



Human Services Commission Special Meeting

Date: May 14, 2024

Time: 6:30 p.m.

Place: Hybrid – Council Chambers, Kirkland City Hall, 123 5th Ave Kirkland, WA 98033

Webinar ID: <https://kirklandwa->

[gov.zoom.us/j/87253748348?pwd=BIhH9b3AITRmxTIN5K5NObbK6otUbH.1](https://kirklandwa.gov.zoom.us/j/87253748348?pwd=BIhH9b3AITRmxTIN5K5NObbK6otUbH.1)

Passcode: 401152

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. April 23, 2024
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
 - a. Group Expectations Draft Review
 - b. 2025-2026 Grant Application Review Update
 - c. 2025-2026 Goal Area 3 and 5 Grant Application Review
7. **COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
8. **ADJOURNMENT**

Upcoming Commission Activities:

Community Appreciation Night May 15, 2024

Regular Meeting May 28, 2024

Special Meeting June 11, 2024

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**CITY OF KIRKLAND
HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
April 23, 2024**

1. CALL TO ORDER

Chair Jory Hamilton called the meeting to order at 6:34 pm.

2. ROLL CALL

Members Present: Commissioners Cristian Liu, Sriram Rajagopalan, Kobey Sage-Chew Melantha Jenkins, and Vice Chair Gabriela Lopez-Vazquez.

Commissioner Gildas Cheung joined at 6:50pm.

Chloe Sow excused and not in attendance.

Staff Present: Lynn Zwaagstra, Director of Parks and Community Services, Jen Boone, Human Services Manager, Regi Schubiger, Youth Services Coordinator, Antoinette Smith, Human Services Coordinator, and Amanda Judd, Human Services Coordinator.

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

3. LAND ACKNOWLEDGEMENT

Commissioner Kobey Sage-Chew read the acknowledgment. Commissioner Sriram Rajagopalan will read at the May 14th meeting.

4. APPROVAL OF MINUTES

Chair Jory Hamilton requested a motion to approve the March 26, 2024 minutes. Commissioner Sriram Rajagopalan made a motion for approval, Commissioner Cristian Liu seconded. Motion carried (Yes: 5 No: 0, Abstention: 1).

5. ITEMS FROM THE AUDIENCE

None

6. SPECIAL PRESENTATIONS

a. 2044 Comprehensive Plan Update – Human Services Element Policy Briefing
Lindsay Levine, Senior Planner, provided the Human Services with a briefing and discussed the draft revisions to the Comprehensive Plan Human Services Element goals and policies (Attachment 1). Provided staff with feedback to continue preparing the Human Services Element.

7. BUSINESS

a. 2025-206 Application Request Overview

Human Services Manager provided an overview of grant application requests received for the 2025-26 cycle.

b. 2025-2026 Grant Application Review Tools

Human Services Coordinator Anny Smith reviewed the tools the Commission will use to guide the application review process and provided copies of sample applications for practice.

c. Group Norms

Human Services Coordinator Anny Smith provided an overview of group norms and the Commission drafted group expectations ahead of the review process. The group will revisit the draft list at its May 14th meeting.

8. COMMUNICATIONS

a. Commissioner Reports

None

b. Staff Reports and Announcements

Staff provided information about the new childcare stipend program and save the date for the Community Appreciation Night coming up on May 15th.

9. ADJOURNMENT

Chair Jory Hamilton asked for a motion to adjourn meeting. Commissioner Gildas Cheung motioned and was seconded by Commissioner Melantha Jenkins. Meeting was adjourned at 8:36 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: May 14, 2024

Subject: GROUP EXPECTATIONS DRAFT REVIEW

RECOMMENDATION:

That the Human Services Commission review the drafted list of Group Expectations created at the April 23rd meeting.

BACKGROUND:

At the April 23rd meeting, the Commission participated in an exercise that responded to the following questions:

- What do you need from others to feel safe to share your views, opinions, and ideas in this space?
- What do you need from others to feel like your ideas are valuable to the conversation?
- What do you need from others to feel like you are being understood?

