



## Human Services Commission Regular Meeting

Date: July 23, 2024

Time: 6:30 p.m.

Place: Hybrid – Rose Hill Room, Kirkland City Hall, 123 5<sup>th</sup> Ave Kirkland, WA 98033

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

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

Passcode: 862999

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

### AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **LAND ACKNOWLEDGEMENT**
4. **APPROVAL OF MINUTES**
  - a. July 09, 2024
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
  - a. 2025-2026 Goal Area 1 Review
  - b. 2025-2026 Human Services Grant Budget Overview
  - c. 2025 Community Development Block Grant Allocation
7. **COMMUNICATIONS**
  - a. Commissioner Reports
  - b. Staff Reports and Announcements
8. **ADJOURNMENT**

#### Upcoming Commission Activities:

Special Meeting August 13, 2024

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**CITY OF KIRKLAND  
HUMAN SERVICES COMMISSION  
Minutes Commission Regular Meeting  
July 9, 2024**

**1. CALL TO ORDER**

Chair Gabriela Lopez- Vazquez called the meeting to order at 6:33 pm.

**2. ROLL CALL**

Members Present: Commissioners Melantha Jenkins, Cristian Liu, Jory Hamilton, Kobey Sage Chew, and Vice Chair Sriram Rajagopalan.

Commissioner Gildas Cheung, joined at 7:23pm

Members Absent: Commissioner Chloe Sow (excused)

Staff Present: Jen Boone, Human Services Manager, Regi Schubiger, Youth Services Coordinator, and Antoinette Smith, Human Services Coordinator

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

**3. LAND ACKNOWLEDGEMENT**

Vice Chair Sriram Rajagopalan read the land acknowledgment. Commissioner Jory Hamilton will read for the regular meeting on July 23<sup>rd</sup>.

**4. APPROVAL OF MINUTES**

Chair Gabriela Lopez-Vazquez requested a motion to approve the June 25, 2024, minutes. Commissioner Jory Hamilton made a motion for approval. Vice Chair Sriram Rajagopalan seconded. Motion carried (Yes: 6 No: 0).

**5. ITEMS FROM THE AUDIENCE**

In person:

Kristin Granstrand-Imagine Housing  
Cindy Charlebois Druschba-At Large Advocate

Virtual:

Renewal Foodbank – Jesse, Winnie, Philip (No last names provided)

**6. BUSINESS**

- a. 2025-2026 Goal Area 1 Grant Application Review

Goal Area 1 applications were reviewed by the Human Services Commission.

A total of 20 applications were discussed during the meeting.

**4 Tomorrow** – Eviction Prevention, Rental Assistance, Move-In & Mortgage Assistance; **4 Tomorrow** – Emergency Temporary Housing & Homeless Recovery; **Archdiocesan Housing Authority-Coordinated Care Agency** – New Bethlehem Programs; **Eastside Legal Assistance** – Housing Stability, Legal Aid; **Eat Happy Now** – Food Rescue & Delivery; **Essentials First** – Community Kits; **Essentials First** – World Food Program; **Friends of Youth** – Willows Youth Services Center; **Friends of Youth** – Youth Haven; **HERO House NW** – Supported Housing; **Hopelink** – Food Programs; **Hopelink** – Financial Resiliency; **Hopelink** – Family Development; **Hopelink** – Housing; **Imagine Housing** – ADL Support; **Imagine Housing** – Behavioral Health Support; **Imagine Housing-Resident Services**; **KidVantage** – Basic Needs Supplies; **Lake Washington Schools Foundation** – Pantry Packs; **LifeWire** – Housing Stability

## **7. COMMUNICATIONS**

### a. Commissioner Reports

Commissioner Hamilton summarized the 4<sup>th</sup> of July event.

### b. Staff Reports & Announcements

Human Services Manager Jen Boone gave an update that the July 23<sup>rd</sup> packet would be posted by Friday, July 12<sup>th</sup>.

Human Services Coordinator Anny Smith provided information about the password reset process for Commissioners.

Commissioners are encouraged and invited to attend an Open House on July 15<sup>th</sup> regarding the Houghton Village development plan.

## **8. ADJOURNMENT**

Chair Gabriela Lopez-Vazquez asked for a motion to adjourn meeting. Commissioner Melantha Jenkins motioned and was seconded by Commissioner Gildas Cheung. Meeting was adjourned at 8:53 pm.



