

REIMBURSEMENT REQUESTS

Agency and Program Name African Community Housing & Development

Address 16256 Military Rd S Suite 206

City & ZIP SeaTac, WA 98188

Program Contact Name Kevin Vargas Phone 206.257.1166

Email kevin@achdo.org Invoice Date 10/16/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer *Hamdi Abdulle* Printed Name Hamdi Abdulle

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	GF23/2402	\$30,000.00	\$7,500.00	\$7,500.00	\$7,500.00		\$7,500.00
Bellevue							\$0.00
Bothell							\$0.00
Burien	CON-23-053	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way	AG 23-046	\$23,000.00	\$5,750.00	\$5,750.00	\$5,750.00		\$5,750.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent	CAG2023-121	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac		\$50,000.00	\$12,500.00	\$12,500.00	\$12,500.00		\$12,500.00
Shoreline							\$0.00
Tukwila	23-040	\$13,000.00	\$3,250.00	\$3,250.00	\$3,250.00		\$3,250.00

Admin use only

Authorized Payment Amt: Authorization Code/Acct #

Authorized Signature / City Date

SERVICE UNIT 1

Service Unit 1: Training/Workshops/Classes

Measurement: 90 minutes

Description: Quarterly Housing informational/resource workshops.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	4	1	1	1	3	75%	
Bellevue					0		
Bothell					0		
Burien	4	1	1	1	3	75%	
Covington					0		
Des Moines					0		
Federal Way	4	1	1	1	3	75%	
Issaquah					0		
Kenmore					0		
Kent	4	1	1	1	3	75%	
Kirkland					0		
Mercer Island					0		
Redmond					0		
Renton					0		
Sammamish					0		
SeaTac	4	1	1	1	3	75%	
Shoreline					0		
Tukwila	4	1	1	1	3	75%	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>24</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>18</b>	

SERVICE UNIT 2

Service Unit 1: Case Management

Measurement: Appointment

Description: Unduplicated Residents/households enrolled into case management in order to increase housing stabilization.

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	50	13	5	12		30	60%
Bellevue						0	
Bothell						0	
Burien	8	2	2	1		5	63%
Covington						0	
Des Moines		1				1	
Federal Way	38	12	1	13		26	68%
Issaquah						0	
Kenmore						0	
Kent	25	10	4	9		23	92%
Kirkland						0	
Mercer Island						0	
Redmond		1				1	
Renton						0	
Sammamish						0	
SeaTac	83	42	7	5		54	65%
Shoreline						0	
Tukwila	8	10	6	2		18	225%
Seattle			1	1		2	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>212</b>	<b>91</b>	<b>26</b>	<b>43</b>	<b>0</b>	<b>160</b>	

SERVICE UNIT 3

Service Unit 1: Basic Needs Supplies

Measurement: Individual

Description: Number of Residents Served

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	83	42	7	5		54	65%
Shoreline						0	
Tukwila	32	13	6	2		21	66%
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>115</b>	<b>55</b>	<b>13</b>	<b>7</b>	<b>0</b>	<b>75</b>	

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	50	13	5	12		30
Bellevue						0
Bothell						0
Burien	8	2	2	1		5
Covington						0
Des Moines				2		2
Federal Way	38	12	1	13		26
Issaquah						0
Kenmore						0
Kent	25	10	4	9		23
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	83	42	7	5		54
Shoreline						0
Tukwila	8	10	6	2		18
Seattle			1	1		2
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>212</b>	<b>89</b>	<b>26</b>	<b>45</b>	<b>0</b>	<b>160</b>

## NARRATIVE

### Burien-

ACHD's third workshop of the year was held at our main office's learning center. Our community continues to struggle with housing stability and are seeking rental assistance for owed rent. Attendees were provided information on tenant rights, ACHD programs and offered the attendee enrollment into case management in order to achieve their goals. We also distributed produce from our Farmers' Market buyback program.

### SeaTac-

ACHD hosted its 3rd informational housing workshop was held at our ACHD Learning Center in September, during our workshop we gave information on legal housing rights and resource,s and enrolled clients into on-going case management services with ACHD. Residents expressed their hardships with eviction notices, and food insecurity. During our workshop we gave information on legal housing rights and resources and enrolled clients into on-going case management services. We also served hot cultural dishes at our workshop and distributed produce from our Farmers' Market buyback program.

### Tukwila-

ACHD hosted its 3rd workshop of the year. We conducted assessments with participants to identify our communities' immediate needs. We focused our attention on food access and distributed free produce from our Farmers' Market buyback program. Most of our attendees opted to be enrolled in on-going case management services for eviction prevention and employment services.

### Auburn-

ACHD Held a workshop at Watermark Aparments in Auburn. Our findings in conducting a workshop included the lack of information that residents had due to living in Unincorporated Auburn. This has caused many residents to have lack of resources that are specific to their city and county. ACHD provided basic needs for participants such as diapers and toilet paper. We informed residents of additional resources available and provided information on eviction rights that was specific to their unique circumstances.

### Federal Way-

ACHD hosted its 3rd workshop held at Uptown Square apartments. At the workshop, we distrubuted free produce from our Farmers' Market buyback program to atendees and provided information on housing rights and rental assitance resources. Many residents expressed concerned about their housing instability due to falling behind on their rent due to financial constraints.

### Kent-

ACHD held our 3rd workshop of the year at the Grandview Apartments in Kent. We had 9 Residents participate whom expressed their challenges with evictions notices due to back owed rent. During our workshop we gave information on legal housing rights, provided rental and utility assistance resources, and enrolled clients into on-going case management services. Along with information and counseling, we also distributed free produce from our Farmers' Market buyback program.



REIMBURSEMENT REQUESTS

Agency and Program Name **Apprenticeship and Nontraditional Employment for Women**  
 Address 18338 Andover Park W  
 City & ZIP Tukwila, WA 98188  
 Program Contact Name Kerstin Torrescano Phone 206-710-1003  
 Email kerstin@anewcareer.org Invoice Date 10/13/23  
 Costs below incurred from **7/1/23** to **9/30/23**  
 Signature of Authorized Signer Printed Name Kerstin Torrescano

	Contract ID#	Annual	Reimbursement Requests				Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn		\$12,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00
Bellevue		\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
Bothell							\$0.00
Burien		\$6,000.00	\$0.00	3000	\$1,500.00	\$0.00	#REF!
Covington	027-2023	\$16,497.00	\$4,124.25	\$4,124.25	\$0.00		\$8,248.50
Des Moines							\$0.00
Federal Way		\$12,000.00			\$12,000.00		\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Sammamish							\$0.00
SeaTac		\$12,000.00		\$3,000.00	\$4,500.00		\$4,500.00
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date



SERVICE UNIT 1

Service Unit 1: Training/Workshops/Classes

Measurement: Individual

One 11 week training under the Trades Rotation Program (TRP)

Description: Training is an 11 week hands-on construction and soft skills instruction - for a total of 300 hours of training time.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	2	1	2	2	5	250%	
Bellevue	2	1	1	2	4	200%	
Bothell					0	#DIV/0!	
Burien	2	0	0	1	1	50%	
Covington	2	0	0		0	0%	
Des Moines					0	#DIV/0!	
Federal Way	4	1	1	8	10	250%	
Issaquah					0	#DIV/0!	
Kenmore					0	#DIV/0!	
Kent					0	#DIV/0!	
Kirkland					0	#DIV/0!	
Mercer Island					0	#DIV/0!	
Redmond					0	#DIV/0!	
Renton	3	4	2	1	7	233%	
Sammamish					0	#DIV/0!	
SeaTac	4	0	0	2	2	50%	
Shoreline					0	#DIV/0!	
Tukwila					0	#DIV/0!	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>19</b>	<b>7</b>	<b>6</b>	<b>16</b>	<b>0</b>	<b>29</b>	

SERVICE UNIT 2

Service Unit 1: Employment Services

Measurement: Individual

Description: Individual assistance with applications, resumes, and interviewing.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	1	2	2	4	8	800%	
Bellevue	2	0	0	3	3	150%	
Bothell					0	#DIV/0!	
Burien	1	0	3	0	3	300%	
Covington	3	1	1	0	2	67%	
Des Moines					0	#DIV/0!	
Federal Way	4	0	1	5	6	150%	
Issaquah					0	#DIV/0!	
Kenmore					0	#DIV/0!	
Kent					0	#DIV/0!	
Kirkland					0	#DIV/0!	
Mercer Island					0	#DIV/0!	
Redmond					0	#DIV/0!	
Renton	3	3	3	2	8	267%	
Sammamish					0	#DIV/0!	
SeaTac	4	0	2	1	3	75%	
Shoreline					0	#DIV/0!	
Tukwila					0	#DIV/0!	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>18</b>	<b>6</b>	<b>12</b>	<b>15</b>	<b>0</b>	<b>33</b>	



## NARRATIVE

### Q3 2023 Narrative

Auburn – ANEW served 6 clients living in Auburn this quarter. Four clients were enrolled in ARC. They all received support services to assist them in staying in their apprenticeships. Two clients enrolled in pre-apprenticeship training. One graduated successfully in August. The other began training in September and is still in training.

Bellevue – ANEW served 5 clients living in Bellevue this quarter. Three clients were enrolled in ARC. They all received support services to assist them in staying in their apprenticeships. Two clients enrolled in pre-apprenticeship training in September and are still in training.

Burien – ANEW served 1 client this quarter living in Burien. The clients were enrolled in pre-apprenticeship training in September and are still in training.

Covington – ANEW did not serve any clients this quarter living in Covington.

Federal Way – ANEW served 13 clients this quarter living in Federal Way. Five clients enrolled in ARC and received support service assistance to get out to work for the first time or to maintain at work. Eight clients enrolled in pre-apprenticeship training. Seven of the Eight students graduated at the end of August and are awaiting their next steps to enter the apprenticeship of their choice.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3	2	3	2		7
Bellevue	4	1	1	5		7
Bothell						0
Burien	3	0	3	1		4
Covington	6	1	1	0		2
Des Moines						0
Federal Way	8	1	2	11		14
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	6	6	5	3		14
Sammamish						0
SeaTac	8	0	2	3		5
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>38</b>	<b>11</b>	<b>17</b>	<b>25</b>	<b>0</b>	<b>53</b>



REIMBURSEMENT REQUESTS

Agency and Program Name Asian Counseling and Referral Service Whole Health Oriented Mental Health

Address 3639 Martin Luther King Jr. Way S

City & ZIP Seattle, WA 98144

Program Contact Name Leah Post Phone (206) 413-7904

Email leahp@acrs.org Invoice Date 10/16/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer Leah Post Printed Name Leah Post

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Bellevue	\$60,000.00	\$12,907.79	\$13,213.06	\$20,862.67		\$13,016.48
Bothell						\$0.00
Burien	\$21,000.00	\$5,250.00	\$5,250.00	\$5,250.00		\$5,250.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way	\$21,000.00	\$5,250.00	\$5,250.00	\$5,250.00		\$5,250.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
Kirkland	\$8,025.00	\$2,006.25	\$2,006.25	\$2,006.25		\$2,006.25
Mercer Island						\$0.00
Redmond	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Renton	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
Sammamish						\$0.00
SeaTac	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Shoreline		* MOU *				\$0.00
Tukwila						\$0.00

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Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: 60 minutes

Description: Culturally competent mental health services for ANH&PI King County residents living with chronic mental illness.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	67	834	701	601		2,135	3187%
Bellevue	399	861	720	718		2,299	576%
Bothell						0	
Burien	140	533	559	474		1,566	1118%
Covington						0	
Des Moines						0	
Federal Way	140	720	628	560		1,908	1363%
Issaquah						0	
Kenmore						0	
Kent	133	2,818	2,590	2,391		7,799	5864%
Kirkland	32	410	291	273		974	3043%
Mercer Island						0	
Redmond	100	218	211	211		640	640%
Renton	133	870	876	814		2,560	1925%
Sammamish						0	
SeaTac	100	328	257	209		794	794%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>1,244</b>	<b>7,592</b>	<b>6,833</b>	<b>6,249</b>	<b>0</b>	<b>20,674</b>	







## NARRATIVE

During the reporting period from July to September, our whole health oriented mental health program has served close to 2,000 individuals, mostly Asian Pacific Islander immigrants and refugees with limited English proficiency, living with a chronic mental illness residing in various cities in King County thanks to the support from many cities. We have continued to provide in-person and remote services to ensure our clients have access to culturally competent whole health oriented mental health services to lead the most productive life as possible.

Some of the highlights and achievements are:

(1) We have increased access capacity for clients with limited English proficiency in-person and/or through various HIPPA compliant video and audio platform that are convenient for clients based on their preference, transportation needs, and level of digital literacy and access to telehealth. Due to the digital divide and lack of access to internet, computer, and smart phones, many of our services are provided via telephone while we continue to support and coach our clients to join the service through video and in person. Our staff have continued to provide more than 15 groups per week with clients to address their mental and physical health needs, promote social connectedness, provide life skills and psychoeducation. Many of these groups have transitioned back to in-person work while we continue to offer limited groups remotely as well.

(2) To better address increased mental health service needs of Asian Pacific Islander immigrants and refugees with a chronic mental illness and complicated physical health condition we have increased staff language capacities in Vietnamese. Mandarin. Cantonese. Korean. and Khmer/Cambodian. Our services are individually

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn	19	66	7	6		79
Bellevue	115	118	18	12		148
Bothell						0
Burien	40	43	4	3		50
Covington						0
Des Moines						0
Federal Way	40	82	6	7		95
Issaquah						0
Kenmore						0
Kent	38	226	12	22		260
Kirkland	16	51	2	4		57
Mercer Island						0
Redmond	30	30	4	4		38
Renton	38	120	13	16		149
Sammamish						0
SeaTac	30	31	3	3		37
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>366</b>	<b>767</b>	<b>69</b>	<b>77</b>	<b>0</b>	<b>913</b>

**CITY LINE ITEM TABLE**

<b>BELLEVUE Line Item Table</b>	<b>*Back-up documentation required for line item expenses</b>						
	<b>Budget</b>	<b>Q1 Request</b>	<b>Q2 Request</b>	<b>Q3 Request</b>	<b>Q4 Request</b>	<b>Cumulative Requested</b>	<b>Balance Remaining</b>
Personnel	\$60,000.00	\$12,907.79	\$13,213.06	\$20,862.67		\$46,983.52	\$13,016.48
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$60,000.00</b>	<b>\$12,907.79</b>	<b>\$13,213.06</b>	<b>\$20,862.67</b>	<b>\$0.00</b>	<b>\$46,983.52</b>	<b>\$13,016.48</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **Babies of Homelessness**

Address PO Box 147

City & ZIP Bothell, WA 98041

Program Contact Name Katie Forrest Phone (425)866-7357

Email katie@babiesofhomelessness.org Invoice Date 10/16/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer Katie Forrest Printed Name Katie Forrest

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue	GF-367	\$13,411.00	\$3,352.75	\$3,352.75	\$3,352.75		\$3,352.75
Bothell							\$0.00
Burien							\$0.00
Covington	028-2023	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Des Moines		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton	0AG-23-06	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Sammamish							\$0.00
SeaTac		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Shoreline							\$0.00
Tukwila							\$0.00

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Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date







## NARRATIVE

Most diaper banks distribute diapers directly to clients or partner agencies. Our diaper bank offers three programs to easily and quickly access services: direct service, partner distribution and mobile service.

**Direct Service:** Families experiencing homelessness—living in cars, tent cities, encampments, tiny homes, motels, shelters, RVs, or couch surfing—call our intake line and place an order of diapers, wipes and formula in preferred sizes and brands. Outreach volunteers drive to the family and deliver the order within 72-hours, depending on the urgency.

**Partner Distribution:** We supply bulk quantities of diapers, wipes and formula through community partner agencies because clients needing help with diapers have other needs. Each month, case managers submit orders for diapers, wipes and formulas in requested sizes and brands using a user-friendly electronic form. Our paid full-time Program Manager pulls inventory from the warehouse, loads the van and drops off bulk inventory quantities to each partner agency. Case managers then distribute inventory to their clients. Our easy ordering process, bulk quantity, and direct service allow case managers to focus on delivering top-notch case management without worrying about how to procure diapers, submit long weekly orders, or pick up diapers.

**Mobile Pickup Service:** Four times a month, families pick up a box of diapers, package of wipes and can of formula at one of three bus-accessible locations in Everett, Bellevue, Kent or Auburn. Clients call our intake line in advance to place an order.

## RESIDENTS

	Actual # of Residents					
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Auburn						0
Bellevue	150	42	65	52		159
Bothell						0
Burien						0
Covington	120	121	94	85		300
Des Moines	32	33	28	24		85
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	84	64	231	258		553
Sammamish						0
SeaTac	100	56	32	39		127
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>486</b>	<b>316</b>	<b>450</b>	<b>458</b>	<b>0</b>	<b>1224</b>

**CITY LINE ITEM TABLE**

**BELLEVUE Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$2,800.00	\$700.00	\$700.00	\$700.00		\$2,100.00	\$700.00
Office/Ops	\$1,500.00	\$375.00	\$375.00	\$375.00		\$1,125.00	\$375.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training	\$1,250.00	\$312.50	\$312.50	\$312.50		\$937.50	\$312.50
Other	\$7,861.00	\$1,965.25	\$1,965.25	\$1,965.25		\$5,895.75	\$1,965.25
<b>TOTAL</b>	<b>\$13,411.00</b>	<b>\$3,352.75</b>	<b>\$3,352.75</b>	<b>\$3,352.75</b>	<b>\$0.00</b>	<b>\$10,058.25</b>	<b>\$3,352.75</b>

REIMBURSEMENT REQUESTS

Agency and Program Name Backpack Brigade

Address 4111 E. Madison ST.

City & ZIP Seattle, 98112

Program Contact Name Nichelle Hilton Phone 206-495-8983

Email nichelle@backpackbrigade.org Invoice Date 10/15/23

Costs below incurred from 7/1/23 to 10/1/23

Signature of Authorized Signer



Printed Name Nichelle Hilton

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines	\$17,500.00	\$4,375.00	\$4,375.00	\$4,375.00		\$4,375.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Item

Description: Count is per weekend hunger bag

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines	2,500	2,860	2,065	1,058		5,983	239%
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	3,600	2,530	1,996	820		5,346	149%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>6,100</b>	<b>5,390</b>	<b>4,061</b>	<b>1,878</b>	<b>0</b>	<b>11,329</b>	





## **NARRATIVE**

We kicked off the 2023-2024 school year and have higher numbers than ever. We are serving students in both Seatac and Des Moines, as well as many other cities. Inflation is still causing challenges, as well as supply chain and getting items we need in time. We prep and pack food every day with over 150 volunteers, that then drive the weekend hunger bags directly to the schools we partner with. We are constantly being asked to increase our bags to schools, which makes this funding even more important to us. We are excited to be adding a new menu this fall- a cold bag- which will bring perishables to the students, like go gurts and cheese sticks. This week to all 4 school districts, 94 schools, we delivered 3769 bags to hungry students. We hope to continue running a top rate program with the support of funding like this. THANK YOU!



RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines	2500	2860	2065	1068		5993
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	3600	2530	1996	820		5346
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>6100</b>	<b>5390</b>	<b>4061</b>	<b>1888</b>	<b>0</b>	<b>11339</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Bright Spark Early Learning Services (formerly Child Care Resources) - Information**


Address 555 S Renton Village Pl Suite 280

City & ZIP Renton 98057

Program Contact Name Courtney Nolen-Viducich Phone 253-861-1214

Email nolen-viducich@childcare.org Invoice Date 10/16/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer  Printed Name Courtney Nolen-Viducich

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue	GF-181	\$15,000.00	\$3,699.07	\$3,651.71	\$3,639.57		\$4,009.65
Bothell							
Burien	CON-23-056	\$6,871.00	\$1,717.75	\$1,717.75	\$1,717.75		\$1,717.75
Covington	CON-23-056	\$5,223.00	\$1,305.75	\$1,305.75	\$1,305.75		\$1,305.75
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore	22-C2876	\$1,200.00	\$300.00	\$300.00	\$300.00		\$300.00
Kent							\$0.00
Kirkland	32300110	\$8,025.00	\$2,006.25	\$2,006.25	\$2,006.25		\$2,006.25
Mercer Island							\$0.00
Redmond							\$0.00
Renton	CON-23-056	\$10,000.00	\$2,500.00	\$2,500.00			\$5,000.00
Sammamish							\$0.00
SeaTac	CON-23-056	\$5,882.00	\$1,470.50	\$1,470.50			\$2,941.00
Shoreline	10521	\$5,000.00	\$1,250.00	\$1,250.00			\$2,500.00
Tukwila	CON-23-056	\$5,869.00	\$1,467.25	\$1,467.25			\$2,934.50

Admin use only

Authorized Payment Amt:

\* MOU \*

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Information and Referral

Measurement: Contact

Description: The number of contacts by unique clients to access information, referrals, and consumer education by telephone or internet.

