



Human Services Commission Regular Meeting

Date: July 28, 2026

Time: 6:00 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. July 09, 2026
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
 - a. 2027-2028 Deferred Application Review
 - b. 2027-2028 Grant Funding Overview
 - c. Eastside Human Services Commissions' Equity Workshop Debrief
7. **Special Presentation**
 - a. 2027 Community Development Block Grant Allocation
8. **COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
9. **ADJOURNMENT**

Upcoming Commission Activities

Special Meeting August 13, 2026

Regular Meeting August 25, 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 titlevicoordinator@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 Special Meeting
July 9, 2026

1. CALL TO ORDER

Commissioner Jory Hamilton called the meeting to order at 6:07 pm.

2. ROLL CALL

Members Present: Commissioner Jory Hamilton, Commissioner Gabriela Lopez Vazquez, Commissioner Kobey Sage Chew, Commissioner Shannon Quinn, and Youth Commissioner Eric Dodd.

Excused Absences: Chair Sriram Rajagopalan and Vice Chair Cristian Liu.

Staff Present: Human Services Manager Jen Boone, Human Services Supervisor Becky Gilley, Human Services Coordinator Anny Smith, and Human Services Coordinator Regi Schubiger.

Meeting Recorder: Human Services Coordinator Regi Schubiger.

3. LAND ACKNOWLEDGEMENT

Commissioner Shannon Quinn read the land acknowledgment. Commissioner Gabriela Lopez Vazquez will read the land acknowledgment for the July 28th meeting.

4. APPROVAL OF MINUTES

Commissioner Jory Hamilton requested a motion to approve the June 23, 2026, minutes, Commissioner Shannon Quinn motioned for approval, Commissioner Kobey Sage Chew seconded. Motion carried (Yes: 5; No: 0; Abstention: 0).

5. ITEMS FROM THE AUDIENCE

Public comment was received from:

- Valentine Woods, Pride Across the Bridge
- Zella Gayle, Pride Across the Bridge
- James Webster, Pride Across the Bridge

Noted: Written public comment received via email was sent to Commissioners for their review.

6. BUSINESS

- a. 2027-2028 Application Review – Goal Area 2

The Commission reviewed the 20 applications submitted under Goal Area 2, which focuses on strengthening supportive relationships within families, neighborhoods, and communities. Staff noted that the City received a record 142 applications for the 2027–28 funding cycle, with over \$7 million requested annually. Commissioners were reminded to evaluate each Goal Area 2 application using the ShareOne portal and the Stoplight Tool to support an equitable review process.

The following applications were discussed:

Goal Area 2:

1. Communities in Schools of Greater King County-Integrated Student Supports
2. Eastside Legal Assistance Program (ELAP)-ELAP-Clinic
3. Evergreen Social Impact (acting as fiscal sponsor for Pride Across the Bridge)-2SLGBTQIA+ Programming & Outreach
4. Evergreen Social Impact (acting as fiscal sponsor for Pride Across the Bridge)-Rainbow Resilience Network
5. HERO House NW-Supported Housing
6. Immigrant Women's Community Center (IWCC)-East King County Immigrant Family Support and Case Management Program
7. Indian American Community Services (IACS)-Immigration Legal & Support Services
8. Indian American Community Services (IACS)- Cultural Navigation Program
9. Indian American Community Services (IACS)- Rahat Community Human Services Program
10. Jewish Family Services- Russian Language Older Adult Day Program
11. Kinderling Center- Child Care & Preschool Consultation (CCPC)
12. Kinderling Center- Families in Transition (FIT)
13. King County Bar Foundation- Neighborhood Legal Clinics
14. MAPS Community Services (MAPS MCRC)- Information & Referral Services
15. Northshore Senior Center- Social Services Programs
16. Sound Generations-Hyde Shuttle
17. Sound Generations- Volunteer Transportation Services (VTS)
18. Youth Eastside Services- Behavioral Health Cultural Navigator
19. Youth Eastside Services- Community-Based Behavioral Health Outreach
20. Youth Eastside Services- Latine Youth & Family Integrated Behavioral Health Services

7. COMMUNICATIONS

a. Commissioner Reports

Commissioner Shannon Quinn attended the 4th of July parade.
Commissioner Jory Hamilton thanked Youth Commissioner Eric Dodd for stepping in at the last minute offering to help volunteer with the 4th of July Parade.

b. Staff Reports & Announcements

Human Services Coordinator Anny Smith reminded Commissioners about participating in City Hall for All on Saturday September 19th. She suggested possibly set up subcommittee to figure out the logistics.

Human Services Manager Jen Boone shared that Lake Washington United Methodist Church received a funding allocation from City Council for repaving their parking lot that is used for the Safe Parking program. Human Services staff will oversee the contract. Human Services Manager Boone also shared the grand opening for Sheila Stanton Place occurred on July 8th and reminded Commissioners to respond to the public records request received.

8. ADJOURNMENT

Commissioner Jory Hamilton asked for a motion to adjourn the meeting. Commissioner Eric Dodd motioned to adjourn and was seconded by Commissioner Gabriela Lopez Vazquez. Meeting was adjourned at 8:10 pm.



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

MEMORANDUM

To: Human Services Commission

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

Date: July 13, 2026

Subject: **2027-2028 Deferred Application Review**

RECOMMENDATION:

That the Human Services Commission revisit 27-28 human services grant applications that had been deferred during the first review process at the July 28, 2026, regular meeting.

