



## Human Services Commission Meeting

Date: April 26, 2022

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

**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

	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. LAND ACKNOWLEDGMENT</b>	5 minutes
<b>4. APPROVAL OF MINUTES</b>	5 minutes
a. March 22, 2022	
<b>5. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>6. OLD BUSINESS</b>	
a. Debrief Equity Training, Part 1	30 minutes
<b>7. NEW BUSINESS</b>	
a. 2023 - 2024 Grant Review Process and Timeline	30 minutes
b. Human Services Goal Areas and Current Priorities	30 minutes
<b>8. COMMUNICATIONS</b>	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>8. ADJOURNMENT</b>	Estimated meeting completion: 8:30 p.m.

#### Upcoming Commission Activities:

April 28, 2022 – Joint Human Services Commission Equity Training, Part 2

May 11, 2022 – Joint Human Services Commission Equity Training, Part 2

May 18, 2022 – Special Meeting

May 24, 2022 – Regular Meeting

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**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.

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**CITY OF KIRKLAND**  
**HUMAN SERVICES COMMISSION**  
**Minutes Commission Meeting**  
**March 22, 2022**

**1. CALL TO ORDER**

Meeting was called to order at 6:32 p.m.

**2. ROLL CALL**

Members Present: Chair Gildas Chueng, Vice Chair Jonathan Stutz, Commissioners Gabriela Lopez Vazquez, Michelle Alten-Kaehler, Antonio Avila, Marjorie Carlson, Jory Hamilton, and Laney Brackett

Staff Present: Lynn Zwaagstra, Director, Antoinette Smith, Human Services Coordinator, Jen Boone, Interim Human Services Supervisor

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

**3. LAND ACKNOWLEDGEMENT**

Commissioner Marjorie Carlson read land acknowledgement

Commissioner Michelle Alten-Kaehler will read the acknowledgment at the April Commission meeting.

**4. APPROVE MINUTES**

Vice Chair Jonathan Stutz requested a motion to approve the February 22, 2022 minutes as presented. Moved by Commissioner Antonio Avila, seconded by Commissioner Jory Hamilton.

Motioned carried (Yes: 8 No: 0). Chair Gildas Chueng abstained.

**5. PUBLIC HEARING**

Interim Human Services Supervisor Jen Boone gave an overview of proposed COVID-19 Community Development Block Grant Funding Recommendations.

Three motions to approve the staff recommendations:

- Behavioral Health – Jory Hamilton motioned and Antonio Avila seconded; motioned carried (Yes: 8 No: 0) Vice Chair Johnathon Stutz recused.
- Food Insecurity – Antonio Avila motioned and Jory Hamilton seconded motion; motion carried (Yes: 9 No: 0)
- Service Connections for Spanish & Portuguese Speaking Community Members – Jory Hamilton motioned and Marjorie Carlson seconded; motion carried (Yes: 9 No: 0)

## **6. ITEMS FROM THE AUDIENCE**

None

## **7. SPECIAL PRESENTATION**

Mallory Van Abbema & Alexis Mercedes Rinck from the King County Regional Homelessness Authority provided an overview of KCRHA and what they do.

## **8. NEW BUSINESS**

Commissioners reviewed data pertaining to the performance of funded human service agencies in 2021.

## **9. COMMUNICATIONS**

### a. Commissioner Reports

At the last meeting, Commissioner Marjorie Carlson offered to write a position statement regarding Health through Housing initiative at the former La Qunita hotel. Due to an upcoming public hearing in May, she suggested that the Commission wait on submitting a statement and see how things unfold in the coming months.

### b. Staff Report

Human Services Coordinator Anny Smith is working on getting everyone scheduled for the equity trainings. Additionally, she asked that Commissioners check their City email regularly for scheduling and other important information.

Parks and Community Services Director Lynn Zwaagstra announced that the Human Services Manager position is posted. Commissioners were asked for their assistance in getting the word out about this job opportunity.

## **10. ADJOURNMENT**

Vice Chair Jonathan Stutz requested a motion to adjourn. Commissioner Marjorie Carlson motioned and Commissioner Jory Hamilton seconded. The meeting was adjourned at 8:12 p.m.



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

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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** April 26, 2022

**Subject:** DEBRIEF: EQUITY SERIES TRAINING, PART 1

### **RECOMMENDATION:**

That the Human Services Commission discuss their learnings from Part 1 of the Joint Human Services Commission Equity Series training in preparation for the upcoming 2023-24 Human Services funding cycle.

### **BACKGROUND DISCUSSION:**

Amadeo Guiao, a transformational consultant and principal from [Lunas Consulting](#) facilitated the Part 1 equity series workshop on April 7, 2022, to the Joint Human Services Commission. Those in attendance included Commissioners and staff from the cities of Bellevue, Kirkland, Issaquah, Redmond, and Sammamish. The presentation focused on the history of inequities in grantmaking and the role each Commission plays in creating a more equitable grantmaking process. Through the introduction of shared definitions and highlighting the role racial equity plays in grantmaking, Commissioners received tools to examine their own bias when approaching grantmaking and social justice philanthropy. A recording of the workshop can be viewed [here](#).

At Tuesday's meeting, the Commissioners will discuss their learnings in preparation for Part 2 of the Equity Series training that will focus on putting the principles outlined in Part 1 into practice.

ATTACHMENT A: Equitable Grantmaking Presentation

# Equitable Grantmaking

Amadeo Guiao, Lunas Consulting



LUNAS

# Who I Am





# Who I Am





# Agenda

- Equitable Grantmaking and Social Justice Philanthropy
- Definitions
- Racial Equity
- State of Philanthropy
- Implicit Bias in Grantmaking
- Best Practices
- Q&A



# Social Justice Philanthropy

- Transforms philanthropy towards REDISTRIBUTION rather than charity
- Focuses on root causes of economic, racial, and social injustice
- Strives to include the people who are most impacted by injustice as leaders and decision-makers
- Grantmaking orgs are accountable, transparent, and responsive in their grantmaking
- Act as allies to social change movements - contribute not just money but time, knowledge, skills, and access



Justice > Charity

**SOURCE: Resource Generation, 2020**

# Definitions:

**Equity:** understands and gives people what they need to enjoy full, healthy lives

**Racial equity-** process of eliminating racial disparities and improving outcomes for everyone. The intentional and continual practice of changing policies, practices, systems, and structures by prioritizing measurable change in the lives of people of color\*