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		58	70	34		162	
Bellevue	90	78	76	52		206	229%
Bothell		55	48	32		135	
Burien	40	17	31	24		72	180%
Covington	30	4	12	9		25	83%
Des Moines		17	17	12		46	
Federal Way		64	46	51		161	
Issaquah		21	22	20		63	
Kenmore	7	11	10	13		34	486%
Kent		88	67	68		223	
Kirkland	49	63	38	28		129	263%
Mercer Island		2	3	2		7	
Redmond		50	30	34		114	
Renton	77	66	59	48		173	225%
Sammamish		13	7	7		27	
SeaTac	30	28	12	7		47	157%
Shoreline	31	47	33	28		108	348%
Tukwila	30	16	14	20		50	167%
Seattle		472	405	362		1,239	
Other KC		65	62	43		170	
Outside KC		2,492	2,400	2,235		7,127	
Unknown		0				0	
<b>TOTAL</b>	<b>384</b>	<b>3,727</b>	<b>3,462</b>	<b>3,129</b>	<b>0</b>	<b>10,318</b>	

SERVICE UNIT 2

Service Unit 1: Technical Assistance

Measurement: 60 minutes

Description: The number of hours of technical assistance provided via phone or in-person to child care providers or community members.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		0	1	1		2	
Bellevue	24	8	6	7		21	88%
Bothell		0	0	1		1	
Burien	13	6	2	3		11	84%
Covington	8	5	1	0		7	88%
Des Moines		0	1	1		2	
Federal Way		1	0	2		2	
Issaquah		0	0	0		0	
Kenmore	0	0	0	1		1	
Kent		2	3	3		8	
Kirkland	5	4	1	5		10	198%
Mercer Island		0	0	0		0	
Redmond		1	0	0		1	
Renton	7	4	9	3		16	224%
Sammamish		0	0	0		0	
SeaTac	13	7	2	6		16	119%
Shoreline	8	4	1	3		7	93%
Tukwila	14	5	5	5		15	104%
Seattle		3	6	8		17	
Other KC		0	1	1		1	
Outside KC		22	15	29		66	
Unknown		0	0	0		0	
<b>TOTAL</b>	<b>92</b>	<b>72</b>	<b>55</b>	<b>76</b>	<b>0</b>	<b>203</b>	

SERVICE UNIT 3

Service Unit 1: Training/Workshops/Classes

Measurement: 60 minutes

Description: The number of hours of training offered by CCR to child care providers.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		10	9	41		60	
Bellevue	49	44	36	43		123	251%
Bothell		2	4	2		8	
Burien	16	4	0	0		4	25%
Covington	11	0	2	2		4	36%
Des Moines		10	2	4		16	
Federal Way		0	5	6		11	
Issaquah		0	0	0		0	
Kenmore	0	0	9	0		9	
Kent		0	4	41		45	
Kirkland	36	18	11	13		42	115%
Mercer Island		0	0	0		0	
Redmond		0	2	10		12	
Renton	30	12	12	18		42	138%
Sammamish		0	4	0		4	
SeaTac	20	0	0	14		14	68%
Shoreline	0	0	8	0		8	
Tukwila	16	0	0	33		33	206%
Seattle		22	44	32		98	
Other KC		10	34	9		53	
Outside KC		52	100	47		199	
Unknown			0	0		0	
<b>TOTAL</b>	<b>178</b>	<b>184</b>	<b>285</b>	<b>312</b>	<b>0</b>	<b>781</b>	

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	90	58	70	34		162
Bellevue		78	76	52		206
Bothell		55	48	32		135
Burien	40	17	31	24		72
Covington	30	4	12	9		25
Des Moines		17	17	12		46
Federal Way		64	46	51		161
Issaquah		21	22	20		63
Kenmore	7	11	10	13		34
Kent		88	67	68		223
Kirkland	49	63	38	28		129
Mercer Island		2	3	2		7
Redmond		50	30	34		114
Renton	77	66	59	48		173
Sammamish		13	7	7		27
SeaTac	30	28	12	7		47
Shoreline	31	47	33	28		108
Tukwila	30	16	14	20		50
Seattle		472	405	362		1239
Other KC		65	62	43		170
Outside KC		2492	2400	2235		7127
Unknown		0	0			0
<b>TOTAL</b>	<b>384</b>	<b>3727</b>	<b>3462</b>	<b>3129</b>	<b>0</b>	<b>10318</b>

## NARRATIVE

IR: During Q3 2023, the Child Care Aware of Washington Family Center remained steadfast in its commitment to assisting families in accessing early learning opportunities and providing educational resources tailored to the individual needs of their children. The major trends observed in this period are as follows:

1. Summer/Fall Care Needs: A prominent demand the Family Center addressed this quarter was the need for care for school-age children. Numerous families, either enrolling their children in school for the first time in the upcoming fall or undergoing transitions such as relocation, sought care that aligned with their evolving schedules and needs.
2. Community Outreach: The Family Center attended over a dozen outreach events to amplify awareness regarding early learning services, child care options, and available subsidies. These engagements facilitated direct interactions between the Family Center's dedicated staff and families in the community. Numerous beneficial connections were established with families as well as other service providers.
3. Affordability and Subsidy Assistance: Affordability remains a pivotal concern for families when it comes to child care. To address this, our team collaborated extensively with families to pinpoint effective solutions aimed at offsetting costs.
4. Support for Homeless Families: Families facing homelessness received specialized assistance from the Family Center. Through our navigation services, we offered in-depth support, guiding these families in applying for state child care subsidies.

TA: I am happy to say we have successfully made all our deliverables for this quarter. There have been a lot of challenges and successes this quarter. Some of the challenges have been licensing visits and completing violations on inspection reports. We have been working with a lot of licensed providers on correcting licensing violations. Most of the providers we have been working with on their inspection reports have been successful in correcting the violations. We will continue to support the providers that need support with guidance on how to correct any violations they might have. One big success we had this quarter was the in-person training we offered on Best Practices and Interactions. We had a very good turnout, and the feedback was excellent. We also offered all day technical assistance for any provider whose program(s) are in the suburban cities we support. The turnout for technical assistance was also very good. Providers got their questions answered, along with support with technology. We offered resources, laminating, Merit Support, Needs Based Grant assistance etc. We made sure all needs were met and gave free materials and supplies away as gifts for coming. It was a fun and productive day. We are going to try to continue offering quarterly training courses for those that need it.

TR: The Professional Development team continues to see a steady increase in customized training requests. We have shifted our marketing to offering free training to sites who offer services within the Suburban City limits. Based on the feedback from previous years we continue to develop and offer a variety of training courses in different languages. This third quarter we are happy to share that in addition to Bellevue, we have also met our Kirkland, Renton, and Tukwila deliverables. We also want to add that we are right on track to meeting SeaTac deliverables. Challenges, there are still a few cities (Burien, Covington) that continue to be a challenge to meet. We are hopeful that we will be able to meet them by the end of the calendar year. We currently have two training courses scheduled next quarter in Covington & Burien sites. We will continue to work in partnership with our Early Learning Coaches to encourage sites to take advantage of this great opportunity in addition to attending individual trainings.



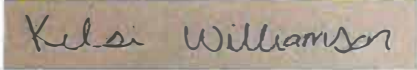
**CITY LINE ITEM TABLE**

**BELLEVUE Line Item Table**      \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$12,263.00	\$3,065.75	\$3,065.75	\$3,065.75		\$9,197.25	\$3,065.75
Office/Ops - Rent/Utilities	\$389.00	\$97.25	\$97.25	\$97.61		\$292.11	\$96.89
Purchased Svc						\$0.00	\$0.00
Communication	\$984.00	\$195.07	\$147.71	\$135.21		\$477.99	\$506.01
Travel/Training						\$0.00	\$0.00
Other - Admin/Indirect	\$1,364.00	\$341.00	\$341.00	\$341.00		\$1,023.00	\$341.00
<b>TOTAL</b>	<b>\$15,000.00</b>	<b>\$3,699.07</b>	<b>\$3,651.71</b>	<b>\$3,639.57</b>	<b>\$0.00</b>	<b>\$10,990.35</b>	<b>\$4,009.65</b>

7%

REIMBURSEMENT REQUESTS

Agency and Program Name Catholic Community Services, Emergency Assistance  
 Address 100 23rd Ave S  
 City & ZIP Seattle, WA 98144  
 Program Contact Name Kelsi Williamson Phone 425-331-0668  
 Email KelsiT@ccsww.org Invoice Date 10/15/23  
 Costs below incurred from 7/1/23 to 9/30/23  
 Signature of Authorized Signer  Printed Name Kelsi Williamson

Contract ID#	Annual	Reimbursement Requests				Balance
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn						\$0.00
Bellevue	\$14,710.00	\$4,707.20	\$3,334.27	\$5,998.65		\$669.88
Bothell						\$0.00
Burien	\$13,500.00	\$3,375.00	\$3,375.00	\$3,375.00		\$3,375.00
Covington						\$0.00
Des Moines	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Federal Way	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond	\$12,000.00	\$3,240.00	\$2,920.00	\$5,077.67		\$762.33
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Shoreline		* MOU *				\$0.00
Tukwila	\$25,000.00	\$11,691.54	\$6,750.12	\$2,376.91		\$4,181.43

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Household

Description: The number of households assisted, without regard to funding source, with rental assistance, utility assistance motel vouchers, bus tickets, gift cards, and emergency food bags.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue	19	6	7	12		25	132%
Bothell						0	
Burien	25	7	8	7		22	88%
Covington						0	
Des Moines	20	6	6	4		16	80%
Federal Way	14	5	6	4		15	107%
Issaquah						0	
Kenmore						0	
Kent	16	4	5	7		16	100%
Kirkland						0	
Mercer Island						0	
Redmond	15	4	5	7		16	107%
Renton						0	
Sammamish						0	
SeaTac	25	6	9	9		24	96%
Shoreline						0	
Tukwila		6	4	3		13	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>134</b>	<b>44</b>	<b>50</b>	<b>53</b>	<b>0</b>	<b>147</b>	





## NARRATIVE

Third Quarter 2023

Narratives

Burien:

During the 3rd Quarter there were no specific problems or hinderances while serving Burien residents. In quarter 3 we assisted 7 Households, 16 Individuals with \$1652.42 in Burien Funds to prevent 4 evictions and the disconnection of 3 household's utility service.

The EA program spent \$174.71 to prevent the disconnection of Electricity for an elderly/disabled Burien resident. He is living on only SSI payments and can barely keep up with his subsidized rent. He has a caregiver to assist him, but he is unable to work to supplement his income.

AMI-12% Rent Burden-30%

Des Moines:

During the 3rd quarter there were no specific problems or hinderances while serving Des Moines residents.

In quarter three we assisted 4 households, 10 individuals with a total of \$1550.00 in Des Moines funds.

The EA program assisted single mother of three small children with \$400 to prevent eviction. She was receiving child support of only \$900 per month and lost her job. She is diligently seeking new employment to support her family.

Additional resources for financial assistance were shared with family.

AMI 10% Rent Burden 160%

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue	33	17	19	28		64
Bothell						0
Burien	35	14	14	16		44
Covington						0
Des Moines	40	16	15	10		41
Federal Way	36	17	29	8		54
Issaquah						0
Kenmore						0
Kent		7	20	17		44
Kirkland						0
Mercer Island						0
Redmond	30	8	6	15		29
Renton						0
Sammamish						0
SeaTac	50	12	14	20		46
Shoreline						0
Tukwila	10	9	7	3		19
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>234</b>	<b>100</b>	<b>124</b>	<b>117</b>	<b>0</b>	<b>341</b>

**CITY LINE ITEM TABLE**

**BELLEVUE Line Item Table**      \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$7,355.00	\$1,908.60	\$1,120.74	\$3,740.16		\$6,769.50	\$585.50
Office/Ops		\$585.50				\$585.50	-\$585.50
Purchased Svc	\$7,355.00	\$2,213.10	\$2,213.53	\$2,258.49		\$6,685.12	\$669.88
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$14,710.00</b>	<b>\$4,707.20</b>	<b>\$3,334.27</b>	<b>\$5,998.65</b>	<b>\$0.00</b>	<b>\$14,040.12</b>	<b>\$669.88</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Catholic Community Services - Volunteer Services**

Address 100 23rd Ave S

City & ZIP Seattle, WA 98144

Program Contact Name Jonathan Prociv Phone 206-328-6853

Email [JProciv@ccsww.org](mailto:JProciv@ccsww.org) Invoice Date 10/13/23

Costs below incurred from **7/1/23** to **9/30/23**

Signature of Authorized Signer  Printed Name Jonathan Prociv

	Contract ID#	Annual	Reimbursement Requests				Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn	GF-21/2209	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Bellevue	GF-229	\$16,581.00	\$4,145.25	\$4,145.25	\$4,145.25		\$4,145.25
Bothell							\$0.00
Burien							\$0.00
Covington	029-2023	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Des Moines							\$0.00
Federal Way		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland	GF-229	\$6,688.00	\$1,672.00	\$1,672.00	\$1,672.00		\$1,672.00
Mercer Island							\$0.00
Redmond	GF-229	\$9,181.00	\$2,295.25	\$2,295.25	\$2,295.25		\$2,295.25
Renton	CAG-21-112	\$12,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00
Sammamish							\$0.00
SeaTac		\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt: \_\_\_\_\_ authorization Code / Acct # \_\_\_\_\_

Authorized Signature / City \_\_\_\_\_ Date \_\_\_\_\_

SERVICE UNIT 1

Service Unit 1: Chore Services/In-Home Care

Measurement: 60 minutes

Description: Chore Services include transportation for older adults and persons with disabilities to access basic needs, assistance with household chores, yard work, and minor home repair to help those individuals remain in their homes for as long as safely possible.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	578	104	103	96	303	52%	
Bellevue	960	144	271	289	703	73%	
Bothell	0	21	21	19	61		
Burien	0	75	39	34	148		
Covington	289	64	67	46	178	61%	
Des Moines	0	0	19	0	19		
Federal Way	280	80	47	79	207	74%	
Issaquah	0	1,260	1,153	1,330	3,743		
Kenmore	0	18	48	20	85		
Kent	575	68	88	159	316	55%	
Kirkland	386	42	78	75	195	51%	
Mercer Island	0	23	41	38	102		
Redmond	532	169	90	91	350	66%	
Renton	694	33	123	370	526	76%	
Sammamish	0	0	0	6	6		
SeaTac	434	248	40	279	567	131%	
Shoreline	0	45	58	47	149		
Tukwila	0	0	0	0	0		
Seattle		474	543	613	1,629		
Other KC		66	78	90	235		
Outside KC		0	0	0	0		
Unknown		0	0	0	0		
<b>TOTAL</b>	<b>4,728</b>	<b>2,934</b>	<b>2,907</b>	<b>3,681</b>	<b>0</b>	<b>9,521</b>	





## NARRATIVE

### Auburn

W.L is a 68 year old senior who recently lost his wife and lives in Legacy Plaza in downtown Auburn. He is a very social and outgoing person, who has very limited mobility. He uses a walker when he goes out, and can still drive occasionally. His main limitation is that he can't bend forward very well, and is a fall risk. His volunteer, E.B. began visiting him in July, and helps him change his sheets, mop the floor, and vacuum. She also talks with him and they both enjoy socializing together every couple of weeks.

Client F.W. is a 77 year old woman who lives on her own in a small house in Auburn. She has limited vision and mobility. She is able to mostly keep up with basic housework (she has said she likes to clean!) but can no longer maintain her yard. Volunteer D.M. went several times in July and August to help with raking up pinecones, clearing out branches that had fallen, and weeding. F.W. let us know how grateful she was to D.M. for coming to prepare her yard for Fall and Winter.

### BELLEVUE

Transportation for medical appointments, groceries, and general errands continues to be a challenge for seniors. Ms. MJ is an 89-year-old client who was in need of rides to weekly physical therapy appointments. Family could do some rides but it was a challenge because the appointments occurred during working hours. Volunteer Services matched a volunteer with her that is able to provide transportation to about 80 percent of the appointments. The match provided her some relief as the appointments were important to her and she had felt a burden to her family. Additionally, since they meet on a regular basis, Ms. MJ and the driver have developed a friendship.

Ms. RR asks for help with yard work a few times a year. She requested help with getting the ivy cut back and mowing. A father and son volunteer team went by and helped with the tasks. During their work. Ms. RR Kent

Client G.P. is an 85 year old woman who live son her own in a small house in Kent. She asked us for help with cleaning in the kitchen, bathroom, and other light housework. Her husband recently passed away and he was a chef but she needed help to get rid of some of the extensive kitchen items. New volunteer S.B. began visiting her in August, and has expressed how much they enjoy each other when she goes once a week to help with keeping up the housework.

Client C.S. is a 39 year old woman with many health issues that prevent her from going out on her own. She is hesitant to use the bus with her walker and asked that someone help her to get to her PT appointment and maybe the gym once in a while. Volunteer K.S. began helping her this summer, and drives her at least once per week to get to her PT appointments and sometimes to take a class at the local gym. Client C.S. has told us this has been life changing for her to be able to get out of her even with the limits of her disabilities.

### KIRKLAND

Ms. RM is 75, visually impaired and limited in her mobility as she uses a walker. She had requested help with some light housework and grocery shopping. Clients can either go with the volunteer for shopping or give a list to the volunteer and have them do the shopping. Going with the volunteer can sometimes be a challenge as the volunteer has to be 21 years or over to transport clients. Ms. RM wanted to go with the volunteer as it was a way for her to keep active. However, a match became possible with a 16-year-old volunteer who lives near her as RM's favorite store is within walking distance for her. It's a great situation as the volunteer can help with the bags of groceries and keep RM company and safe during the store visits!

### REDMOND

Mr. JB is 68 years old and lives in a 55-and-over mobile home park. The vard around his place had gotten out

see attached

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	13	5	2	3		10
Bellevue	22	9	9	2		20
Bothell	0	2	0	0		2
Burien	0	3	2	0		5
Covington	7	3	0	1		4
Des Moines	0	0	1	0		1
Federal Way	14	5	1	4		10
Issaquah	0	8	0	0		8
Kenmore	0	1	1	0		2
Kent	13	7	0	3		10
Kirkland	8	3	7	0		10
Mercer Island	0	1	1	0		2
Redmond	12	9	3	5		17
Renton	16	5	5	5		15
Sammamish	0	0	0	1		1
SeaTac	10	6	0	0		6
Shoreline	0	2	0	0		2
Tukwila	0	0	0	0		0
Seattle		34	9	9		52
Other KC		2	2	2		6
Outside KC		0	0	0		0
Unknown		0	0	0		0
<b>TOTAL</b>	<b>115</b>	<b>105</b>	<b>43</b>	<b>35</b>	<b>0</b>	<b>183</b>

## Kent

Client G.P. is an 85 year old woman who lives on her own in a small house in Kent. She asked us for help with cleaning in the kitchen, bathroom, and other light housework. Her husband recently passed away and he was a chef but she needed help to get rid of some of the extensive kitchen items. New volunteer S.B. began visiting her in August, and has expressed how much they enjoy each other when she goes once a week to help with keeping up the housework.

Client C.S. is a 39 year old woman with many health issues that prevent her from going out on her own. She is hesitant to use the bus with her walker and asked that someone help her to get to her PT appointment and maybe the gym once in a while. Volunteer K.S. began helping her this summer, and drives her at least once per week to get to her PT appointments and sometimes to take a class at the local gym. Client C.S. has told us this has been life changing for her to be able to get out of her even with the limits of her disabilities.

## KIRKLAND

Ms. RM is 75, visually impaired and limited in her mobility as she uses a walker. She had requested help with some light housework and grocery shopping. Clients can either go with the volunteer for shopping or give a list to the volunteer and have them do the shopping. Going with the volunteer can sometimes be a challenge as the volunteer has to be 21 years or over to transport clients. Ms. RM wanted to go with the volunteer as it was a way for her to keep active. However, a match became possible with a 16-year-old volunteer who lives near her as RM's favorite store is within walking distance for her. It's a great situation as the volunteer can help with the bags of groceries and keep RM company and safe during the store visits!

## REDMOND

Mr. JB is 68 years old and lives in a 55-and-over mobile home park. The yard around his place had gotten out of control as he has a lot of health issues that prevent him from being able to take care of the yard as he would like. A VS volunteer that lives close by went by to help him with the yard work that included weeding, cutting back limbs that were growing near his roof, and clearing along a fence. A couple of visits for two hours soon had his yard more in order.

## Renton

Client T.A. is a 72 year old woman who is just at the end of undergoing her cancer treatments. Though they seem to have been successful (yay!) she has really struggled with maintaining her large yard. In September, a group of volunteers spent 3 hours weeding, raking, mowing and cleaning up her large front, side, and back yard areas. She was so grateful and called to let us know how much she appreciated that help so that her yard is ready for Fall/Winter.

Client C.K. is a 60 year old client who lives in a SHAG building in Renton. She has macular degeneration and has almost lost all of her vision. She needs help getting her garbage and recycling collected and put outside, since she is afraid she will fall when try to do it herself. Volunteer W.F. goes once every week and helps bring her garbage and recycling out to the appropriate place. C.K. has told us she doesn't think she would be able to continue living on her own if she didn't have this help every month from her wonderful volunteer.

## Seatac

A group of 15 students served a home bound cancer survivor's home this quarter. The students happily winterized his yard, removing slippery debris and moss from his driveway as well as cut back massive blackberries. This gentleman has been contacted by code enforcement by the city and the yard is looking great again.

A home bound woman is getting help filling out necessary medical forms from a volunteer. The client cannot write but can dictate what she needs written down. It is a good system that allows the client to still be a part of her health care choices.





**REIMBURSEMENT REQUESTS**

Agency and Program Name **Circle of Caring Friends Program Beacon of Hope**  
 Address 1819 Central Ave Sunit D68  
 City & ZIP Kent WA 98030  
 Program Contact Name Lyuba Vasilyuk Phone 253-632-2543  
 Email lyubav@ccfcharity.org Invoice Date 11/27/23  
 Costs below incurred from **7/1/23** to **9/30/23**  
 Signature of Authorized Signer \_\_\_\_\_ Printed Name \_\_\_\_\_

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt: \_\_\_\_\_ Authorization Code/Acct # \_\_\_\_\_  
 Authorized Signature / City \_\_\_\_\_ Date \_\_\_\_\_

SERVICE UNIT 1

Service Unit 1: Basic Needs Supplies

Measurement: Appointment

Description: Number of clients that have been served with with basic needs items like mattresses, beddings, and kitchen items.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	28	7	7	7		21	75%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>28</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>21</b>	

SERVICE UNIT 2

Service Unit 1: Clothing Bank

Measurement: Appointment

Description: Number of bundles/ boxes of clothings and household supplies provided to clients served in Q3.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	28	7	7	7		21
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>28</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>21</b>

75%

SERVICE UNIT 3

Service Unit 1: Basic Needs Supplies

Measurement: Bundle of items

Description: Number of bundles/ boxes of clothings and household supplies provided to each family served in Q3.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	88	22	22	22		66	75%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>88</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>0</b>	<b>66</b>	

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	88	22	22	22		66
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>88</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>0</b>	<b>66</b>

## **NARRATIVE**

During Q3 seven low-income families, residents of SeaTac, have been provided with furniture items, clothing, food, and other necessities.





REIMBURSEMENT REQUESTS

Agency and Program Name **Consejo Counseling and Referral Service**

Address 723 SW 10th Street

City & ZIP Renton, 98057

Program Contact Name Norma Guzman Phone 260-461-4880

Email [nguzman@consejocounseling.org](mailto:nguzman@consejocounseling.org) Invoice Date 10/17/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer \_\_\_\_\_ Printed Name Mario E. Paredes

City	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	GF23/2412	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Bellevue		\$16,080.00	\$4,020.00	\$4,020.00	\$4,020.00		\$4,020.00
Bothell	2659	\$3,000.00	\$3,000.00	\$0.00	\$0.00		\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Federal Way		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland		\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Mercer Island							\$0.00
Redmond	10148	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Renton		\$10,000.00	\$1,250.00	\$3,750.00	\$2,500.00		\$2,500.00
Sammamish							\$0.00
SeaTac		\$6,500.00	\$1,625.00	\$1,625.00	\$1,625.00		\$1,625.00
Shoreline							\$0.00
Tukwila		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00

Admin use only

Authorized Payment Amt: \_\_\_\_\_ Authorization Code / Acct # \_\_\_\_\_

Authorized Signature / City \_\_\_\_\_ Date \_\_\_\_\_

SERVICE UNIT 1

Service Unit 1: Advocacy

Measurement: 60 minutes

Description: Provide Spanish speaking and DV advocacy/Crisis intervention services and safety panning.