EXECUTIVE SUMMARY:

- The City of Kirkland received 142 applications for the 2027-28 Human Services Grant Funding cycle, requesting over \$7 million in funding per year, a historic high for the City of Kirkland.
- The Human Services Commission (HSC) is tasked with reviewing human services grant applications for funding consideration each biennium.
- The HSC will review and discuss the 13 deferred applications following the first review process.

BACKGROUND:

The City of Kirkland has five community goal areas that all community members should be able to achieve. First developed by the United Way of King County, and later adopted by several local jurisdictions including Bellevue, Redmond, Seattle, King County, and Kirkland, these Community Goal Areas reflect the belief that all people should have:

1. Food to Eat and a Roof Overhead
2. Supportive Relationships within Families, Neighborhoods and Communities
3. Safe Haven from All Forms of Violence and Abuse
4. Health Care to be as Physically and Mentally Fit as Possible
5. Education and Job Skills to Lead an Independent Life

DISCUSSION/ANALYSIS:

At the July 28, 2026, meeting, Commissioners will discuss human services grant applications that had been deferred for later review. These applications span multiple categories on the Community Goal Areas referenced above. There are 13 applications deferred that will be revisited. Please reference **Attachment 1** for a comprehensive list of agency name, program

name, and a brief description of the program. Of the 13 applications, 2 applications are first-time requests. First-time requests are **bolded** in **Attachment 1** and below.

Commissioners are asked to review the following applications again to prepare for discussion at the July 28th meeting. If there were outstanding questions for applications, staff have provided updated information via email. The Commission is encouraged to review the additional information received prior to the meeting.

1. **Consejo Counseling and Referral Services-Pathways to Healing Program**
2. Essentials First-World Food Program
3. **Evergreen Social Impact (acting as fiscal sponsor for Pride Across the Bridge)-Rainbow Resilience Network**
4. Friends of Youth-Mental Health & Substance Use Disorder Services Program
5. Friends of Youth-Youth Case Management Program (Formerly Youth Employment Program)
6. Friends of Youth-The Willows Youth Services center (WYSC)
7. Friends of Youth-Youth Haven
8. Hopelink-English for Work (Previously Adult Ed)
9. Hopelink-Financial Capabilities
10. Overlake Christian Church-Financial Aid & Assistance Program
11. Overlake Christian Church-Safe parking and Day Center Emergency Shelter
12. Porchlight-Housing Navigation
13. Sound Generations- Volunteer Transportation Services (VTS)

Commissioners will use the ShareOne App portal review tool as well as the Stoplight Tool, created by Communities Rise¹, as an additional support for considering equity in the review process and to help move through any challenges with potential biases that may come up during this process.

Additional review resources included in this packet for reference during Commission review and discussion are **Attachment 2**, 2027-2028 HSC Grant Funding Priorities, **Attachment 3**, Stoplight Tool for Review, and **Attachment 4**, HSC Group Expectations 2025. For a summary of agency programs currently funded for the 25-26 cycle, please refer to the Kirkland Human Services Dashboard.²

NEXT STEPS:

Staff will lead the Commission through the 13 applications deferred for review and summarize the additional information requested. Please send questions to HSGrants@kirklandwa.gov.

ATTACHMENTS:

Attachment 1: 27-28 Deferred Applications
Attachment 2: 2027-2028 HSC Grant Funding Priorities
Attachment 3: Stoplight Tool for Review
Attachment 4: HSC Group Expectations 2025

¹ <https://communities-rise.org/>

² <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Human-Services/Human-Services-Dashboard/2025-Funded-Programs>

ATTACHMENT 1

Linked Agency Profile	Program Name	Brief Description	Goal Area
Consejo Counseling and Referral Service*	Pathways to Healing and Safety	Comprehensive, trauma-informed behavioral health and advocacy services for underserved individuals and families.	4
Essentials First	World Food Program	Food boxes and gift cards for low-income families, immigrants and refugees to enable access to ethnic, and culturally meaningful food.	1
Evergreen Social Impact*	Rainbow Resilience Network	Community-based care package and resource connection program for 2SLGBTQIA+ individuals experiencing isolation or vulnerability.	2
Friends of Youth	Mental Health & Substance Use Disorder (MH/SUD) Services	Mental health and substance use counseling for youth and young adults.	4
Friends of Youth	Youth Case Management Program (Formerly Youth Employment)	Case Management support for youth and young adults experiencing homelessness.	5
Friends of Youth	The Willows Youth Services Center (WYSC)	24/7 emergency shelter and drop-in facility for young adults (18-24).	1
Friends of Youth	Youth Haven	Emergency shelter for children and youth under 18.	1
Hopelink	English for Work (Previously Adult Ed)	Work-contextualized English language programming for adult immigrants and refugees	5
Hopelink	Financial Capabilities	Multilingual Financial Education, Individualized Coaching, and Capacity-Building Support for Partner Organizations	5
Overlake Christian Church	Financial Aid & Assistance Program	Financial assistance for mortgage, rent, utilities, and eviction prevention	1
Overlake Christian Church	Safe Parking and Day Center Emergency Shelter	Emergency shelter for men and couples living in their vehicles and a Day Center offering food, showers, and basic necessities.	1
Porchlight	Housing Navigation	Housing navigation and case management helping men experiencing homelessness secure stable, permanent housing.	1
Sound Generations	Volunteer Transportation Services (VTS)	Door-to-door medical transportation for older adults	2

***Bolded programs are new applicants**

2027-2028 Human Services Commission Grant Funding Priorities

- **Access to Basic Needs**
 - Food assistance
 - Healthcare access-Whole person health
 - 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
 - Includes legal services for housing
 - Emergency financial assistance
- **Access to Critical Services**
 - Domestic Violence/Sexual assault survivors support and services
 - Legal assistance
 - Includes immigration support
 - 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+ community. Those service approaches are often more nuanced, culturally responsive, and rooted in community.