\* Race Forward

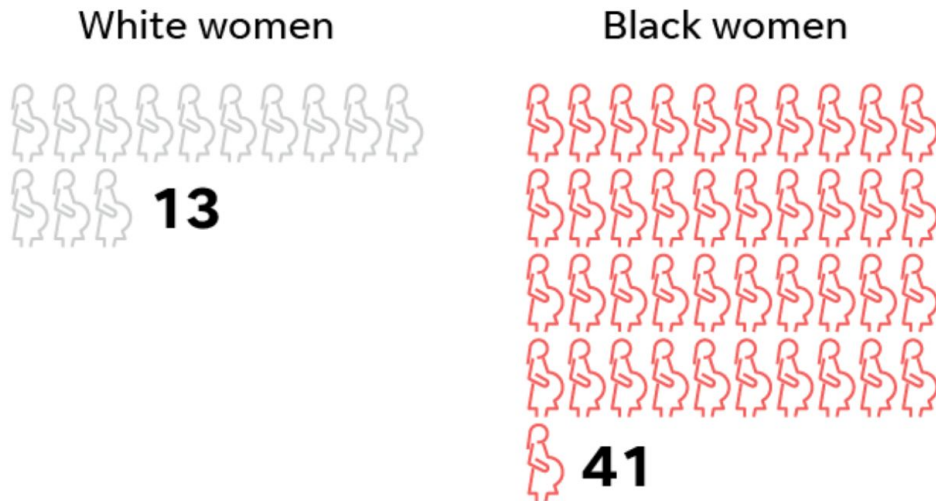
# Other marginalized communities

- Immigrants, Refugees, and Migrants
- Children and Youth
- People of Differing Sexual Orientation (LGBTQ community)
- People of Differing Genders
- People of Differing Religions
- Developmentally Delayed, Physically Disabled, or Mentally Ill People
- Incarcerated People (and their Families)
- People Released from Incarceration
- People of Low Socioeconomic Status
- Unemployed People
- Women and Girls
- People of a Particular Ethnicity/Country of Origin
- Victims of Human Trafficking

# Why focus on race?

Black women die 3 times more often giving birth

Pregnancy-related deaths per 100,000 live births




SOURCE Centers for Disease Control and Prevention

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**RACE:** one of the most reliable predictors of **life outcomes**

**5.2** African American business owners are **5.2 times** more likely to be denied a loan 

**2.3** African Americans are **2.3 times** more likely to experience infant death 

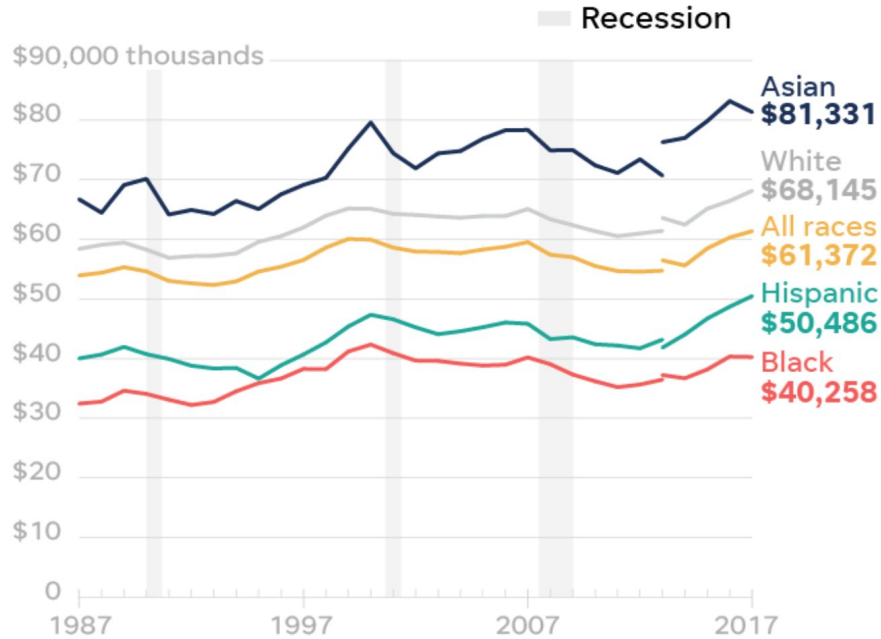
**2.7** African Americans are **2.7 times** more likely to be searched on a traffic stop 

Source: *The Groundwater Approach*, The Racial Equity Institute, 2018

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## Black median household income trails other races

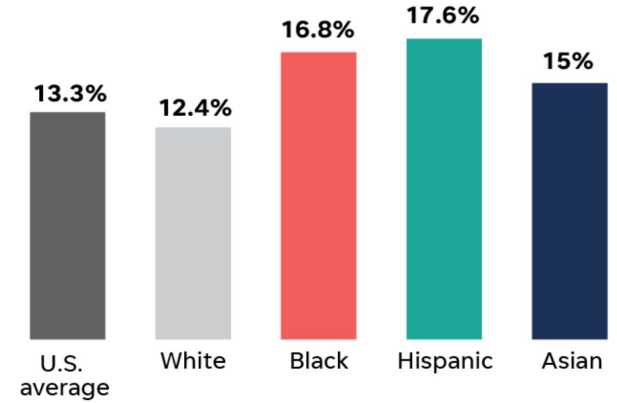


NOTE Median household income data in 2017 dollars. Break in trend lines reflect the change in the income question for 2013

SOURCE Census Bureau

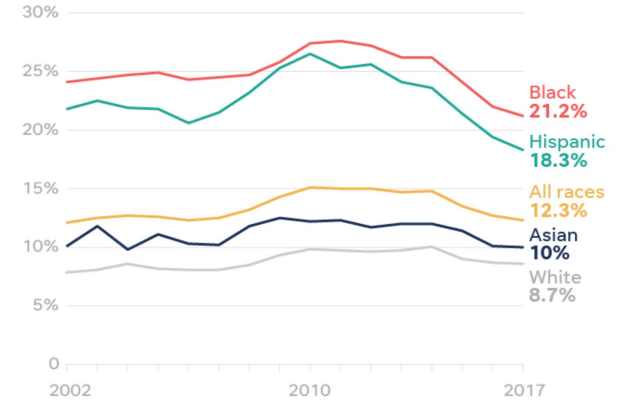
## Black unemployment rate among highest