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	30	4	18	48	70	233%	
Bellevue	40	98	16	51	165	413%	
Bothell	12	21	5	16	42	350%	
Burien		18	28	51	97		
Covington					0		
Des Moines	20	16	3	18	37	183%	
Federal Way	30	26	41	85	152	507%	
Issaquah		10	5	10	25		
Kenmore			6	4	10		
Kent	10	7	53	38	98	980%	
Kirkland	85	44	15	17	76	89%	
Mercer Island					0		
Redmond	35	23	19	14	56	160%	
Renton	75	42	75	72	189	252%	
Sammamish					0		
SeaTac	20	18	2		20	100%	
Shoreline		4			4		
Tukwila	23	14			14	61%	
Seattle		84	85	158	327		
Other KC				10	10		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>380</b>	<b>428</b>	<b>371</b>	<b>592</b>	<b>0</b>	<b>1,391</b>	

SERVICE UNIT 2

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: 60 minutes

Description: To provide emotional support, counseling, financial resources, relocation assistance, and connecting DV Survivors with community resources.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	30	4	11	21	36	118%	
Bellevue	40	42	8	32	82	204%	
Bothell	24	13	4	4	21	88%	
Burien		6	24	35	65		
Covington					0		
Des Moines	20	10	3	7	20	100%	
Federal Way	35	16	27	20	62	177%	
Issaquah		10	4	5	19		
Kenmore			6	3	9		
Kent	10	5	33	22	60	595%	
Kirkland	80	44	5	15	64	79%	
Mercer Island					0		
Redmond	35	22	5	8	35	100%	
Renton	75	15	54	31	100	133%	
Sammamish					0		
SeaTac	15	14	2		16	107%	
Shoreline		4			4		
Tukwila	26	14			14	54%	
Seattle		78	60	104	242		
Other KC				10	10		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>390</b>	<b>295</b>	<b>244</b>	<b>317</b>	<b>0</b>	<b>856</b>	

SERVICE UNIT 3

Service Unit 1: Support Group

Measurement: 60 minutes

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	30	8	6	2	16	53%	
Bellevue	40	4	2	42	48	120%	
Bothell	24			14	14	58%	
Burien		6			6		
Covington					0		
Des Moines	20	6	18		24	118%	
Federal Way	35	7	32	22	61	174%	
Issaquah		2	2	20	24		
Kenmore					0		
Kent	10	2		2	4	40%	
Kirkland	35			16	16	46%	
Mercer Island					0		
Redmond	12	5	2	6	13	108%	
Renton	75	8		7	15	20%	
Sammamish					0		
SeaTac	3	16			16	533%	
Shoreline					0		
Tukwila	8	8			8	100%	
Seattle		10	50	25	85		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>292</b>	<b>82</b>	<b>112</b>	<b>156</b>	<b>0</b>	<b>350</b>	

## NARRATIVE

Advocate does not report any challenges, except the transportation for participants to the support groups. Next, is a success story during this report period. For confidentiality, the names have been changed. With second thoughts, doubts about the success rate, and fearful for her life and the future, client M took a leap of faith and left her domestic violence relationship. Client M not only trusted me in helping her but trusted herself in being capable of overcoming the life-changing and dangerous situation she was facing. Her words were 1000 per minute and with fear in her voice, over the phone she said she was beaten up by her husband the day before. She was hesitant about leaving because she was scared of the unknown, she was scared of hurting him, but most importantly, she was scared of what he could potentially do to her if she were to speak up. In facing a life-threatening situation, client M was given hope, support, and reminded that although it is not easy to leave, I would be right there with her all along the way. Client M told me she would think about it and call me the next day but with reassurance, she called me again and said "I am ready, what do I do?" She was determined to make a better life for herself. A safety plan was given to client M. and as soon as she was able to have everything ready client M. was able to come in to Consejo and complete an intake. Not only was she assisted with a hotel voucher for a few nights while we completed this process but we were able to help her file a petition for a protection order, file police reports, obtain medical reports, and find a shelter that was willing to offer a confidential home for longer time than expected. With that being said, this process took a few weeks to complete but now it has almost been a month and client M expressed her gratitude towards me and Consejo as she mentioned feeling safe and able to trust me with her case. Client M is now living in a confidential home where she feels treated with kindness and expresses happiness and gratitude to be living there and was given a job opportunity that she did not take for granted.

Client M was able to obtain a full protection order and represent herself in court, overcoming her fear of speaking up while her aggressor was right there next to her as the respondent. Client M has said to me several times that she is so happy to have received help from Consejo because her life has changed and she now is inspired to help other women who suffer from domestic violence. Client M mentioned wanting to volunteer at an organization to bring that support to women who are going through the same situation as her and are having doubts about leaving. Client M is proud of herself and has set high goals for her life moving forward.

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	18	4	4	3		11
Bellevue	8	12	3	8		23
Bothell	7	3	2			5
Burien		5	2	1		8
Covington						0
Des Moines	10	4		3		7
Federal Way	12	7	4	1		12
Issaquah		4	1	1		6
Kenmore			2			2
Kent	6	5	7	5		17
Kirkland	10	7	4	1		12
Mercer Island						0
Redmond	7	3	4	1		8
Renton	10	10	3	5		18
Sammamish		1				1
SeaTac	6	1		1		2
Shoreline		2				2
Tukwila	3	1				1
Seattle		27	14	12		53
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>97</b>	<b>96</b>	<b>50</b>	<b>42</b>	<b>0</b>	<b>188</b>

**CITY LINE ITEM TABLES**


**BELLEVUE Line Item Table** \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel		\$1,531.02	\$2,069.11	\$2,065.42		\$5,665.55	-\$5,665.55
Office/Ops		\$1,108.17	\$714.12	\$781.61		\$2,603.90	-\$2,603.90
Purchased Svc		\$4.91	\$33.93	\$8.38		\$47.22	-\$47.22
Communication		\$55.63	\$80.70	\$131.17		\$267.50	-\$267.50
Travel/Training		\$85.49	\$283.65	\$59.48		\$428.62	-\$428.62
Other		\$1,234.78	\$838.49	\$973.94		\$3,047.21	-\$3,047.21
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$4,020.00</b>	<b>\$4,020.00</b>	<b>\$4,020.00</b>	<b>\$0.00</b>	<b>\$12,060.00</b>	<b>-\$12,060.00</b>

**FEDERAL WAY Line Item Table** \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel		\$2,290.62	\$2,069.48	\$2,011.43		\$6,371.53	-\$6,371.53
Office/Ops		\$6.03	\$11.00	\$10.08		\$27.11	-\$27.11
Purchased Svc		\$0.45	\$3.29	\$0.00		\$3.74	-\$3.74
Communication		\$24.80	\$32.92	\$40.78		\$98.50	-\$98.50
Travel/Training		\$1.30	\$1.70	\$0.08		\$3.08	-\$3.08
Other		\$176.80	\$381.61	\$437.63		\$996.04	-\$996.04
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>-\$7,500.00</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **Domestic Abuse Women's Network - CAP**  
 Address PO Box 1449  
 City & ZIP Kent, WA 98035  
 Program Contact Name Elba Moreira Phone 253-893-1600  
 Email [Elba@dawnrising.org](mailto:Elba@dawnrising.org) Invoice Date 10/12/23  
 Costs below incurred from **7/1/23** to **9/30/23**  
 Signature of Authorized Signer  Printed Name Zinka Galusic

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien	23-057	\$3,500.00	\$875.00	\$875.00	\$875.00		\$875.00
Covington	035-2023	\$3,000.00	\$750.00		\$750.00		\$1,500.00
Des Moines							\$0.00
Federal Way		\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent	CAG2023-126	\$35,000.00	\$8,750.00	\$8,750.00	\$8,750.00		\$8,750.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton	23-110	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Sammamish							\$0.00
SeaTac		\$9,000.00	\$2,250.00	\$2,250.00	\$2,250.00		\$2,250.00
Shoreline							\$0.00
Tukwila	23-050	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date



SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: 60 minutes

Description: DAWN's highly trained advocates provide domestic violence focused advocacy following the mobile advocacy model. This means our advocates meet survivors where they are most comfortable and safe in the community. We provide survivor centers, trauma informed support.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		340	381	351		1,072	#DIV/0!
Bellevue		13	8	19		40	#DIV/0!
Bothell		0	0	0		0	#DIV/0!
Burien	19	25	11	12		48	253%
Covington	20	5	1	4		10	50%
Des Moines		18	29	32		79	#DIV/0!
Federal Way	208	353	334	279		966	464%
Issaquah		10	7	7		24	#DIV/0!
Kenmore		0	0	0		0	#DIV/0!
Kent	500	376	218	280		874	175%
Kirkland		0	13	1		14	#DIV/0!
Mercer Island		0	0	0		0	#DIV/0!
Redmond		0	0	18		18	#DIV/0!
Renton	180	522	358	259		1,139	633%
Sammamish		0	0	6		6	#DIV/0!
SeaTac	125	29	19	20		68	54%
Shoreline		0	0	0		0	#DIV/0!
Tukwila	42	95	93	42		230	548%
Seattle		542	609	455		1,606	
Other KC		155	106	105		366	
Outside KC		41	76	45		162	
Unknown		0				0	
<b>TOTAL</b>	<b>1,094</b>	<b>2,524</b>	<b>2,263</b>	<b>1,935</b>	<b>0</b>	<b>6,722</b>	



SERVICE UNIT 2

Service Unit 1: Crisis Line

Measurement: Phone call

Description: DAWN provides a 24/7 crisis and advocacy line. This line is staffed by trained domestic violence advocates who are skilled in crisis management, resourcing, and trauma informed supportive listening.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		82	53	62		197	#DIV/0!
Bellevue		19	20	62		101	#DIV/0!
Bothell		0	2	3		5	#DIV/0!
Burien	12	20	16	15		51	425%
Covington	15	7	7	5		19	127%
Des Moines		6	7	17		30	#DIV/0!
Federal Way	92	91	86	44		221	240%
Issaquah		0	5	1		6	#DIV/0!
Kenmore		0	1	0		1	#DIV/0!
Kent	200	182	162	112		456	228%
Kirkland		0	8	3		11	#DIV/0!
Mercer Island		0	1	2		3	#DIV/0!
Redmond		0	0	5		5	#DIV/0!
Renton		122	131	109		362	#DIV/0!
Sammamish		0	2	1		3	#DIV/0!
SeaTac	51	11	11	8		30	59%
Shoreline		8	3	9		20	#DIV/0!
Tukwila		14	20	16		50	#DIV/0!
Seattle		268	226	282		776	
Other KC		68	31	25		124	
Outside KC		124	107	91		322	
Unknown		190	157	173		520	
<b>TOTAL</b>	<b>370</b>	<b>1,212</b>	<b>1,056</b>	<b>1,045</b>	<b>0</b>	<b>3,313</b>	



REIMBURSEMENT REQUESTS

Agency and Program Name **Domestic Abuse Women's Network - Housing**  
 Address P.O Box 1449  
 City & ZIP Kent, WA 9032  
 Program Contact Name Aushenae Matthews Phone 253-893-1600  
 Email [aushenaem@dawnrising.org](mailto:aushenaem@dawnrising.org) Invoice Date **10/12/23**  
 Costs below incurred from **7/1/23** to **9/30/23**

Signature of Authorized Signer  Printed Name Zinka Galusic

Email: Zinka@dawnrising.org Phone: 253-893-1606

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$25,000.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way	\$11,000.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	23-110	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00
Sammamish						\$0.00
SeaTac		\$8,500.00	∅	∅	∅	\$8,500.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt: **non-payment**

Authorized Signature / City \_\_\_\_\_ Date \_\_\_\_\_

SERVICE UNIT 1

Service Unit 1: Shelter

Measurement: Bed night

Description: DAWN's housing program provides holistic confidential emergency shelter for survivors of domestic violence and their dependents. All meals, household supplies, and personal are provided by the program. All residents are offered on-site comprehensive domestic violence advocacy.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	267	618	637	420		1,675	627%
Bellevue						0	#DIV/0!
Bothell						0	#DIV/0!
Burien	128		16	30		46	36%
Covington		15		16		31	#DIV/0!
Des Moines		9				9	#DIV/0!
Federal Way	117	0	114	196		310	265%
Issaquah						0	#DIV/0!
Kenmore						0	#DIV/0!
Kent						0	#DIV/0!
Kirkland						0	#DIV/0!
Mercer Island						0	#DIV/0!
Redmond						0	#DIV/0!
Renton	160	442	170	242		854	534%
Sammamish						0	#DIV/0!
SeaTac	90					0	0%
Shoreline						0	#DIV/0!
Tukwila						0	#DIV/0!
Seattle		135	258	444		837	
Other KC				24		24	
Outside KC		432	138	105		675	
Unknown						0	
<b>TOTAL</b>	<b>762</b>	<b>1,651</b>	<b>1,333</b>	<b>1,477</b>	<b>0</b>	<b>4,461</b>	

## NARRATIVE

Q3: In Quarter 3, DAWN demonstrated unwavering commitment to serving a total of 488 clients despite being understaffed. Our dedicated team, though facing challenges, worked tirelessly to provide vital support, counseling, and advocacy to survivors of domestic violence. Leveraging innovative approaches, such as virtual support groups, telephone, zoom and in person meetings with clients, we expanded our capacity by training interns to help us support clients specifically for legal advocacy as well as advocacy and support line support. The quarter's success is not only reflected in the numbers served since there was no significant change in clients served despite the fact that our team was reduced by 50%.

DAWN's contract with DSHS for the CSO offices has been exceptionally successful. We were able to hire and train a new CSO advocate who will be primary support for North Seattle and Bellevue. CSO advocates divide the work into 10 offices with an average of 300 clients throughout King County. Services provided to CSO clients range from creating a personalized Family Violence Services Plan in which advocate works close together with client to come up with a plan to face the multiple obstacles survivors face on the way to safety. The role of CSO advocates is essential to make sure clients have access to services like childcare and connecting to other services such as legal aid.

All of our advocates are also facilitating weekly support groups with focus on different areas, from CSO based clients, to client drop-in support group and also youth support group, all of our advocates work to create spaces of connection and support for our clients. Recently advocates have started participating in tabling events in places like Green River College so students are aware of available services.

Our legal advocate works arduously to connect with different organizations. Our legal team has also strengthened relationships with East Side Legal Assistance Program legal clinic as well as continued collaboration with Northwest Justice Project and other renowned legal entities. Our new legal advocate has

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		52	55	64		171
Bellevue		2	2	5		9
Bothell		0	0	0		0
Burien	5	5	5	4		14
Covington		1	1	2		4
Des Moines		5	5	6		16
Federal Way	37	79	76	79		234
Issaquah		3	3	4		10
Kenmore		0	0	0		0
Kent	100	75	60	73		208
Kirkland		0	2	1		3
Mercer Island		0	0	0		0
Redmond		0	0	4		4
Renton	5	70	75	76		221
Sammamish		0	0	1		1
SeaTac	21	6	6	6		18
Shoreline		0	0	0		0
Tukwila	5	5	4	3		12
Seattle		99	116	124		339
Other KC		28	22	22		72
Outside KC		14	18	14		46
Unknown		0	0	0	0	0
<b>TOTAL</b>	<b>173</b>	<b>444</b>	<b>450</b>	<b>488</b>	<b>0</b>	<b>1382</b>







## NARRATIVE

Q3: The summer time going into fall is always a huge transition for families. Everyone needs school supplies, school clothes, school transportation needs to be set up. These are things that aren't normally navigated or imagined to be navigated while staying in a shelter. McKinney Vento isn't a common resource moms know about prior to coming into shelter, having to shop off gift cards or asking your primary advocate for school supplies isn't an easy transition or ask. Thankfully with our partnership with Seattle Homeless Coalition, we partner every year to receive just enough, if not plenty of school supplies for our clients and clients do not have to feel burdensome to request these things as they can see we have a surplus of inventory. It can be a transition to get childcare set back up through DSHS/government services, requesting and qualifying all over again for free and reduced lunch for the children or even needing to have food to pack lunch for the kids. It's nice for staff when clients are on a semi-similar schedule as us and it makes it easier to meet and set goals and work around them not having children or work schedules, but it is a time period where our whole shelter program feels and looks as if everyone is running around with their head cut off as we all transition from sun and summer to fall and leaves. Yet, we still manage to get through the seasons changing and support our clients and their children with all of the resources in accessing them, contacting them, transporting getting to them, and making sure they feel supported through the seasons changing. It can be an emotional and physical whirlwind for everyone when the seasons change, so to have all hands on deck is something our shelter team does best and did our best on throughout the summer. We ensured that children had spaces to do homework, moms had bread, butter, eggs, milk and all additional snacks and food to prep breakfast, lunch, and dinner. We made sure clients had handmade quilts for the cold from our partners. We took some time this summer to take a step back and be personable with clients, sometimes all they need is a listening ear, rather than being so goal-oriented. 'advocate like'. They wanted the coffee patio talks, the fun family events.

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	5	7	7	7		21
Bellevue						0
Bothell						0
Burien			1	3		4
Covington		1		1		2
Des Moines		1				1
Federal Way	5	0	2	5		7
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	3	10	3	4		17
Sammamish						0
SeaTac	3					0
Shoreline						0
Tukwila						0
Seattle		4	4	7		15
Other KC				4		4
Outside KC		9	2	4		15
Unknown						0
<b>TOTAL</b>	<b>16</b>	<b>32</b>	<b>19</b>	<b>35</b>	<b>0</b>	<b>86</b>



**REIMBURSEMENT REQUESTS**

Agency and Program Name **Des Moines Area Food Bank**

Address **22225 9th Ave S (Mailing: PO Box 98788)**

City & ZIP **Des Moines, WA 98198**

Program Contact Name **Barb Houston-Shimizu** Phone **(206) 898-7182**

Email **dmafb@hotmail.com** Invoice Date **10/30/213**

Costs below incurred from **7/1/23** to **9/30/23**

Signature of Authorized Signer



Printed Name **Barb Houston-Shimizu**

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines		\$40,000.00	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac		\$50,000.00	\$12,500.00	\$12,500.00	\$12,500.00		\$12,500.00
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

To Barb 10/30

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Pound of food

Description: Food is measured in terms of the number of pounds served. (Since meals are estimated to be 1.2 lbs per meal, the equivalent number of meals can also be estimated from this number.)

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		4,859	6,809	11,925		23,593	
Bellevue						0	
Bothell						0	
Burien		12,213	13,965	17,223		43,401	
Covington						0	
Des Moines	68,640	140,223	173,586	169,675		483,484	704%
Federal Way		14,107	23,033	27,538		64,678	
Issaquah						0	
Kenmore						0	
Kent		33,932	49,505	38,604		122,041	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton		10,447	8,841	9,925		29,213	
Sammamish						0	
SeaTac	380,000	81,067	91,467	86,152		258,686	68%
Shoreline						0	
Tukwila		6,425	9,788	30,234		46,447	
Seattle		21,820	21,221	19,317		62,358	
Other KC		1,383	7,279	4,963		13,625	
Outside KC		1,187	1,803	1,763		4,753	
Unknown						0	
<b>TOTAL</b>	<b>448,640</b>	<b>327,663</b>	<b>407,297</b>	<b>417,319</b>	<b>0</b>	<b>1,152,279</b>	

SERVICE UNIT 2

Service Unit 1: Food

Measurement: Individual

Description: The second service unit is the number of total individuals served. This figure includes all visits for regular food bank service, as well as extra services such as weekend backpacks, cooking class (participants receive a second food bank visit), emergency visits, etc.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		316	412	805		1,533	
Bellevue						0	
Bothell						0	
Burien		849	895	948		2,692	
Covington						0	
Des Moines	1,784	9,462	10,675	11,153		31,290	1754%
Federal Way		898	1,386	1,859		4,143	
Issaquah						0	
Kenmore						0	
Kent		2,160	2,979	2,606		7,745	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton		665	532	670		1,867	
Sammamish						0	
SeaTac	838	5,232	5,416	5,445		16,093	1920%
Shoreline						0	
Tukwila		409	589	2,041		3,039	
Seattle		1,389	1,277	1,304		3,970	
Other KC		97	438	335		870	
Outside KC		86	110	119		315	
Unknown						0	
<b>TOTAL</b>	<b>2,622</b>	<b>21,563</b>	<b>24,709</b>	<b>27,285</b>	<b>0</b>	<b>73,557</b>	



SERVICE UNIT 3

Service Unit 1: Food

Measurement: Bundle of items

The final service unit is the number of weekend backpacks served. Backpacks

Description: providing two days worth of kid-friendly foods are distributed weekly through nine local schools.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		9	3			12	
Bellevue						0	
Bothell						0	
Burien		96	72			168	
Covington						0	
Des Moines		719	427			1,146	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	296	96	83			179	60%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC		12				12	
Outside KC		14	2			16	
Unknown						0	
<b>TOTAL</b>	<b>296</b>	<b>946</b>	<b>587</b>	<b>0</b>	<b>0</b>	<b>1,533</b>	

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## NARRATIVE

The 3rd quarter year-to-date has seen an astounding increase in clients. New clients for Jan-Sept 2023 are up 25% for Des Moines, 44% for Kent, 8% for SeaTac, and 102% for other areas compared with last year. Increases are particularly sharp for the month of September, where new clients are up 40% from last September, Regular service visits are up 57%, Produce & Bread Room visits are up 45%, and Emergency visits are up 71%.

The primary causes for this increase include the end of pandemic supports and earlier inflationary pressures on food and gas, which disproportionately affect low-income families. As one senior told us, "I can feed my car or I can feed myself, but I can't feed both." Another major cause is the new rule from food distribution centers and state funders that we serve all people, regardless of their location of residence. As a result, we have seen a large increase in "out-of-area" customers. The fantastic news is that we have secured a 2-year We Feed WA grant, which will provide \$112,000 in funding through June, 2025 specifically for fresh and culturally appropriate foods in support of local farmers and vendors.

As usual, the summer has been busy with providing meals for kids when they do not have the support of school meals. This year, we served 16,411 meals at 20 different sites in Des Moines, SeaTac and Burien. These numbers remain considerably less than pre-pandemic levels, so we have secured an AmeriCorp VISTA to help expand awareness of and participation in our children's programs this year.

Funding from the cities of Des Moines and SeaTac are essential to our financial stability. Thanks so much!