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

Human Services Commission Group Expectations

Updated 05-27-2025

- 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
- 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
- Reflect back what you heard to ensure understanding and give grace
- Be respectful of differences; differences add value



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

Date: July 16, 2026

Subject: **2027-2028 Human Services Grants Budget Overview**

RECOMMENDATION:

That the Human Services Commission receive an overview of the 2027-2028 human services grants budget in preparation for developing upcoming grant funds recommendations for City Council.

EXECUTIVE SUMMARY:

- This memo provides the Human Services Commission with an overview of the 2027-2028 human services grants budget in preparation for developing upcoming grant funds recommendations for City Council.
- The City of Kirkland's total funding for human services grants has historically increased in response to population growth and community needs. Funding consists of an ongoing base budget (utilizing general fund dollars, CDBG, Prop 1, and MFTE) alongside supplemental one-time funding.
- Following City Council direction from the joint meeting with the Commission on April 7, 2026, the commission will develop Option A that reflects the currently budgeted base of \$1,819,668 per year/\$3,639,336 for the biennium. The Commission may also draft supplemental options (Options B and C) for potential one-time funding consideration.
- Staff will guide the Commission through the available funding and discuss how to structure Option A, B, and C ahead of the August 13, 2026 HSC meeting where staff will bring a first draft of grant recommendations for Commissioner review.

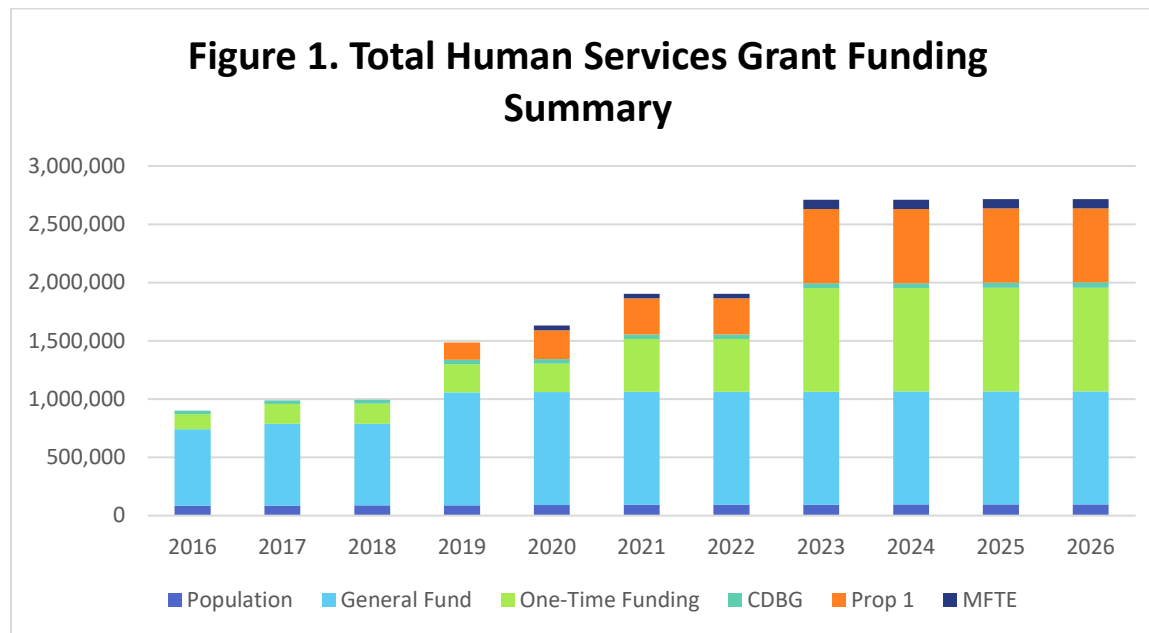
BACKGROUND:

The Human Services Element of the Kirkland Comprehensive Plan states that it is a city goal to "create a community in which all members have the ability to meet their basic physical, economic and social needs, and the opportunity to enhance their quality of life." Since the City began investing in human services grants to nonprofit organizations in 1986, City funding for human services grants 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. Additional funding sources have been added over the years including Community Development Block Grants (CDBG), Community Safety Prop 1 (Prop 1), Opiate Settlement dollars, and Multi-Family Tax Credit Agreement funds (MFTE). Historically, the funding chart separates out these funding sources; however, that does not allow for an easy comparison of base funding versus supplemental funding.

Currently, base funding consists of ongoing general fund dollars, CDBG, Prop 1, and MFTE. The 2021-2022 and 2023-2024 biennium received HB1406 funding, but this was replaced by general fund dollars in FY2025-2026. Table 1 shows grant funding by base and supplemental, as well as the per capita amount. It also includes the Rapid Response funds allocated by Council in 2025 to support federal changes to immigrants, refugees, and asylum seekers and to address SNAP benefit delays. Each biennium, Kirkland's total funding amount for human services grants has increased annually with population growth and need, as shown in Figure 1.

