage of requests funded decreased from previous cycles.

*2025-26 Grant Funding*

Since the City began investing in human services grants to nonprofit organizations in 1986, City funding for grant programs has been derived from ongoing funds approved in the Parks and Community Services Department’s base budget, and one-time supplemental funding as authorized by the City Council during each budget cycle. The combined total funding approved in the City Manager’s budget for 2023 and 2024 was \$5,248,702 (\$2,624,351 per year).

**Table 2. City of Kirkland Funding for Human Services Grants 2013 – 2024**

Year	Population*	Ongoing Base Budget	Supplemental One-time Funding	CDBG	Community Safety Prop 1	WA HB 1406	MFTE	Total Funding	Per Capita
<b>2013</b>	81,730	\$656,944	\$44,814	\$0	\$0	\$0	\$0	\$701,758	\$8.59
<b>2014</b>	82,590	\$656,944	\$44,814	\$0	\$0	\$0	\$0	\$701,758	\$8.50
<b>2015</b>	83,460	\$656,944	\$114,679	\$24,470	\$0	\$0	\$0	\$796,093	\$9.54
<b>2016</b>	84,680	\$656,944	\$129,679	\$29,892	\$0	\$0	\$0	\$816,515	\$9.64
<b>2017</b>	86,080	\$701,758	\$171,149	\$30,691	\$0	\$0	\$0	\$903,598	\$10.50
<b>2018</b>	87,240	\$701,758	\$171,149	\$33,687	\$0	\$0	\$0	\$906,594	\$10.39
<b>2019</b>	88,940	\$969,237	\$241,889	\$36,664	\$148,818	\$0	\$0	\$1,396,608	\$15.70
<b>2020</b>	92,175	\$969,237	\$241,889	\$38,931	\$248,818	\$0	\$38,862	\$1,537,737	\$16.68

<b>2021</b>	92,900	\$969,237	\$241,889	\$38,931	\$310,000	\$211,668	\$38,862	\$1,810,587	\$19.49
<b>2022</b>	93,570	\$969,237	\$241,889	\$38,931	\$310,000	\$211,668	\$38,862	\$1,810,587	\$19.35
<b>2023</b>	94,590	\$969,237	\$643,633	\$41,785	\$636,406	\$253,726	\$79,564	\$2,624,351	\$27.74
<b>2024</b>	95,565	\$969,237	\$643,633	\$41,785	\$636,406	\$253,726	\$79,564	\$2,624,351	\$27.46

\* 2023 and 2024 estimates based on King County estimated rate of growth from the Washington Office of Financial Management

Despite Kirkland's total funding amount for human services grants increasing each biennium, one-time funding is unable to match pace with agency requests. The Commission asked staff to prepare estimated funding requests for the 2025-26 cycle based on previous biennium trends. Table 3 summarizes this data with the assumption that human services funding, including one-time funding, would remain constant rather than decrease.

**Table 3. City of Kirkland Projection for 2025-2026 Requests**

Budget Period	Total # of Applications	Funds Requested	Funds Available	% Requests Funded
<b>2017-18</b>	82	\$2,848,644	\$1,810,192	64%
<b>2019-20</b>	92	\$4,080,740	\$2,934,345	72%
<b>2021-22</b>	99	\$4,741,854	\$3,197,838	67%
<b>2023-24</b>	109	\$8,716,708	\$5,248,702	60%
<b>2025-26 (estimated)</b>	120	\$12,116,225	\$5,248,702	43%

Over the last four budget cycles, the number of applications submitted for funding has increased approximately 10% each biennium. Comparatively, the total funds requested has increased almost two-fold each biennium. When asked, many agencies received one-time pandemic funding that has been spent down; and agencies are now seeking sustainable sources to address the funding cliff.

In advance of the 2025-26 budget cycle, the Commission requests City Council consider and provide guidance on two issues:

Issue 1: Human Services Needs Assessment for Kirkland Residents

In reviewing application trends over time, provider feedback, and regional discussions, the need for human services is growing. The pandemic has only further exacerbated existing inequities the Kirkland community is facing. Lack of access to affordable housing, wage inequality, and inflation has created a new threshold of need that low- and moderate-income households are experiencing. Without access to basic needs, the reliance on human services coming out of the pandemic has not reduced but sustained at a level currently supported by one-time funding. As one-time funding concludes, the Commission is seeking how to target the most important human services for Kirkland residents. Neighboring cities, including Bellevue, Redmond, and Issaquah have completed a needs assessment or implemented a human services strategic plan. More recently, Kenmore and Shoreline have begun their own process to help target areas of investment. The most recent needs assessment for Kirkland was completed by Berk Consulting in 2020, using the Hopelink Community Survey report data from 2019.

**Discussion:**

- Should the City of Kirkland conduct a needs assessment or strategic planning process to understand which human service needs are most critical for community members?
- What additional strategies can be used to guide the City's investment in human services?
- How does the City apply an equity lens to the growing and diverse needs of human services to support its changing population?

## Issue 2: Human Services Funding Options

Historically, funding options presented to the Council for past budget deliberations have been three-fold. For the 2023-24 cycle, all three options were approved.

Option A: Base Budget Funding Option – With this option, the Commission would be asked to develop a recommendation which assumes that only the ongoing base budget amount (City base budget funding plus CDBG funding minus one-time funding) is made available for grant distribution.

Option B: Maintain Current Program Funding Option – With this option, the Commission would be asked to develop a recommendation which assumes the same level of funding available (base budget plus one-time supplemental funding plus CDBG) as allotted for the current biennium.

Option C: Enhanced Program Funding Option – With this option, the Commission would be asked to offer prioritized recommendations on additional grants funding that could be allocated should additional funding be made available by the City Council for human services above and beyond funding apportioned in Option B.

### **Discussion:**

The Commission is particularly interested in exploring whether the Council would like the Commission to continue to use a three-fold funding option as its strategy for providing recommendations to Council for 2025-2026 grants. This will help the Commission frame the grant process.