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		82	81	172		335
Bellevue						0
Bothell						0
Burien		133	116	86		335
Covington						0
Des Moines	985	2486	875	662		4023
Federal Way		336	316	349		1001
Issaquah						0
Kenmore						0
Kent		710	445	328		1483
Kirkland						0
Mercer Island						0
Redmond						0
Renton		99	18	35		152
Sammamish						0
<b>SeaTac</b>	<b>1,200</b>	<b>1029</b>	<b>342</b>	<b>210</b>		<b>1581</b>
Shoreline						0
Tukwila		67	51	44		162
Seattle		195	56	48		299
Other KC		50	10	17		77
Outside KC		27	21	61		109
Unknown						0
<b>TOTAL</b>	<b>2185</b>	<b>5214</b>	<b>2331</b>	<b>2012</b>	<b>0</b>	<b>9557</b>

**REIMBURSEMENT REQUESTS**

Agency and Program Name **Essentials First - Community Kits Program**

Address 919 124th Av. NE, Suite 103  
 City & ZIP Bellevue, WA 98005  
 Program Contact Name Khizer Sheriff Phone 425-213-7810  
 Email khizer@essentialsfirst.org Invoice Date 10/15/2023

Costs below incurred from **7/1/2023** to **9/30/2023**

Signature of Authorized Signer \_\_\_\_\_ Printed Name **Khizer Sheriff**

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Renton						\$0.00
Sammamish	\$5,000.00	\$1,250.00	\$1,250.00	<del>\$150.00</del>		\$2,350.00
SeaTac	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt: \_\_\_\_\_ Authorization Code/Acct # \_\_\_\_\_

Authorized Signature / City \_\_\_\_\_ Date \_\_\_\_\_

SERVICE UNIT 1

Service Unit 1: Basic Needs Supplies

Measurement: Bundle of items

Description: A standard Hygiene Kit includes shampoo, conditioner, soap, feminine hygiene items, women and men's deodorants, tooth paste, toothbrushes, razors, wipes, laundry detergent and liquid dish soap.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue	257	55	67	62		184	72%
Bothell						0	
Burien						0	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond	0	32	42	60		134	
Renton						0	
Sammamish	64	12	10	12		34	53%
SeaTac	130	34	54	60		148	114%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>451</b>	<b>133</b>	<b>173</b>	<b>194</b>	<b>0</b>	<b>500</b>	





## **NARRATIVE**

With the opening of a location in Redmond, we are seeing an increase in clients from Redmond coming in for essential hygiene items



## RESIDENTS

	Actual # of Residents					
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Auburn						0
Bellevue	49	55	67	62		184
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond	0	32	42	60		134
Renton						0
Sammamish	16	12	10	12		34
SeaTac	130	34	54	60		148
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>195</b>	<b>133</b>	<b>173</b>	<b>194</b>	<b>0</b>	<b>500</b>

**CITY LINE ITEM TABLE**

**BELLEVUE Line Item Table**      \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$7,500.00	\$2,500.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$7,500.00	\$2,500.00
<b>TOTAL</b>	<b>\$20,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$5,000.00</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **HealthPoint**

Address 955 Powell Ave SW

City & ZIP Renton WA 98057

Program Contact Name Susan Amberson Phone 360-584-3908

Email samberson@healthpointchc.org Invoice Date 10/14/23

Costs below incurred from **7/1/23** to **9/30/23**

Signature of Authorized Signer



Printed Name Susan Amberson

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue	GF-184	\$30,000.00	\$7,500.00	\$7,500.00	\$7,500.00		\$7,500.00
Bothell							\$0.00
Burien	037-2023	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Covington	037-2023	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Des Moines	037-2023	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Federal Way	037-2023	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
Issaquah							\$0.00
Kenmore	GF-184	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Kent	33917	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Kirkland	GF-184	\$16,000.00	\$4,000.00	\$4,000.00	\$4,000.00		\$4,000.00
Mercer Island							\$0.00
Redmond	GF-184	\$25,000.00	\$6,250.00	\$6,250.00	\$6,250.00		\$6,250.00
Renton							\$0.00
Sammamish	GF-184	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
SeaTac	037-2023	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Shoreline							\$0.00
Tukwila	037-2023	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

\* MOU \*

SERVICE UNIT 1

Service Unit 1: Dental Care

Measurement: Appointment

Description: HealthPoint provides dental appointments to community residents, with 60% of patients seen during the contract period, who initiate a dental treatment plan, complete that plan within 12 months.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue	129	257	271	281		809	627%
Bothell						0	
Burien	44	238	294	265		797	1811%
Covington	44	76	87	90		253	575%
Des Moines	44	555	537	646		1,738	3950%
Federal Way	88	2,471	2,286	2,422		7,179	8158%
Issaquah						0	
Kenmore	22	205	192	210		607	2759%
Kent	65	3,732	3,524	3,927		11,183	17205%
Kirkland	69	652	608	661		1,921	2784%
Mercer Island						0	
Redmond	108	642	704	660		2,006	1857%
Renton						0	
Sammamish	43	83	92	54		229	533%
SeaTac	33	687	612	804		2,103	6373%
Shoreline						0	
Tukwila	33	438	410	442		1,290	3909%
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>722</b>	<b>10,036</b>	<b>9,617</b>	<b>10,462</b>	<b>0</b>	<b>30,115</b>	





## NARRATIVE

To date in 2023, HealthPoint continues to focus on increasing access for dental patients across our clinic network. Services are provided at dental locations in Auburn, Bothell, Federal Way, Kent, Des Moines, Redmond, Family First - Renton and Tukwila. We consider dental care part of any patient's overall health, and our medical teams routinely refer patients needing dental care as part of each patient's overall health care plan. Same-day access is available for those with dental emergencies, an important part of reducing the burden on hospital emergency rooms for dental-related concerns. Our dental program measures its success through quality metrics related to treatment plan completion, referrals from our medical teams, and the rate of fluoride varnish application for pediatric patients. As of Q3 2023, we are meeting or exceeding the goals for these metrics.

We moved to our new Redmond location in the Together Center in Redmond in August. This site will continue to see our patients in Redmond and provide the full range of dental services to those seeking care. We also have built another strong collaboration with another community organization, ensuring that patients can access multiple types of care at one location. We continue to focus on increasing dental clinic patient volumes and ensure that patients who have already established care at HealthPoint are coming back for their routine care post-COVID. We continue to offer evening and Saturday hours at various locations to allow patients to easily access care outside of regular work hours.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue	48	127	151	133		411
Bothell						0
Burien	17	96	104	100		300
Covington	17	37	38	45		120
Des Moines	17	302	296	333		931
Federal Way	34	1175	1117	1166		3458
Issaquah						0
Kenmore	8	120	94	111		325
Kent	24	2041	1957	2169		6167
Kirkland	26	367	318	344		1029
Mercer Island						0
Redmond	40	348	361	362		1071
Renton						0
Sammamish	16	48	47	25		120
SeaTac	13	354	296	385		1035
Shoreline						0
Tukwila	13	194	193	203		590
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>273</b>	<b>5209</b>	<b>4972</b>	<b>5376</b>	<b>0</b>	<b>15557</b>





REIMBURSEMENT REQUESTS

Agency and Program Name **HealthPoint**  
 Address 955 Powell Ave SW  
 City & ZIP Renton WA 98057  
 Program Contact Name Susan Amberson Phone 360-584-3908  
 Email samberson@healthpointchc.org Invoice Date 10/14/23  
 Costs below incurred from 7/1/23 to 9/30/23  
 Signature of Authorized Signer *Susan E Amberson* Printed Name Susan Amberson

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue	GF-186	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
Bothell							\$0.00
Burien	036-2023	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Covington	036-2023	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
Des Moines	036-2023	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Federal Way	036-2023	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Issaquah							\$0.00
Kenmore	GF-186	\$7,000.00	\$1,750.00	\$1,750.00	\$1,750.00		\$1,750.00
Kent	GF-186	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Kirkland	GF-186	\$16,000.00	\$4,000.00	\$4,000.00	\$4,000.00		\$4,000.00
Mercer Island							\$0.00
Redmond	GF-186	\$29,000.00	\$7,250.00	\$7,250.00	\$7,250.00		\$7,250.00
Renton							\$0.00
Sammamish	GF-186	\$8,000.00	\$2,000.00	\$2,000.00	<del>\$2,000.00</del>		\$2,000.00
SeaTac	036-2023	\$7,000.00	\$1,750.00	\$1,750.00	\$1,750.00		\$1,750.00
Shoreline							\$0.00
Tukwila	036-2023	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00

Admin use only

Authorized Payment Amt:

Authorized Signature / City

*\* MOU \**

Authorization Code/Acct #

Date

SERVICE UNIT 1

Service Unit 1: Medical Care

Measurement: Appointment

Description: HealthPoint will provide medical appointments to members of each community, with the outcome of 90% of these patients establishing a medical home with a designated Primary Care Provider.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue	61	554	530	640		1,724	2826%
Bothell						0	
Burien	16	508	629	569		1,706	10663%
Covington	64	193	200	237		630	984%
Des Moines	32	1,276	1,338	1,405		4,019	12559%
Federal Way	48	6,710	6,806	7,137		20,653	43027%
Issaquah						0	
Kenmore	22	336	383	368		1,087	4941%
Kent	62	10,295	11,044	11,151		32,490	52403%
Kirkland	50	991	998	1,080		3,069	6138%
Mercer Island						0	
Redmond	90	961	998	1,035		2,994	3327%
Renton						0	
Sammamish	25	70	60	54		184	736%
SeaTac	22	1,318	1,340	1,476		4,134	18791%
Shoreline						0	
Tukwila	24	841	951	1,090		2,882	12008%
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>516</b>	<b>24,053</b>	<b>25,277</b>	<b>26,242</b>	<b>0</b>	<b>75,572</b>	





## NARRATIVE

HealthPoint hosted a site visit during the third quarter from our program monitoring partners from the City of Kenmore and the City of Bellevue. It was a wonderful opportunity to share our medical program work with the team and to talk about the needs of our patients. We continue to focus our efforts on providing quality medical and integrated behavioral healthcare to as many King County residents as possible during the third quarter of 2023. Our clinics offer services designed to meet our diverse patient population's needs, including chronic disease management, urgent and acute care, well child checks, and, at some locations, obstetrics. Our integrated model of care allows patients to access the full spectrum of primary care and ancillary services such as pharmacy and lab at each clinic location. We see patients regardless of their ability to pay, and we have dedicated staff on-site to help with insurance enrollment, basic food assistance, cell phones, and referrals to other community resources to help meet a variety of needs. Staff at all our clinics are committed to meeting the needs of the patient as much as possible at our locations, but if the need arises for services that HealthPoint does not offer, we also have assistance with referrals and transportation for patients to ensure that clinical and other needs are met.

Our biggest challenge currently is staffing. It has been difficult since COVID-19 to find and retain enough behavioral health and nursing staff (medical assistants and registered nurses) to fully staff all our clinic care teams. We continue to look at creative solutions for this problem, such as telehealth visits that allow a behavioral health provider to see patients from multiple locations, and our internship programs to introduce professionals to work at a community health center.

We are pleased to announce that we are now offering services at our new location in Redmond at the

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue	19	348	342	351		1041
Bothell						0
Burien	6	258	308	295		861
Covington	24	125	127	148		400
Des Moines	12	744	781	808		2333
Federal Way	18	3781	3889	4068		11738
Issaquah						0
Kenmore	6	208	251	223		682
Kent	20	6206	6607	6796		19609
Kirkland	15	650	648	667		1965
Mercer Island						0
Redmond	27	622	689	652		1963
Renton						0
Sammamish	7	44	41	36		121
SeaTac	8	764	779	824		2367
Shoreline						0
Tukwila	9	538	593	634		1765
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>171</b>	<b>14288</b>	<b>15055</b>	<b>15502</b>	<b>0</b>	<b>44845</b>





REIMBURSEMENT REQUESTS

Agency and Program Name **Highline Area Food Bank**

Address 18300 4th Ave. So Mail: PO Box 66427 Burien Wa. 98166

City & ZIP Burien 98148

Program Contact Name Mike Werle Phone 206-433-9900

Email Invoice Date 10/11/2023

Costs below incurred from **7/1/2023** to **9/30/2023**

Signature of Authorized Signer

*Mike Werle*

Printed Name Mike Werle

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien	3190106	\$18,000.00	\$4,500.00	\$4,500.00	\$4,500.00		\$4,500.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac	167	\$12,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Pound of food

Description: Total pounds of food distributed to all clients

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		1,404	1,855	2,183		5,442	
Bellevue		797	158	877		1,832	
Bothell						0	
Burien	120,000	143,548	138,525	145,692		427,765	356%
Covington		312	2,006	2,295		4,613	
Des Moines		11,583	12,582	10,997		35,162	
Federal Way		6,685	10,614	11,225		28,524	
Issaquah		43				43	
Kenmore						0	
Kent		4,641	3,162	10,595		18,398	
Kirkland						0	
Mercer Island						0	
Redmond				85		85	
Renton		2,145	4,389	4,239		10,773	
Sammamish						0	
SeaTac	180,000	38,835	60,447	64,575		163,857	91%
Shoreline						0	
Tukwila		3,889	5,303	5,873		15,065	
Seattle		9,684	4,048	8,044		21,776	
Other KC		12,391	5,639	8,085		26,115	
Outside KC		1,010	1,120	1,175		3,305	
Unknown						0	
<b>TOTAL</b>	<b>300,000</b>	<b>236,967</b>	<b>249,848</b>	<b>275,940</b>	<b>0</b>	<b>762,755</b>	

SERVICE UNIT 2

Service Unit 1: Food

Measurement: Individual

Description: These are unduplicated individuals served

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		11	8	7		26	
Bellevue		7	4	3		14	
Bothell						0	
Burien	300	1,255	289	355		1,899	633%
Covington		5	7	4		16	
Des Moines		85	53	26		164	
Federal Way		57	54	34		145	
Issaquah		1				1	
Kenmore						0	
Kent		45	42	32		119	
Kirkland						0	
Mercer Island						0	
Redmond				2		2	
Renton		27	23	13		63	
Sammamish						0	
SeaTac	900	537	171	198		906	101%
Shoreline						0	
Tukwila		63	49	16		128	
Seattle		119	35	130		284	
Other KC		107	52	31		190	
Outside KC		19	5	14		38	
Unknown						0	
<b>TOTAL</b>	<b>1,200</b>	<b>2,338</b>	<b>792</b>	<b>865</b>	<b>0</b>	<b>3,995</b>	

SERVICE UNIT 3

Service Unit 1: Food

Measurement: Individual

Description: Number of duplicated individuals receiving food

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		36	53	62		151	
Bellevue		20	37	24		81	
Bothell						0	
Burien	2,500	3,532	3,815	4,104		11,451	458%
Covington		28	59	65		152	
Des Moines		297	373	308		978	
Federal Way		191	321	315		827	
Issaquah		1				1	
Kenmore						0	
Kent		119	193	297		609	
Kirkland						0	
Mercer Island						0	
Redmond				2		2	
Renton		55	131	120		306	
Sammamish						0	
SeaTac	4,000	1,233	1,724	1,785		4,742	119%
Shoreline						0	
Tukwila		181	157	168		506	
Seattle		246	121	230		597	
Other KC		297	173	231		701	
Outside KC		26	32	33		91	
Unknown						0	
<b>TOTAL</b>	<b>6,500</b>	<b>6,262</b>	<b>7,189</b>	<b>7,744</b>	<b>0</b>	<b>21,195</b>	

## NARRATIVE

The 3rd Qtr was really strange. Our numbers have continued to climb each week. We are continuing to see an average of 10 new families each day we are open. And they are still coming from all over the place. I had families from Westport, cosmopolis, and Redmond in the month of Sept. As you can see by our numbers we were able to supply roughly 35 lbs of food per individual during the 3rd Qtr. but some of that reflects a lot of produce from our gardens and our wonderful neighbors who bring in garden produce to us. We have already seen that slow down now that we are into fall. Just yesterday we served 23 new families 8 of which resided within our old Boundary structure (Burien/SeaTac). This model of serving everyone who comes to our food bank is not going to be sustainable for ever. We continue to see shortages of food products at different times due to any number of things. Our volunteer base has continued to be the backbone of our food bank and has allowed us to keep serving so many folks. The board finally hired a new weekend guy to help me in August as I had been without my assistant since Dec. when she went out on an L & I injury. In June we found out she was not going to be coming back and we hired Alvaro Rodriguez. So I have finally started having weekends off again in Sept. He has been a great addition and it definitely helps that he is fluent in Spanish. We are continuing to see a decline in food donations from our local stores as well as the general public which has hurt a little. We have been spending around \$1000 per week over the last 9 months to make sure we have enough produce available for the clients when they come in. Our lines have continued to grow as people will show up @ 8am on Tue. when we don't open until 12 noon, Thur. is almost as bad as they are here @ 7:30am when we don't till 10am. We are still sending out about 25 Boxes of food per week Sponsored by United Way meaning they are paying DoorDash to deliver them. We are providing the food and manpower to put them together. We will always try our best to stay ahead of the wave of changes taking place in our society and as always we continue to be thankful to Burien & SeaTac for their

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		11	8	7		26
Bellevue		7	4	3		14
Bothell						0
Burien	300	1,255	289	355		1899
Covington		5	7	4		16
Des Moines		85	53	26		164
Federal Way		57	54	34		145
Issaquah		1				1
Kenmore						0
Kent		45	42	32		119
Kirkland						0
Mercer Island						0
Redmond				2		2
Renton		27	23	13		63
Sammamish						0
SeaTac	900	537	171	198		906
Shoreline						0
Tukwila		63	49	16		128
Seattle		119	35	130		284
Other KC		107	52	31		190
Outside KC		19	5	14		38
Unknown						0
<b>TOTAL</b>	<b>1200</b>	<b>2338</b>	<b>792</b>	<b>865</b>	<b>0</b>	<b>3995</b>



**REIMBURSEMENT REQUESTS**

Agency and Program Name **Hospitality House**

Address 1419 SW 150th St

City & ZIP Burien, WA 98166

Program Contact Name Sheenah Randolph Phone 435-876-9576

Email sheenahr.hospitalityhouse@gmail.com Invoice Date 10/12/2023 Updated

Costs below incurred from **7/1/2023** to **9/30/2023**

Signature of Authorized Signer Sheenah Randolph Printed Name Sheenah Randolph

Contract ID#	Annual	Reimbursement Requests				Balance
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Covington	\$1,000.00	\$250.00	\$250.00	\$250.00		\$250.00
Des Moines	\$14,000.00	\$3,500.00	\$3,500.00	\$3,500.00		\$3,500.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$10,000.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>		<b>\$2,500.00</b>
Shoreline						\$0.00
Tukwila	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00

Admin use only

Authorized Payment Amt: Authorization Code/Acct #

Authorized Signature / City Date



SERVICE UNIT 1

Service Unit 1: Shelter

Measurement: Bed night

Description: One night of shelter

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		59	58	40		157
Bellevue		0	0	0		0
Bothell		0	0	0		0
Burien		148	140	128		416
Covington		0	60	77		137
Des Moines		0	0	11		11
Federal Way		51	7	75		133
Issaquah		0	0	0		0
Kenmore		0	0	0		0
Kent		0	51	0		51
Kirkland		43	12	0		55
Mercer Island		0	0	0		0
Redmond		0	0	0		0
Renton		0	0	0		0
Sammamish		0	0	0		0
SeaTac		3	0	0		3
Shoreline		0	0	0		0
Tukwila		1	23	0		24
Seattle		346	207	296		849
Other KC		32	20	0		52
Outside KC		70	129	115		314
Unknown		0	0	0		0
<b>TOTAL</b>	<b>0</b>	<b>753</b>	<b>707</b>	<b>742</b>	<b>0</b>	<b>2,202</b>

SERVICE UNIT 2

Service Unit 1: Case Management

Measurement: 90 minutes

Description: Individualized client case planning - housing & barrier focused

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		8	8	6		22
Bellevue		0	0	0		0
Bothell		0	0	0		0
Burien		21	20	19		60
Covington		0	9	11		20
Des Moines		0	0	2		2
Federal Way		7	1	11		19
Issaquah		0	0	0		0
Kenmore		0	0	0		0
Kent		0	7	0		7
Kirkland		6	2	0		8
Mercer Island		0	0	0		0
Redmond		0	0	0		0
Renton		0	0	0		0
Sammamish		0	0	0		0
SeaTac		1	0	0		1
Shoreline		0	0	0		0
Tukwila		1	4	0		5
Seattle		49	30	43		122
Other KC		5	3	0		8
Outside KC		10	18	17		45
Unknown		0	0	0		0
<b>TOTAL</b>	<b>0</b>	<b>108</b>	<b>102</b>	<b>109</b>	<b>0</b>	<b>319</b>

SERVICE UNIT 3

Service Unit 1: Food

Measurement: Meal

Description: Meal = Clients are provided the means to eat 3 meals a day. This count reflects the average, assuming residents eat 2 meals a day. Meal = 2 meals a day.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		118	116	80		314
Bellevue		0	0	0		0
Bothell		0	0	0		0
Burien		296	300	256		852
Covington		0	120	154		274
Des Moines		0	0	22		22
Federal Way		102	14	150		266
Issaquah		0	0	0		0
Kenmore		0	0	0		0
Kent		0	102	0		102
Kirkland		86	24	0		110
Mercer Island		0	0	0		0
Redmond		0	0	0		0
Renton		0	0	0		0
Sammamish		0	0	0		0
SeaTac		6	0	0		6
Shoreline		0	0	0		0
Tukwila		2	26	0		28
Seattle		692	414	592		1,698
Other KC		64	40	0		104
Outside KC		140	258	230		628
Unknown		0	0	0		0
<b>TOTAL</b>	<b>0</b>	<b>1,506</b>	<b>1,414</b>	<b>1,484</b>	<b>0</b>	<b>4,404</b>

## NARRATIVE

After a heluations second quarter, the Hospitality House staff were feeling the impact of community work. Our Board of Directors recognized we were exhausted and burned out. In an attempt to help us reset, they organized and paid for staff to have lunch and massages. While this helped momentarily, the third quarter continued to pile onto an already fragile staff. However, the stressors for the third quarter were primarily caused by the personal issues our staff were experiencing rather than with the clients we serve. In not wanting to divulge personal information, I won't share specifics. However, I can share a staff member was in a major car accident with injuries/had ongoing transportation problems and several longer term medical issues affected multiple staff members. These issues in combination with scheduled vacations created a havoc within our program. Things are now moving in the right direction and we are looking forward to closing out the year strong.

### Q3 Client Success Story

Helena was staying with friends in Seattle for a few months while working on addressing some health problems. When she was unable to stay with them any longer, she sought shelter at Hospitality House.

She shared with staff that she struggled a bit with day-to-day tasks due to some of her ailments. Her vision problems made things like texting or finding bus routes harder than one might expect, and at times she found herself discouraged that she wasn't always able to complete things on her own. Still, Helena persevered and sought staff's support to complete her goals.

There were setbacks along Helena's path. She had a HEN (Housing & Essential Needs) voucher that would provide her with rental assistance, but the program was unable to assist her until they received more funding in the following month. Having a limited income of just over \$400 monthly

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		1	0	2		3
Bellevue		0	0	0		0
Bothell		0	0	0		0
Burien		6	3	4		13
Covington		0	2	1		3
Des Moines		0	0	1		1
Federal Way		1	0	1		2
Issaquah		0	0	0		0
Kenmore		0	0	0		0
Kent		0	3	0		3
Kirkland		1	1	0		2
Mercer Island		0	0	0		0
Redmond		0	0	0		0
Renton		0	0	0		0
Sammamish		0	0	0		0
SeaTac		1	0	0		1
Shoreline		0	0	0		0
Tukwila		1	2	0		3
Seattle		9	6	8		23
Other KC		1	1	0		2
Outside KC		2	3	2		7
Unknown		0	0	0		0
<b>TOTAL</b>	<b>0</b>	<b>23</b>	<b>21</b>	<b>19</b>	<b>0</b>	<b>63</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **KCBA Pro Bono Services - NLC**

Address 1200 5th Ave, Suite #700

City & ZIP Seattle, 98101

Program Contact Name Judy Lin Phone 2062677023

Email [judylin@kcba.org](mailto:judylin@kcba.org) Invoice Date 10/12/23

Costs below incurred from **7/1/23** to **9/30/23**

Signature of Authorized Signer */s/ Judy Lin* Printed Name Judy Lin

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$7,500.00
Bellevue	GF-295	\$9,800.00	\$2,450.00	\$2,450.00	\$2,450.00		\$7,350.00
Bothell	N/A	N/A	N/A	N/A	N/A		
Burien		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$7,500.00
Covington	041-2023	\$2,000.00	\$500.00	\$500.00	\$500.00		\$1,500.00
Des Moines		\$2,500.00	\$625.00	\$625.00	\$625.00		\$1,875.00
Federal Way		\$9,000.00	\$2,250.00	\$2,250.00	\$2,250.00		\$6,750.00
Issaquah	N/A	N/A	N/A	N/A	N/A		
Kenmore	22-C2879	\$800.00	\$200.00	\$200.00	\$200.00		\$600.00
Kent		\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$15,000.00
Kirkland	32300154	\$5,350.00	\$1,337.50	\$1,337.50	\$1,337.50		\$4,012.50
Mercer Island	N/A	N/A	N/A	N/A	N/A		
Redmond	N/A	N/A	N/A	N/A	N/A		
Renton		\$12,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$9,000.00
Sammamish		\$3,000.00	\$750.00	\$750.00	\$750.00		\$2,250.00
<b>SeaTac</b>		<b>\$5,000.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>		<b>\$3,750.00</b>
Shoreline	N/A	N/A	N/A	N/A	N/A		
Tukwila		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$7,500.00

Admin use only

Authorized Payment Amt:

Authorized Signature / City

*\* MOU \**

Authorization Code / Acct #

Date

SERVICE UNIT 1

Service Unit 1: Legal Services

Measurement: Household

Description: Number of households served represents the number of households that received legal help from PBS's Neighborhood Legal Clinics

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	40	31	24	49	104	260%	
Bellevue	39	23	19	35	77	197%	
Bothell	N/A	3	5	8	16	#####	
Burien	40	10	13	18	41	103%	
Covington	5	0	5	5	10	200%	
Des Moines	8	4	3	4	11	138%	
Federal Way	36	24	27	43	94	261%	
Issaquah	N/A	4	4	11	19	#####	
Kenmore	3	2	4	5	11	367%	
Kent	80	32	33	49	114	143%	
Kirkland	21	18	15	20	53	252%	
Mercer Island	N/A	5	4	4	13	#####	
Redmond	N/A	13	17	25	55	#####	
Renton	48	21	23	46	90	188%	
Sammamish	12	5	6	4	15	125%	
SeaTac	24	12	8	21	41	171%	
Shoreline	N/A	1	9	9	19	#####	
Tukwila	40	11	5	13	29	73%	
Seattle		212	244	313	769		
Other KC		23	27	31	81		
Outside KC		30	43	83	156		
Unknown		0	0	0	0		
<b>TOTAL</b>	<b>396</b>	<b>484</b>	<b>538</b>	<b>796</b>	<b>0</b>	<b>1,818</b>	



SERVICE UNIT 2

Service Unit 1: Legal Services

Measurement: 60 minutes

Description: Number of Attorney Hours represents the amount of time a volunteer attorney donated on advising or representing individuals and/or families. Clients on average will receive 30 to 60 minutes of legal help at no cost. Each hour of legal help is valued at \$250.

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	40	17	12	26		55	136%
Bellevue	39	13	10	21		43	109%
Bothell	N/A	2	3	4		8	#####
Burien	40	5	7	10		22	55%
Covington	5	0	3	3		5	100%
Des Moines	8	3	2	2		7	88%
Federal Way	36	14	14	22		50	139%
Issaquah	N/A	2	2	6		10	#####
Kenmore	3	1	2	3		6	200%
Kent	80	19	18	27		64	79%
Kirkland	21	10	8	11		29	136%
Mercer Island	N/A	3	2	2		7	#####
Redmond	N/A	7	9	14		30	#####
Renton	48	11	12	26		48	99%
Sammamish	12	3	3	2		8	63%
SeaTac	24	7	4	12		22	92%
Shoreline	N/A	1	5	5		10	#####
Tukwila	26	7	3	7		17	65%
Seattle		116	128	163		406	
Other KC		12	14	17		43	
Outside KC		16	22	44		81	
Unknown		0	0	0		0	
<b>TOTAL</b>	<b>382</b>	<b>264</b>	<b>279</b>	<b>424</b>	<b>0</b>	<b>966</b>	

## NARRATIVE

### Overview:

The Neighborhood Legal Clinics (NLC) program provides limited legal advice and referrals to King County residents and individuals with cases filed in King County courts. NLC attorney volunteers counsel clients on a wide range of civil legal issues including family safety, housing, employment, consumer, immigration, estate planning, civil rights, and others. A typical appointment is 30-minutes long (or 60 if the client requires an interpreter or other accommodation) and attorneys provide legal advice, resources, and paperwork assistance. NLC has the broadest client eligibility guidelines of any King County Bar Pro Bono program and aims to be accessible to clients regardless of factors like income, education, language, or disability. Our staff members recruit, train, and schedule volunteers (attorneys, clinic assistants, and interns), screen and schedule clients for clinic appointments, and maintain partnerships with other community organizations, some of which work with KCBA to host their own “partner neighborhood legal clinics.”

This quarter, the NLC staff team expanded from three to four people after hiring a Client Services Coordinator to support our goal of increasing client intake and referral capacity. We are already seeing progress on this goal as our overall number of households served increased nearly 50% compared to Q2 (796 households in Q3 compared to 538 last quarter). Our newest staff member is also working to grow our team of intake and referral interns and has already begun the onboarding process for 8 interns since starting at KCBA. Having a larger group of interns will allow us to contact clients more quickly and will allow staff to focus more time on attorney recruitment and client outreach in cities where we are not successfully reaching as many clients as expected.

With that said, one of the challenges NLC is now working to address is recruiting enough volunteer attorneys to serve the number of appointment requests we receive. particularly for high demand legal areas like family

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	108	79	64	113		256
Bellevue	81	57	40	89		186
Bothell	N/A	8	9	21		38
Burien	100	21	21	44		86
Covington	12	0	9	16		25
Des Moines	18	13	11	10		34
Federal Way	93	75	74	97		246
Issaquah	N/A	9	10	16		35
Kenmore	10	3	8	10		21
Kent	200	84	95	137		316
Kirkland	47	44	35	41		120
Mercer Island	N/A	13	12	10		35
Redmond	N/A	28	29	41		98
Renton	102	56	55	109		220
Sammamish	29	10	14	11		35
SeaTac	52	24	17	34		75
Shoreline	N/A	2	23	20		45
Tukwila	88	24	6	26		56
Seattle		386	434	509		1329
Other KC		56	65	77		198
Outside KC		65	104	181		350
Unknown		0	0	0		0
<b>TOTAL</b>	<b>940</b>	<b>1057</b>	<b>1135</b>	<b>1612</b>	<b>0</b>	<b>3804</b>

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table**      \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$9,800.00	\$2,450.00	\$2,450.00	\$2,450.00		\$7,350.00	\$2,450.00
Office/Ops	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Purchased Svc	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Communication	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
<b>TOTAL</b>	<b>\$9,800.00</b>	<b>\$2,450.00</b>	<b>\$2,450.00</b>	<b>\$2,450.00</b>	<b>\$0.00</b>	<b>\$7,350.00</b>	<b>\$2,450.00</b>

**REIMBURSEMENT REQUESTS**

Agency and Program Name KC Sexual Assault Resource Ctr, Comprehensive Sexual Assault Advocacy Svcs

Address 707 S. Grady Way, Ste 300

City & ZIP Renton, WA 98057

Program Contact Name Comprehensive Sexual Assault Services Phone 425-282-0358

Email finance@kcsarc.org

Invoice Date

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer *See "Reimbursmt SIGNED" 2nd purple tab on this Excel file* Printed Name Praveena Gonugunta

City	Contract ID#	Annual Reimbursement Requests				4th Qtr	Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr		
Auburn		\$10,000.00	\$2,958.92	\$2,996.69	\$2,329.40		\$1,714.99
Bellevue		\$80,863.00	\$19,692.46	\$32,481.35	\$21,208.19		\$7,481.00
Bothell		\$0.00					\$0.00
Burien		\$8,560.00	\$2,532.83	\$2,565.16	\$1,993.97		\$1,468.04
Covington		\$5,000.00	\$1,479.46	\$1,498.34	\$1,164.70		\$857.50
Des Moines		\$4,800.00	\$1,420.28	\$1,438.41	\$1,118.11		\$823.20
Federal Way		\$22,000.00	\$6,509.61	\$6,592.71	\$5,124.68		\$3,773.00
Issaquah		\$10,000.00	\$2,500.00	\$2,500.00	\$3,000.00		\$2,000.00
Kenmore		\$3,500.00	\$875.00	\$875.00	\$1,000.00		\$750.00
Kent		\$28,000.00	\$7,000.00	\$7,000.00	\$7,000.00		\$7,000.00
Kirkland		\$22,000.00	\$5,500.00	\$5,500.00	\$7,000.00		\$4,000.00
Mercer Island		\$2,500.00	\$625.00	\$625.00	\$750.00		\$500.00
Redmond		\$17,765.00	\$4,441.25	\$4,441.25	\$5,000.00		\$3,882.50
Renton	CAG-23-118	\$30,000.00	\$8,876.75	\$8,990.09	\$6,988.22		\$5,144.94
Sammamish		\$5,000.00	\$1,250.00	\$1,250.00	\$1,500.00		\$1,000.00
SeaTac		\$5,000.00	\$1,479.46	\$1,498.34	\$1,164.70		\$857.50
Shoreline		\$8,320.00	\$2,080.00	\$2,080.00	\$2,500.00		\$1,660.00
Tukwila		\$8,632.00	\$2,554.13	\$2,586.73	\$2,010.73		\$1,480.41

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*\* MOU \**

Authorized Payment Amt: Authorization Code / Acct #

Authorized Signature / City Date

Calculated Total	\$271,940.00	\$71,775.15	\$84,919.07	\$70,852.70	\$0.00	\$44,393.08
Renton - Lead	93,992	\$27,811.44	\$28,166.47	\$21,894.51		\$16,119.58
Kent	28,000	\$7,000.00	\$7,000.00	\$7,000.00		\$7,000.00
Bellevue - Lead	149,948	\$36,963.71	\$49,752.60	\$41,958.19		\$21,273.50
<b>Total</b>	<b>271,940</b>	<b>\$71,775.15</b>	<b>\$84,919.07</b>	<b>\$70,852.70</b>	<b>\$0.00</b>	<b>\$44,393.08</b>
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



SERVICE UNIT 1

Service Unit 1: Advocacy  
 Measurement: 60 minutes

Description: Legal & General Advocacy Services provided in English & Spanish for child, youth & adult victims of sexual violence & their families. Services help victims navigate the criminal justice system, access needed services, gain skills to support their loved ones who have been victimized.

Service Hours	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Auburn	81	343	364	356		1,063	1314%
Bellevue	656	254	145	219		618	94%
Bothell		89	37	43		169	
Burien	69	87	210	131		428	621%
Covington	40	20	22	21		63	157%
Des Moines	39	36	69	48		153	391%
Federal Way	178	322	296	307		925	520%
Issaquah	81	132	69	63		264	326%
Kenmore	28	7	16	10		33	116%
Kent	226	456	293	394		1,143	506%
Kirkland	178	197	155	127		479	269%
Mercer Island	21	18	13	19		50	238%
Redmond	143	110	198	133		441	308%
Renton	243	556	357	356		1,269	523%
Sammamish	41	12	33	11		56	137%
SeaTac	40	25	83	64		172	429%
Shoreline	67	44	51	53		148	219%
Tukwila	70	28	53	27		108	154%
Seattle		908	726	609		2,243	
Other KC		530	356	423		1,309	
Outside KC		645	628	693		1,966	
Unknown		585	710	910		2,205	
<b>TOTAL</b>	<b>2,202</b>	<b>5,401</b>	<b>4,884</b>	<b>5,017</b>	<b>0</b>	<b>15,302</b>	

## NARRATIVE

**CLIENTS SERVED:** KCSARC has exceeded the annual client resident goals for all of the cities with goals.

**ADVOCACY SERVICE HOURS:** KCSARC has achieved at least 94% of the annual service hour goals for all of cities with goals.

**Bellevue/North & East Cities Contract:** Service detail & expense reports are included in the Bellevue documents section.

**Renton/South Cities Contract:** Service detail reports & narrative are included in the Federal Way documents section.

**Kent:** Service detail report and update are included in the Other Misc Documentation section.

### **Narrative:**

KCSARC continues to respond to the needs of sexual assault survivors and steady requests from our community partners. This summer, KCSARC received requests from multiple districts, to provide developmentally appropriate sexual violence prevention programming in a number of their middle and high schools this coming school year. KCSARC has state/federal funding to provide sexual violence prevention programming in 4 local schools however does not have the funding to expand this programming to all of the districts and schools expressing interest. KCSARC is providing as much support as they can, offering to provide reduced programming. With additional funding, and therefore staffing, KCSARC would welcome this opportunity to expand the reach of sexual violence prevention programming in our community. School personnel are seeking support, information and resources on how to respond to peer sexual assaults and sexual harassment. KCSARC continues to be that resource for schools. Students are reaching out too, requesting support from adults to help raise their voices against sexual violence. KCSARC has been providing that support to students. Student victims are self-referring to KCSARC, sometimes with the support of their school counselors. Advocates are providing support at child forensic interviews taking place on school campuses. KCSARC therapists are working closely with school counselors to support student victims' learning. KCSARC's Resource Line is answering the calls and questions from school staff about how to support students following abuse. KCSARC continues to be here for schools, students and their families.

**Client Success Story:** Maria (fictitious name) called KCSARC's Intake line with her school counselor. She was nervous to call but her counselor assured her that KCSARC could help answer some of her questions. They were immediately connected with a Client Care Specialist. Maria shared that some boys at school had been harassing her. They keep making sexual comments about her and have been sending group texts about the sexual things they want to do to her. One of the boys followed her into the bathroom at school, pushed her up against the wall and groped her. He told her not to tell anyone or he would do worse. Maria reported feeling scared and avoiding the bathroom. She needed to tell someone. She wondered what could be done. The KCSARC client care specialist immediately connected Maria with a KCSARC legal advocate. Maria wanted her school counselor to be a part of the conversation. She knew what was happening was wrong but was surprised it was illegal too. She wanted to report and get a protection order. Maria's advocate explained the process and accompanied Maria when she reported. Maria was able to obtain a protection order and with her advocate and counselor's support, she worked with the school administration to ensure she would not have to see this boy while at school.

### **KCSARC qtrly news updates:**

Several former clients participate in our Empowered Voices program, to help educate our communities about survivor



## NARRATIVE

KCSARC news related links:

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## RESIDENTS

	Actual # of Residents					YTD	% Achieved
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	23	137	33	28		198	861%
Bellevue	137	95	26	29		150	109%
Bothell		20	3	6		29	
Burien	20	38	12	11		61	305%
Covington	12	12	1	3		16	133%
Des Moines	11	28	16	2		46	418%
Federal Way	50	138	38	25		201	402%
Issaquah	20	41	9	4		54	270%
Kenmore	8	7	2	2		11	138%
Kent	68	168	29	26		223	328%
Kirkland	50	54	22	9		85	170%
Mercer Island	5	9	1	3		13	260%
Redmond	33	45	22	9		76	230%
Renton	71	201	31	27		259	365%
Sammamish	10	10	5	1		16	160%
SeaTac	12	21	14	6		41	342%
Shoreline	19	18	8	7		33	174%
Tukwila	21	17	4	2		23	110%
Seattle		485	185	175		845	
Other KC		181	22	28		231	
Outside KC		298	113	89		500	
Unknown		358	281	285		924	
<b>TOTAL</b>	<b>570</b>	<b>2,381</b>	<b>877</b>	<b>777</b>	<b>-</b>	<b>4,035</b>	

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$109,704.00	\$27,629.92	\$36,951.38	\$31,094.56		\$95,675.86	\$14,028.14
Office/Ops	\$2,310.00	\$385.21	\$667.06	\$781.55		\$1,833.82	\$476.18
Purchased Svc						\$0.00	\$0.00
Communication	\$1,800.00	\$43.99		\$202.02		\$246.01	\$1,553.99
Travel/Training	\$1,000.00	\$200.60	\$418.72			\$619.32	\$380.68
Other-Indirect Cost	\$35,134.00	\$8,703.99	\$11,715.44	\$9,880.06		\$30,299.49	\$4,834.51
<b>TOTAL</b>	<b>\$149,948.00</b>	<b>\$36,963.71</b>	<b>\$49,752.60</b>	<b>\$41,958.19</b>	<b>\$0.00</b>	<b>\$128,674.50</b>	<b>\$21,273.50</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **Lighthouse NW, Rise**

Address PO Box 13593,

City & ZIP Des Moines, WA, 98198

Program Contact Name **Bobbie Jo Shockley** Phone (419)378-1769

Email **bobbiejo@lighthousenw.org** Invoice Date 10/12/23

Costs below incurred from **7/1/23** to **9/30/23**

Signature of Authorized Signer **Bobbie Jo Shockley** Printed Name **Bobbie Jo Shockley**

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$18,620.00	\$4,655.00	\$4,655.00	\$4,655.00		\$4,655.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: 30 minutes

Description: session(30-120 min) with program manger, life coach, advocate, mentor, or other volunteer to ensure the women met their quarterly goals

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines	33	83	97	98		278	842%
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	30	21	81	73		175	583%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>63</b>	<b>104</b>	<b>178</b>	<b>171</b>	<b>0</b>	<b>453</b>	

SERVICE UNIT 2

Service Unit 1: Basic Needs Supplies

Measurement: Bed night

Description: Number of bed nights

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines	197	388	514	223		1,125	571%
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	470	27	273	276		576	123%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>667</b>	<b>415</b>	<b>787</b>	<b>499</b>	<b>0</b>	<b>1,701</b>	



## NARRATIVE

We are so excited about all of the people who are receiving Rise services. We are continuing to grow our Rise meetings. Because of the expansion of how we offer these meetings, Lighthouse was able to provide services to over 29 people in the community in Q3. Women in Rise community meetings, participate in support group, workshops, and activities provided by local community members and businesses. Workshops and activities include car care, book studies, community picnic, and much more. Their children can participate in our children's programming that is provided at each meeting.

At Sacha's House, our community living space, we are continuing to provide the opportunity and skills for healing and creating a thriving life. Women and children in this program are provided with a personalized plan to allow them to graduate from the program with financial, housing, and career, while achieving the goals they have for their lives. They receive daily support from their care team (mentor, program manager, and life coach). Services provided to these families can include: individual assessment and advocacy, counseling, life skill training and coaching, mentoring, book studies, workshops, support groups, parenting training, children's programs, peer support, assistance with education and employment, communication and conflict resolution coaching, chiropractic care, karate classes, gym membership, and community activities. We have a resident who just started college. Another resident is working towards getting her driver's license. Both of these steps help to build an independent, sustainable life.




RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines	4	20	2	10		32
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	4	8	0	1		9
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>8</b>	<b>28</b>	<b>2</b>	<b>11</b>	<b>0</b>	<b>41</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Lutheran Community Services NW - Refugees NW Community Programs**  
 Address 4040 S. 188th St. Suite 100  
 City & ZIP SeaTac, 98188  
 Program Contact Name Najib Nazhat Phone 206.60:  
 Email [nnazhat@lcsnw.org](mailto:nnazhat@lcsnw.org) Invoice Date 10/1!  
 Costs below incurred from **7/1/23** to **9/30/23**  
 Signature of Authorized Signer  Printed Name Najib Nazha

	Contract ID#	Annual Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Auburn						
Bellevue						
Bothell						
Burien	CON-23-061	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	
Covington						
Des Moines						
Federal Way						
Issaquah						
Kenmore						
Kent						
Kirkland						
Mercer Island						
Redmond						
Renton						
Sammamish						
SeaTac	N/A	\$34,200.00	\$8,550.00	\$8,550.00	\$8,550.00	
Shoreline						
Tukwila	23-049	\$9,000.00	\$2,250.00	\$2,250.00	\$2,250.00	

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

REIMBURSEMENT REQUESTS

2.1341

5/23

it

Balance  
Remaining  
\$0.00  
\$0.00  
\$0.00  
\$1,250.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$8,550.00  
\$0.00  
\$2,250.00

SERVICE UNIT 1

Service Unit 1:

Measurement:

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						
Bellevue						
Bothell						
Burien						
Covington						
Des Moines						
Federal Way						
Issaquah						
Kenmore						
Kent						
Kirkland						
Mercer						
Redmond						
Renton						
Sammamish						
SeaTac	750 BACKPACKS					1,080 backpacks
Shoreline						
Tukwila						
Seattle						
Other KC						
Outside KC						
Unknown						
<b>TOTAL</b>						

SERVICE UNIT 1

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SERVICE UNIT 2

Service Unit 2: Information and Referral

Measurement: One-on-one session

Increased  
knowledge

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		58	69	81		#####
Bellevue		7	1	4		#####
Bothell		2	1	5		#####
Burien	100	74	81	35		0%
Covington		5	8	2		#####
Des Moines		274	311	179		#####
Federal Way		159	227	141		#####
Issaquah		1	2	0		#####
Kenmore		1	1	1		#####
Kent		346	388	280		#####
Kirkland		2	2	1		#####
Mercer Island		0	0	0		#####
Redmond		2	1	3		#####
Renton		105	85	58		#####
Sammamish		0	0	0		#####
SeaTac	400	548	688	400		0%
Shoreline		0	2	1		#####
Tukwila	90	124	149	115		0%
Seattle		85	146	67		
Other KC		4	3	4		
Outside KC		41	43	45		
Unknown		3	1	7		
<b>TOTAL</b>	<b>590</b>	<b>1,841</b>	<b>2,209</b>	<b>1,429</b>		

## SERVICE UNIT 2



SERVICE UNIT 3

Service Unit 3:

Measurement:

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						
Bellevue						
Bothell						
Burien						
Covington						
Des Moines						
Federal Way						
Issaquah						
Kenmore						
Kent						
Kirkland						
Mercer Island						
Redmond						
Renton						
Sammamish						
SeaTac						
Shoreline						
Tukwila						
Seattle						
Other KC						
Outside KC						
Unknown						
<b>TOTAL</b>						

SERVICE UNIT 3

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## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		41	47	54		
Bellevue		7	1	4		
Bothell		2	1	4		
Burien	60	40	30	15		
Covington		5	8	2		
Des Moines		101	89	46		
Federal Way		88	99	48		
Issaquah		1	2	0		
Kenmore		1	1	1		
Kent		192	143	93		
Kirkland		2	1	1		
Mercer Island		0	0	0		
Redmond		1	0	2		
Renton		44	18	22		
Sammamish		0	0	0		
SeaTac	200	238	199	107		
Shoreline		0	2	1		
Tukwila	90	67	47	39		
Seattle		60	74	28		
Other KC		4	2	1		
Outside KC		37	32	36		
Unknown		3	1	3		
<b>TOTAL</b>	<b>350</b>	<b>934</b>	<b>797</b>	<b>507</b>		

## NARRATIVE

Please see Word document attached.

## LCSNW/REFUGEES NW Q3 2023 NARRATIVE

In Q3 a total of 710 units of service were recorded in our Culturally Appropriate Food program, 19 for Burien, 55 Tukwila and 228 SeaTac; supporting 2,961 household members. Our Diaper Program assisted 573 children, totaling 18,406 diapers distributed. Out of this, 14 units of service were for Burien residents, 51 for Tukwila residents and 170 for SeaTac residents. Over 60 Hygiene kits, 30 clothing bags and 45 other in-kind donations such as toys, baby bathtub, kitchen items, chairs, tables, and other items were distributed. Also, 143 participants received bus tickets booklets, 133 WestSide Baby orders were handed out to families in need. Over 40 clients received information referrals.

During Q3 we continued our partnership with Public Health Seattle and King County to host community events at the Angle Lake CRC. A total of 5 events were scheduled this quarter and more than 100 people attended. Community members had the opportunity to enroll in health related programs, health insurance, ORCA Lift program and also obtained free cellphones for those who qualified.

This quarter we also participated at the Community Resource Fair of the City of SeaTac and at the Welcome to Burien event. Next quarter we will participate in the Tukwila Resource Fair.

Our Angle Lake CRC Employment Program saw an uptake in client enrollment. Over 35 new participants are now receiving support from the Employment Specialists and a number of them have also received rental assistance of at least three months, which is making a positive impact on these people's lives and long term goals. Through this program, clients are also accessing training certification and apprenticeships across King County. Our Employment Program staff has also participated at monthly outreach events at the SeaTac Municipal Court to offer our services to those people recently released from incarceration. We are also providing assistance at the immigrant camp at the Riverton Church in Tukwila. This is a church assisting new arrivals and undocumented folks. While our focus in this program is to concentrate on employment for those who are authorized to work in the U.S. we have dedicated part of our caseload and funding to those who are interested in attending ESL classes or other trainings while they await for their work authorizations. We believe that by supporting them now, the chances for them to obtain and keep stable employment in the future will be much greater.

Our Housing services program continued providing financial assistance for refugees, mainly from Afghanistan and Ukraine. We assisted over 200 households and distributed over \$300,000 in rent assistance.

During Q3 our main activity at the Angle Lake CRC was the SeaTac Back to School Resource Fair. Due to ongoing construction at Tyee High School, this year we were not able to utilize the usual space at the Valley Ridge Park and we held it at our SeaTac site in cooperation with the Angle Lake Neighborhood Church. We distributed 1,400 backpacks total. 1,080 to SeaTac, 109 to Burien and 26 to Tukwila residents. Most of the backpacks were distributed the day of the event, while remaining supplies were given over the next few days at the Angle Lake Community Resource Center and directly at schools within the Highline School District. Rotary provided over 800 hot dog meals to the families and individuals that attended the event as

well as clothing. Participating Vendors: City of SeaTac Parks & Recreation, SeaMar Clinic, ANEW, EasterSeals, Diocese of Olympia Refugee Resettlement Office, Highline School district, King County 211-Crisis Connections, King County Library System, King County Public Health Access & Outreach, Mary's Place, Centro Rendu St. Vincent de Paul.











**REIMBURSEMENT REQUESTS**

Agency and Program Name **MAPS-MCRC Emergency rental assistatnce for refugees**

Address 16305 NE 87th Street, Suite 140

City & ZIP Redmond, WA 98052

Program Contact Name Nickhath Sheriff Phone

Email nicky@mrcrseattle.org Invoice Date 10/12/2023

Costs below incurred from 7/1/2023 to 9/30/2023

Signature of Authorized Signer Printed Name Nickhath Sheriff

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue	\$34,155.00	\$8,538.75	\$8,538.75	\$8,538.75		\$8,538.75
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland	\$22,000.00	\$5,500.00	\$5,500.00	\$5,500.00		\$5,500.00
Mercer Island						\$0.00
Redmond	\$0.00	\$0.00				\$0.00
Renton						\$0.00
Sammamish	\$0.00	\$0.00				\$0.00
SeaTac	\$32,000.00	\$8,000.00	\$8,000.00	\$8,000.00		\$8,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Household

Description: Each woman staying one night in MCRC Housing will be counted as 1 bed night

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue	28	12	27	17		56	200%
Bothell						0	
Burien						0	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah	2	1	4	3		8	400%
Kenmore						0	
Kent		28				28	
Kirkland	15	2	17	12		31	207%
Mercer Island						0	
Redmond	0	2	23	25		50	
Renton						0	
Sammamish	0	0	2	3		5	
SeaTac	28	8	10	12		30	107%
Shoreline						0	
Tukwila		10				10	
Seattle		12				12	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>73</b>	<b>75</b>	<b>83</b>	<b>72</b>	<b>0</b>	<b>230</b>	





## **NARRATIVE**

### **Immigrants and Refugee assistance:-**

MCRC helped many refugee families from different countries stay on the East Side by providing various services, rent, utilities, food, and hygiene items.

Recently, we helped a large refugee family of 7 members, a father unable to secure a job due to language barriers. The family faced difficulties paying the rent, utilities, and food. MCRC has case managers who speak different languages and can understand and work very closely with varying families of background. MCRC paid the rent and provided food assistance to the family, and still, the case manager is working with the family to address their need.

## RESIDENTS

	Actual # of Residents					
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Auburn						0
Bellevue	82	48	27	17		92
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah	27	5	4	3		12
Kenmore						0
Kent						0
Kirkland	60	12	17	12		41
Mercer Island						0
Redmond	0	0	23	25		48
Renton						0
Sammamish	0	0	2	3		5
SeaTac	88	40	50	48		138
Shoreline						0
Trukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>257</b>	<b>105</b>	<b>123</b>	<b>108</b>	<b>0</b>	<b>336</b>

**CITY LINE ITEM TABLE**

**BELLEVUE Line Item Table**      \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$34,155.00	\$8,538.75	\$8,538.75	\$8,538.75		\$25,616.25	\$8,538.75
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$34,155.00</b>	<b>\$8,538.75</b>	<b>\$8,538.75</b>	<b>\$8,538.75</b>	<b>\$0.00</b>	<b>\$25,616.25</b>	<b>\$8,538.75</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Mary's Place**

Address PO Box 1711

City & ZIP Seattle, WA 98111

Program Contact Name Dominique Alex Phone 206-235-8010

Email grants@marysplaceseattle.org Invoice Date 9/30/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer  Printed Name Dominique Alex

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	GF23/2421	\$100,000.00	\$25,000.00	\$25,000.00	\$25,000.00		\$25,000.00
Bellevue	2350207	\$13,750.00	\$0.00	\$13,750.00			\$0.00
Bothell							\$0.00
Burien	GF 23/2421	\$22,660.00	\$5,650.00	\$5,680.00	\$5,665.00		\$5,665.00
Covington	GF 23/2421	\$2,000.00	\$500.00	\$500.00	\$500.00		\$500.00
Des Moines							\$0.00
Federal Way	GF 23/2421	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton	GF 23/2421	\$30,000.00	\$7,500.00	\$7,500.00	\$7,500.00		\$7,500.00
Sammamish							\$0.00
SeaTac	GF 23/2421	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Shoreline			* MOU *				\$0.00
Tukwila	GF 23/2421	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00

Admin use only

Authorized Payment Amt: Authorization Code/Acct #

Authorized Signature / City Date

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Household

Description: Households receiving DCA through Outreach, Shelter, or Prevention programs

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	36	24	17	15	56	156%	
Bellevue	5	5	6	5	16	320%	
Bothell					0		
Burien	14	2	10	9	21	150%	
Covington	1	2	0	3	5	500%	
Des Moines					0		
Federal Way	8	28	29	11	68	850%	
Issaquah					0		
Kenmore					0		
Kent					0		
Kirkland					0		
Mercer Island					0		
Redmond					0		
Renton	5	10	22	7	39	780%	
Sammamish					0		
SeaTac	4	7	5	6	18	450%	
Shoreline					0		
Tukwila	4	2	4	6	12	300%	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>77</b>	<b>80</b>	<b>93</b>	<b>62</b>	<b>0</b>	<b>235</b>	

SERVICE UNIT 2

Service Unit 1: Outreach

Measurement: Household

Description: Households served through Outreach programs

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	20	10	12	19		41	205%
Bellevue	0	2	1	3		6	
Bothell						0	
Burien	4	2	6	9		17	425%
Covington	1	0	1	3		4	400%
Des Moines						0	
Federal Way	4	16	12	18		46	1150%
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton	2	6	27	23		56	2800%
Sammamish						0	
SeaTac	0	1	1	4		6	
Shoreline						0	
Tukwila	2	4	3	3		10	500%
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>33</b>	<b>41</b>	<b>63</b>	<b>82</b>	<b>0</b>	<b>186</b>	

SERVICE UNIT 3

Service Unit 1: Shelter

Measurement: Household

Description: Households accessing any Mary's Place shelter across King County

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	10	14	15	15	44	440%	
Bellevue	0	8	8	5	21		
Bothell					0		
Burien	9	7	6	3	16	178%	
Covington	0	0	1	0	1		
Des Moines					0		
Federal Way	4	16	11	11	38	950%	
Issaquah					0		
Kenmore					0		
Kent					0		
Kirkland					0		
Mercer Island					0		
Redmond					0		
Renton	2	7	8	7	22	1100%	
Sammamish					0		
SeaTac	2	8	5	6	19	950%	
Shoreline					0		
Tukwila	2	5	4	6	15	750%	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>29</b>	<b>65</b>	<b>58</b>	<b>53</b>	<b>0</b>	<b>176</b>	

## NARRATIVE

### Q3 Quarterly Overview

The refugee/asylum-seeking migrant crisis continues to strain resources across the family homelessness system. Shelter beds are at record capacity and less than 8% of families that call into the Emergency Family Intake Line receive shelter on the same day. In addition to increased demand, due to immigration status fewer families are ready to move out within 90 days, so the need for intake is greater than the outflow from our shelters. There is a County-wide need for cultural and linguistically responsive services intentionally directed toward these migrant families seeking housing support.

To try and meet this demand, all Mary's Place shelters are looking at ways to increase bedspace and help migrant families overcome their barriers to housing. For example, during Q3 our Northshore shelter increased its capacity by repurposing a common area. This move created room for two more families to be served at this site. The Housing team is testing a small-scale pilot at our Regrade shelter for in-house immigration legal consultation with our partners at Amazon Legal. It's hoped this pilot will help us understand trends in legal needs for migrant/asylum-seeking families and find ways to better meet these needs.

Mary's Place Housing team assisted 43 families in finding positive housing solutions in Q3

The strain on the family homelessness support system extends to the Mary's Place Outreach program which saw a 39% increase in enrollment compared to Quarter 3 of 2022. 20% of that increase was attributable to refugee/asylum-seeking migrant households.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	126	127	135	138		400
Bellevue	11	34	43	43		120
Bothell						0
Burien	49	19	29	28		76
Covington	3	28	4	19		51
Des Moines						0
Federal Way	28	185	183	191		559
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	18	81	108	96		285
Sammamish						0
SeaTac	14	43	37	55		135
Shoreline						0
Tukwila	14	20	14	26		60
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>263</b>	<b>537</b>	<b>553</b>	<b>596</b>	<b>0</b>	<b>1686</b>



REIMBURSEMENT REQUESTS

Agency and Program Name Multi-Service Center EARNS Emergency Assistance & Resource Navigation Services

Address 1200 S 336th St

City & ZIP Federal Way WA 98003

Program Contact Name Maju Qureshi Phone 253-838-6810

Email [majuq@mschelps.org](mailto:majuq@mschelps.org) Invoice Date 10/10/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer  Printed Name Randi Weinstein

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$36,000.00	\$4,358.32	\$13,641.68	\$9,000.00	\$9,000.00	
Bellevue					\$0.00	
Bothell					\$0.00	
Burien	\$17,950.00	\$1,446.31	\$7,528.69	\$4,508.81	\$4,466.19	
Covington					\$0.00	
Des Moines					\$0.00	
Federal Way	\$20,000.00	\$5,564.58	\$4,435.42	\$5,000.00	\$5,000.00	
Issaquah					\$0.00	
Kenmore					\$0.00	
Kent		Invoiced Separately			\$0.00	
Kirkland					\$0.00	
Mercer Island					\$0.00	
Redmond					\$0.00	
Renton	\$14,000.00	\$0.00	\$3,500.00	\$4,276.32	\$6,223.68	
Sammamish					\$0.00	
SeaTac	\$26,000.00	\$932.05	\$12,067.95	\$5,496.60	\$7,503.40	
Shoreline					\$0.00	
Tukwila		Invoiced Separately * MOU *			\$0.00	

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date



SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Voucher

Description: Rent assistance which may include move-in assistance, late fees, and rent as allowed by funder

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	25	5	7	10	22	88%	
Bellevue					0		
Bothell					0		
Burien	15	2	5	7	14	93%	
Covington					0		
Des Moines					0		
Federal Way	16	5	9	3	17	106%	
Issaquah					0		
Kenmore					0		
Kent	50	2	13	40	55	110%	
Kirkland					0		
Mercer Island					0		
Redmond					0		
Renton	14	0	3	8	11	79%	
Sammamish					0		
SeaTac	12	1	3	5	9	75%	
Shoreline					0		
Tukwila	25	2	7	7	16	64%	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>157</b>	<b>17</b>	<b>47</b>	<b>80</b>	<b>0</b>	<b>144</b>	

SERVICE UNIT 2

Service Unit 1: Financial Aid

Measurement: Voucher

Description: Emergency Assistance which could include utilities, motel, transportation, etc.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	10	0	1	1	2	20%	
Bellevue					0		
Bothell					0		
Burien	7	0	0	3	3	43%	
Covington					0		
Des Moines					0		
Federal Way	5	0	3	0	3	60%	
Issaquah					0		
Kenmore					0		
Kent	80	0	1	2	3	4%	
Kirkland					0		
Mercer Island					0		
Redmond					0		
Renton	4	0	0	0	0	0%	
Sammamish					0		
SeaTac	6	0	1	0	1	17%	
Shoreline					0		
Tukwila	8	1	2	1	4	50%	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>120</b>	<b>1</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>16</b>	

SERVICE UNIT 3

Service Unit 1: Case Management

Measurement: Contact

Description: Light touch case management contacts to help maintain housing security including in-person, phone and e-mail contact.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	4	10	16	22	48	1200%	
Bellevue					0		
Bothell					0		
Burien	2	4	10	20	34	1700%	
Covington					0		
Des Moines					0		
Federal Way	3	10	24	6	40	1333%	
Issaquah					0		
Kenmore					0		
Kent	7	4	28	84	116	1657%	
Kirkland					0		
Mercer Island					0		
Redmond					0		
Renton	2	0	6	16	22	1100%	
Sammamish					0		
SeaTac	4	2	8	10	20	500%	
Shoreline					0		
Tukwila	2	6	18	16	40	2000%	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>24</b>	<b>36</b>	<b>110</b>	<b>174</b>	<b>0</b>	<b>320</b>	

## NARRATIVE

SEATAC: [REDACTED] a single 73 year old Asian male living in SeaTac, reached out to MSC for assistance with his rent. He has physical disabilities, is a recent survivor of multiple heart attacks, has limited english proficiency and recently lost his wife. His wife managed the business, so when she passed it was very difficult for Mr Patel. He has been managing the finances for a few months now, but the medical expenses associated with his heart attack set him back further and he needed help with his August rent. Our staff member reassured him, and suggested that perhaps it would be helpful for him to find a smaller affordable apartment for himself. MSC staff were able to process his rent request and get him caught up.

### BURIEN:

Ms. Clarkson is single elderly Caucasian woman who lives on limited income in Burien. She has an adult son who lives with her, but he is also dealing with obstacles of his own and it is very hard for her to try and pay all the bills by herself. She was embarassed to seek out assistance, but MSC staff reassured her that we would not only assist her with her rent request, but also support her with resource navigation for food, household supplies, etc.

MSC has noted

**NARRATIVE**

[REDACTED]

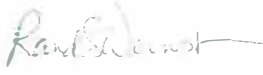
[REDACTED]

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	40	8	19	29		56
Bellevue						0
Bothell						0
Burien	30	8	18	18		44
Covington						0
Des Moines						0
Federal Way	27	14	31	14		59
Issaquah						0
Kenmore						0
Kent	164	5	34	116		155
Kirkland						0
Mercer Island						0
Redmond						0
Renton	20	0	8	16		24
Sammamish						0
SeaTac	24	2	8	11		21
Shoreline						0
Tukwila	39	3	19	22		44
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>344</b>	<b>40</b>	<b>137</b>	<b>226</b>	<b>0</b>	<b>403</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Multi-Service Center Shelter and Supportive Housing**  
 Address 1200 S 336th St  
 City & ZIP Federal Way WA 98003  
 Program Contact Name Maju Qureshi Phone 253-838-6810  
 Email [majuq@mschelps.org](mailto:majuq@mschelps.org) Invoice Date 10/10/23  
 Costs below incurred from 7/1/23 to 9/30/23  
 Signature of Authorized Signer  Printed Name Randi Weinstein

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$13,000.00	\$3,250.00	\$3,250.00	\$3,250.00		\$3,250.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$5,500.00	\$0.00	\$1,375.00	\$1,375.00		\$2,750.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent				Invoiced Separately		\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
Shoreline						\$0.00
Tukwila	\$4,750.00	\$1,187.50	\$1,187.50	\$1,187.50		\$1,187.50

*(Handwritten circle around the \$1,500.00 value in the SeaTac row)*

*\* MOU \**

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date



SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Contact

Description: Case Management contacts with household members in-person, via phone and email.

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	120	40	40	40		120	100%
Bellevue						0	
Bothell						0	
Burien	48	0	8	16		24	50%
Covington						0	
Des Moines						0	
Federal Way	120	124	96	84		304	253%
Issaquah						0	
Kenmore						0	
Kent	150	64	52	56		172	115%
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton		4	0	0		4	
Sammamish						0	
SeaTac	23	0	32	32		64	278%
Shoreline						0	
Tukwila	36	32	32	0		64	178%
Seattle		44	52	40		136	
Other KC						0	
Outside KC		12	12	12		36	
Unknown		0	0	0		0	
<b>TOTAL</b>	<b>497</b>	<b>320</b>	<b>324</b>	<b>280</b>	<b>0</b>	<b>924</b>	

SERVICE UNIT 2

Service Unit 1: Shelter

Measurement: Bed night

Description: Number of individual bed night stays at the MSC shelter

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	1,350	900	910	920		2,730	202%
Bellevue						0	
Bothell						0	
Burien	720	0	6	336		342	48%
Covington						0	
Des Moines						0	
Federal Way	1,800	2,173	2,133	1,902		6,208	345%
Issaquah						0	
Kenmore						0	
Kent	2,250	96	0	0		96	4%
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton		59	0	0		59	
Sammamish						0	
SeaTac	338	0	285	736		1,021	302%
Shoreline						0	
Tukwila	540	720	543	0		1,263	234%
Seattle		768	850	917		2,535	
Other KC						0	
Outside KC		270	273	276		819	
Unknown		0	0	0		0	
<b>TOTAL</b>	<b>6,998</b>	<b>4,986</b>	<b>5,000</b>	<b>5,087</b>	<b>0</b>	<b>15,073</b>	

SERVICE UNIT 3

Service Unit 1: Transitional Housing

Measurement: Bed night

Description: Number of individual bed night stays in supportive housing

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent	4,500	1,136	1,065	1,204		3,405	76%
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac						0	
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>4,500</b>	<b>1,136</b>	<b>1,065</b>	<b>1,204</b>	<b>0</b>	<b>3,405</b>	

## NARRATIVE

MSC plans to connect with staff at the City of Renton in the early part of the 4th quarter to discuss outreach and referrals. MSC would like to discuss outreach efforts and strategies with all cities to help with recruitment of families, including casting a wider net of outreach in the community.

Clients of the shelter have benefitted from the addition of an evening staff person to be available from 5 to 9pm weeknights. The staff presence has reduced the number of phone calls made to the local police department, and a decrease in vandalism and the need for police response. In housing situations such as this, where people speak different languages, potentially move away in a few months, or are in sensitive domestic situations, the available staff person serves to provide a higher level of safety, dependable information, and connectedness in the neighborhood. MSC values this shelter with units large enough to hold families. There aren't as many shelters in South King County, so this operational shelter is crucial to families, communities, and social service agencies throughout South King County.