Responses from the Commission helped create a set of expectations. At the May 14th meeting, Commissioners will review the group expectations draft document, see Attachment A. This is a working document and tool that can be used to center conversations, keep commissioners on track, and remind the Commission how they can honor each other, the communities that utilize these programs and services, and the applicants providing the critical services to the community.

ATTACHMENT A: Group Expectations Draft List 2024

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



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MEMORANDUM

To: Human Services Commission

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

Date: April 29, 2024

Subject: 2025-2026 GRANT APPLICATION REVIEW UPDATE

RECOMMENDATION

That the Human Services Commission review the staff recommendation for the application review schedule and number of applications to be reviewed by the Commission.

BACKGROUND DISCUSSION

The City of Kirkland received 128 applications for the 2025-26 human services grant cycle. The total number of applications was a 17% increase from the previous cycle in 2023-24.

Application Review Timeline

To accommodate the increase in applications and completing the grant review in a timely manner, staff are proposing the following review schedule:

| Date | Time & Location | Meeting Type | Agenda Items |
|-------------|----------------------------|---------------------|--|
| 05/14/2024 | 6:30 pm Virtual | Special Meeting | Review Goal Area 3 applications and begin Goal Area 5 applications |
| 05/28/2024 | 6:30 pm Virtual | Regular Meeting | Complete Goal Area 5 applications and begin Goal Area 4 applications |
| 06/11/2024 | 6:30 pm Virtual | Special Meeting | Complete Goal Area 4 applications and begin Goal Area 2 applications |
| 06/25/2024 | 6:30 pm Virtual | Regular Meeting | Complete Goal Area 2 applications |
| 07/09/2024 | 6:30 pm Virtual | Special Meeting | Begin Goal Area 1 applications |
| 07/23/2024 | 6:30 pm Virtual | Regular Meeting | Complete Goal Area 1 applications |
| 08/13/2024 | 6:30 pm In-person | Special Meeting | Discuss budget and begin draft funding recommendations |
| 08/27/2024 | 6:30 pm In-person | Regular Meeting | Finalize and approve funding recommendations |

Unless otherwise posted, all meetings will occur virtually on Zoom in May, June, and July. Both August meetings will be in-person at City Hall. All meetings will start at 6:30pm and end at 9:30pm.

Attachment A outlines the application review schedule and the list of applications that will be reviewed at each Commission meeting. The Commission is responsible for reviewing applications ahead of each meeting and completing the review tool in Share One, allowing them to be prepared to discuss the scheduled applications at the meeting.

Staff Review

Following direction from the Commission, staff conducted a preliminary review of all applications received to identify any applications that may not require Commission review and discussion. Staff used the following criteria to review the 128 applications submitted.

- Human services organization and/or services: if a program does not provide human services or does not have a 501(c)(3) and/or fiscal sponsor, the application was removed from the review pool.
- Incomplete application: if information was missing that was required, the application was removed from the review pool.
- History of funding: if a program did not receive funding in the past and there were not substantive changes nor did it align with Commission priorities, the application was removed from the review pool.
- Kirkland residents served: if the program offers services in a location that is difficult for Kirkland residents to access or serves a small number of Kirkland residents, the application was removed from the review pool.

Based on the criteria above, staff are recommending 20 applications be removed from the Commission review schedule and subsequently grant funding consideration. **Attachment B** provides the list of applications and staff justification. The Commission will have a chance to discuss and provide feedback at the May 14th meeting.

ATTACHMENT A – 2025-2026 Application List and Grant Review Schedule

ATTACHMENT B – 2025-2026 Staff Recommendation for Application Removal from the Review Process