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Department of Parks & Community Services  
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**MEMORANDUM**

**To:** Human Services Commission

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

**Date:** July 03, 2024

**Subject:** 2025-2026 HUMAN SERVICES GRANT APPLICATIONS REVIEW – GOAL AREA 1

**RECOMMENDATION**

That the Human Services Commission review application submissions that meet the Goal Area 1 objectives in preparation for the July 23, 2024, meeting.

**BACKGROUND DISCUSSION**

To prepare for completing Goal Area 1 review, the Commission is asked to review the final 17 applications (of a total 37 applications) that meet the **Goal Area 1: Roof Overhead and Food to Eat** objective. Applications in this category provide services to the community that support food insecurity, emergency services for those who are unhoused or experiencing homelessness, and services for residents experiencing housing instability.

The Commission is requested to do the following to prepare for the July 23, 2024, meeting:

1. Complete review of the 17 Goal Area 1 applications assigned in the ShareOne app review portal.
2. Submit individual ratings in the ShareOne app review portal **by noon on July 23<sup>rd</sup>**.
3. Email application questions to Human Services Coordinator, Antoinette Smith at [amsmith@kirklandwa.gov](mailto:amsmith@kirklandwa.gov) or call 425-587-3307 for more urgent concerns.

Grant review tools, group expectations, and funding priorities are included in the attachments listed below. For a summary of agency programs currently funded for the 23-24 cycle, please reference the [Kirkland Human Services Dashboard](#). Of the 17 applications up for review, four applications are first-time requests. First-time requests are in bold in **Attachment A**.

Staff will compile Commissioner individual recommendations to prepare for the discussion.

**ATTACHMENT A:** 2025-2026 Goal Area 1 Application Summary  
**ATTACHMENT B:** ShareOne Review Portal Login Instructions  
**ATTACHMENT C:** Stoplight Equity Tool  
**ATTACHMENT D:** Group Expectations  
**ATTACHMENT E:** 2025-26 Human Services Funding Priorities

Goal Area 1: Roof Overhead and Food to Eat		
Organization Name	Program Name	Brief Description
LifeWire	Emergency and Transitional Shelter (HSH Apartments)	Confidential emergency shelter, My Sister's Home (MSH), and confidential transitional shelter, My Friend's Place (MFP)
MAPS - MCRC	Emergency Rental Assistance	Provides emergency rental assistance to families who fall under Low Income (below 50% of AMI) /Very low income (less than 30% of AMI) categories to prevent eviction.
MAPS - MCRC	Food & Gas cards	Provides access to food/gas cards to meet clients' basic needs.
MAPS - MCRC	Transitional Housing for Single Women	Socially and culturally appropriate transitional housing for single women.
Mary's Place	A Place to Call Home: Mary's Place	Reducing homelessness for King County families with direct client assistance and through shelter, outreach, and prevention programs.
Overlake Christian Church	Safe Parking & Day Center Emergency Shelter & Support Program	Emergency shelter and support through OCC's Safe Parking for men and couples who are living in their vehicles and Day Center services for anyone in need
Overlake Christian Church	Emergency Financial Aid and Assistance Program	Emergency financial assistance for rent, mortgage, or utility bills, and funds for car repairs for those living in their vehicle
Porchlight	Enhanced Shelter Program	Provides a safe and welcoming environment every day of the year for men experiencing homelessness with on-site resources needed for individuals to rebuild their lives and obtain stable income and housing.
Porchlight	Rotating Shelter	Men's overnight shelter operating from 6 pm - 8am for up to 24 men each night who are experiencing homelessness in East King County. Provides supportive services that include case management, addiction support, and healthy community support to help men experiencing homelessness navigate to stability.
Porchlight	Housing Navigation	Provides specialized case management, housing navigation services, and move-in financial assistance to men experiencing homelessness who would otherwise be sleeping outdoors or in places not meant for human habitation.
Porchlight	Housing	Provides 76 units of Permanent Housing for single men over 18 years old transitioning from homelessness to stable living. Each man is connected to community of supports through case managers, house managers, agency partners and other PorchLight staff.