May 2020 seasonally adjusted rate:



SOURCE Bureau of Labor Statistics

## Black poverty rate more than double white rate



SOURCE U.S. Census Bureau

## Percentage of high school students who graduate on time

2017-2018 average: **85%**

Asian American/Pacific Islander



White



Hispanic or Latino



Black

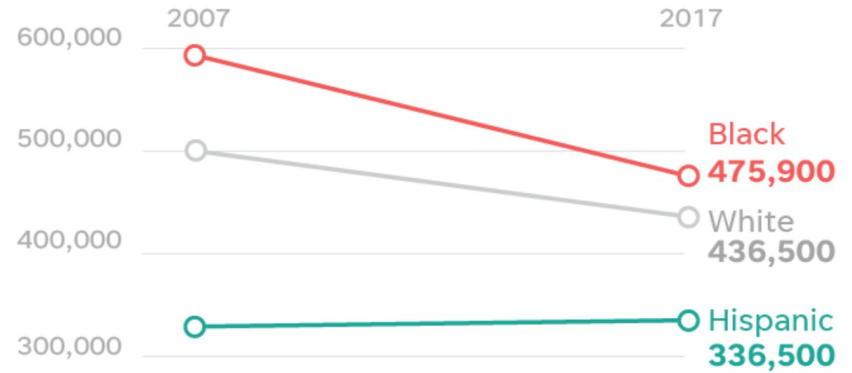


American Indian/Alaska Native

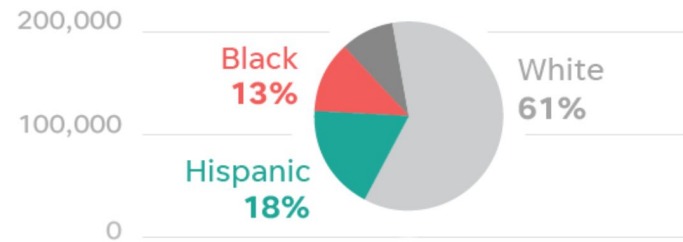


SOURCE National Center for Education Statistics. Rates adjusted for students who left or joined school after freshman years.

## Inmates in federal and state prisons



## U.S. population

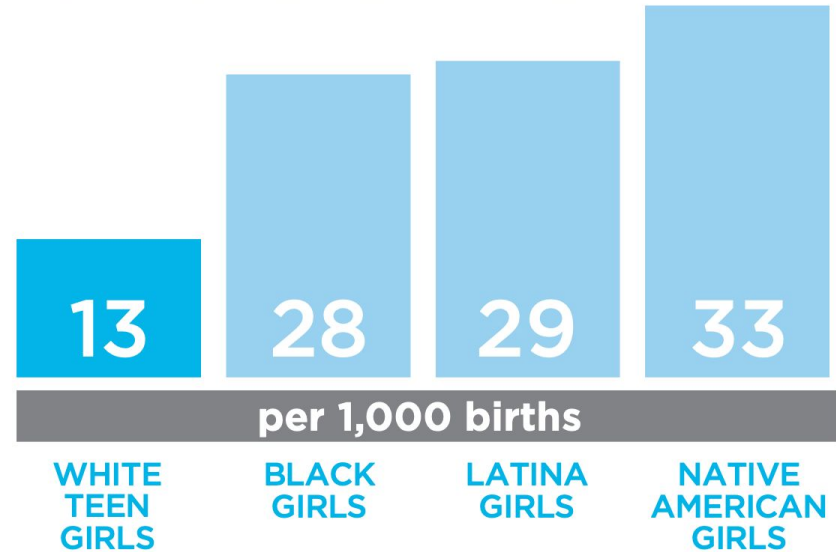


SOURCE Bureau of Justice Statistics

# Social change “success” stories tell a different story

- Access to palliative care grew from 7% to 72% from 2001- 2019
- Not equitable: only 7% were Hispanic/Latinx; 8% African-American

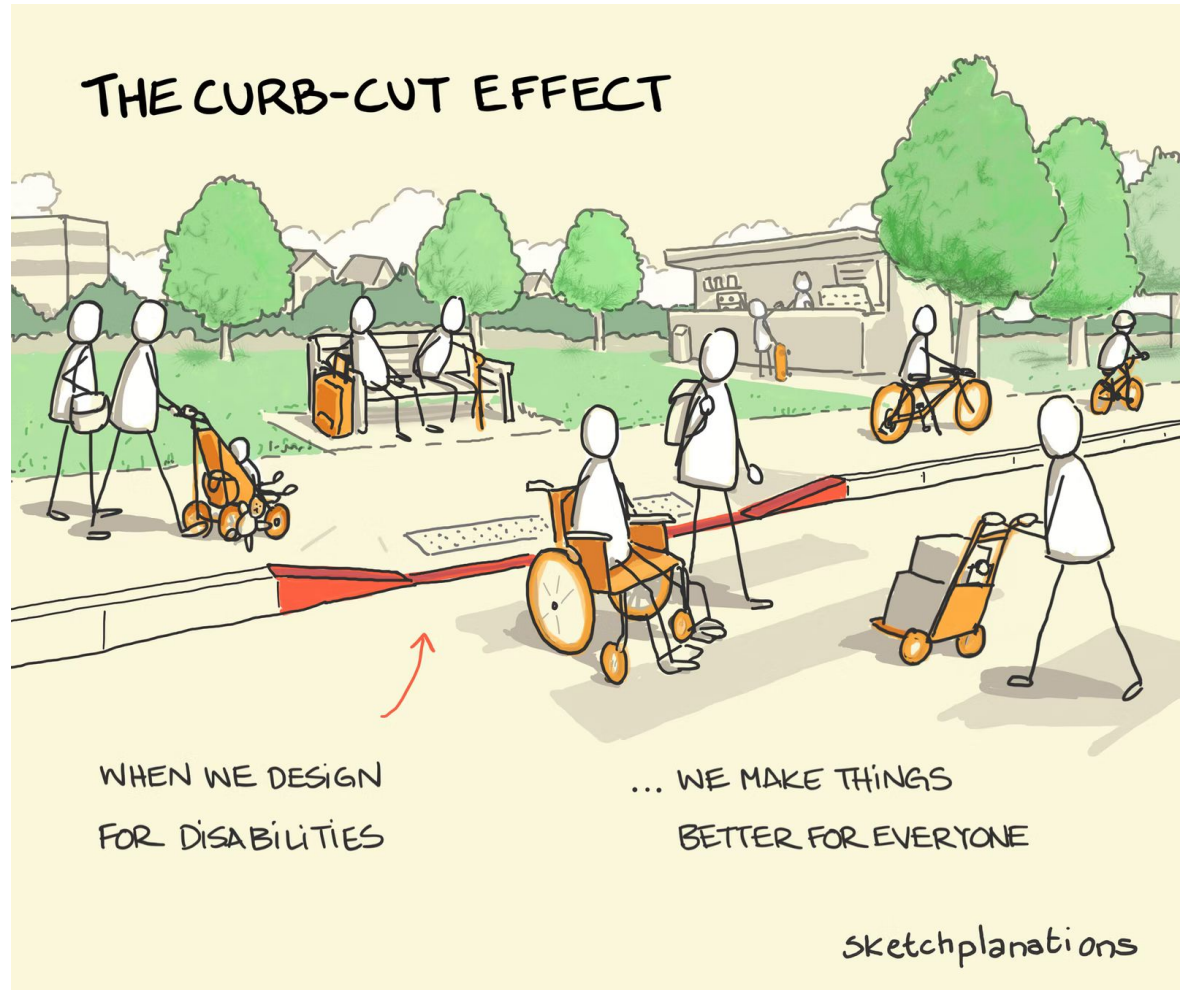
## Teen birth rate drops, but NOT FOR EVERYONE