2025-2026 Application List and Grant Review Schedule

May 14th Application Review Schedule

- *Goal Area 3*
- *Goal Area 5*
- *Total Number of Applications: 14*

| Commission Review Date | Organization Name | Program Name | Goal Area |
|------------------------|---|---|-----------|
| May 14th Meeting | Consejo Counseling and Referral Service | Consejo Counseling and Referral Service | 3 |
| May 14th Meeting | Crisis Connections (formerly Crisis Clinic) | Teen Link | 3 |
| May 14th Meeting | Crisis Connections (formerly Crisis Clinic) | Regional Crisis Line | 3 |
| May 14th Meeting | Harborview Medical Center | Abuse & Trauma Counseling Services | 3 |
| May 14th Meeting | Indian American Community Services (IACS) | Crisis Services Program | 3 |
| May 14th Meeting | King County Sexual Assault Resource Center | Advocacy services for sexual assault survivors & their families | 3 |
| May 14th Meeting | LifeWire | Survivor Advocacy Services | 3 |

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|------------------|---|--|---|
| May 14th Meeting | BrightSpark Early Learning Services | Child Care Financial Assistance Program | 5 |
| May 14th Meeting | BrightSpark Early Learning Services | Child Care Technical Assistance & Training Program | 5 |
| May 14th Meeting | BrightSpark Early Learning Services | Infant Early Childhood Mental Health Program | 5 |
| May 14th Meeting | Crisis Connections (formerly Crisis Clinic) | King County 211 | 5 |
| May 14th Meeting | Friends of Youth | Youth Employment Program | 5 |
| May 14th Meeting | HERO House NW | Supported Employment | 5 |
| May 14th Meeting | Hopelink | Adult Education | 5 |

May 28th Application Review Schedule

- Goal Area 5
- Goal Area 4
- Total Number of Applications: 16

| Commission Review Date | Organization Name | Program Name | Goal Area |
|------------------------|---------------------------------------|------------------------------------|-----------|
| May 28th Meeting | Hopelink | Employment | 5 |
| May 28th Meeting | IKRON of Greater Seattle | Integrated Employment Services | 5 |
| May 28th Meeting | Kindering Center | ParentChild+ | 5 |
| May 28th Meeting | Old Friends Club | Dementia Social Respite Program | 5 |
| May 28th Meeting | Urban ArtWorks | Mural Apprentice Program | 5 |
| May 28th Meeting | Washington Autism Alliance & Advocacy | Autism Multi-System Navigation | 5 |
| May 28th Meeting | YWCA Seattle King Snohomish | Eastside Employment Services (EES) | 5 |

| | | | |
|------------------|---------------------------------------|---|---|
| May 28th Meeting | 4 Tomorrow | Mental Health Coordination & Gap Therapy | 4 |
| May 28th Meeting | Asian Counseling and Referral Service | Whole Health Oriented Mental Health Program | 4 |
| May 28th Meeting | Asian Counseling and Referral Service | Children, Youth and Families (CYF) | 4 |
| May 28th Meeting | Boys & Girls Clubs of King County | Kirkland Mental Wellness Prog Partnership Youth Eastside Services | 4 |
| May 28th Meeting | Bridge Disability Ministries | Meyer Medical Equipment Center | 4 |
| May 28th Meeting | Friends of Youth | Mental Health and Substance Use Disorder Services | 4 |
| May 28th Meeting | HealthPoint | Dental Care Program | 4 |
| May 28th Meeting | HealthPoint | Medical Care Program | 4 |
| May 28th Meeting | IKRON of Greater Seattle | Behavioral Health Services | 4 |

June 11th Application Review Schedule

- Goal Area 4
- Goal Area 2
- Total Number of Applications: 20

| Commission Review Date | Organization Name | Program Name | Goal Area |
|------------------------|---|---|-----------|
| June 11th Meeting | Indian American Community Services (IACS) | Mental and Behavioral Health Services Program | 4 |
| June 11th Meeting | International Community Health Services | Behavioral Health | 4 |
| June 11th Meeting | Medical Teams International | Care & Connect Mobile Dental Clinics for Underserved and Low-Income Communities | 4 |
| June 11th Meeting | NAMI Eastside | Youth Mental Health Programs | 4 |
| June 11th Meeting | NAMI Eastside | Community Mental Health Education and Support Program | 4 |
| June 11th Meeting | Porchlight | Behavioral Mental Health | 4 |
| June 11th Meeting | Therapeutic Health Services | Substance Use & Mental Health Treatment Program | 4 |
| June 11th Meeting | Youth Eastside Services | Behavioral Health Care for Children and Youth | 4 |
| June 11th Meeting | Youth Eastside Services | Early Childhood Behavioral Health | 4 |

