Organization
City of Bothell

Project Title
Human Services Needs Assessment

Organizational Background
The City of Bothell is a medium-sized city with a population of approximately 46,000 people. Additionally, the City has a daytime workforce population of approximately 25,000 people who work primarily in life sciences. Bothell is home to the award-winning Northshore School District, Cascadia Community College, and the University of Washington Bothell, and 30% of Bothell’s residents hold a Bachelor’s Degree.

Politically, Bothell straddles the King/Snohomish County line, and has roughly the same amount of citizens living in each county.

The City of Bothell has about 330 full-time employees (FTEs) and is a full service city with a Council-Manager form of government. This means that all Departments have limited staff, as it is a very lean organization. The human services work described in this proposal does falls under the responsibility of the Executive Office, which has 9 FTEs. The staff member working on the program spends a limited amount of time on it due to other workload demands and needs assistance to get this project completed. This project will be guided by the Assistant City Manager and the Administrative Coordinator.

Project Description
The City funds human service organizations to provide services to our residents in need. The City is trying to determine if the funded organizations align with the needs of our citizens. We are asking for the student consultants to research and develop a Human Services needs assessment for our citizens.

Travel Required?
No
**Deliverables**

The City’s desired deliverable is a Needs Assessment report that assesses the historical need for various human services by Bothell residents (based on zip codes). This will cover the areas traditionally funded by the City’s Human Services grant programs as well as areas identified by the team as a potential need.

This report should be understandable by the public and include charts/graphs or images as needed to create a dynamic, well-written report.

**Key Tasks for Consultants**

Research and draft report section on the current population, economic, and infrastructure changes in Bothell and the surrounding region to create a basis for the human services challenges faced by residents. This is largely an historical data and trends analysis.

The consultant team will be provided with a list of human services categories to research historical demographic and outcome data from local non-profit organizations. The team may also review and suggest other human services areas that come from the gap analysis for additional research.

The consultant team will reach out to area non-profits to learn about the demographics of their clients, what types of services are most frequently used, and any knowledge of potential gaps in services for the Bothell community.

The team will also reach out to nearby local governments for programs funded through their Human Services grant program and/or identified needs in their communities.

The team will make recommendations in the report on areas that the Human Services Grant program should continue to fund or what areas are underfunded.

Present results to City staff and Council, as needed.