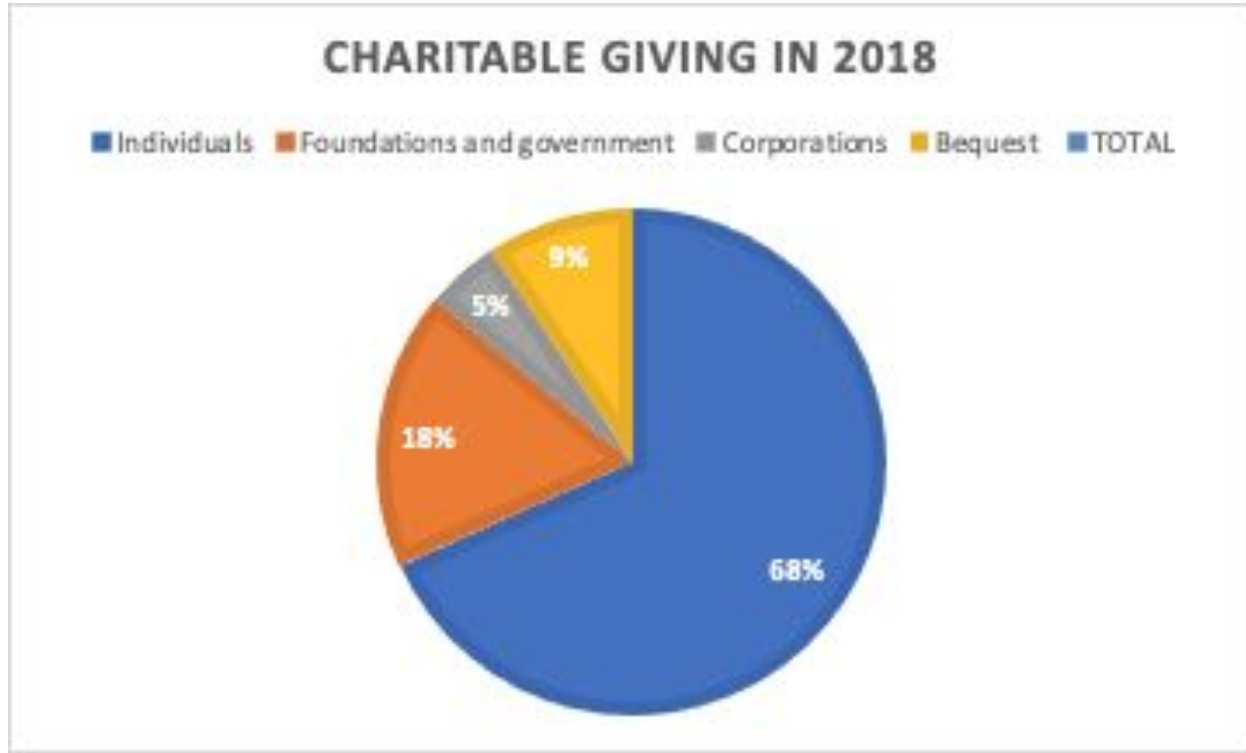
Source: "National Data," Power to Decide

# Equity benefits everyone

- Racial disparity drags on economic growth, prosperity, and well-being of our entire nation



# Charitable Giving in 2018

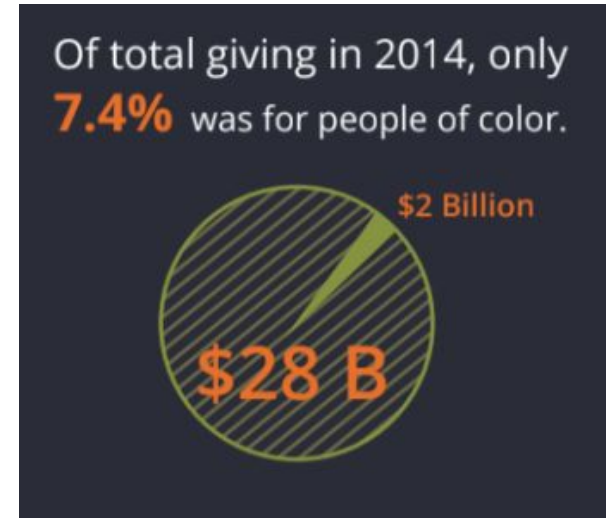
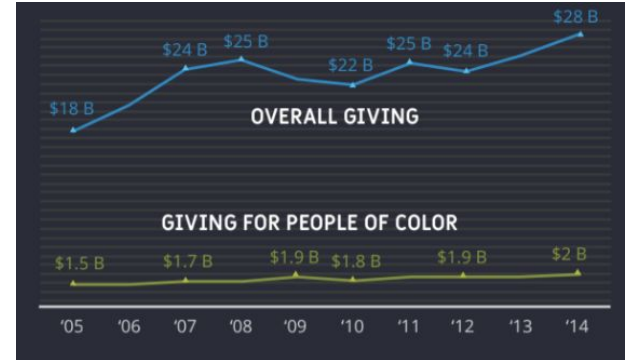