**ATTACHMENT A**

<b>Renewal Food Bank</b>	<b>Culturally Relevant &amp; Linguistically Diverse Grocery Style Food Bank</b>	<b>Grocery Style Food Bank Open to All on the Eastside</b>
<b>Sewa International, Inc.</b>	<b>Serve the Hungry Initiative</b>	<b>Provides meals to underserved communities across the Bellevue, Renton, Kirkland and Kent as well as providing special senior services like tech support and healthy mindfulness sessions.</b>
Sound Generations	Meals on Wheels	Delivers nourishing meals to elders and disabled adults in King County, who are unable to leave their homes unassisted, unable to prepare meals, and lack social support.
The Salvation Army, a California Corporation	Food Programs	Evening Meal Program for all
The Sophia Way	Sophia's Place	Provides shelter and daytime services for women experiencing homelessness.
The Sophia Way	Helen's Place	Emergency shelter located in Kirkland providing 365, 24-hour services for 40 unduplicated women daily.

1. Go to <https://webportalapp.com/portal/review25-26>
2. Enter your email (associated with your Commission correspondence) and click Continue.
  - a. You will receive an email from Web Portal App [no-reply@webportalapp.com](mailto:no-reply@webportalapp.com).
  - b. Click the **Confirm Your Email To Get Started** link.
  - c. Create a password following the rules listed.
  - d. Click **Create Account**.
  - e. In the future, just log in with your email and password.
3. The home screen will display applications that have been submitted to your city.

The screenshot shows the 'Share One App' interface. At the top, the logo 'Share one app' is displayed next to the tagline: 'An online collaborative to coordinate human services funding among East, North and South King County municipalities.' Below the header is a search bar with 'Record Title' selected, and a 'Sort By' dropdown set to 'Record Title' with 'Order By' set to 'ASC'. A welcome message 'Welcome, abien@redmond.gov' is visible in the top right.

The main content area shows a list of 18 applications. The first few are:

Record Title	Status
Assistance League of the Eastside - Operation School Bell Operation School Bell	Done
Athletes For Kids - Athletes for Kids Athletes for Kids	Continue
Awesome Agency - The Best Program Ever The Best Program Ever	Review
Bridge Disability Ministries - Meyer Medical Equipment Center Meyer Medical Equipment Center	Review
Bridge of Promise - Bridge Academy Bridge Academy	Review
Centro Cultural Mexicano - Mi Casa and Maker Space: Empowering Communities Mi Casa and Maker Space: Empowering Communities	Review
Chinese Information and Service Center - Russian Speaking Senior Day Program	Review

On the right side, there is a 'Getting Started' section with instructions on how to review a submission, including clicking the 'Review' button and using the 'Feedback' button. Below this is a 'How Do I:' section with instructions on finding additional forms, related form attachments, and saving work without submitting. At the bottom right, there is a 'Return to my Review List?' link.

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



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



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

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

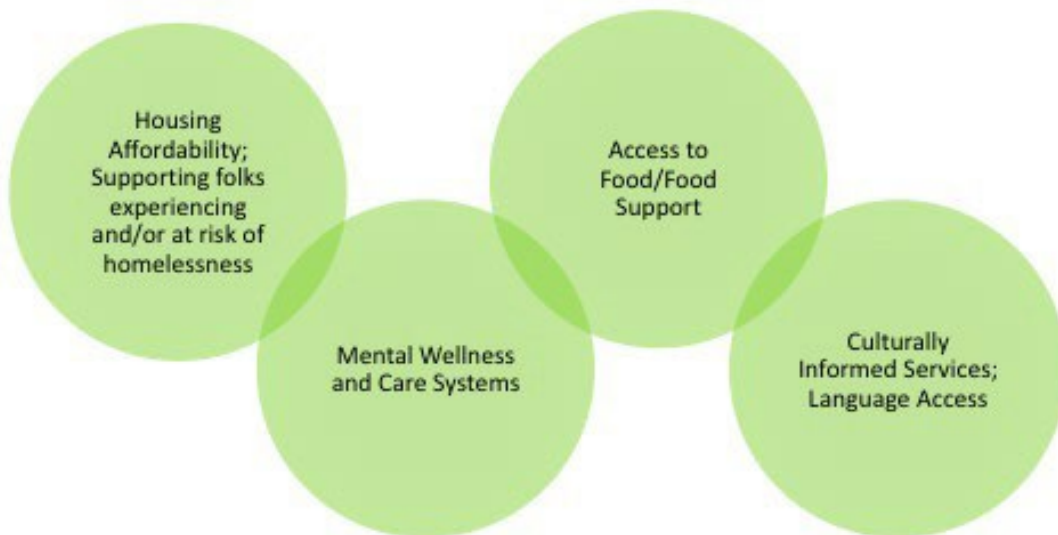
## Equity Statements and Shared Funding Priorities