Table 1: Human Services Base and Supplemental Funding History¹

Year	Base	Option B	Option C	Rapid Response	Total	Per Capita
2017	\$732,449	\$171,149	\$0	\$0	\$903,598	\$10.50
2018	\$735,445	\$171,149	\$0	\$0	\$906,594	\$10.39
2019	\$1,154,719	\$241,889	\$0	\$0	\$1,396,608	\$15.70
2020	\$1,295,848	\$241,889	\$0	\$0	\$1,537,737	\$16.68
2021	\$1,568,698	\$241,889	\$0	\$0	\$1,810,587	\$19.49
2022	\$1,568,698	\$241,889	\$0	\$0	\$1,810,587	\$19.35
2023	\$1,826,461	\$491,314	\$152,319	\$0	\$2,470,094	\$27.74
2024	\$1,815,728	\$491,314	\$152,319	\$0	\$2,459,361	\$27
2025	\$1,830,401	\$634,314	\$511,076	\$100,000	\$3,075,791	\$31.32
2026	\$1,819,668	\$634,314	\$511,076	\$100,995	\$2,965,058	\$30.69



DISCUSSION/ANALYSIS:

The 2027-2028 budget for human services funding is \$1,819,668 per year/\$3,639,336 biennium.

¹ The 2025-2026 approved grant budget with base and supplemental funding was \$3,140,048 per year and \$6,280,096 per biennium. The final budget included Prop 1 dollars set aside to support the Human Services Coordinator Community Wellbeing and Homeless Outreach Coordinator positions. Beginning in 2027-2028, staff positions have been removed from the base budget to accurately report grant funding.

As requested by the Council at its joint meeting with the Commission on April 7, 2026², the HSC can put together supplemental one-time funding options for Council consideration (Option B and Option C), but the draft recommendations for Option A must reflect what is currently budgeted for human services funding and subsequently, address the highest priority needs of the City and Commission.

NEXT STEPS:

Staff will present and discuss available funding and lead the Commission in a conversation on how to structure Option A, B, and C grant recommendations. This framework will prepare the Commission for the August 13 meeting, where staff will present a first draft of the grant recommendations.

² https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2026/april-7-2026/3a_study-session.pdf



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: July 13, 2026

Subject: Eastside Human Services Commissions' Equity Workshop Debrief

RECOMMENDATION:

That the Human Services Commission (HSC) debrief the Eastside Human Services Commissions' Equity Workshop post-work and documents.

EXECUTIVE SUMMARY:

- Equity trainings are an integral part of the City's human services grant fund process beginning with the application review, contract development, reporting, and monitoring.
- Eastside Cities Human Services Commissions participated in a joint equity workshop on May 12, 2026, at the City of Redmond's City Hall ahead of the 27-28 human services grant fund application cycle.
- The 2026 equity training included three parts: pre-work, three-hour in-person training, and post-work. The HSC used these learnings to guide them through the process of reviewing grant funding applications with an equity lens.
- The HSC will participate in a conversation to discuss the post-work and documents sent out on May 26, 2026.

BACKGROUND:

Historically, Eastside cities participating in the Human Services Funding Collaborative have supported a joint equity workshop for the respective Commissions. The workshop prepares Human Services Commissioners ahead of the upcoming Human Services Funding Grant application review that occurs every biennium.

DISCUSSION/ANALYSIS:

The Cities of Issaquah, Kirkland, Redmond, and Sammamish Human Services Commissions participated in a joint equity training on May 12, 2026. Staff have worked collaboratively to organize this specialized training as a tool to guide Commissions through the Human Services Grant Funding Application review process. One of the core values for the City of Kirkland is to center equitable processes in grant funding so developing and strengthening the Commission's equity lens is a critical step ahead of the application review process.

Communities Rise¹ facilitated the training. As the agency website states, “Communities Rise fosters movements to build power in communities impacted by systemic oppression. To create an equitable system, we pursue cross-sector collaboration and provide capacity building and legal services for community organizations and microenterprises.”

The agency’s programming includes supporting other non-profits and community-based organizations by providing legal clinics, cohort programs, tech support, and opportunities to learn. They also work with small businesses to support building a more sustainable organization.

NEXT STEPS

At the July 28 meeting, Commissioners will review the post-work materials in Attachment 1 and discuss how the training impacted the review process.

ATTACHMENTS

Attachment 1 - Equity Training Post-Work and Documents

¹ <https://communities-rise.org/>

City of Kirkland: Communities Rise Equity Training

Engaging in the Rater process is a powerful way to contribute resources to organizations and drive meaningful change, and we thank you for your time and dedication to that process. We urge each of you to embrace the significance of lived experience and recognize its potential to shape effective outcomes in your assessment process.

By applying an equity and justice perspective, we can focus our funding on the areas of greatest need - survivor-led and informed interventions that are culturally and linguistically responsive, prioritizing care for those most affected by inequitable systems. We have selected some resources to support you in that process.

[Review Materials](#)

Video examples

[PBS Implicit bias-series](#) SERIES

▶ Understanding unconscious bias | The Royal Society 2:59

Slides of presentation:

▶ 3.14.26 Rater Equity Training 2026 .pptx

Bias and Inequities Terms Quick Sheet

- **Equity:** A System of Fairness. Equity is the complete and equal access to opportunities, power, and resources so that all people achieve their full potential and thrive. Equity is an ardent journey toward well-being as defined by those most negatively affected.
- **Inequities:** Differences in well-being that disadvantage an individual or group in favor of another; these are systemic, patterned, and must be changed. Inequities are not random. Past and current decisions, systems of power and privilege, policies, and implementation of those policies cause inequities.
- **Determinants of Equity:** The social, economic, geographic, political, and physical environments and conditions in which people live. Full and equal access to the determinants of equity is necessary to achieve equity for all people, regardless of race, class, gender, language, or geography.
- **Targeted Universalism:** Led by those most affected and leveraging their assets, we define goals for all; identify the obstacles faced by specific groups; and tailor strategies to address the barriers in those situations.