**SOURCE: Giving USA, 2019 Report**



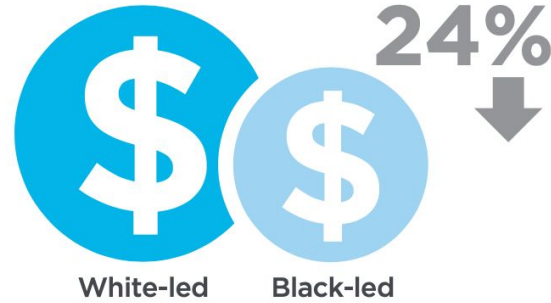
# Current State of Grantmaking

- Widespread acceptance for the principles and goals of Diversity, Equity and Inclusion BUT distribution of \$ is not equitable
- Latest numbers show that less than **7% of grant dollars** went to racial minorities, though they comprise **40% of US population**
- Only **6% of grant dollars** went to people with disabilities, though they represent **12% of the population**
- Giving to immigrants and refugees has ranged from 0.6 to 1 percent of large foundation grants : foreign-born U.S. residents total more than 11 percent of the population

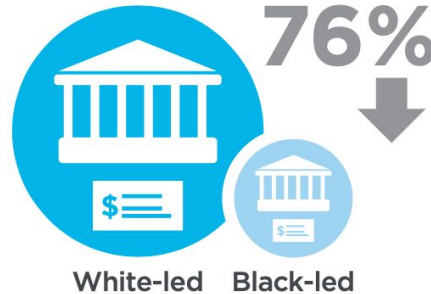


There are **disparities in revenues and unrestricted assets** between **white-led and Black-led** early-stage organizations

### Average Revenues



### Unrestricted Net Assets



**Source:** Echoing Green Applicant Information, 990 Data from GuideStar, Bridgespan Analysis.

# Why so much inequity in grantmaking?

- Current grantmaking practices actually perpetuate unequal distribution of funds
- Traditional practice favors orgs that:
  - Have existing relationships with funders
  - Dedicated development staff
  - Larger budgets, staff size, greater organizational capacity
  - Are White-led
- Leaders of color have smaller budgets and lack access to financial support from a variety of funding sources
- Orgs of color have inequitable access to social networks with connections to philanthropic community
- Interpersonal bias
- Funders lack understanding of culturally relevant approaches
- Grant renewal processes can be arduous
- Big orgs get big grants, small orgs get small grants
- Lack of trust that communities have solutions to their own problems

**Structural processes + IMPLICIT BIAS = Inequity**

# Review of Implicit Bias & Implications in Grantmaking

# Definition of Implicit Bias

*Implicit bias* refers to the brain's automatic, instant association of stereotypes or attitudes toward particular groups, without our conscious awareness.





# Understanding Implicit Bias

- Implicit biases are evolutionary and pervasive
- People are often unaware of their implicit bias
- Implicit biases predict behavior
- People differ in levels of implicit bias
  - Can't really change implicit bias, but we can interrupt them

-- *Project Implicit* ([www.projectimplicit.net](http://www.projectimplicit.net))



# Examples of Implicit Bias

- Doctors are less likely to prescribe life-saving care to black people
- Managers are less likely to call back or hire members of a different ethnic group.
- Female PhDs “have to be 2.5x more productive than average male applicants”
- White researchers receive grants 2x more than Black researchers do

*Source: racial bias examples from  
<http://writers.unconsciousbias.org/unconsciousbias/>*



**AP** Associated Press AP - Tue Aug 30, 11:31 AM ET

A young man walks through chest deep flood water after looting a grocery store in New Orleans on Tuesday, Aug. 30, 2005. Flood waters continue to rise in New Orleans after Hurricane Katrina did extensive damage when it

[Email Photo](#) [Print Photo](#)

**RECOMMEND THIS PHOTO** > Recommended Photos  
Recommend It: Average (138 votes)

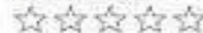


3:47 AM ET

Two residents wade through chest-deep water after finding bread and soda from a local grocery store after Hurricane Katrina came through the area in New Orleans, Louisiana. (AFP/Getty Images/Chris Graythen)

[Email Photo](#) [Print Photo](#)

**RECOMMEND THIS PHOTO** > Recommended Photos  
Recommend It: Average (211 votes)



#### RELATED

• Katrina's Effects, at a Glance AP - Tue Aug 30, 1:26 PM ET

[Hurricanes & Tropical Storms](#)

# The Race Effect (2014 Nextions study)

## Tom Meyer (white)

- “Generally good writer but needs to work on”
- “Has potential”
- “Good analytic skills”
- 2.9/7 spelling grammar errors were found
- 4.1/6 technical writing errors found

## Tom Meyer (Black)

- “Needs lots of work”
- “Can’t believe he went to NYU”
- “Average at best”
- 5.8/7 spelling grammar errors found
- 4.9/6 technical writing errors found

# Implicit Bias: Individual and Institutional

- Inequity does not need intention or malice or “racists.”
- Implicit bias helps explain how racism can be subtle in appearance but significant in impact.
- In institutions, individual bias is routinely replicated through collective decisions and actions. It becomes compounded unless it’s consciously counteracted.
- “Implicit Bias...offers the idea that discrimination and bias are *social*, rather than *individual* issues, and that we can thus all participate in promoting equality.”--*American Values Project*

# What does this have to do with grantmaking?

- The ways we interpret reality are social: they exist in our environment, language, metaphors, etc.
  - The unconscious is not just an individual or internal phenomenon
  - The unconscious is social and interacting with the environment
- Social categories (race, gender, nationality, religion, sexual orientation, etc.) comprise some of the most powerful frames operating at the subconscious level
  - The environment helps to create and maintain our frames
  - These frames give rise to implicit bias

# Learning How to Engage Differently

- Explore, identify, acknowledge and act on implicit bias
- Seek education and learn
- Improve conditions of decision-making - go slow!
- Monitor and improve the environment
- **Set goals** to increase engagement, relationship and partnership building, and grantmaking in diverse communities
- **Diversify your decision-makers** especially from marginalized groups
- Consistently **evaluate progress** and adjust strategies as needed
- Convene, listen, engage: **GO TO THE SOURCE**

\*Echo Hawk, Isler, and Godsil (2016); Powell (2015)