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|-------------------|---|---|---|
| June 11th Meeting | 4 Tomorrow | Life Services Program | 2 |
| June 11th Meeting | Assistance League of the Eastside | Operation School Bell | 2 |
| June 11th Meeting | Big Brothers Big Sisters of Puget Sound | Community Youth Mentoring Program | 2 |
| June 11th Meeting | Boys & Girls Clubs of King County | Out-of-School Youth Development Programming | 2 |
| June 11th Meeting | Brazilian Community Services | Next Level Skillset Accelerator | 2 |
| June 11th Meeting | Catholic Community Services of King County | Volunteer Services | 2 |
| June 11th Meeting | Centro Cultural Mexicano | Mi Casa and Maker Space: Empowering Communities | 2 |
| June 11th Meeting | Chinese Information and Service Center | Russian Speaking Senior Day Program | 2 |
| June 11th Meeting | Chinese Information and Service Center | East King County Family Resource Center | 2 |
| June 11th Meeting | Communities In Schools of Greater King County | Integrated Student Support | 2 |
| June 11th Meeting | Eastside Legal Assistance Program | Pooled Cities General | 2 |

June 25th Application Review Schedule

- *Goal Area 2*
- *Total Number of Applications: 21*

| Commission Review Date | Organization Name | Program Name | Goal Area |
|-------------------------------|---|---|------------------|
| June 25th Meeting | Families of Color Seattle | Peer-led Parent Groups for BIPOC Families | 2 |
| June 25th Meeting | Friends of Youth | Healthy Start | 2 |
| June 25th Meeting | Immigrant Women's Community Center | Conflict Resolution Training Program | 2 |
| June 25th Meeting | Indian American Community Services (IACS) | Cultural Navigation Program | 2 |
| June 25th Meeting | Indian American Community Services (IACS) | Rahat Community Human Services Program | 2 |
| June 25th Meeting | KidsQuest Children's Museum | Sensory Access Programming | 2 |
| June 25th Meeting | KidsQuest Children's Museum | KidsQuest Children's Museum - Noticias | 2 |
| June 25th Meeting | Kindering Center | Families in Transition (FIT) | 2 |
| June 25th Meeting | Kindering Center | Child Care and Preschool Consultation | 2 |
| June 25th Meeting | Kindering Center | Parent Education and Family Support | 2 |
| June 25th Meeting | King County Bar Foundation | Neighborhood Legal Clinics | 2 |
| June 25th Meeting | MAPS - MCRC | Information & Referrals | 2 |
| June 25th Meeting | MAPS - MCRC | Golden Times - Senior Services | 2 |
| June 25th Meeting | Northshore Senior Center | Adult Day Health and Inclusion | 2 |
| June 25th Meeting | Northshore Senior Center | Transportation Program | 2 |
| June 25th Meeting | Open Doors for Multicultural Families | Multicultural Case Management | 2 |
| June 25th Meeting | Pride Across the Bridge | LGBTQIA+ Outreach and Programming | 2 |
| June 25th Meeting | Sankofa Consulting DBA Africans on the Eastside | Bridging the Gap to Food and Housing Security | 2 |
| June 25th Meeting | Sound Generations | Volunteer Transportation Services (VTS) | 2 |
| June 25th Meeting | Youth Eastside Services | Latine Programs | 2 |
| June 25th Meeting | Youth Eastside Services | Community-Based Outreach | 2 |