- **Structural Racism:** The interplay of policies, practices, programs, and systems of multiple institutions that lead to adverse outcomes and conditions for Communities of Color compared to White communities, that occurs within the context of racialized historical and cultural conditions.
- **Social Justice:** All aspects of justice—including legal, political, economic, and environmental require the fair distribution of and access to public goods, institutional resources, and life opportunities for all people.
- **Race in the U.S.:** Race and racial categories in the U.S. are social constructions created by the dominant group to determine Dominant and Subordinate categories and access to resources; they have assigned meanings. Racial categories have changed over time, and thus, how various communities experience race has changed.

Definitions of Biases

- **The following examples are a few types of commonly applied Implicit / unconscious bias**

- Definition: Attitudes, stereotypes, or opinions that we possess and that unconsciously affect our understanding, actions, and decisions

Examples of Implicit/ Unconscious Bias

- **Confirmation Bias:** The tendency to interpret information in a way that confirms existing beliefs or stereotypes.
 - Examples: Remembering data that supports your racial bias and dismissing contradicting evidence.
- **Racial Bias:** Unconscious preference for or against individuals based on race or ethnicity
 - Examples: Favoring White over Black individuals in hiring or police interactions. Assuming Asian individuals are better at math or science.
- **Gender Bias:** Automatic associations between gender and traits, roles, or abilities.
 - Examples: Believing men are better leaders or women are more nurturing. Teachers unconsciously call on boys more in STEM subjects.
- **Prescriptivism:** This is an attitude held by those who believe there are strict, correct rules of language that everyone should follow
 - Examples: Discrediting a written/spoken text entirely due to grammar usage not aligning with US academic English writing standards.

- **Age Bias:** Preferences or stereotypes based on age.
 - Examples: Favoring younger employees for innovative roles, assuming older adults are less tech-savvy.
- **Weight Bias:** Stereotypes and negative judgments about people based on body size or shape.
 - Examples:
 - Believing that overweight individuals are lazy or lack self-discipline.
 - Health professionals offering lower-quality care to patients with obesity.
- **Ability (Disability) Bias:** Implicit assumptions about people with physical, intellectual, or psychological disabilities.
 - Examples:
 - Assuming someone with a disability is less capable or less intelligent.
 - Avoiding eye contact or excluding them from group tasks.
- **Sexual Orientation Bias:** Definition: Stereotypes and assumptions about someone based on actual or perceived sexual orientation.
 - Examples:
 - Assuming heterosexuality is the norm ("heteronormativity").
 - Associating certain behaviors or careers with being gay or lesbian.

Things to remember when Reviewing/Rating
--

- A lack of mastery of English writing skills or technical jargon does not mean a lack of competence, skill, or experience.
- Western cultures favor a more linear problem-solution presentation, while non-Western cultures tend to use storytelling and a more holistic approach to the issue.
- Many communities of color and the cultures they come from have a hard time calling attention to their skills and assets, as many cultures of color value various forms of humility and associate these behaviors with “bragging.”
- Ethnic-based and community-based organizations are often seen as lacking data capacity compared to their more institutional peers. In truth, many are experts at gathering honest information from their community, where no one else could due to pre-established trust and cultural understanding, often leading to more non-linear qualitative data.

- Ethnic-based CBOs not only have bilingual capabilities but also bicultural abilities, as many of their frontline staff and leadership come from similar backgrounds and can empathize and embed that cultural understanding in their policies and practices.
- Grassroots organizations may overextend themselves by providing services but not specializing in any one issue, as they juggle multiple focus areas. This is a resourcing inequity issue, not a lack of strategy or leadership ability.
- Community members are more likely to trust community-based organizations. These groups can often recruit and serve participants from marginalized communities more easily and effectively.

Ways to Practice and Grow Understanding of Cultural Competency

- **Do they incorporate cultural values and practices?**
 - Offer services that honor and support victims' cultural, spiritual, and traditional healing practices.
 - Encourage cultural elders or spiritual leaders to join in healing processes whenever it feels right.
 - Help victims establish their own goals that resonate with their cultural identities.
- **Do they hire and collaborate with diverse staff and community partners**
 - Focus on building a strong team by inviting staff and volunteers from the communities you serve.
 - Form meaningful partnerships with tribal leaders, faith-based organizations, community advocates, and cultural institutions to foster trust and collaboration.
 - Consider working with respected cultural brokers or interpreters to ensure effective communication and a genuine connection.
- **Do they create a safe, trusting environment**
 - Ensure your service settings are warm, open, and respectful for everyone.
 - Choose words that are kind, inclusive, and sensitive to different cultures.
 - Be patient and steady as you build trusting relationships.
- **Are they addressing systemic barriers?**
 - We are here to provide language services and culturally sensitive materials that meet your needs.
 - Offer transportation, childcare, and flexible hours to make things easier for you. Our services are available to everyone, regardless of immigration status, economic situation, or disability, because everyone deserves access and support.