# Equitable Grantmaking Best Practices

\* Compiled from Chan and Fischer; and Arabella Advisors

# Opportunities to Address Barriers

Many entry points to include equity in grantmaking:

- Grant Applicant Identification, Research, and Outreach
- Grant Application Process / Request for Proposal (RFP)
- Grant Decision Making
- Grantee Reporting and Evaluation
- Other Grantee Management
- Advisory Board Recruitment and Management
- Grant Making Strategy
- General Project Management
- Funder Coordination and Alignment



Where this group can make a difference right now

# Grantmaking strategy

- Discuss with your group how you would like to incorporate equity into your priorities and assessment criteria
- Design decisionmaking process/grantmaking criteria that explicitly mitigates implicit bias and levels the playing field for smaller orgs
- Discuss how much risk you are willing to take
- Consider unrestricted grants
- Consider capacity building grants including professional development

# Recruitment and Management of Commissioners

- Include previous grantees and/or other community members
- Consider the racial/ethnic, gender, income diversity of your group
- Embed equity in your documents and train everyone in equity principles

# Applicant Identification, Research and Outreach

- Poll previous grantees, community foundations, intermediary orgs, community leaders to learn about strong grassroots organizations.
- Think creatively about other ways to find out about nonprofits
- Talk to leaders in the communities of interest

# Grant Application Process

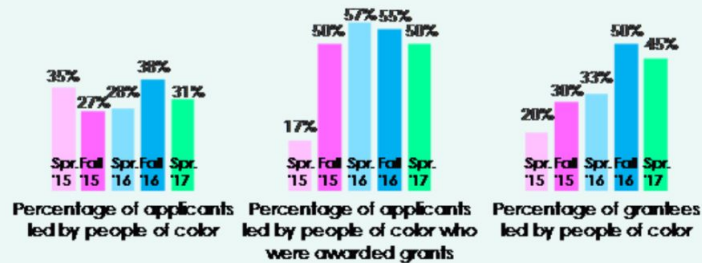
- Consider a limited timeline from first contact to receiving an award (3-6 months)
- Give stipends to applicants who don't receive grants as compensation for time spent on application
- Build capacity of grantees to develop strong applications
- Clarify and demystify the process
- Offer to review drafts and provide feedback
- Give smaller orgs additional time to submit applications
- Consider providing language and cultural translation technical assistance

# Grant Decision Making

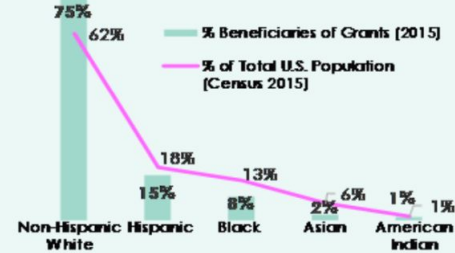
- Consider overall portfolio and “gaps” in diversity (try a dashboard)

## SAMPLE: Diversity, Equity, and Inclusion Dashboard

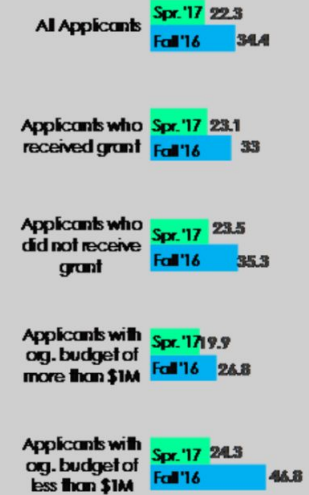
Percentage of Applicants and Grantees Led by People of Color



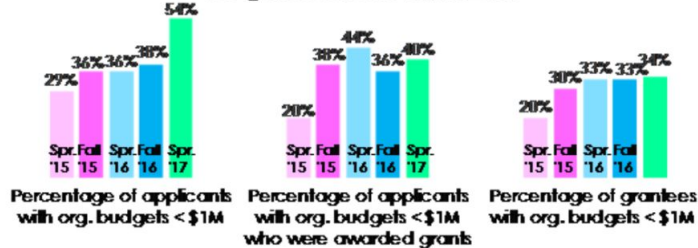
Racial Composition of Grantees' Beneficiaries



Average Hours to Complete an Application



Percentage of Applicants and Grantees With Organization Budgets of Less than \$1 Million



Average Grant Amount Awarded Per Hour Spent on Application





# Grant Decision Making

- Be aware of bias towards well-resourced orgs with greater capacity
- Decide ahead of time to award a certain amount of funding to smaller orgs
- Compare applications from smaller orgs against each other
- Consider bucketing grant applications in other categories for comparison
- Be aware of bias towards “evidence-based” practices (traditionally focused on white populations)
- Use peer-review grant making process
- Don't over-rely on a scorecard/rubric - capture the nuances in thoughtful comments!
- If you have questions - call the applicant!!
- Give honest feedback - builds their grantwriting capacity and is respectful

Questions?

# Close and Next Steps

## Other Resources:





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

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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** April 26, 2022

**Subject:** 2023-2024 GRANT APPLICATION REVIEW PROCESS AND TIMELINE

### **RECOMMENDATION:**

That the Human Services Commission receive an overview of the 2023-2024 human services grant application review process and timeline.

### **BACKGROUND:**

The online application process for 2023-24 Human Services Grant Funding opened on March 14, 2022, and will close on April 28, 2022, at 4:30pm. Share1app is the online portal for the Human Services Funding Collaborative. This online alliance coordinates human services funding between North, East, and South King County municipalities. The participating cities include Auburn, Bellevue, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila, Washington.

The City of Kirkland Human Services Commission is tasked with reviewing the Kirkland-specific applications beginning in May 2022 with a final recommendation for grant funding to be presented to City Council in December 2022. To prepare for the grant review process, staff will present an overview of the grant review process at the April 26, 2022, regular meeting. The overview will discuss the following items:

1. Group Norms
  - a. To move through this review process in a way that honors the multiple backgrounds, identities, and lived experience of those members of the Human Services Commission, collaboratively creating a set of group norms before

moving forward is essential for this work. This will be a living document that will evolve as the Commission collectively move through the process.

2. Goal Areas

- a. Review of the five goal areas and current City priorities to understand how both guide grouping and prioritization of applications.