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

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

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

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



Human Services Commission Group Expectations

Updated 05-14-2024

- Be curious, don't be afraid to ask questions
- 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
- Listen to understand, don't listen to respond
- Reflect back what you heard to ensure understanding
- Be open to taking a collective break as needed

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**MEMORANDUM**

**To:** Human Services Commission

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

**Date:** January 29, 2024

**Subject:** 2025-26 HUMAN SERVICES FUNDING PRIORITIES

**RECOMMENDATION**

That the Human Services Commission review the City's community goal areas and the most recent needs assessment to help inform and finalize the priorities discussed at last month's meeting.

**BACKGROUND DISCUSSION**

The City of Kirkland seeks to enhance the quality of life for all citizens in the community, regardless of race, nationality, creed, ethnic background, socioeconomic status, sexual orientation, gender, or age. The City recognizes that each person needs to have a sense of belonging, support in their community, and access to opportunities that fulfill the basic needs of life. The City has made a commitment to providing services and programs to those considered more vulnerable and/or at risk, including youth, seniors, and those with financial need, special needs, and disabilities.

The [City's Comprehensive Plan](#) specifies that Human Services are those efforts targeted directly to individuals and families to meet basic human needs, and can be represented on a continuum of services including intervention, prevention, and enhancement. To address these needs, 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:

**Goal #1: Food to Eat and a Roof Overhead**

- Food Security
- Emergency services if unhoused or experiencing housing instability

**Goal #2: Supportive Relationships within Families, Neighborhoods and Communities**

- Social Support
- Legal Assistance
- Access to services

Goal #3: Safe Haven from All Forms of Violence and Abuse

- Domestic Violence Survivor Support
- Support to Address Child Abuse & Neglect
- Sexual Assault, Rape, and Child Sexual Abuse Survivor Services

Goal #4: Health Care to Be as Physically and Mentally Fit as Possible

- Medical Care
- Dental Care
- Behavioral Health Care

Goal #5: Education and Job Skills to Lead an Independent Life

- Employment/Training
- Education
- Childcare

To learn how grant awards are reported out under the community goals, visit the [Human Services Dashboard](#).

Needs Assessment Data

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 hyper-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.

In response to the request for data at the January 2024 HSC meeting, staff encourage the Commission to review the Needs Assessment to understand current trends and needs that impact the human services landscape. The full report released by Hopelink can be found [here](#) with the corresponding memo prepared for City Council in Fall 2022.

Human Services Commission Current 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. Unfortunately, not all grant requests can be funded. Understanding current community needs and developing priorities helps guide the HSC in making their recommendations. The tentative priorities were identified at the [January 2024 HSC meeting](#) for use with the 2025-2026 grant application review process.

- 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.



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** July 3, 2024

**Subject:** 2025-2026 HUMAN SERVICES GRANTS BUDGET OVERVIEW

## **RECOMMENDATION**

That the Human Services Commission understand the funding available in preparation of developing 2025-2026 grant funding recommendations for City Council.

## **BACKGROUND DISCUSSION**

Human services grant funding supports adopted City Council goals. The Human Services Element of the 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.”

In 1986, the City of Kirkland began funding community agencies to provide human services to Kirkland residents. These general fund dollars have been one of two types of funding. The first are dollars that are assumed to be in each budget, called “ongoing base budget” dollars. Some years, the City Council has agreed to provide additional funding to meet increased human service needs. These funds are not guaranteed to be available in future biennium. These dollars are referred to as “one-time” supplemental funding. The ongoing base budget for human services for 2025-2026 is \$969,237 per year.

The City of Kirkland has added several sources of funding streams to support the human services base budget for Kirkland residents over the last decade. Table 1 summarizes the investment since 2013 below.

### **Community Development Block Grant (CDBG)**

Since it became a Joint Agreement City in the King County Urban Consortium in 2015, the City has been able to allocate part of its share of the public services funds from federal Community Development Block Grant (CDBG) program. The estimated amount for 2025-26 is \$45,725 per year.