- **Do they deepen their cultural awareness and knowledge**
 - Conduct regular cultural competency training for staff, covering topics such as historical trauma, systemic inequities, and community-specific vulnerabilities.
 - Utilize resources like culturally specific literature, videos, and guest speakers from community groups.
 - Create learning modules on the histories, values, and customs of the populations you serve.

- **Do they embrace continuous learning and welcome feedback?**
 - Ensure we regularly review how well our services align with different cultures, so everyone feels included.
 - It's also a good idea to invite our clients and community partners to share their feedback, as their insights are invaluable.
 - Apply suggestions as new needs arise, and we can thoughtfully adjust our programs to serve everyone better.

- **Are there culturally relevant outreach and prevention programs?**
 - Are they using culturally relevant messaging, media, and events to connect with at-risk populations in meaningful and impactful ways?
 - Do they customize prevention campaigns to align with community values and languages, making them more impactful?
 - Do they involve community members in co-creating outreach materials to foster trust and collaboration?

- **Do they provide ongoing cultural competency training?**
 - Is there ongoing staff training on topics such as implicit bias, anti-racism, and cultural humility?
 - Are community voices in training sessions?
 - Foster a learning environment where staff can share experiences and challenges.

- **Are they regularly reviewing how well our services align with different cultures, so everyone feels included?**
 - It's also a good idea to invite our clients and community partners to share their feedback, as their insights are invaluable.
 - Apply suggestions as new needs arise, and we can thoughtfully adjust our programs to serve everyone better.

Reflection Questions

- Am I actively seeking to educate myself on different forms of diversity and ways I can be inclusive of those populations?

- Do I seek knowledge and a deeper understanding of different cultures, lifestyles, experiences, and perspectives?
- Have I really taken the time to reflect on where my personal biases live in my consciousness?
 - How might those biases be swaying my decision?
 - Am I regularly assessing my decision before coming to a foregone conclusion?
- How might my decision impact others?
 - Have you given adequate consideration to the consequences for other demographics, including those most impacted by the issue at hand and those most marginalized?
- What assumptions am I making about this?
 - Are my assumptions based on preconceived ideas or stereotypes I have been programmed to believe are true?
- Am I considering diverse perspectives?
 - Have I asked others for input whose lived experiences differ from mine?

Key Takeaways

- We are here to be advocates for the community. Not a judge and jury.
 - This means suspending the idea that we are the experts on what communities need, rather communities are the experts on what they need.
- Be aware of your implicit biases and do the work to dismantle them.
 - Actively engage in conversations with self awareness of when your biases are driving your response and practice redirecting your consciousness to leaving room for an alternative narrative.
- Actively seek to invest in those grassroots community-based organizations that you believe can do the work in ways that other mainstream organizations may not be able to.
 - Exploring ways working outside of traditional paradigms have been generative for the communities you serve.
- Work together to choose a group of organizations that collectively meet the unique needs of the community, recognizing that this requires diverse approaches.
- When you are reviewing applications, revisiting the goals of the RFP/city funding priorities before reviewing each application is a great way to get in the right mindset for application review.

Sample RFP for Practice: AAAA Excerpt

The text below contains an example of an RFP Application that Raters may encounter. The organization itself is a fictional entity and serves as a learning tool for Raters to practice using their rating tool provided by the City of Seattle, the supplementary materials from Communities Rise, and the scoring rubric in the RFP application.

The sample below is created in response to Rubric Page 17 - Section G.

The Growing Solidarity organization

Growing Solidarity organization is launching Safety is our right A Community Wellness and Safety Initiative, a new branch of supportive services designed to strengthen community safety and health across Kirkland. This program builds on nearly three decades of neighborhood engagement in immigrant rights and safety protocols and marks our next step—expanding from education into comprehensive, culturally rooted social support.

At its heart, Safety is our Right program is a **trauma-informed, healing-centered model** that integrates clinical, cultural, and therapeutic elements. True community safety begins with belonging, trust, and access to care. The program's activities reflect this philosophy.

Through **wellness navigation**, residents will receive one-on-one guidance from trained community health navigators who help them access safety protocols, immigrant rights resources, and mental-health services.

Our **community learning circles** will provide small-group, culturally affirming spaces where participants explore wellness, environmental health, and stress management through storytelling, art, and conversation.

Health and Safety Events, held quarterly, in participants' homes will bring members together for free health screenings, safety demonstrations, and systems advocacy strategies.

Finally, a **community resource line** staffed by volunteers and health navigators will offer real-time assistance to connect residents to the right support when they need it most.

All of these activities are grounded in trauma-informed practice. The principles of safety, transparency, collaboration, and empowerment guide every interaction. Our approach acknowledges how systemic inequities, racism, and chronic stress shape both physical and emotional well-being. By recognizing these realities and celebrating cultural strengths, the Growing in Solidarity organization helps individuals and families heal while building the confidence to seek care and advocate for themselves.

The program will serve approximately **1,000 residents annually** across Kirkland, including We anticipate that about 200 youth ages 10–17 will participate in our learning circles; roughly 600

adults ages 18-59 will engage in advocacy workshops, navigation, and educational events; and about 200 seniors will receive home-based safety protocol visits and outreach.

Our participants will be primarily Latino immigrant families, Many live the fear of being discriminated against due to our current political climate. By creating services that reach out to them in their homes to discuss safety measures we ensure access for those most affected by active disparities.

The ‘Safety is our right’ team combines professional expertise with lived experience.

