



Human Services Division
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APPROXIMATE FUNDING AVAILABLE

An estimated \$6.7 million in per year human services funds, which includes Human Services Funding, Housing Stability Funding, and Community Development Block Grant (CDBG) Public Services funding, will be available through an open competitive grants application process to fund the service and operating costs of human services programs to low- and moderate-income residents in 2025-2026.

Funding for year two is contingent upon availability of funds and satisfactory contract performance in year one. *Funding requests less than \$10,000 will not be considered.*

APPLICATION ASSISTANCE

share1app.org is the online portal for the Human Services Funding Collaborative and where all information about the application, required forms, video tutorials, sample application questions and reporting is located.

The City of Bellevue is excited to welcome new and returning applicants to the process. City staff are available to provide technical assistance to any applicants. **If this is your first time applying or would like additional support, we strongly recommend reaching out to City of Bellevue staff to discuss your proposal in advance of application submittal.** Though funding is limited, we do encourage all applicants to submit funding requests that will fully support the needs of the community and services proposed. If your program is currently funded and seeking a substantial increase, be sure to explain the justification for the requested increase.

Bellevue provides and accepts applications in any languages, not limited to English.



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-2886 (voice) or email rblaw@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov. If you have any questions regarding the ADA statement above or need help, please reach out to ADA, Title VI, and Equal Opportunity Officer using the contact information above.

Please direct requests for technical assistance or questions about application submissions to Bellevue's Human Services Team at humanservices@bellevuewa.gov or 425.452.6884.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Bellevue Human Services Commission, and selected community members of Bellevue Advisory Groups (Bellevue Diversity Advantage Network, Communities of Color Coordinating Team, YouthLink Board). The Human Services Commission is a seven-member group of volunteer Bellevue residents appointed by the City Council to advise on human services policy and make funding recommendations for the City. Human Services Commission meetings are open public meetings. A schedule of the meetings can be found at [Human Services Commission | City of Bellevue \(bellevuewa.gov\)](https://www.bellevuewa.gov/human-services-commission). Each meeting has oral communication at the beginning the meeting giving agencies the opportunity to speak directly to the commissioners. The Commission is expected to finalize their funding recommendations in September, followed by City Council consideration in November. Final allocation amounts will be approved and adopted as part of the City's overall 2025-2026 budget.

CITY-SPECIFIC REQUIREMENTS AND PRIORITIES

CITY-SPECIFIC REQUIREMENTS

- Agencies must comply with the City of Bellevue Agency Requirements (Attachment A)

CITY-SPECIFIC GOAL AREAS AND PRIORITIES

Goal Areas

The City of Bellevue recently completed its *2023-2024 Human Services Needs Update and 2024-2030 Human Services Strategic Plan*. They can be [downloaded](#) from the City's website. Consulting this resource is strongly advised when applying for funding from Bellevue.

Bellevue's critical human service needs are reflected in the following goal areas:

1. Housing Stability and Food Security
2. Supportive Relationships
3. Safety from Abuse and Violence
4. Mental and Physical Health
5. Education and Employment

In the 2024-2030 Human Services Strategic Plan, the Bellevue City Council adopted priorities for funding:

- Programs that provide Culturally and Linguistically Specific Services. (Culturally and Linguistically Specific Services are defined as services that are designed for a particular linguistic or cultural community and delivered by individuals from that community. This is different than culturally responsive services that values diversity, understand differences, and develops services and supports to meet the unique needs of each community.)
- Joint proposals that incorporate collaborative efforts to solve complex systemic issues.
- Funding service gaps for the most marginalized communities.

See chart below for funding priorities under each goal area.

Goal Area 1: Housing Stability and Food Security

Service areas related to Council Adopted Priorities*	Human Services Commission Adopted Funding Priorities
Services addressing disparities in homelessness experienced by residents with a disability, and residents experiencing behavioral health challenges, and residents identifying as American Indian/Alaska Native/Indigenous, Black/African American/Africans, Hispanic/Latino, Native Hawaiian/Pacific Islander, and more than one race.	Supportive services to those experiencing homelessness.
Food programs providing culturally-specific food.	Food programs that meet the increasing need of residents experiencing food insecurity.
Financial assistance and services addressing disparities in housing instability experienced by Black, Hispanic/Latino, and Indigenous residents, so they can obtain and/or maintain stability and housing.	Financial assistance so residents can obtain and/or maintain stability and housing.

