



**Human Services Committee
SPECIAL MEETING
July 7, 2026 - 3:30 PM
1 East Main Street
Annex Conference Rm 1
2nd Floor**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Human Services Committee Special Meeting scheduled for Tuesday, July 7, 2026 at 3:30 p.m. will be held in person and virtually.

Virtual Participation Link:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 248 953 040 008

Passcode: AA2Tw5

Dial in by phone

[+1 509-530-1507,,207853047#](#) United States, Spokane

[\(509\) 530-1507,,207853047#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 207 853 047#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

ROLL CALL

PUBLIC COMMENT

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn
Attn: Jody Davison
25 W Main St
Auburn, WA 98001

Please fax written comments to:

Attn: Jody Davison
Fax number: 253-288-3132

Email written comments to: jdavison@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting Human Services Department in person, by phone 253-876-1965, or by email (jdavison@auburnwa.gov).

ACTION ITEMS

- A. The Human Services Committee to set Tier Ranking Criteria for initial review by staff of all Human Services Grant Applications in advance of Committee scoring

SCHEDULE FOR UPCOMING MEETINGS

- A. The next meetings of the Human Services Committee are:
July 14th, 2026 @3:30pm - Special Meeting
July 24th, 2026 @4:00pm - Regular Meeting

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

The Human Services Committee to set Tier Ranking Criteria for initial review by staff of all Human Services Grant Applications in advance of Committee scoring

Meeting Date:

July 7, 2026

Department:

Human Services

Attachments:

Auburn City Specific Information
27-28, 2027-2028 Scoring
Rubric, 2025-2026 Scoring
Rubric, 2027-2028 Funding
Priorities

Budget Impact:**Administrative Recommendation:****Background for Motion:****Background Summary:**

In 2025, City Specific Information was set by the committee for all applications. Staff need updated guidance on the placement of applicants into the 3 established Tier categories. In October 2025, the Human Services Committee established Funding Priorities in the following categories:

(1) Homelessness and Housing Stability, and (2) Basic Needs with Job Training as seen in the City Specific Information that was shared on the ShareOne Application portal.

The Committee also expressed a desire to fund organizations that meet the following needs from the 2025 Needs Assessment (in the following order):

1. Prioritize families with fixed incomes in funding activities
2. Support affordable housing, particularly for low-income seniors
3. Help disabled seniors facing cost to age in place
4. Assist with move-in costs and application fees for those experiencing housing instability
5. Increase funding for clean & sober housing programs
6. Support programs to assist with home improvement costs and permitting fees

This process will provide staff with clear guidance to complete an initial review of all applications. It is the understanding of staff that the Committee can direct staff work on how many Tiers they would like to review once the intal reviews are complete. The Committee can choose to see as many Tier categories as desired.

Councilmember:

Staff:



City of Auburn
Community Services Division
25 W. Main St
Auburn, WA 98001

Jody Davison, Human Services Manager
(253) 263 0252 or jdavison@auburnwa.gov

YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2027 and 2028.

APPROXIMATE FUNDING AVAILABLE

The City of Auburn anticipates allocating \$680,000/year of General Fund dollars for the 2027-2028 funding cycle. These funding amounts are approximate and may change prior to final awards made in the 4th quarter of 2026.

APPLICATION ASSISTANCE

City of Auburn staff is available to help with questions related to the City's process and/or answer questions you may have about the content of the application. Staff will be available at **four sessions** during the application cycle for Technical Assistance related to application content. Drop-in sessions in the first two weeks of the application cycle will be tailored to the City's Priority Areas and special funding sources. Agencies are strongly encouraged to attend the session focused on their program's priority area.

Session Date	Session Topic
Monday, March 9th 2:00 – 4:00pm	Priority Area: Homelessness Interventions and Housing Stability
Monday, March 16th 2:00 – 4:00pm	Priority Area Basic Needs, Job Training and Education
Monday, March 30th 2:00 – 4:00pm	General Application Questions and Support
Monday, April 6th 2:00 – 4:00pm	General Application Questions and Support

All sessions will be held remotely.