July 9th Application Review Schedule

- *Goal Area 1*
- *Total Number of Applications: 20*

| Commission Review Date | Organization Name | Program Name | Goal Area |
|-------------------------------|--|---|------------------|
| July 9th Meeting | 4 Tomorrow | Eviction Prevention, Rental, Move-in and Mortgage assistance. | 1 |
| July 9th Meeting | 4 Tomorrow | Emergency Temporary Housing & Homelessness Recovery Program | 1 |
| July 9th Meeting | Archdiocesan Housing Authority- Coordinated Care Agency | New Bethlehem Programs | 1 |
| July 9th Meeting | Eastside Legal Assistance Program | Housing Stability - Legal Aid | 1 |
| July 9th Meeting | Eat Happy Now | Eat Happy Food Rescue and Delivery | 1 |
| July 9th Meeting | Essentials First | Community Kits (+ Information & Assistance) Program | 1 |
| July 9th Meeting | Essentials First | World Food Program | 1 |
| July 9th Meeting | Friends of Youth | Willows Youth Services Center (WYSC) | 1 |
| July 9th Meeting | Friends of Youth | Youth Haven | 1 |
| July 9th Meeting | HERO House NW | Supported Housing | 1 |
| July 9th Meeting | Hopelink | Food | 1 |
| July 9th Meeting | Hopelink | Financial Resiliency | 1 |
| July 9th Meeting | Hopelink | Family Development | 1 |
| July 9th Meeting | Hopelink | Housing | 1 |
| July 9th Meeting | Imagine Housing | Resident Services | 1 |
| July 9th Meeting | Imagine Housing | ADL Support | 1 |
| July 9th Meeting | Imagine Housing | Behavioral Health Support | 1 |
| July 9th Meeting | KidVantage | A Strong Foundation for Kids - Basic Needs | 1 |
| July 9th Meeting | Lake Washington Schools Foundation | Pantry Packs Food Security | 1 |
| July 9th Meeting | LifeWire | Housing Stability Program | 1 |

July 23rd Application Review Schedule

- *Goal Area 1*
- *Total Number of Applications: 17*

| Commission Review Date | Organization Name | Program Name | Goal Area |
|-------------------------------|--|--|------------------|
| July 23rd Meeting | LifeWire | Emergency and Transitional Shelter (HSH Apartments) | 1 |
| July 23rd Meeting | MAPS - MCRC | Emergency Rental Assistance | 1 |
| July 23rd Meeting | MAPS - MCRC | Food & Gas cards | 1 |
| July 23rd Meeting | MAPS - MCRC | Transitional Housing for Single Women | 1 |
| July 23rd Meeting | Mary's Place | A Place to Call Home: Mary's Place | 1 |
| July 23rd Meeting | Overlake Christian Church | Safe Parking & Day Center Emergency Shelter & Support Program | 1 |
| July 23rd Meeting | Overlake Christian Church | Emergency Financial Aid and Assistance Program | 1 |
| July 23rd Meeting | Porchlight | Enhanced Shelter Program | 1 |
| July 23rd Meeting | Porchlight | Rotating Shelter | 1 |
| July 23rd Meeting | Porchlight | Housing Navigation | 1 |
| July 23rd Meeting | Porchlight | Housing | 1 |
| July 23rd Meeting | Renewal Food Bank | Culturally Relevant & Linguistically Diverse Grocery Style Food Bank | 1 |
| July 23rd Meeting | Sewa International, Inc. | Serve the Hungry Initiative | 1 |
| July 23rd Meeting | Sound Generations | Meals on Wheels | 1 |
| July 23rd Meeting | The Salvation Army, a California Corporation | Food Programs | 1 |
| July 23rd Meeting | The Sophia Way | Sophia's Place | 1 |
| July 23rd Meeting | The Sophia Way | Helen's Place | 1 |