Goal Area 2: Supportive Relationships

Service areas related to Council Adopted Priorities*	Human Services Commission Adopted Funding Priorities
Services for older adults that focus on resource navigation and reducing barriers to access, including transportation services.	Resource navigation services to increase residents' awareness of the resources available in the community and how to access them.
Services for people with disabilities that focus on resource navigation and reducing barriers to access, including disability services for children and youth and for those who do not speak English as a first language.	

Goal Area 3: Safety from Abuse and Violence

Service areas related to Council Adopted Priorities*	Human Services Commission Adopted Funding Priorities
Services that provide support, education, and advocacy for those experiencing hate, discrimination, and bias.	Services that support domestic violence survivors and individuals experiencing other types of violence (i.e. sexual assault, abuse, trafficking, or trauma).

Goal Area 4: Mental and Physical Health

Service areas related to Council Adopted Priorities*	Human Services Commission Adopted Funding Priorities
Culturally and linguistically-specific behavioral health services.	Behavioral health services for the general population.
Behavioral health services for youth who are sexually and gender diverse.	Behavioral health services for youth.
Behavioral health services for individuals with disabilities.	Substance use disorder services.

Goal Area 5: Education and Employment

Service areas related to Council Adopted Priorities*	Human Services Commission Adopted Funding Priorities
Services that support positive educational outcomes for marginalized students.	Services that address gaps in child care and transportation which have a significant impact on employment and stability.
Employment services that support Black and Indigenous residents.	Youth enrichment activities.
	Job training activities and employment services to support individuals to obtain and maintain employment.

FURTHER CONSIDERATIONS

- A rubric will be completed for each application and provided to commissioners. (Attachment B)
- Human Services staff will calculate a cost per services unit by dividing the requested funding amount by the number of service units projected with the funding.
- In order to sustain the human services continuum, Bellevue’s City Council adopted the best practice of a standardized 20% for indirect/administrative costs in Bellevue human services contracts.
- Programs are encouraged to seek funding from multiple sources and not rely on City of Bellevue funding alone.
- The City Council’s Vision Statement says, “Bellevue welcomes the world. Diversity is our strength.” Bellevue values all forms of diversity, including race, language, ethnicity, gender, sexual orientation, ability, and age. Applicants are encouraged to highlight their cultural competence in these areas.
- Agencies are required to provide culturally responsive services. In addition to providing translated information and interpretation, agencies should consider hiring staff that best meet the needs of the community, including those who are bilingual and bicultural.
- Rental Assistance Programs: Agencies that receive rental assistance funding will be required to provide a minimum of one month’s rent assistance to Bellevue households. In addition, agencies are required to offer and allow all clients the option to use a self-attestation form to report both income and resident verification.
- Agency must conduct background checks on all agency staff that are involved in the program either directly or who have access to confidential information and those individuals must pass the criminal background check. Staff can provide additional details.
- Reimbursement: Bellevue will be offering several methods of reimbursement. Agencies will have the ability to choose the method that works best for their agency at the time of contracting and can be adjusted throughout the process if the agencies’ needs change. We will default to quarterly unless your agency opts into one of the other options.
 - 1) Quarterly reimbursement: This is the default process that most agencies use to receive payment. Your agencies will submit reports into share1app quarterly and will receive a quarterly reimbursement.
 - 2) Monthly reimbursement: Your agency has the option to submit reports monthly and receive a monthly reimbursement. This will require your agency to submit reports along with back-up directly to Bellevue staff for the months that quarterly reports are not due and submit your quarterly report into Share1 app. Staff will provide more direction after funding is awarded if your agency chose this option.

- 3) **Advanced Payment:** Your agency can request advanced payment of 25% of your award upfront and can request more funding as the contracted services are provided. This will require your agency to submit monthly reports along with back-up directly to Bellevue staff for the months that quarterly reports are not due and submit your quarterly report into Share1 app. In addition, your agency will be required to sign formal agreements and submit an additional request form for funding. Staff are available to provide more details about the guidelines for advance payment upon request.