3. Application Components

- a. Agency Profile
- b. Narrative
- c. Outcomes
- d. Budget
- e. Service Units

4. Equity Lens

- a. Discuss how the Commissioners plan to apply learnings from the Equity Trainings Part 1 and 2 into the grant review process
- b. How to best incorporate the Scoring Tool from the Equity Training series

5. Application Distribution & Review

- a. It is important commissioners familiarize themselves with programs to better understand the needs of the communities they serve and in turn make well-informed decisions surrounding funding recommendations. The best way to achieve this is for each commissioner to review every submitted application. The benefits of this are two-fold; first, commissioners can get to know agencies and the programs they support on a deeper level and, second, this process provides for additional practice of application review.
- b. As a matter of equity in the process, there will be expectations of how commissioners fulfil their review assignments each week.
- c. Determine preferred method of receiving application materials

For information on what is required for agencies to submit as part of the application process, Commissioners can visit the ShareOne site [here](#), including:

- [Application Checklist](#)
- [Minimum Requirements](#)

For an example of the application agencies will complete, please refer to Attachment A.

For a summary of agency programs currently funded for the 21-22 cycle, please refer to the [Kirkland Human Services Dashboard](#).

## **TIMELINE**

To ensure the 23-24 grant funding recommendations are prepared for City Council to review starting in October 2022, Commissioners will attend a series of regular and special meetings

<b>Date</b>	<b>Time &amp; Location</b>	<b>Meeting Type</b>	<b>Agenda Items</b>
4/28/2022	6:30 pm Virtual	Joint HSC Meeting	Complete Part 2 of the Joint HSC Equity Training Series
5/11/2022	6:30 pm Virtual	Joint HSC Meeting	Complete Part 2 of the Joint HSC Equity Training Series
5/18/2022	6:30 pm Virtual	Special Meeting	Overview of application requests and debrief Part 2 of Equity Series
5/24/2022	6:30 pm Virtual	Regular Meeting	Review Goal 1 Area Applications
6/8/2022	6:30 pm Virtual	Special Meeting	Preliminary Goal 1 Area Funding Recommendations
6/22/2022	6:30 pm Virtual	Special Meeting	Review Goal 2 Area Applications
6/28/2022	6:30 pm Virtual	Regular Meeting	Preliminary Goal 2 Area Funding Recommendations
7/13/2022	6:30 pm Virtual	Special Meeting	Review Goal 3 Area Applications and Preliminary Funding Recommendations
7/20/2022	6:30 pm Virtual	Special Meeting	Review Goal 4 Area Applications
7/26/2022	6:30 pm Virtual	Regular Meeting	Preliminary Goal 4 Area Funding Recommendations
8/10/2022	6:30 pm Virtual	Special Meeting	Review Goal 5 Area Applications
8/17/2022	6:30 pm Virtual	Special Meeting	Preliminary Goal 5 Area Funding Recommendations
8/23/2022	6:30 pm Virtual	Regular Meeting	Discussion of available funding, structuring recommendations, and begin draft funding recommendations
8/31/2022	6:30 pm Virtual	Special Meeting	Confirm funding recommendations

beginning in May 2022. The schedule allows for a thorough review of each application submission, prioritization among the five goal areas, and preparing recommendations to the Kirkland City Council. Below is a summary of the meeting schedule to accommodate the grant review process. Unless otherwise posted, all meetings will occur virtually on Zoom starting at 6:30pm and ending at 8:30pm.

Final recommendations will be prepared and submitted to City Council for the September 20, 2022 meeting. City Council will host a study session where the Human Services Manager will present the Commission's funding recommendations for the 2023-24 cycle. Commission members are requested to be present to answer questions City Council may have.



**Attachment A: Human Services Funding Collaborative Application**

**Agency Profile**

Agency Name\*

EIN\*

DUNS

CEO/Executive Director Name\*

CEO/Executive Director Email\*

CEO/Executive Director Phone\*

Agency Main Office Address\*

Agency Main Office City\*

Agency Main Office State\*

Agency Main Office Zip\*

Please describe the services provided by the agency.

2021 Actual Agency Budget \$

2023 Estimated Agency Budget \$

What percentage of your agency leadership identifies as black, indigenous, and people of color (BIPOC)?

- 0-25%
- 25-50%
- 25-75%
- More than 75%
- Unknown

What percentage of your Board identifies as black, indigenous, and people of color (BIPOC)?

- 0-25%
- 25-50%
- 25-75%
- More than 75%
- Unknown

**Agency-Specific Uploads for 2023-2024 Application**

- Non-Discrimination Policy (if required by a City)
- Proof of organization’s non-profit status from the IRS (new applicants only)
- 23 - 24 Most recent agency budget to actuals or financial statement. For 2023-2024 funding, these statements should be your 2021 financials.

- 23 - 24 Most recent audit or financial review. If you do not have an audit or financial statement, please attach a file indicating such along with an explanation.
- 23 - 24 Management letter accompanying most recent audit or financial review.
- 23 - 24 Agency response to management letter  
Attach only if there were substantive findings.
- 21 - 22 Current board of directors list including terms and cities of residence

**Insurance Information**

We certify that if our agency is awarded funds, we are able to meet city-specific insurance requirements. Visit [www.share1app.org](http://www.share1app.org) for city-specific minimum requirements.

- Yes
- No

Current Awardee (Insurance Uploads)

For Reference

**Human Services Grant Program Application**

**2023-2024**

Check all the cities to which you are applying.

This is your annual request for 2023 and 2024. Select each city to which you are applying for funding. These numbers must match the budget in your Detailed Upload.