To join the meeting from your computer, tablet or smartphone [Join Teams Meeting](#)

[Join the meeting now](#)

Meeting ID: 238 205 963 732 3

Passcode: GZ6iR2mE

You can also dial in using your phone. United States: 509 530 1507 Meeting ID 805 758 159#

Any questions asked during a TA session will be publicly posted, along with staff response, on the [City of Auburn's Human Services webpage](#). If you are unable to attend a scheduled drop in session, you may contact staff directly. Email is preferred. Technical assistance will not be available after **4pm on April 6, 2026**.

Applications must be submitted online via the Share1app website at www.share1app.org.

Late applications will not be accepted.

FUNDING PRIORITIES

The City of Auburn adopted revised funding priorities for the 2027-2028 cycle. Proposed programs must align with one of the funding priorities listed below.

1. Homelessness Interventions and Housing Stability

- a. *Programs that provide housing solutions or supportive services for individuals and families experiencing homelessness. Programs can include rapid re-housing, transitional housing for individuals exiting homelessness, diversion, shelter (including domestic violence shelter), rapid exit from shelter, storage, laundry, hygiene, physical or behavioral health services for individuals experiencing homelessness, outreach, and other interventions serving community members experiencing homelessness.*
- b. *Programs that work to prevent homelessness. These can include eviction prevention and fair housing support, utility assistance, legal assistance, behavioral health services with a housing focus, and other homelessness prevention supports.*

2. Basic Needs and Job Training and Education

- a. *Programs that meet a diverse array of non-housing related basic needs, including food access, youth programming, domestic violence advocacy, physical and behavioral health, childcare resources, immigration supports, legal assistance, etc.*
- b. *Programs that provide education, job training and placement, or apprenticeship opportunities with the aim of increasing economic opportunities for participants.*

MINIMUM FUNDING LEVEL

The City of Auburn has implemented a minimum annual funding level of **\$10,000** for the 2027-2028 cycle. Applications seeking **less than \$10,000** annually will **not** be considered for funding.

APPLICATION REVIEW PROCESS

The City of Auburn's Human Services Committee, a 9-member volunteer board appointed by the Mayor and approved by the City Council, will evaluate and rate the proposals within each priority area on the following criteria, weighted as indicated (see application for questions within each section):

1. Program Description (25%): Illustrates community needs and program capacity
2. Program Impact (35%): Demonstrates ability to measure program success
3. Program Accessibility (30%): Accessible to all eligible program participants
4. Budget (10%): Complete, accurate, and reasonable financial budget

A Tier review system will be used to prioritize applications.

Tier 3 = Incomplete applications

Tier 2 = Applications that provide critical services but do not focus on Auburn Residents but meet the minimum threshold.

Tier 1 = Applications that are complete, meet the minimum funding threshold and focus on auburn Residents.

Funding recommendations will be made based upon the results of these Committee scores, funding availability, and the approval of the Auburn City Council. The Committee reserves the right to recommend awards based on a combination of score, priority area distribution, and diversity of populations served. The award amount for individual programs may differ from the amount requested in the application. The City of Auburn also reserves the right not to award all funds included in this application process.

City of Auburn staff will notify agencies of final allocations following City Council approval, which is expected by late November. Awarded funds will be available January 1, 2027, which is the start of the fiscal and program year.

OTHER REQUIREMENTS TO APPLY FOR FUNDS

In order to be considered for funding, agencies must:

1. Meet one or more of the funding priorities listed above.
2. Have 501(c)(3) status or have a 501(c)(3) fiscal sponsor in place by the time the application period closes.
3. Have nondiscrimination policies in place related to both hiring practices and client services.
Please upload a copy of your agency's current nondiscrimination policy(ies) to Share1App in the "agency uploads" section of your application.
4. Minimum insurance requirements:
 - General liability insurance with a minimum limit of **\$2,000,000** combined single limit per occurrence by bodily injury, personal injury, and property damage, and for those policies with aggregate limits, a **\$2,000,000** aggregate limit, professional liability insurance at the minimum amount of **\$2,000,000** per claim and in the aggregate. ***(If the COI does not meet these thresholds the application will be considered incomplete.)***
5. Be willing and able to accept reimbursement for funds based on service unit completion.
6. Regularly track and submit required reports regarding services and demographics.