DEFINITIONS

Culturally and Linguistically Specific Services: Services that are designed for a particular linguistic or cultural community and delivered by individuals from that community.

Culturally Responsive Services: Services that value diversity, understand differences, and develop services and supports to meet the unique needs of each community.

Disparities: One group is systematically faring worse than another for reasons that are not due to the group's needs, eligibility, or preferences.

Historically Marginalized Communities: Communities that have been systemically underserved and have faced systemic disadvantages and discrimination due to their identity, including Black, Indigenous, and People of Color (BIPOC), LGBTQIA2S+ individuals, immigrants and refugees, and people with disabilities. These communities often experience limited access to resources, opportunities, and equitable services, leading to disparities in areas such as housing, education, employment, and healthcare.

Indirect/Administrative Costs: Costs that are connected to shared objectives of an organization that are not tied with a particular grant activity but are essential to an organization's functioning. Examples include rent and other facility expenses and human resources or finance functions that provide support across an organization. Fundraising expenses are not allowable expenses for human services contracts.

Attachment A
City of Bellevue Agency Requirements

Agencies that are not required to register at the state as a charitable organization or as a federal 501(c)3:

- Organization raised less than \$50,000 from the public, in the most recent accounting year and all the activities, including fundraising, were carried out by persons who were unpaid for their services
- Entitled to receive tax exempt status from the IRS such as a church
 - These agencies must provide completed financial statements for the last completed fiscal year, including a final Profit and Loss Statement and a Balance Sheet

If your organization does not have a 501(c)3, here are the financial documentation requirements:

Budget:

One million dollars or less in annual gross revenue averaged over the three preceding, completed accounting years:

- Must meet financial reporting requirements specified in RCW 19.09.075
- Provide proof of current registration as a Washington State Charitable Organization

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide proof of current registration as a Washington State Charitable Organization
- Provide ***one*** of the following:
 - a 990 completed by a certified public accountant or other professional who normally prepares such forms in the course of their business
 - an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years

- Provide proof of current registration as a Washington State Charitable Organization
- Provide an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

If your organization has a 501c3, here are the financial documentation requirements:

Budget:

\$50k or less in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide 990-N completed for preceding accounting year

\$50,001-\$1m in annual gross revenue averaged over the three preceding, completed accounting years

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide the federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide ***one*** of the following:
 - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business;
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide ***both*** of the following:
 - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business;
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

Requirements may be waived in certain circumstances. See [WAC 434-120-107\(2\)](#). Contact City staff for further questions.

For Profit Guidelines and Requirements:

The Human Services Commission may recommend the allocation of Human Service Funds to a For Profit entity to provide human services in the following circumstances:

- A gap in a specific human service has been identified in the community
- There is not a sufficient level of service in the non-profit sector to meet the demand
- For profits will be considered for funding as a last resort

For Profit Entity Financial Documentation Requirements

\$1-\$1m in annual gross revenue averaged over the three preceding, completed accounting years

- City Business License
- W-9
- Copy of current tax documents filed

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- City Business License
- W-9
- Provide ***one*** of the following:
 - Copy of current tax documents filed
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years

- City Business License
- W-9
- Provide ***both*** of the following:
 - Copy of current tax documents filed
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

References:

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.09.541>

<https://www.irs.gov/charities-non-profits/annual-exempt-organization-return-who-must-file>

Attachment B
City of Bellevue Rubric

2024 City of Bellevue Human Services Rubric

Agency/P XXXX
rogram:
App # ##

Goal # #

AGENCY NAME .

PROGRAM NAME

1. PRIORITY QUESTIONS

Does this program provide culturally and linguistically specific services? YES NO

Does this program address a gap for the most marginalized communities? YES NO

Does this program address one of priorities adopted by the Commission?
YES NO

Is this application in partnership with another agency? YES NO

Has this **agency** ever received Human Services funding from the City of Bellevue?
YES NO

Has this **program** ever received Human Services funding from the City of Bellevue?
YES NO

Comments: