



Human Services Division
450 - 110th Avenue NE
P.O. Box 90012

Ruth Blaw, Human Services Manager
(425) 452-4185 or rblaw@bellevuewa.gov
Christy Stangland, Sr Human Services Planner
(425) 452-6452 or cstangland@bellevuewa.gov

APPROXIMATE FUNDING AVAILABLE

An estimated \$6.4 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 2027-2028.

Funding for year two is contingent upon availability of funds and satisfactory contract performance in year one.

CITY-SPECIFIC REQUIREMENTS

The City of Bellevue has implemented a minimum annual funding level for the 2027-2028 funding cycle. Applications requesting **less than \$20,000 will not be considered for funding.**

All agencies must respond to the following 3 questions regarding culturally and linguistically specific programs via email to Humanservices@bellevuewa.gov by Monday, April 6th at 4pm.

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

Based on the above definition:

1. Is this a culturally and linguistically specific program?
2. If so, what particular linguistic or cultural community is the program or services designed for?
3. How is the program or service designed and delivered by individuals from that community?

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

Late application will not be accepted.

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 are 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.**

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.

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



For alternate formats, interpreters, or reasonable modification requests please contact staff at least 48 hours in advance either by phone 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.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Bellevue Human Services Commission. 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. 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 2027-2028 budget.

CITY-SPECIFIC INFORMATION

AREAS OF NEED AND CITY COUNCIL APPROVED PERCENTAGES FOR FUNDING AWARDS

The City of Bellevue recently completed its *2025 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.

AREA OF NEED Eligible agencies are invited to apply for funding aligned with one or more of these areas of need to support programs to low- and moderate-income residents in 2027-2028	2027 - 2028 % Funded
Shelter, Shelter Based Programs & Transitional Housing Programs and services that provide temporary safety, protection from the elements, and access to basic needs for individuals and families experiencing homelessness. These services include emergency shelters, transitional housing, onsite day centers, and outreach to unhoused communities. Support may also include sleeping accommodations, hygiene facilities, meals, and connection to additional resources.	35%
Financial Assistance Programs and service that provide direct support to low- or moderate-income households to help cover essential expenses such as rent, utilities, transportation, and critical needs.	6%
Food & Basic Needs Programs and services that provide access to food and essential daily needs for individuals and families experiencing economic hardship. In addition, these services may include hygiene items such as diapers and toiletries.	10%
Housing Stability Programs and services designed to prevent or interrupt homelessness and support safe, stable housing.	6%
Survivor Advocacy & Safety from Violence Programs and services that provide support, advocacy, and prevention resources to individuals affected by abuse in their relationships, households, or community.	2%
Behavioral Health Programs and services that prevent, diagnose, treat, and support individuals with mental health conditions, emotional challenges, and substance use disorders.	18%
Childcare & Early Learning Programs and services that provide safe, nurturing, and developmentally appropriate care, education, and support for children or help households find and maintain childcare.	7%
Medical & Dental Programs and services that support physical health through access to essential medical and dental care.	1%

AREA OF NEED (continues) Eligible agencies are invited to apply for funding aligned with one or more of these areas of need to support programs to low- and moderate-income residents in 2027-2028	2027 - 2028 % Funded
Navigation, Legal, case management & other supportive services Programs and services that provide personalized support and resources help individuals access and navigate the human services system. These services may include legal advice, representation, and case management.	9%
Fostering Well-being in the face of hate, bias and discrimination Programs and services that promote safety, resilience, and empowerment for individuals and communities impacted by racism, discrimination, and bias. These efforts prioritize culturally responsive support, equitable access, and the dismantling of systemic barriers.	

In addition, The City intends to align its funding with two key priority targets: dedicating 23% to culturally and linguistically specific programs and 26% to youth programs.

FURTHER CONSIDERATIONS

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.

- An application review 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.
- Bellevue’s City Council has adopted the best practice of a standardized 20% for indirect/administrative costs in Bellevue human services contracts.
- 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.
- Programs are encouraged to seek funding from multiple sources and not rely on City of Bellevue funding alone.
- 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.
 1. **Quarterly reimbursement:** This is the default process that most agencies use to receive payment. Your agencies will submit reports 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.
 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.

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.

Collaboration: Collaboration is the intentional process of two or more agencies, programs, or community partners working together to plan, implement, and deliver services in a coordinated way. It goes beyond simply sharing information or referring clients; it involves joint decision-making, shared resources, aligned goals, and measurable outcomes that strengthen the overall human services system. The City of Bellevue values collaboration that reduces duplication, leverages collective strengths, and improves accessibility, cultural responsiveness, and equity of services for Bellevue residents.

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 based on your annual 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 based on your annual 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.

See [WAC 434-120-107\(2\)](#) for further detail of the requirements 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 Staff Review

AGENCY NAME:
PROGRAM NAME:

1. APPLICATION EVALUATION	
Has this agency ever been awarded Human Services funding from the City of Bellevue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is this agency in compliance with contractual requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a new program or agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the program provide culturally and linguistically specific services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the program provide culturally and linguistically responsive services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this application in collaboration with another agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. FUNDS REQUESTED OF OTHER SHARE 1APP CITIES						
City	Residents	Amount		City	Residents	Amount
Auburn				Kirkland		
Bellevue				Kent		
Bothell				Redmond		
Burien				Renton		
Covington				Sammamish		
Des Moines				SeaTac		
Federal Way				Shoreline		
Issaquah				Tukwila		
Kenmore						

3. PROJECTED PERFORMANCE

SERVICE UNIT 1		
NAME		
MEASUREMENT		
BRIEF DESCRIPTION		
2025 Actual Service Units	2027 Projected Service Units	2027 City of Bellevue Funded

SERVICE UNIT 2		
NAME		
MEASUREMENT		
BRIEF DESCRIPTION		
2025 Actual Service Units	2027 Projected Service Units	2027 City of Bellevue Funded

SERVICE UNIT 3		
NAME		
MEASUREMENT		
BRIEF DESCRIPTION		
2025 Actual Service Units	2027 Projected Service Units	2027 City of Bellevue Funded

	OUTCOME	ACHIEVEMENT RATE TARGET
OUTCOME #1		
OUTCOME #2		

4. STAFF COMMENTS

- Staff will work to align service units and/or outcomes to meet Bellevue's standards
- Staff verified agency meets requirements for contracting