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	15	10	0	0		10
Bellevue						0
Bothell						0
Burien	8	0	2	2		4
Covington						0
Des Moines						0
Federal Way	20	31	0	0		31
Issaquah						0
Kenmore						0
Kent	25	16	1	2		19
Kirkland						0
Mercer Island						0
Redmond						0
Renton		1	0	0		1
Sammamish						0
SeaTac	4	0	8	0		8
Shoreline						0
Tukwila	6	8	0	0		8
Seattle		11	2	0		13
Other KC						0
Outside KC		3	0	0		3
Unknown		0	0	0		0
<b>TOTAL</b>	<b>78</b>	<b>80</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>97</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **OneAmerica - English Innovations**

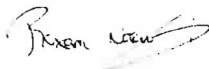
Address 1225 S Weller St # 430

City & ZIP Seattle, WA 98144

Program Contact Name Marisa Parshotam Phone 425-344-5612

Email marisa@weareoneamerica.org Invoice Date 11/3/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer 

Printed Name Roxana Norouzi

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	23-137	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Sammamish						\$0.00
SeaTac		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Shoreline						\$0.00
Tukwila	23- 068	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Training/Workshops/Classes

Measurement: 60 minutes

The number of hours of training/workshops/classes provided to participants to improve English skills and digital literacy, which includes three-month English

Description: classes and supplemental digital literacy workshops in the home language of learners, along with practice meetings and tutoring. Participants attend 2 classes per week for 1.5 hours each class for 10-12 weeks.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn		24	10	3		37	
Bellevue		8				8	
Bothell		8				8	
Burien						0	
Covington			6	17		23	
Des Moines		15	25	39		79	
Federal Way		6	3	108		117	
Issaquah						0	
Kenmore						0	
Kent		45	60	277		382	
Kirkland		16	34	16		65	
Mercer Island						0	
Redmond						0	
Renton	120	14	79	78		170	142%
Sammamish						0	
SeaTac	120	18	53	8		78	65%
Shoreline						0	
Tukwila	60	26	36	75		137	228%
Seattle		44	73	2		118	
Other KC		2				2	
Outside KC		60	210	18		288	
Unknown		2	5			7	
<b>TOTAL</b>	<b>300</b>	<b>285</b>	<b>593</b>	<b>639</b>	<b>0</b>	<b>1,516</b>	







## NARRATIVE

This summer we offered our first-ever quarter of English Innovations classes for Afghan community members taught in Dari & English. We offered two classes at different times (one afternoon, one evening), adapting our high-beginning level classes to focus on the interests of Afghan community members. All of our students summer quarter are women and parents. One of our former students also volunteered in the class.

Students learned & talked about a variety of topics in class, including: healthcare, transportation, hobbies & skills, immigration, childcare, women's rights, parent-teacher conferences, & knowing your rights as a parent in public schools. They practiced English by engaging in conversations about these themes and watched relevant We Speak NYC videos with accompanying activities (for example a video about a parent-teacher conference). Many of the topics were useful to students as newcomers in the country (for example, how to use Google Maps during the transportation lesson). The students expressed that, in addition to English, they learned important topics they can put to immediate use in their daily lives. For example they learned common vocabulary in healthcare and information about health insurance. Students described the class topics as different from any other class they've taken - one student said she has learned more in 2 months of taking this class than she has in 8 years of living in the US. Students also said they appreciate the online format as the majority of them stay at home to take care of their children.

We again integrated technology skills throughout the quarter - in the beginning, we met students at Kent Library in-person to lend them tablets and show them how to use them. Each student scheduled an appointment and we showed them how to access the apps we use in class (Zoom, WhatsApp, YouTube, etc) & ensured they knew how to connect to wifi. Our teacher also made additional appointments with students

RESIDENTS

	Actual # of Residents					
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Auburn		5		1		6
Bellevue		1				1
Bothell		1				1
Burien						0
Covington			1	1		2
Des Moines		3		4		7
Federal Way		2	1	5		8
Issaquah						0
Kenmore						0
Kent		7	1	15		23
Kirkland		2		1		3
Mercer Island						0
Redmond						0
Renton	4	4	4	4		12
Sammamish						0
SeaTac	4	3	2	1		6
Shoreline						0
Tukwila	2	6	2	1		9
Seattle		8		1		9
Other KC		1				1
Outside KC		17	5	2		24
Unknown		1				1
<b>TOTAL</b>	<b>10</b>	<b>61</b>	<b>16</b>	<b>36</b>	<b>0</b>	<b>113</b>



**REIMBURSEMENT REQUESTS**

Agency and Program Name **Partner in Employment- Employment & Training**

Address 19530 International Blvd., Suite 108

City & ZIP SeaTac, WA 98188

Program Contact Name Hien Kieu Phone 206-429-3824

Email hien@partnerinemployment.org Invoice Date 10/16/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer \_\_\_\_\_ Printed Name Hien Kieu

Contract ID#	Annual	Reimbursement Requests				Balance
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$85,000.00	\$21,250.00	\$21,250.00	\$21,250.00		\$21,250.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt: \_\_\_\_\_ Authorization Code/Acct # \_\_\_\_\_

Authorized Signature / City \_\_\_\_\_ Date \_\_\_\_\_

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Individual

Description: Employment Case Management Services includes: Intake, needs/barrier assessment, resource connections, ESL classes, job readiness, job search, placement, retention and on-going case management. (Residents may request employment services but not require case management)

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton						0	
Sammamish						0	
SeaTac	34	11	14	14		39	115%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>34</b>	<b>11</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>39</b>	







## NARRATIVE

GENERAL UPDATE: PIE has a few exciting training courses coming up in October for the Construction training and Aerospace and Advanced Manufacturing training starting on October 23rd and October 30th respectively. Information sessions are currently taking place, and anyone interested in learning more can call our office at 206-429-3824. We also have additional training in Financial Literacy in partnership with Amana Investment that is open to anyone interested in learning about budgeting 101, understanding credit, tax requirements and investing in the future. It will take place at PIE's office over three separate workshops. \$25 gift cards will be provided to participants at each session. One last and most exciting event hosted by PIE is the Cafe PIE Grand Reopening on October 24th from 9am-12:30pm. We look forward to celebrating the Barista Training program and the work of PIE with the community over free coffee and pastries.

CLIENT SUCCESS STORY: D.G. moved to the U.S. from Ethiopia. She came to the States as a refugee through a Resettlement Program. While she was excited about experiencing a new place and culture, she also felt conflicted. There was a lot to learn and overcome as she settled into her new life here in the states. As a single mother with 1 kid, she is faced with many challenges such as language barriers, lack of work experience and transferable skills that could secure her a job here in the U.S. As no one knew how to help her find a job and remove her barriers, she discovered PIE through her a referral from a friend. PIE's case management team played a great role in improving and helping her gain knowledge on resume creation, cover letter and open email account for her. The case manager helped coach her in communication skills, interview techniques, and so on. Dires eventually got a job that matched her schedule so that she could balance her work and family time. Now she works as a full-time employee and is able to support her family of two. Dires is happy and enjoys her work and grateful to PIE that she overcame all that. Dires lives in SeaTac, and she feels at home. She would like to share this with the fellow refugees- "in the midst of hard times. it's

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	34	11	14	14		39
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>34</b>	<b>11</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>39</b>



REIMBURSEMENT REQUESTS

Agency and Program Name REACH - Center of Hope

Address 3604 NE 10th Court

City & ZIP Renton, 98056

Program Contact Name Fenice Fregoso Phone 509-902-9937

Email Fenicce@reachrenton.org Invoice Date 10/10/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer *Fenice Fregoso*

Printed Name Fenice Fregoso

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$33,600.00	\$4,200.00	\$4,200.00	\$12,600.00		\$12,600.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$51,630.00	\$12,907.00	\$12,907.00	\$12,907.00		\$12,909.00
Sammamish						\$0.00
SeaTac	18,000.00	\$4,500.00	\$4,500.00	\$4,500.00		\$4,500.00
Shoreline						#REF!
Tukwila	10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	11	7	7	3		17
Bellevue						0
Bothell		5				5
Burien				1		1
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent		3	2			5
Kirkland				5		5
Mercer Island						0
Redmond						0
Renton	26	2	8			10
Sammamish						0
SeaTac	4	4		1		5
Shoreline						0
Tukwila		3		2		5
Seattle			7			7
Other KC			2			2
Outside KC			28			28
Unknown		8		1		9
<b>TOTAL</b>	<b>41</b>	<b>32</b>	<b>54</b>	<b>13</b>	<b>0</b>	<b>99</b>

SERVICE UNIT 1

Service Unit 1: Shelter

Measurement: Bed night

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	281	7	221	78		306	109%
Bellevue						0	
Bothell		9				9	
Burien				23		23	
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent		82	16			98	
Kirkland				40		40	
Mercer Island						0	
Redmond						0	
Renton	664	68	318	1,796		2,182	329%
Sammamish						0	
SeaTac	85	371		5		376	442%
Shoreline						0	
Tukwila	106	91	387	507		985	929%
Seattle		184	242	238		664	
Other KC			20			20	
Outside KC			676			676	
Unknown		82		5		87	
<b>TOTAL</b>	<b>1,136</b>	<b>#REF!</b>	<b>1,880</b>	<b>2,692</b>	<b>894</b>	<b>5,466</b>	

SERVICE UNIT 2

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: 30 minutes

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn				5		5
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>0</b>	<b>#REF!</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>



SERVICE UNIT 2

Service Unit 1: Case Management

Measurement: 15 minutes

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	73	15	25	30		70	96%
Bellevue		15				15	
Bothell		15				15	
Burien				12		12	
Covington		15				15	
Des Moines						0	
Federal Way		15				15	
Issaquah		15				15	
Kenmore		15				15	
Kent		15	2			17	
Kirkland		5		10		15	
Mercer Island						0	
Redmond		15				15	
Renton	44	10	37	360		407	925%
Sammamish						0	
SeaTac	22	15		3		18	82%
Shoreline		5				5	
Tukwila			30	40		70	
Seattle		15	33	50		98	
Other KC		15	2			17	
Outside KC		10	40			50	
Unknown				3		3	
<b>TOTAL</b>	<b>139</b>	<b>#REF!</b>	<b>169</b>	<b>508</b>	<b>210</b>	<b>887</b>	

## NARRATIVE

In the second quarter, The Center of Hope confronted an unexpected surge of 400 families who had recently arrived in the area seeking asylum. Upon their arrival, our shelter welcomed between 5 to 7 families. These families reported having received very little guidance upon their arrival in Washington, which led them to find themselves without shelter and sleeping outside.

In the third quarter, we embarked on a search for a family support specialist to aid us during this transitional period. One of our board members stepped in to assist with case management. She possesses the valuable skill of being bilingual and fluent in French, which was particularly beneficial as the asylum-seeking families primarily spoke French. Her language proficiency allowed her to serve as a translator and build a strong rapport with the clients. This, in turn, enabled us to gain insights into their journey and provide assistance in their integration into US culture. Our volunteer case manager achieved a notable success by finding transitional housing for three of these families.

The Center of Hope maintains its steadfast commitment to supporting the increasing number of families in need. We continue to actively collaborate with our community partners to optimize the use of available resources. Currently operating as a shelter that runs for 13.5 hours, we are exploring the possibility of extending our services to a 24-hour shelter setting. I have observed that due to our limited operating hours, families may use our shelter as a temporary shelter until they can secure accommodation in shelters that are available round the clock.



REIMBURSEMENT REQUESTS

Agency and Program Name Society of St. Vincent de Paul Council of Seattle/King County, Centro Rendu


Address 5950 4th Ave. S

City & ZIP Seattle, WA 98108

Program Contact Name Bee Ries Phone 206-799-0077

Email grants@svdpseattle.org Invoice Date 10/15/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer 

Printed Name Mirya Muñoz-Roach

	Contract ID#	Annual	Reimbursement Requests				Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien	CON-23-068	\$26,400.00	\$6,600.00	\$6,600.00	\$6,600.00		\$6,600.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent		\$35,000.00	\$8,750.00	\$8,750.00	\$8,750.00		\$8,750.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton	CAG-23-078	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Sammamish							\$0.00
SeaTac		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Shoreline							\$0.00
Tukwila		\$3,000.00	\$750.00	\$750.00	\$750.00		\$750.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Training/Workshops/Classes

Measurement: Group session

A wide range of literacy, basic education and skill-building classes, anchored by the INEA (International Institute for the Education of Adults) curriculum provided in

Description: partnership with the Mexican consulate. GED prep classes, 21+ program, multiple levels of English as a Second Language, parent workshops, and basic computer courses are also provided.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien	34	14	18	49		81	238%
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent	32	123	187	166		476	1488%
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton	26	35	120	91		246	946%
Sammamish						0	
SeaTac	5	23	47	71		141	2820%
Shoreline						0	
Tukwila	3	22	11	50		83	2767%
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>100</b>	<b>217</b>	<b>383</b>	<b>427</b>	<b>0</b>	<b>1,027</b>	

SERVICE UNIT 2

Service Unit 1: Case Management

Measurement: Appointment

Description: Case management assessments of educational and other needs are done in Spanish, with culturally-responsive interviewing. Clients create an action plan focused on addressing basic needs such as stable housing, food and clothing, education, legal issues, health and behavioral health needs and employment.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien	40	27	54	60		141	353%
Covington						0	
Des Moines						0	
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent	40	34	112	95		241	603%
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton	44	93	93	102		288	655%
Sammamish						0	
SeaTac	5	9	10	33		52	1040%
Shoreline						0	
Tukwila	0	2	4	19		25	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>129</b>	<b>165</b>	<b>273</b>	<b>309</b>	<b>0</b>	<b>747</b>	

## NARRATIVE

This quarter, Centro Rendu of St. Vincent de Paul served nearly 200 unduplicated residents across the cities of Burien, Renton, SeaTac, Kent and Tukwila, providing over 300 case management appointments and \_\_ classes, trainings and workshops. Among the many neighbors we served, we encountered several homeless families. One of these families was referred to our Burien office by the Seattle Fire Department on July 28th. The family had been sleeping in their car for three weeks with their three children, ages 7, 11 and 15. During their intake interview, our Case Manager discussed their multiple needs, including the need for help finding employment as well as housing. We provided them with three nights shelter in a hotel while our Case Manager searched for temporary housing, and by July 31st she had found a room for them to rent in the city of Kent. In order to pay rent, they were referred to our SVdP Helpline and our St. John the Baptist Conference was able to assist them with \$400 for rent. As this was not quite enough to cover the amount needed, our Case Manager also spoke with Holy Spirit Kent Conference's president, Adelfa Moreno, who agreed to pledge an additional \$600 to assist this family. They were referred to TRAC Associates to find employment. They now continue to live in the home they were initially referred to, both parents have found work and the children are in school.

Another family came to our Burien office in September, also seeking assistance with housing, as well as blankets and clothing for their two daughters, ages 11 and 13. This family is also homeless and has been living in the parking lot of the Riverton Park United Methodist Church in Tukwila. Here, they have access to the church's food pantry and are allowed to stay in the parking lot in a tent with other families. Our Case Manager was able to find this family a temporary room in Kent as well, but they declined the offer as the Methodist church is building 30-40 houses and the pastor has told them that those families currently living in

See attached

This quarter, Centro Rendu of St. Vincent de Paul served nearly 200 unduplicated residents across the cities of Burien, Renton, SeaTac, Kent and Tukwila, providing over 300 case management appointments and \_\_\_ classes, trainings and workshops. Among the many neighbors we served, we encountered several homeless families. One of these families was referred to our Burien office by the Seattle Fire Department on July 28th. The family had been sleeping in their car for three weeks with their three children, ages 7, 11 and 15. During their intake interview, our Case Manager discussed their multiple needs, including the need for help finding employment as well as housing. We provided them with three nights shelter in a hotel while our Case Manager searched for temporary housing, and by July 31st she had found a room for them to rent in the city of Kent. In order to pay rent, they were referred to our SVdP Helpline and our St. John the Baptist Conference was able to assist them with \$400 for rent. As this was not quite enough to cover the amount needed, our Case Manager also spoke with Holy Spirit Kent Conference's president, Adelfa Moreno, who agreed to pledge an additional \$600 to assist this family. They were referred to TRAC Associates to find employment. They now continue to live in the home they were initially referred to, both parents have found work and the children are in school.

Another family came to our Burien office in September, also seeking assistance with housing, as well as blankets and clothing for their two daughters, ages 11 and 13. This family is also homeless and has been living in the parking lot of the Riverton Park United Methodist Church in Tukwila. Here, they have access to the church's food pantry and are allowed to stay in the parking lot in a tent with other families. Our Case Manager was able to find this family a temporary room in Kent as well, but they declined the offer as the Methodist church is building 30-40 houses and the pastor has told them that those families currently living in the parking lot will be prioritized for this housing. We continue to provide this family with blankets, jackets and vouchers to our thrift stores for any items they may need and are hoping they will be housed before the winter.

Lastly, in July, a Nicaraguan migrant came to our Renton office asking for multiple forms of assistance. He arrived in the United States three months prior and had been homeless since, living in his car and bathing in the rivers of Kent and Renton. Thanks to the support of a grant from Catholic Community Services to help migrants with political asylum, we were able to immediately rent him a hotel room and then later, get him into permanent housing. He was very excited and expressed his gratitude to be able to sleep in a bed, take a shower, and have a place to cook. We also provided him with grocery store gift cards, helped schedule appointments with immigration attorneys and helped him fill out several documents so he may receive assistance from DSHS as well as get his Social Security card. Currently, we are helping him complete his paperwork to get his work permit. He is a committed, responsible person, always attending his appointments and is determined to succeed in this country. Part of our effectiveness is that SVdP has cultivated relationships with a variety of organizations as well as within the community and we have formed a network of services to assist neighbors throughout multiple communities in South King County and beyond



## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	80	27	25	35		87
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	72	143	71	94		308
Kirkland						0
Mercer Island						0
Redmond						0
Renton	44	96	27	38		161
Sammamish						0
SeaTac	10	20	8	20		48
Shoreline						0
Tukwila	6	15	3	12		30
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>212</b>	<b>301</b>	<b>134</b>	<b>199</b>	<b>0</b>	<b>634</b>



REIMBURSEMENT REQUESTS

Agency and Program Name Sound Generations Meals on Wheels

Address 2208 2nd Ave Ste 100

City & ZIP Seattle, 98121

Program Contact Name Adam Porter Phone 206-727-6242

Email adamp@soundgenerations.org Invoice Date 10/4/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer  Printed Name Joanne Donahue

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$13,250.00	\$3,312.50	\$3,312.50	\$3,312.50		\$3,312.50
Bellevue	\$17,010.00	\$4,252.50	\$4,252.50	\$4,252.50		\$4,252.50
Bothell	\$0.00					\$0.00
Burien	\$7,420.00	\$1,855.00	\$1,855.00	\$1,855.00		\$1,855.00
Covington	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Des Moines	\$4,108.00	\$1,027.00	\$1,027.00	\$1,027.00		\$1,027.00
Federal Way	\$12,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00
Issaquah	\$7,120.00	\$1,780.00	\$1,780.00	\$1,780.00		\$1,780.00
Kenmore	\$600.00	\$150.00	\$150.00	\$150.00		\$150.00
Kent	\$0.00					\$0.00
Kirkland	\$12,634.00	\$3,158.50	\$3,158.50	\$3,158.50		\$3,158.50
Mercer Island	\$0.00					\$0.00
Redmond	\$4,260.00	\$1,065.00	\$1,065.00	\$1,065.00		\$1,065.00
Renton	CAG-03-012 \$13,780.00	\$3,445.00	\$3,445.00	\$3,445.00		\$3,445.00
Sammamish	\$697.00	\$174.25	\$174.25	\$174.25		\$174.25
SeaTac	\$10,600.00	\$2,650.00	\$2,650.00	\$2,650.00		\$2,650.00
Shoreline	\$7,950.00	\$1,987.50	\$1,987.50	\$1,987.50		\$1,987.50
Tukwila	\$11,237.00	\$2,809.25	\$2,809.25	\$2,809.25		\$2,809.25

Admin use only

Authorized Payment Amt:

Authorized Signature / City

  
Authorization Code/Acct #

Date

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Meal

Description: A service unit is one home delivered meal provided to a homebound elder or disabled adult.

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	2,020	8,242	8,316	7,847	24,405	1208%	
Bellevue	2,593	3,098	3,392	3,450	9,940	383%	
Bothell		1,773	1,611	1,552	4,936		
Burien	1,131	3,246	3,192	2,923	9,361	828%	
Covington	763	631	750	733	2,114	277%	
Des Moines	626	1,767	1,723	1,773	5,263	841%	
Federal Way	1,829	6,040	5,849	6,069	17,958	982%	
Issaquah	1,086	890	928	819	2,637	243%	
Kenmore	97	301	278	225	804	829%	
Kent		8,360	8,144	7,950	24,454		
Kirkland	1,935	3,446	3,002	2,606	9,054	468%	
Mercer Island		133	35	35	203		
Redmond	649	1,543	1,240	1,127	3,910	602%	
Renton	2,101	7,412	7,019	7,287	21,718	1034%	
Sammamish	67	261	210	189	660	985%	
SeaTac	1,616	3,380	3,105	3,105	9,590	593%	
Shoreline	1,212	6,177	5,659	5,427	17,263	1424%	
Tukwila	1,713	3,313	2,976	2,787	9,076	530%	
Seattle		63,740	66,734	65,210	195,684		
Other KC		6,046	6,305	5,955	18,306		
Outside KC		0	0	0	0		
Unknown		0	0	0	0		
<b>TOTAL</b>	<b>19,438</b>	<b>129,799</b>	<b>130,468</b>	<b>127,069</b>	<b>0</b>	<b>387,336</b>	





## Quarterly Update on Our Sound Generations Meals on Wheels Program

This year we have been confronted with the daunting task of managing a rapidly expanding waiting list. Presently, more than 800 individuals await the opportunity to receive home-delivered meals, underscoring the unmistakable gap between the demand for our services and our available funding. For those on the waitlist, we are making referrals to Sound Generations' Pathway's Information and Assistance program to see about additional resources.

Despite these obstacles, our dedicated team has remained steadfast in our commitment to making a positive impact on our community. Over the past year, we've served 2,130 individuals and delivered over 390,000 nourishing meals.

At the heart of our program's continued success lies the unwavering dedication of our volunteers. Over the past year, our exceptional volunteers generously contributed an astounding 14,503 hours of their time to bolster this vital initiative. We are equally delighted to share that 81 new volunteers have joined our team in 2023, infusing fresh enthusiasm into our mission. Furthermore, it is noteworthy that one-third of our volunteers have faithfully served for five years or more, embodying the enduring spirit of community engagement.