2025-2026 Staff Recommendations for Application Removal from the Review Process

| Organization Name | Program Name | Removal Criteria and Justification |
|---|--|---|
| Athletes For Kids | Athletes for Kids | <ul style="list-style-type: none"> • Not funded last few cycles • No alignment with HSC priorities |
| Boys & Girls Clubs of King County | Kirkland Out-of-School Youth Development Programming | <ul style="list-style-type: none"> • Duplicate application |
| Bridge of Promise | Bridge Academy | <ul style="list-style-type: none"> • No alignment with HSC priorities • Small number of Kirkland residents served |
| Cornerstone Medical Services Foundation | Korean Immigrant Senior Center Program | <ul style="list-style-type: none"> • Incomplete application, service units and residents served missing |
| DAWN - Domestic Abuse Women's Network | Community Advocacy Programs (CAP) | <ul style="list-style-type: none"> • Duplicate services to LifeWire which is Eastside specific, would not add capacity but compete with dollars within Goal Area 3 • Small number of Kirkland residents served; South King County focus |
| Essence Health and Research Foundation (EH&R) | Lift Up Campaign Program: Healthcare Services for Chronic Disease, Trauma/Rape/PTSD, Addiction, Mental Health, & General Health Conditions for Low Income Individuals/Families (Free Services) | <ul style="list-style-type: none"> • Not funded last cycle • No alignment with HSC priorities, health education not health services |
| Essence Health and Research Foundation (EH&R) | Goals for Health Program: Healthcare Services for Chronic Disease, Trauma/Rape/PTSD, | <ul style="list-style-type: none"> • Not funded last cycle |

ATTACHMENT B

| | | |
|---|---|--|
| | Addiction, Mental Health, & General Health Conditions (Discounted Services) | <ul style="list-style-type: none"> No alignment with HSC priorities, health education not health services |
| Essentials First | Volume Distribution Program | <ul style="list-style-type: none"> Incomplete application, service units and residents served missing Scope is not in alignment with HSC priorities |
| Hopelink | Financial Capabilities | <ul style="list-style-type: none"> Not funded last cycle Small number of Kirkland residents served |
| Housing Connector | Housing for All, Powered by Technology: Eviction & Homelessness Prevention & Housing Stability Support Services for Vibrant Communities | <ul style="list-style-type: none"> Tech for good organization providing a housing search and support model in King County, scope is broad and requires support outside of its organization to be sustainable/effective No Kirkland or Eastside focus, small number of Kirkland households served |
| Indian American Community Services (IACS) | Small Business Support Program | <ul style="list-style-type: none"> Scope does not provide human services, focus is on economic development |
| Kent Kitchen | End Hunger Program | <ul style="list-style-type: none"> Incomplete application, no budget, service units, or residents served included South King County focused |
| Kids Quest Children's Museum for Equity in Communication CAN Noticias Program | Kids Quest on Behalf of Noticias en Espanol BSD y LWSD | <ul style="list-style-type: none"> Duplicate application |

ATTACHMENT B

| | | |
|------------------------------------|---|---|
| Lake Washington Schools Foundation | Inclusive Libraries | <ul style="list-style-type: none"> • Not funded last cycle • No alignment with HSC priorities • Receives funding through other City grant programs |
| Lake Washington Schools Foundation | LINKS Lunch Buddies Mentoring | <ul style="list-style-type: none"> • Not funded last cycle • No alignment with HSC priorities |
| Northwest Education Access | Helping Opportunity Youth (OY) | <ul style="list-style-type: none"> • Not funded last cycle • Organization located in Seattle • Small number of Kirkland residents served |
| Redmond Toddler Group | Early Childhood Learning & Parenting Support | <ul style="list-style-type: none"> • Incomplete application, no number of number of residents served or service units included • No alignment with HSC priorities |
| Sewa International, Inc | Serve the Hungry Initiative | <ul style="list-style-type: none"> • National organization in Seattle • Small number of Kirkland residents served |
| Ubumwe Women Association Services | Immigrant and Refugee Youth and Women’s Empowerment Support Group | <ul style="list-style-type: none"> • South King County focused • Small number of Kirkland residents served • Duplicate programming |
| Washington Poison Center | Emergency Services and Education | <ul style="list-style-type: none"> • Not funded in previous cycle • No alignment with HSC priorities |



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MEMORANDUM

To: Human Services Commission

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

Date: April 26, 2024

Subject: 2025-2026 GOAL AREA 3 and 5 GRANT APPLICATION REVIEW

RECOMMENDATION

That the Human Services Commission review application submissions that meet Goal Area 3 and 5 objectives in preparation for the May 14, 2024 meeting.

BACKGROUND DISCUSSION

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 Physically and Mentally Fit as Possible, and
- 5. Education and Job Skills to Lead an Independent Life**

At the May 14, 2024, meeting, Commissioners will begin discussion of applications in **Goal Area 3: Safe Haven from All Forms of Violence and Abuse** and **Goal Area 5: Education and Job Skills to Lead an Independent Life**. Applications in these categories provide services to the community that support community members who are domestic violence and sexual assault survivors and those programs focused on education, job skills, and other supports to help individuals reach their full potential, respectively.

For the 2025-26 funding cycle, seven applications fall into Goal Area 3 and 14 applications fall into Goal Area 5. Please reference **Attachments A and B** for a comprehensive list of agency name, program name, and brief description of the program. Of the 21 submitted applications, two applications are first-time requests. First-time requests are bolded in the attachment.

Please review the following and submit your rating for the May 14th meeting:

Goal Area 3:

1. Consejo – Counseling and Referral Service
2. Crisis Connections – Teen Link
3. Crisis Connections – Regional Crisis Line
4. Harborview Medical Center – Abuse and Trauma Counseling Services
5. Indian American Community Services – Crisis Services Program
6. King County Sexual Assault Resource Center – Advocacy Services for Survivors & Families
7. LifeWire- Survivor Advocacy Services

Goal Area 5:

1. BrightSpark Early Learning Services – Child Care Financial Assistance Program
2. BrightSpark Early Learning Services – Child Care Technical Assistance and Training Program
3. BrightSpark Early Learning Services – Infant Early Childhood Mental Health Program
4. Crisis Connections – King County 211
5. Friends of Youth – Youth Employment Program
6. Hero House NW – Supported Employment
7. Hopelink – Adult Education

Commissioners will begin agency and program research, application review in the ShareOne Application portal, and send questions to Anny Smith prior to the May 14, 2024, meeting. Individual Commissioner reviews must be submitted in Share One by **Tuesday, May 14th by 12pm.**

For a summary of agency programs currently funded for the 23-24 cycle, please refer to the [Kirkland Human Services Dashboard](#).

ATTACHMENT A: 2025-2026 Goal Area 3 Application Summary

ATTACHMENT B: 2025-2026 Goal Area 5 Application Summary

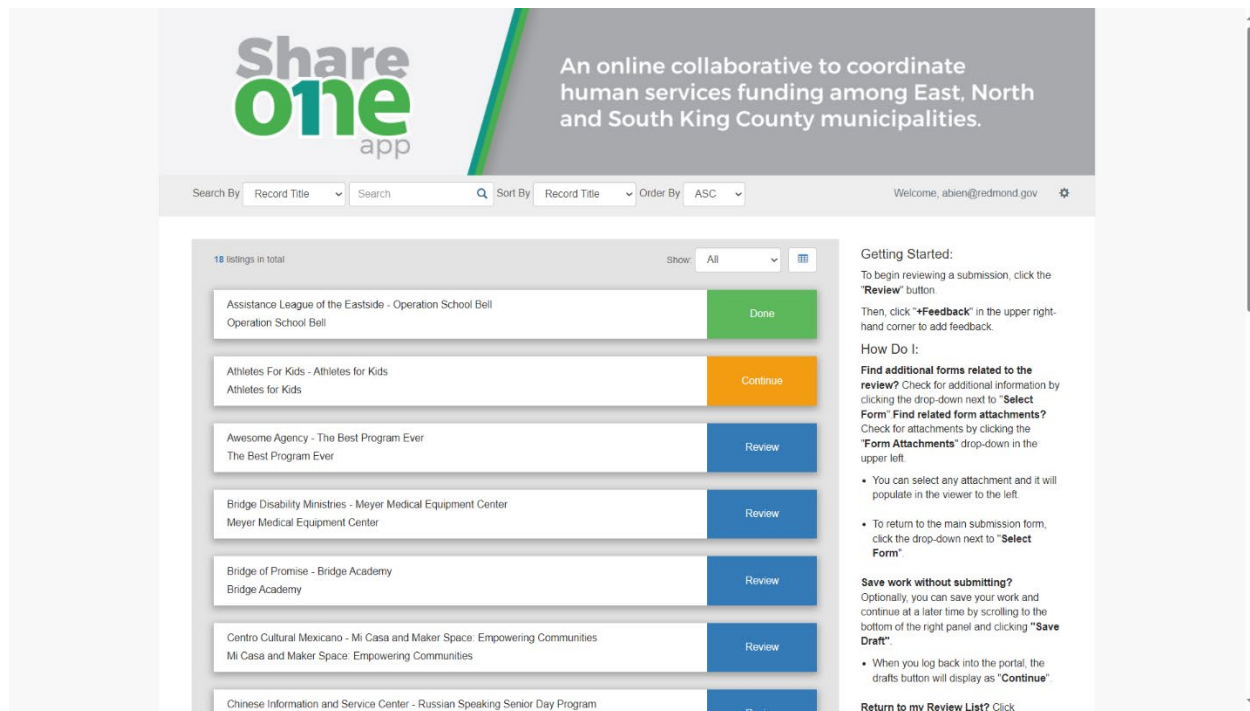
ATTACHMENT C: ShareOne Review Portal Login Instructions