- **Alex**, will serve as Program Director, overseeing design, partnerships, and evaluation. With more than a decade of experience leading community health initiatives and his own lived understanding of asthma, Alex embodies the connection between leadership and community trust.
- Two **Community Health Navigators** will deliver direct support, guiding families through resource systems and providing culturally responsive care.
- A full-time **Program Coordinator** will handle scheduling, volunteer management, and outreach logistics.
- **Cultural Wellness Facilitators**, contracted teaching artists and healers, will lead learning circles that blend storytelling and creative practice with emotional and physical health education.
- A **Data and Evaluation Consultant** will document outcomes, participant feedback, and impact metrics, helping us refine our services over time.

Each dollar directly sustains the hands-on work of engaging residents, expanding access, and ensuring accountability.

Safety is our right team represents a new branch of programming for our organization, its first year will include structured start-up milestones.	Mission Vision: Safety is our right, the Growing Solidarity organization seeks to redefine community safety as a shared responsibility—one built not only on prevention and response, but also on empathy, cultural connection, and healing. By linking health education with social support, we give neighbors the tools and relationships they need to breathe easy, care for one another, and build a safer, more resilient Eastside.
Timeline: During January and February 2026, we will finalize partnerships and hire key staff. March	March and April will focus on developing outreach materials and multilingual communication tools.

and April will focus on developing outreach materials and multilingual communication tools.	
Pilot learning circles will begin in May, with feedback gathered to strengthen facilitation methods. By July, the first Community Health & Safety Event will launch, followed by full program implementation and continuous evaluation through December 2027.	

BUDGET: Our proposed program budget totals \$75,000, with \$50,000 requested through the Community Safety RFP and \$25,000 in in-kind contributions, such as volunteer time and donated community space

<i>Staff salaries for the director, coordinator, and navigators.</i>	\$30,000
<i>Administrative costs</i>	\$5,000
<i>Data and evaluation</i>	\$2,000
<i>Outreach and translation,</i>	\$3,000
<i>Supplies and accessibility materials,</i>	\$5,000
<i>Workshops and cultural facilitation</i>	\$10,000

Stoplight Tool

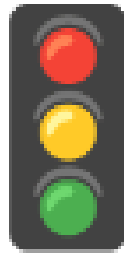
As we discussed in our training the stoplight tool below is intended to practice evaluating grants from a liberation mindset and to support bias-free decision-making. This tool is used proactively to prepare a reviewer to consider a piece of writing ethically and retroactively to reflect on scoring/evaluating decisions a reviewer may have made.

Each row has three prompts that, when read left to right, show a progression from thoughts influenced by punitive measures, bias, and misuse of power on the left, to advocate and equitable thoughts on the right. The red section on the left contains thoughts and perspectives that don't support less-biased decision-making. The yellow-colored section in the middle is emerging as more equitable thinking and practices. The green colored section on the right moves into equitable perspectives and liberation.

For example, this tool can be used as a reflection tool for a viewer preparing to give a low score. If preparing to give a low score, follow “Stop. Check. Review.” In which a reviewer acknowledges a lower score they are preparing to offer, and explores the validity of the score by first stopping their scoring. Then the rater checks their equity tools (i.e., the stoplight tool, rubric, and rater tool) to ensure their decisions are free of negative bias. Finally, the rater reviews the score they gave, with the tools still fresh in their head, to see if they would still provide the same score.

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

**We encourage you to look at this tool and define
some of your own red lights!**



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

competency on its ability to communicate in written English.	how well or poorly this application is written.	assessment of organizational competency.
I am basing program evaluation and effectiveness exclusively on an organization's ability to collect comprehensive data.	I am basing program evaluation and effectiveness on connection with their community, but I require data to support it.	I am basing program evaluation and effectiveness on an organization's connection with its community.
My review of applications results in a collective pool of grantees that does not reflect our target focus areas and goals.	My review of applications results in a collective pool of grantees that reflects our target focus areas and goals.	My review of applications results in a collective pool of grantees that reflects our target focus areas and goals.
<i>(add your own!)</i>		



In Conclusion

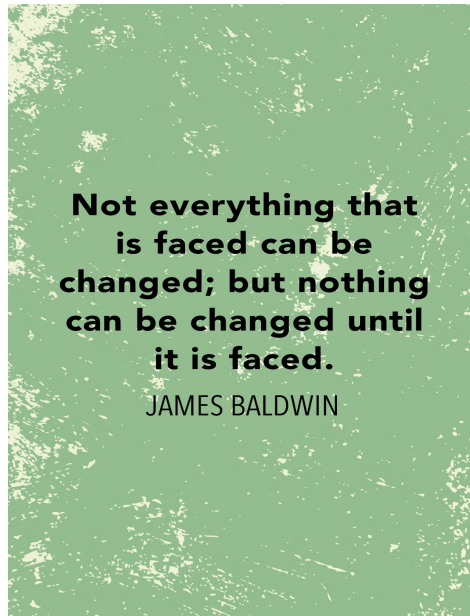
In conclusion we encourage you to consider the micro and macro impact of your bias.

The micro: We are not implying in this instance that it is small, but rather a localized impact: If your bias goes unchecked it may become a barrier to the needs of those you are honored to serve. You may not give opportunity where it is warranted or disrupt the allocation of much needed services.

The macro: Bias doesn't happen in a vacuum, it is embedded in our daily lives and has long lasting impacts on self esteem, proximity to power, generational wealth, mental and physical health and our safety. It is cumulative and your act of biases may meet someone's exhaustion from habitual inequalities they have navigated over the course of their lifetime.

"All this should remind us of the phrase "death by a thousand paper cuts." To integrate all implicit bias-actuated harms over time, we need to know frequency (how many "cuts" per unit of time) and duration (what time period to measure from beginning to end). Depending on the question, duration can be years at a firm, in an industry, in a career, and indeed one's entire lifetime. And frequency is not just one critical judgment every few years when we apply for a job or promotion. Instead, it could be every social, economic, political, and professional interaction. It could be every time we get into a parking dispute; every time we get pulled over for a traffic stop; every time we ask for help at a hardware store; every time we shop for furniture, a car, or a house; every time we apply for a credit card or loan; every time we wait to be seated at a restaurant; every time we apply for a job or promotion; every time we turn in mediocre work and get (or don't get) the benefit of the doubt; every time we join a team; every time credit is shared; every holiday office party; and so on. In some sense, the frequency is multiple times per day because almost no social interaction is immune from implicit biases. This amounts to far more than a thousand cuts" . 2024 by Jerry Kang

All of us learning and unlearning together makes a difference. Happy Rating!





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

Date: July 13, 2026

Subject: **Review 2027 Community Development Block Grant Allocation**

RECOMMENDATION:

That the Human Services Commission receive a presentation providing an overview of the Community Development Block Grant (CDBG) program and review the 2027 estimated allocation of CDBG funds.

EXECUTIVE SUMMARY:

- Kirkland receives federal Community Block Grant (CDBG) funds through King County to support low- and moderate-income residents.
- As part of a 34-city consortium, Kirkland is responsible to plan and direct its own share of funds for public services, planning and administration, and capital projects each year.
- Staff will brief the Commission with the estimated 2027 allocation of funds before the public hearing scheduled for the August 25 meeting.
- Following the August 25 public hearing, the proposed 2027 allocation will be presented to City Council at the September 15 meeting.

BACKGROUND:

The primary objective of the federal Community Development Block Grant program is to support the development of viable urban communities by providing decent housing, a suitable living environment via community facilities and public infrastructure, and expanded economic opportunities, principally for persons of low and moderate income. Funds are distributed to communities nationwide on a formula basis. The three areas where CDBG funds can be used are:

- **Capital projects** serving low and moderate income residents;
- **Public service programs** serving low- and moderate-income residents; and
- **Planning and administration** in support of these activities.

The City currently receives its CDBG funds through an agreement with King County as part of a consortium of 34 cities and towns. The Joint Recommendations Committee (JRC) comprised of officials representing the participating cities, the Sound Cities Association, and King County, advises the King County Consortium (‘the ‘Consortium’) on CDBG funding and program decisions.

Since 2015 the City of Kirkland has chosen the option of participating within the King County Consortium as a Joint Agreement City. With this option the King County Consortium "passes through" a portion of the CDBG funds to larger member cities known as Joint Agreement Cities (JAC). JACs allocate a portion of the funds to meet locally identified needs through their own allocation process. Efforts are made by the Consortium to coordinate multi-jurisdictional projects with the Joint Agreement cities. In addition to Kirkland, the cities of Burien, Redmond, Renton, and Shoreline are currently Joint Agreement Cities within the County Consortium.

As a participating JAC, Kirkland and King County each receive some of the CDBG funds attributable to the City, with each having different responsibilities for program administration. The County retains half of available planning/administration funds to provide contract oversight and satisfy Federal administrative requirements. The City retains the other half of the planning and administration allocation, which helps to pay for City staff to provide the necessary program support. The City also receives a portion of the capital projects and public service programs CDBG funds to allocate towards eligible projects that are selected by the City.

As part of the interlocal agreement with King County, Kirkland must develop a plan for allocating the City's portion of CDBG funds every year. Funds for public services and capital projects must be utilized to benefit those with low to moderate income and be consistent with the King County Consortium Consolidated Housing and Community Development Plan.

At the City of Kirkland, the recipient of the public services dollars is determined within the biennial human services grant process. For that reason, if the service provider is in good standing, the Commission recommends a continued commitment to the same programs in the second year of the biennial budget. To ensure the activities of the provider chosen qualify under federal guidelines, a provider of services to those experiencing homelessness has always been the recipient. The recommended recipient is not favored over other providers. The Human Services Commission determines the total amount of investment in programs which support people experiencing homelessness. Recommendations are prepared for the City Council by the Commission, with staff providing a recommendation of which providers receive City general funds, and which agencies receive CDBG dollars.

DISCUSSION/ANALYSIS:

Distribution of Kirkland's portion of CDBG funds is determined by the City Council through a Council resolution. The timeline for City Council authorization of the funds this year is as follows:

- | | |
|----------|---|
| 07/28/26 | Overview of the CDBG program presented to the Human Services Commission |
| 08/01/26 | Submit the public notice publicizing the public hearing in the City's newspaper of record, <i>The Seattle Times</i> |
| 08/25/26 | Human Services Commission Public Hearing <ul style="list-style-type: none">• People in attendance will be given the opportunity to speak to the proposed recommendations. Any written comments received in advance will be shared with the Commission |
| 09/15/26 | Resolution authorizing the recommended distribution of CDBG funds presented to City Council |
| 10/01/26 | The Action Plan for how the City intends to allocate the funds is submitted to King County for review and approval |

NEXT STEPS:

Staff will provide an overview of the CDBG program, 2026 funding, and 2027 estimated allocation to prepare for the public hearing scheduled for the August 25 Human Services Commission meeting.