This quarter we distributed our annual client survey. For the first time, we sent out a survey link via email to clients with registered email addresses. Simultaneously, we mailed over one thousand surveys, complete with postage-paid return envelopes. We eagerly anticipate reviewing the responses and utilizing the feedback to enhance our program, and incorporating client input as we plan for a menu update in March 2024.

We wanted to take a moment to share some heartfelt feedback we've received recently from our Meals on Wheels program participants. These testimonials serve as a poignant reminder of the profound impact that your support has on the lives of the individuals we serve:

1. "Having these meals delivered is a miracle. That's the only way I can describe it. I don't think there's any way I could recover, without the meals."
2. "It is so nice to see a smiling face when my meals are delivered. Sometimes I can feel so alone and apart from the world in my home. The program is so valuable to me."

3. "You guys are so helpful. I'd have a much harder time if it wasn't for Meals on Wheels. I'm glad you called so I can tell you how much I love you guys!"

4. "I'm in my 80s, and the meals give me stamina I didn't know I had! They are really doing me some good."

5. "I appreciate this so much; I don't think you people really know how much people, when they are feeling desperate, really need this."

6. "You're keeping me alive, and I can't express how important this is to stay alive. I am fully disabled and not doing too good, and I want to make sure you know that you guys are keeping me alive."

7. "I got my order this morning, and I got a little card inside, decorated with hearts, nice words, and flowers. I just wanted to tell you that this little card really does mean something to me. Thank you. I've got little notes and little cards from you guys periodically, and they are always very sweet. And they touch me. I know it's a small gesture, but they mean something to me. I live alone. I wanted to say thank you and please keep doing this because I'm grateful."

These heartfelt messages underscore the incredible impact of our Meals on Wheels program, made possible through your support and partnership. The nourishment we provide goes beyond the physical; it brings comfort, connection, and hope.

On behalf of our dedicated team, our organization, our Meals on Wheels participants and their loved ones, we extend our deepest gratitude for your unwavering support. Together, we are making a meaningful difference in the lives of our community's most vulnerable members.

Thank you for your continued commitment to our mission.



## NARRATIVE

### Quarterly Update on Our Sound Generations Meals on Wheels Program

This year we have been confronted with the daunting task of managing a rapidly expanding waiting list. Presently, more than 800 individuals await the opportunity to receive home-delivered meals, underscoring the unmistakable gap between the demand for our services and our available funding. For those on the waitlist, we are making referrals to Sound Generations' Pathway's Information and Assistance program to see about additional resources.

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We wanted to take a moment to share some heartfelt feedback we've received recently from our Meals on

\* See attached \*

## NARRATIVE

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	6	108	4	7		119
Bellevue	8	44	5	3		52
Bothell		25	2	0		27
Burien	3	55	6	2		63
Covington	3	15	9	1		25
Des Moines	2	25	3	0		28
Federal Way	5	86	11	6		103
Issaquah	3	12	1	0		13
Kenmore	2	4	0	1		5
Kent		97	14	11		122
Kirkland	6	47	4	3		54
Mercer Island		3	0	1		4
Redmond	2	39	0	2		41
Renton	6	101	11	7		119
Sammamish	3	6	0	0		6
SeaTac	5	41	2	3		46
Shoreline	4	76	5	2		83
Tukwila	5	32	4	4		40
Seattle		805	90	46		941
Other KC		122	20	15		157
Outside KC		0	0	0		0
Unknown		0	0	0		0
<b>TOTAL</b>	<b>63</b>	<b>1743</b>	<b>191</b>	<b>114</b>	<b>0</b>	<b>2048</b>

**CITY LINE ITEM TABLE**

**BELLEVUE Line Item Table**      \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$16,695.41	\$4,173.85	\$4,173.85	\$4,173.85		\$12,521.55	\$4,173.86
Office/Ops	\$25,971.80	\$6,492.95	\$6,492.95	\$6,492.95		\$19,478.85	\$6,492.95
Purchased Svc	\$98.65	\$24.66	\$24.66	\$24.66		\$73.98	\$24.67
Communication	\$180.84	\$45.21	\$45.21	\$45.21		\$135.63	\$45.21
Travel/Training	\$533.71	\$133.43	\$133.43	\$133.43		\$400.29	\$133.42
Other	\$6,790.58	\$1,697.65	\$1,697.65	\$1,697.65		\$5,092.95	\$1,697.63
<b>TOTAL</b>	<b>\$50,271</b>	<b>\$12,567.75</b>	<b>\$12,567.75</b>	<b>\$12,567.75</b>	<b>\$0.00</b>	<b>\$37,703.25</b>	<b>\$12,567.74</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **Sound Generations Volunteer Transportation Service (VTS)**  
 Address 2208 Second Ave., Suite 100  
 City & ZIP Seattle 98121-2055  
 Program Contact Name Phirun Lach Phone 206.554.1655  
 Email [phirunl@soundgenerations.org](mailto:phirunl@soundgenerations.org) Invoice Date 10/25/23  
 Costs below incurred from **7/1/23** to **9/30/23**

Signature of Authorized Signer  Joanne Donohue

	Contract ID#	Annual	Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	GF23/2432	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Bellevue		\$20,747.00	\$5,186.75	\$5,186.75	\$5,186.75		\$5,186.75
Bothell							
Burien	Con-23-070	\$3,500.00	\$875.00	\$875.00	\$875.00		\$875.00
Covington	CAG#044-2023	\$1,030.00	\$257.50	\$257.50	\$257.50		\$257.50
Des Moines		\$3,090.00	\$772.50	\$772.50	\$772.50		\$772.50
Federal Way							
Issaquah							
Kenmore		\$550.00	\$137.50	\$137.50	\$137.50		\$137.50
Kent	CAG2023-072	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland		\$8,240.00	\$2,060.00	\$2,060.00	\$2,060.00		\$2,060.00
Mercer Island							
Redmond		\$7,245.00	\$1,811.25	\$1,811.25	\$1,811.25		\$1,811.25
Renton	CAG-23-093	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Sammamish							
SeaTac		\$3,090.00	\$772.50	\$772.50	\$772.50		\$772.50
Shoreline		\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00
Tukwila	23-034	\$3,090.00	\$772.50	\$772.50	\$772.50		\$772.50

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Transportation

Measurement: One-way trip

Description: Transportation = one way trip, involving rides to and from medical appointments, eye exams, and doctor prescribed/advised activities linked to physical health.

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	180	77	181	79	337	187%	
Bellevue	375	182	234	197	613	163%	
Bothell					0		
Burien	63	19	37	67	123	195%	
Covington	19	12	20	10	42	221%	
Des Moines	88	27	53	47	127	144%	
Federal Way					0		
Issaquah					0		
Kenmore	10	16	31	17	64	640%	
Kent	63	116	222	90	428	679%	
Kirkland	149	105	158	109	372	250%	
Mercer Island					0		
Redmond	131	157	159	157	473	361%	
Renton	180	201	149	157	507	282%	
Sammamish					0		
SeaTac	56	53	48	17	118	211%	
Shoreline	72	59	51	53	163	226%	
Tukwila	56	15	14	14	43	77%	
Seattle					0		
Other KC					0		
Outside KC					0		
Unknown					0		
<b>TOTAL</b>	<b>1,442</b>	<b>1,039</b>	<b>1,357</b>	<b>1,014</b>	<b>0</b>	<b>3,410</b>	

SERVICE UNIT 2

Service Unit 1: Transportation

Measurement: Miles

Description: Miles = number of miles supported by VTS volunteer drivers to and from medical appointments, eye exams, and doctor prescribed/advised activities linked to physical health

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	1992	1239	3104	1298		5,641	283%
Bellevue	4,133	1,915	2,453	1,896		6,264	152%
Bothell							
Burien	698	274	297	613		1,184	170%
Covington	205	122	305	97		524	256%
Des Moines	1,613	288	955	1143		2,386	148%
Federal Way							
Issaquah							
Kenmore	123	131	334	122		587	477%
Kent	698	1,544	3,359	1,091		5,994	859%
Kirkland	1,641	863	1,132	796		2,791	170%
Mercer Island							
Redmond	1,443	3566	2906	2687		9,159	635%
Renton	2,000	2,988	2,170	2,198		7,356	368%
Sammamish						0	
SeaTac	616	1270	894	182		2,346	381%
Shoreline	1,283	540	450	613		1,603	125%
Tukwila	NA	206	212	151		569	#####
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>16,445</b>	<b>14,946</b>	<b>18,571</b>	<b>12,887</b>	<b>0</b>	<b>46,404</b>	





## NARRATIVE

During Q3 of 2023, the Volunteer Transportation Program has already exceeded annual one way trip goals in all but one city, Tukwila. Every city is on track to meet and/or exceed annual one way trip goals. Every city has met or exceeded annual mileage goal. Volunteer Transportation Services has expanded services to include trips to senior centers, food access, and all other essential appointments. This has helped boost ridership in lower performing cities in 2022.

Our outreach to medical agencies, senior living complexes, faith communities and referral agencies is robust. Sound Generation's ambassador guide and outreach coordinator distributed hundreds of flyers in the communities of Kent, Covington, Bellevue, Northshore, Tukwila, Federal Way, Des Moines, Burien, Kenmore, Kirkland, Redmond, Renton, and SeaTac. We continue to distribute translations of our promotional flyers in fifteen languages in all the communities we serve. We have continued to take and fulfill ride requests keeping the ride denial at a lower rate. Our Volunteer Coordinator is adding new volunteer drivers every month, an encouraging sign. Our team is hard working, collegial, and deeply committed to the older adults we serve and connect to all types of medically related and essential destinations. Ridership has also increased 14.76%, compared to 2022. Riders are starting to utilize our service once again and we are excited to provide such essential transportation services.

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	16	19	12	12		43
Bellevue	23	28	18	9		55
Bothell						0
Burien	8	9	3	3		15
Covington	na	2	4	0		6
Des Moines	8	4	5	2		11
Federal Way						0
Issaquah						0
Kenmore	2	2	3	2		7
Kent	8	24	11	6		41
Kirkland	16	21	14	4		39
Mercer Island						0
Redmond	13	21	8	3		32
Renton	18	36	18	7		61
Sammamish						0
SeaTac	3	8	3	1		12
Shoreline	6	10	3	5		18
Tukwila	10	4	3	2		9
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>131</b>	<b>188</b>	<b>105</b>	<b>56</b>	<b>0</b>	<b>349</b>

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table** \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel							
Office/Ops							
Purchased Svc							
Communication							
Travel/Training							
Other							
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FEDERAL WAY Line Item Table** \*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$7,871.75	\$1,967.94	\$1,967.94	\$1,967.94		\$5,903.82	\$1,967.93
Office/Ops	\$2,243.90	\$560.97	\$560.97	\$560.97		\$1,682.91	\$560.99
Purchased Svc	\$1,121.95	\$280.49	\$280.49	\$280.49		\$841.47	\$280.48
Communication	\$6,730.63	\$1,682.66	\$1,682.66	\$1,682.66		\$5,047.98	\$1,682.65
Travel/Training	\$2,778.77	\$694.69	\$694.69	\$694.69		\$2,084.07	\$694.70
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$20,747.00</b>	<b>\$5,186.75</b>	<b>\$5,186.75</b>	<b>\$5,186.75</b>	<b>\$0.00</b>	<b>\$15,560.25</b>	<b>\$5,186.75</b>

REIMBURSEMENT REQUESTS

Agency and Program Name St Stephen Housing Association / Housing Stability Program

Address 13055 SE 192nd St

City & ZIP Renton 98058

Program Contact Name Ann Allen Phone 253-638-9798

Email aallen@ststephenhousing.org Invoice Date 10/12/23

Costs below incurred from 7/1/23 to 9/30/23

Signature of Authorized Signer Printed Name Ann Allen

	Contract ID#	Annual	Reimbursement Requests				Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington	AG #045-202	\$3,000.00	\$750.00	\$750.00	\$750.00		\$750.00
Des Moines		\$7,500.00		\$500.00	\$3,069.29		\$3,930.71
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton	CAG #023-10	\$10,000.00	\$500.00	\$1,500.00	\$5,209.87		\$2,790.13
Sammamish							\$0.00
SeaTac		\$10,000.00	\$1,000.00	\$1,250.00	\$4,994.78		\$2,755.22
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt: Authorization Code/Acct #

Authorized Signature / City Date

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Individual

Description: Number of unduplicated residents served

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington	15	0	6	11		17	113%
Des Moines	30	0	8	31		39	130%
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton	45	2	6	31		39	87%
Sammamish						0	
SeaTac	45	6	11	29		46	102%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>135</b>	<b>8</b>	<b>31</b>	<b>102</b>	<b>0</b>	<b>141</b>	

SERVICE UNIT 2

Service Unit 1: Financial Aid

Measurement: Household

Description: Number of unduplicated households

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn						0	
Bellevue						0	
Bothell						0	
Burien						0	
Covington	5	0	3	3		6	120%
Des Moines	12	0	1	8		9	75%
Federal Way						0	
Issaquah						0	
Kenmore						0	
Kent						0	
Kirkland						0	
Mercer Island						0	
Redmond						0	
Renton	18	1	3	11		15	83%
Sammamish						0	
SeaTac	18	2	3	10		15	83%
Shoreline						0	
Tukwila						0	
Seattle						0	
Other KC						0	
Outside KC						0	
Unknown						0	
<b>TOTAL</b>	<b>53</b>	<b>3</b>	<b>10</b>	<b>32</b>	<b>0</b>	<b>45</b>	

## **NARRATIVE**

After attending a resource fair and connecting with King County Promotores Network we are flooded with inquiries for assistance. We have also reached tenants who's property managers have become aware of our program. We have received inquiries via online form, phone calls and email. The majority of households served were to unemployed or underemployed households with numerous instances of mothers out of work due to maternity leave.

RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington	15	0	6	11		17
Des Moines	30	0	8	31		39
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	45	2	6	31		39
Sammamish						0
SeaTac	45	6	11	29		46
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>135</b>	<b>8</b>	<b>31</b>	<b>102</b>	<b>0</b>	<b>141</b>



**REIMBURSEMENT REQUESTS**

Agency and Program Name **The Genesis Project Drop-in Center Operations**

Address **2819 S 208th St**

City & ZIP **SeaTac, WA 98198**

Program Contact Name **Alyssa Vanderlin** Phone **206-592-2362**

Email **alyssa@gpseattle.net** Invoice Date **10/12/2023**

Costs below incurred from **7/1/2023** to **9/30/2023**

Signature of Authorized Signer



Printed Name **Andy Conner**

Contract ID#	Annual	Reimbursement Requests				Balance
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn	\$11,295.00	\$2,823.75	\$2,823.75	\$2,823.75		\$2,823.75
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines	\$3,765.00	\$0.00	\$1,882.50	\$941.25		\$941.25
Federal Way	AG 23-056 \$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code/Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Individual

Description: We will track the number of clients being served

	Annual	Actual Units, regardless of funding source				YTD	
	Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	3	2		1		3	100%
Bellevue						0	
Bothell			1			1	
Burien		3	1			4	
Covington						0	
Des Moines	1	0	1			1	100%
Federal Way	2	2	1			3	150%
Issaquah						0	
Kenmore						0	
Kent		1	2	1		4	
Kirkland		1				1	
Mercer Island						0	
Redmond						0	
Renton		2		1		3	
Sammamish						0	
SeaTac	10	3				3	30%
Shoreline		1				1	
Tukwila			1	1		2	
Seattle		8	1	1		10	
Other KC		2				2	
Outside KC		5	1	1		7	
Unknown		2				2	
<b>TOTAL</b>	<b>16</b>	<b>32</b>	<b>9</b>	<b>6</b>	<b>0</b>	<b>47</b>	

SERVICE UNIT 2

Service Unit 1: Case Management

Measurement: Appointment

Description: We will track the number of case management sessions for each client

	Annual Goal	Actual Units, regardless of funding source				YTD	
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	16	18	18	8	44	275%	
Bellevue					0		
Bothell			13	17	30		
Burien		3	2	3	8		
Covington					0		
Des Moines	4	0	1	0	1	25%	
Federal Way		14	28	7	49		
Issaquah					0		
Kenmore					0		
Kent		3	15	15	33		
Kirkland					0		
Mercer Island					0		
Redmond					0		
Renton				1	1		
Sammamish					0		
SeaTac	20	11	19	6	36	180%	
Shoreline		1			1		
Tukwila			1	7	8		
Seattle		19	20	7	46		
Other KC		2			2		
Outside KC		24		14	38		
Unknown		3			3		
<b>TOTAL</b>	<b>40</b>	<b>98</b>	<b>117</b>	<b>85</b>	<b>0</b>	<b>300</b>	



## NARRATIVE

Quarter 3 at The Genesis Project was our slowest quarter of the year as the summer time takes a toll on everyone's schedules and personal lives, including our clients. Although we were not as busy, our clients who were actively working on themselves got so much accomplished! We had some big wins, starting with one of our clients finishing her first quarter of college and even making the Dean's List! It is just the beginning to her nursing track, but working full time, raising two kids, and going to school all at the same time is a challenge and she is doing amazing at it. She also was able to find a new, clean, place to live for her and her family - so the summer was a success all around. 3 of our clients got new jobs with help from The Genesis Project, whether it was sourcing out from her, getting a work visa approved and clearing records so that girls could pass background checks, or writing letters of recommendation - the girls were able to apply and secure jobs with our help. 4 of our clients continue to do weekly trauma therapy to help them get through the experiences in their past and understand the lasting effects. One of our clients was able to work community service hours here at The Genesis Project to help with her prior conviction getting off of her record! We did plan some events when we could, we had BBQ's to help our clients create a sense of community, including an end of summer one that would get everyone back in the mindset that it is time to send the kids back to school! We had biweekly bible studies hosted for the clients who wanted to be introduced to Christianity, regularly we would have 2-4 girls attend those. Lastly, one of our clients was able to get her drivers license reinstated, and another one of our girls took the summer to study and try and get her learners permit! She has a test any day now. Our final huge win of the summer, is one of our clients who lives outside of King County decided to start her own nonprofit as a survivor of trafficking to help girls local to her area - we know this is hard work and hope that her passion to tell her story and help others is a huge success for her and her area!

## NARRATIVE

The Genesis Project's Q1 has been going well. Our clients were able to make progress in housing, employment, legal, and mental health goals. There have been a lot of "wins" including multiple clients receiving counseling through a new partnership organization. One client has been able to start working at the Orion Industries through their job program and loves it. Multiple clients have been meeting with a lawyer who volunteers with us to work on legal issues and one finally got awarded full custody of her son! A client got car insurance and can drive legally again. Not to mention, many clients received clothing, food, and hygiene products. GP hosted a Valentine's Day Party and a St. Patrick's Day Party for clients which were both fun. So far this year we have not served clients from every municipality but that is hard to predict or control since we are a drop-in center.

During Quarter 2, clients at The Genesis Project have experienced a few lows, but many highs! Our clients have been able to make great strides this quarter - some of the most notable being finding housing, which seems like an impossible task recently. One of our clients went to a treatment program, so that was able to detox and give birth to her first child, a baby boy! Three of our clients have moved into new apartments that suit their families needs and give them a sense of home! We've gotten three clients into immediate and safe shelter so that they are not living on the streets also. Our pro-bono lawyer has been able to help 3 clients with parenting plans, as well as help with a civil lawsuit for one client! We are actively working on getting 3 different clients travel visas after they were brought to us for help by local law enforcement and one of our clients started her first quarter of college to become a nurse! Additionally, four of our clients have been receiving weekly trauma therapy, and all of our clients have been given clothes, food, and hygiene products whenever they come in. We also partnered with a local agency that provides diapers to all of our clients with kids who need them! Over the second quarter, we were able to celebrate different events and host many workshops for the clients. We put on a Dress for Success workshop where we spoke about dressing professionally and for the job, a Financial 101 workshop to talk about saving money, and a Parenting workshop to help our clients who are most often, single parents, with a myriad of questions when it comes to parenting. We celebrated Cinco De Mayo by hosting a taco bar party and Mother's Day by celebrating our clients with lunch and gifts, while also have their kids create Mother's Day crafts for them. Our last outing of the quarter was going Skeet Shooting, thanks to one of our volunteers and donors. We took the clients on this outing and learned about the skill, while gaining confidence in ourselves when we were able to hit the target. It was a great boost for the clients! We have gotten more clients from surrounding areas over quarter 2. and hope to continue getting more clients throughout the remainder of the year so that we can continue

REIMBURSEMENT REQUESTS

Agency and Program Name **Tukwila Pantry**

Address 3118 S. 140th

City & ZIP Tukwila Pantry 98168

Program Contact Name Des Rodgers Phone 206-4318293

Email operations@tukwilapantry.org Invoice Date 5/2/2023

Costs below incurred from **7/1/2023** to **9/30/2023**

Signature of Authorized Signer Jan Bolerjack Printed Name

	Contract ID#	Annual	Reimbursement Requests			Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
<b>SeaTac</b>		<b>\$10,000.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>
Shoreline						\$0.00
Tukwila	23-039	\$40,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

Admin use only

Authorized Payment Amt: Authorization Code/Acct #

Authorized Signature / City Date

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Visit

Description: Pounds of food. 50lbs/visit

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac		148,250	144,200	52,440		344,890
Shoreline						0
Tukwila		359,000	407,850	164,760		931,610
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>0</b>	<b>507,250</b>	<b>552,050</b>	<b>217,200</b>	<b>0</b>	<b>1,276,500</b>









## **NARRATIVE**

Tukwila Pantry continues to serve about 1000 families each week. Many are duplicates ranging from 10 visits/mo to 2 visits/mo. Food supplies have gone down from NW Harvest and Lifeline so we are purchasing some products. Fortunately we have a good contract for produce so every family is leaving with a variety of fresh fruits and vegetables. Most of our volunteers come from Seatac and Tukwila, including local business groups. We are very grateful.

We continue to serve large numbers of community members with produce and staples. I have listed duplicated/unduplicated numbers of clients. Our volunteer base has grown substantially with new residents on the church campus. They are able to get work experience, record volunteer hours for DSHS, practice their English, as well as, get food for their families.





## RESIDENTS

	Actual # of Residents					
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Auburn	3	2		1		3
Bellevue						0
Bothell			1			1
Burien		2	2			4
Covington						0
Des Moines	1	0	1			1
Federal Way	2	2	1			3
Issaquah						0
Kenmore						0
Kent		1	2	1		4
Kirkland		1				1
Mercer Island						0
Redmond						0
Renton		2		1		3
Sammamish						0
SeaTac	10	3				3
Shoreline		1				1
Tukwila			1	1		2
Seattle		8	1	1		10
Other KC		2				2
Outside KC		5	1	1		7
Unknown		2				2
<b>TOTAL</b>	<b>16</b>	<b>31</b>	<b>10</b>	<b>6</b>	<b>0</b>	<b>47</b>