| Goal Area 3: Safe Haven from All Forms of Violence & Abuse | | | |
|---|---|------------------|---|
| Organization Name | Program Name | Goal Area | Brief Description |
| Consejo Counseling & Referral Service | Consejo Counseling & Referral Service | 3 | Domestic Violence services/Mental Health/SUD/Housing for DV survivors |
| Crisis Connections (formerly Crisis Clinic) | Teen Link | 3 | Peer-to-peer support for teens and young adults |
| Crisis Connections (formerly Crisis Clinic) | Regional Crisis Line | 3 | 24-Hour Crisis Line available to all King County residents. |
| Harborview Medical Center | Abuse & Trauma Counseling Services | 3 | Outpatient facility that provides medical, therapeutic, and prevention and education services to survivors of sexual trauma, other forms of violence and abuse. |
| Indian American Community Services (IACS) | Crisis Services Program | 3 | Provides culturally nuanced case management and free legal services for clients facing domestic violence, sudden loss of spouse, sudden loss of primary household income, pending deportation or other emergency situations. |
| King County Sexual Assault Resource Center | Advocacy services for sexual assault survivors & their families | 3 | Children and adult victims of sexual assault and abuse and their families receive 24-hour resource line support, general, and legal advocacy in English and Spanish. |
| LifeWire | Survivor Advocacy Services | 3 | Provides advocacy services for survivors of domestic violence. Advocacy services include case consultation, supportive listening, resource referrals, outreach services, legal system navigation assistance and individual as well as group behavioral health services. |

ATTACHMENT B

| Goal Area 5: Education, Job, Skills, and Supports | | | |
|--|--|------------------|--|
| Organization Name | Program Name | Goal Area | Brief Description |
| BrightSpark Early Learning Services | Child Care Financial Assistance Program | 5 | Provides subsidies for low- to moderate-income families who need help paying for child care and do not qualify for the Working Connections Child Care State Subsidy. |
| BrightSpark Early Learning Services | Child Care Technical Assistance & Training | 5 | Provides customized, culturally relevant, and inclusive technical assistance and training to child care providers to strengthen and build upon the quality of their care. |
| BrightSpark Early Learning Services | Infant Early Childhood Mental Health Program | 5 | Assisting families in their child care search by referring them to child care providers and other community resources available to them and educating their about quality child care. |
| Crisis Connections (formerly Crisis Clinic) | King County 211 | 5 | Connects people to essential needs services. By dialing 211, sending a text/chat/email or accessing resources online, anyone who calls can get connected to preventative help including housing assistance, Veteran’s services, services for older adults & adults with disabilities, food resources & more. |
| Friends of Youth | Youth Employment Program | 5 | Employment support for youth experiencing homelessness |
| HERO House NW | Supported Employment | 5 | Mental Health supported employment |
| Hopelink | Adult Education | 5 | English language programming that includes classes, workshops, one-on-one support, self-paced learning, and resource navigation for adult refugees and immigrants. |

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.
 - 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.



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.