2027-2028 Grant Application Scoring Rubric



Agency Name:	Amount Requested:
Program Name:	
Reviewer Name:	Point Total:
Priority Area:	

Review Categories	Notes
Program Description	
Agency proposal addresses an urgent need that is relevant to Auburn (supported by data in application)	
Program services meet the indicated priority area	
Program provides a service that is unique or non-duplicated in the area (i.e. culturally specific, service delivery model, location, etc.)	
Program actively partners with other service providers	
TOTAL ___/25	
Program Impact	
Program is using recognized best or promising practices to deliver services (Housing First, Harm reduction)	
Has clear, positive outcomes resulting from services	
Outcome(s) are valid, achievable, and demonstrable	
Service Units are clear, measurable, and tied to program outcomes	
Program has an active, positive connection to their service population	
TOTAL ___/35	
Program Accessibility	
Program has structural system to meet accessibility needs for Auburn residents (including affordability, location, language, flexible hours, mobility needs, etc.)	
Measures in place which proactively implement accessibility structures resulting in diverse program participants	
Staff, Leadership, and Board BIPOC Representation	
TOTAL ___/10	
Program Budget Detail	
Budget detail complete and consistent across revenue, expenses, and Auburn share	
Performance measures appear reasonable for amount of funds requested	
Cost per service unit appears reasonable based on request	
Program shows financial stability	
TOTAL ___/30	

2027-2028 Grant Application Scoring Rubric



Additional Notes

DRAFT 2025-2026 Grant Application Scoring Rubric

Agency Name:	Amount Requested:
Program Name:	
Reviewer Name:	Point Total:
Priority Area:	

Review Categories	Notes
Program Description	
Agency proposal addresses an urgent need that is relevant to Auburn (supported by data in application)	
Program services meet the indicated priority area	
Program provides a service that is unique or non-duplicated in the area (i.e. culturally specific, service delivery model, location, etc.)	
Program actively partners with other service providers	
TOTAL	
Program Impact	
Program is using recognized best or promising practices to deliver services (Housing First, Harm reduction)	
Has clear, positive outcomes resulting from services	
Outcome(s) are valid, achievable, and demonstrable	
Service Units are clear, measurable, and tied to program outcomes	
Program has an active, positive connection to their service population	
TOTAL	___/35
Program Accessibility	
Program has structural system to meet accessibility needs for Auburn residents (including affordability, location, language, flexible hours, mobility needs, etc.)	
Measures in place which proactively implement accessibility structures resulting in diverse program participants	
Staff, Leadership, and Board BIPOC Representation	
TOTAL	
Program Budget Detail	
Budget detail complete and consistent across revenue, expenses, and Auburn share	
Performance measures appear reasonable for amount of funds requested	
Cost per service unit appears reasonable based on request	
Program shows financial stability	
TOTAL	___/10



Additional Notes

2027-2028 Funding Priorities

	David	Carmen	Sue	Ashley	Heather	Amber	Number	Ranking
Prioritize families with fixed incomes in funding activities	3	1		1	1	1	7	#1
Support affordable housing, particularly low-income seniors	1	3		3	2	2	11	#2
Help disabled seniors facing costs to age in place	4	2		5	3	4	18	#3
Assist with move in costs and application fees for those experiencing housing instability	5	5		2	4	3	19	#4
Increase funding for clean & sober housing programs	2	4		6	5	5	22	#5
Support program to assist with home improvement costs and permitting fees.	6	6		4	6	6	28	#6

2027-2028 Funding Areas

Homelessness and Housing Stability

Basic Needs & Job Training