Auburn	Kent
Bellevue	Kirkland
Burien	Redmond
Covington	Renton
Des Moines	Sammamish
Federal Way	SeaTac
Issaquah	Shoreline
Kenmore	Tukwila

Auburn 2021 Awarded Amount

\$

Auburn 2023 Requested Amount

\$

Bellevue 2021 Awarded Amount

\$

Bellevue 2023 Requested Amount

\$

Burien 2021 Awarded Amount

\$

Burien 2023 Requested Amount

\$

Covington 2021 Awarded Amount

\$

Covington 2023 Requested Amount

\$

Des Moines 2021 Awarded Amount

\$

Des Moines 2023 Requested Amount

\$

Federal Way 2021 Awarded Amount

\$

Federal Way 2023 Requested Amount

\$

Issaquah 2021 Awarded Amount

\$

Issaquah 2023 Requested Amount

\$

Kenmore 2021 Awarded Amount

\$

Kenmore 2023 Requested Amount

\$

Kent 2021 Awarded Amount

\$

Kent 2023 Requested Amount

\$

Kirkland 2021 Awarded Amount

\$

Kirkland 2023 Requested Amount

\$

Redmond 2021 Awarded Amount

\$

Redmond 2023 Requested Amount

\$

Renton 2021 Awarded Amount

\$

Renton 2023 Requested Amount

\$

Sammamish 2021 Awarded Amount

\$

Sammamish 2023 Requested Amount

\$

SeaTac 2021 Awarded Amount

\$

SeaTac 2023 Requested Amount

\$

Shoreline 2021 Awarded Amount

\$

Shoreline 2023 Requested Amount

\$

Tukwila 2021 Awarded Amount

\$

Tukwila 2023 Requested Amount

\$



**(\$)Total Requests to All Cities (auto calculates)**

**2021 Program Budget (Actual)**

This number must match the information included in Application Detail Spreadsheet.

**2023 Program Budget (Projected)**

This number should match the information included in Application Detail Spreadsheet.

**If there a significant increase (more than 10%) in the 2023 proposed budget, please check all that apply.**

- Meeting new/increased community need
- New or expanded service delivery model
- Serving additional clients
- Increased cost to deliver services (e.g. paying living wage)
- Other

**Program Information**

In one to three sentences, provide a brief overview of the program.

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

Program Contact Name  
Program Contact Email  
Program Contact phone  
Grant Writer  
**(if different than program contact)**  
Grant Writer Contact Email

What specific, emerging, or unique issue is your community or the community you serve facing?

**Describe the need you are trying to address with this program. Explain the challenges and issues, both ongoing and new, that the population you serve is facing. You should address needs in specific cities to which you are applying. Max 3000 characters**

**Program Description**

Describe your proposed program. Include details on the services provided, how and who will deliver these services.

Provide enough detail so we have a solid understanding of your program model and approach. max 3000 characters

Who will be served by this program?

Describe the population of focus for this program. (e.g. Refugees/immigrants, youth, people experiencing homelessness). Include both demographic and geographic details as well as any unique/special needs of the population. max 1500 characters

How do clients hear about the services or the work that you provide?

Describe your marketing and outreach efforts. max 1500 characters

### **Program Impact**

**How is your organization working to address disparities based on race, gender, income, and other factors within your organization and in the services you provide? What changes or impacts have you seen as a result of your efforts?**

Outcomes measure the percentage of clients in your program who experience a desired improvement. They measure quality not quantity. You can include up to two outcomes that best describe your program's success.

Outcome Measure 1: Explain the Outcome Measure that you plan to track, using this format: xx% of clients will achieve this result. Include your data collection methodology.

Outcomes measure the percentage of clients who experience a desired improvement. They measure quality not quantity. E.g. 90% of all clients will be successfully placed in housing. Data is collected through an exit survey. Max 1500.

Only one measure of program success (i.e. Outcome) is required. Do you have a second outcome?

Outcome Measure 1: Explain the Outcome Measure that you plan to track, using this format: xx% of clients will achieve this result. Include your data collection methodology.

Outcomes measure the percentage of clients who experience a desired improvement. They measure quality not quantity. E.g. 90% of all clients will be successfully placed in housing. Data is collected through an exit survey. Max 1500.



**Program Accessibility**

For the program for which you are requesting funds, please address accessibility in the following areas.

What percentage of your staff identifies as black, indigenous, and people of color (BIPOC)?

- 0-25%
- 25-50%
- 25-75%
- More than 75%
- Unknown

This program has mechanisms in place to make its services affordable to all populations.

**Check all that apply.**

- Free
- Sliding fee scale
- Vouchers/scholarships
- Other:
- None of the above, explain

All program facilities are accessible to individuals with disabilities according to the ADA Accessibility Guidelines.

- Yes
- No, Explain

This program provides services in office location(s) located in these cities.

**Check all that apply.**

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

- Kenmore
- Kent
- Kirkland
- Redmond
- Renton
- Sammamish
- SeaTac
- Shoreline
- Tukwila
- Seattle
- Other(s)

This program is accessible in terms of transportation.

**Check all that apply.**

- Close public transportation (walking distance to stops)
- Provide own transportation services
- Provide transportation vouchers (bus tickets, etc.)
- Program staff travels to clients
- Mobile services (e.g. van)
- Services provided by phone or online
- Other, please explain.
- None of the above, please explain.

This program strives to accommodate client schedules.

**Check all that apply.**

- Evenings
- Weekends
- On demand and/or same day
- Early morning
- Holidays
- Other:
- None of the Above: Explain

The program is accessible in terms of language (offering translation and interpretation services upon demonstrated need). In what ways is your program accessible in terms of languages.

**Check all that apply.**

- Translated material
- Program and/or agency staff speaks languages other than English
- Interpretation on demand
- Language Line
- ASL
- Other (explain):
- None of the above (explain)

How does your program prioritize services?

**Check all that apply.**

- First come, first served (e.g. wait lists)
- Funder directed (e.g. Coordinated Entry)
- Based on severity of client need
- Other:

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

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

**Additional Required Attachments**

- Program and Budget Detail Attachment (Spreadsheet Template which includes Budget, Service Units, Residents Served table)
- Additional City Requirements (currently allows one upload)



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

Human Services Commission Meeting:  
4/26/2022  
Agenda: New Business  
Item#:7b

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## MEMORANDUM

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** April 26, 2022

**Subject:** HUMAN SERVICES 5 GOAL AREAS AND CURRENT PRIORITIES

## RECOMMENDATION

That the Human Services Commission review the City's 5 goal areas for providing services to the community, and current needs and priorities established to help guide grant recommendations.

## 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

Human Services Commission Current Priorities:

In addition to the specified goal areas, 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 current priorities were defined at the [January 2022 HSC meeting](#) for use with the 2023-2024 grant application review process. They were also used in February 2022 to shape the allocations made as part of the Community Development Block Grants COVID-19 tranch 3 funding authorized by the Cares Act.

- Behavioral Health services
  - Improve knowledge in the community of services available
  - Support the retention of behavioral health clinicians
- Food insecurity
- Support living wages for front-line workers
- Lack of affordable housing/rent Assistance
- Lack of affordable childcare
- Health services
- Institutional racism
- Lack of opportunities for people to connect during the pandemic