Enhanced Police Services and Community Safety Ballot Measure (Prop 1)

In 2018 Kirkland voters approved a 0.1% public safety sales tax that provided additional funding for police and human services initiatives, including enhanced police services, school resource officers, a Mental Health Professional and second Neighborhood Resource Officer, a gun safety program, and human services funding to address homelessness, mental health needs, domestic violence, and suicide prevention for youth. In 2022, an additional \$186,000 was allocated to human services funding following a program modification to the [School Resource Officer \(SRO\) program](#). The funding available to support human services grants for 2025-2026 is expected to be \$636,406 per year.

Multi Family Tax Credit Agreement with Kirkland Sustainable (MFTE)

In the fall of 2019, the City entered into an agreement with Kirkland Sustainable Investments, LLC (KSI) to offer new affordable rental housing units and City (and other public sector) employee rental housing units in downtown Kirkland. Part of this agreement called for “the payment to the City of 65% of KSI’s property tax savings for use by the City to invest in low-income housing programs and in support of the Eastside Women and Family Shelter.” Over the last three year of this agreement the City has supported housing navigators and client move-in assistance to families and women staying at the new Kirkland Place for Families and Women. The estimated funding available for 2025-2026 is expected to be \$79,564.

House Bill 1406

State House Bill 1406 dollars were allocated by the City Manager to fund human services programs administering rent assistance for the last two funding cycles to support those experiencing housing instability during the pandemic. 1406 dollars will be reallocated to support affordable housing preservation and development through A Regional Coalition of Housing (ARCH) beginning in 2025. For the 2025-2026 cycle, the \$253,726 per year will be sourced through a different funding stream.

Supplemental One-Time Funding

The grants program received one-time funding of \$643,633 per year through unallocated funds, including American Rescue Plan Act (ARPA), Human Services Reserve, and Prop 1 dollars. Here is a summary of the estimated 2025-2026 budget per year for human services grant funding.

**25-26 BASE BUDGET**

General Funds	\$	969,237
Prop 1	\$	636,406
CDBG	\$	45,725
MFTE	\$	79,564
HB 1406 Replacement	\$	253,726
<b>Total</b>	<b>\$</b>	<b>1,984,658</b>

**Table 1. City of Kirkland Funding for Human Services Grants 2013 – 2024**

<b>Year</b>	<b>Population</b>	<b>Base Budget</b>	<b>One time Funding</b>	<b>CDBG</b>	<b>Prop 1</b>	<b>WA HB 1406</b>	<b>MFTE</b>	<b>Total Funding</b>	<b>Per Capita</b>
<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

The 2025-2026 budget for human services funding is \$1,984,658 per year. As requested by the Council at its joint meeting with the Commission on April 2, 2024, the HSC can put together supplemental one-time funding options for Council consideration, 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.

Staff will lead the Commission through a presentation and discussion of available funding and begin conversations about the grant recommendations framework to prepare for the August 13<sup>th</sup> meeting where staff will present a draft grant recommendations list.



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Jen Boone, Human Services Manager

**Date:** July 3, 2024

**Subject:** 2025 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 estimated allocation of CDBG funds for 2025.

## **BACKGROUND DISCUSSION**

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 CDBG 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 County 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. These cities allocate their 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 "Joint Agreement City" 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.

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:

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| 07/23/24 | Presentation to the Human Services Commission: Overview of the CDBG program and staff recommendations.  |
| 08/02/24 | Submit the public notice publicizing the public hearing in the City's newspaper of record, <i>The Seattle Times</i>   |
| 08/27/24 | Human Services Commission Public Hearing <ul style="list-style-type: none"><li>• People in attendance will be given the opportunity to speak to proposed recommendations</li><li>• Any comments received in advance in writing will be shared with the Commission</li></ul> |
| 09/17/24 | Resolution authorizing the recommended distribution of CDBG funds presented to City Council   |
| 10/01/24 | The signed resolution, the Affidavit of Publication from <i>the Seattle Times</i> and other required documents submitted to King County for approval  |

Staff will provide an overview of the CDBG program, 2024 funding, and estimated allocation for 2025 at the meeting to prepare for the public hearing scheduled for the August 27 Human Services Commission meeting.