



CITY OF  
**TUMWATER**

**BUDGET & FINANCE COMMITTEE  
MEETING AGENDA**

**Online via Zoom and In Person at  
Tumwater City Hall, Council Conference  
Room, 555 Israel Rd. SW, Tumwater, WA  
98501**

**Monday, October 23, 2023  
10:00 AM**

1. Call to Order
2. Roll Call
- [3.](#) Approval of Minutes: Budget & Finance Committee, October 19, 2022
- [4.](#) 2024 Community Human Services Program Funding (Brad Medrud)
- [5.](#) Budget Amendment No. 1 (Troy Niemeyer)
6. Additional Items
7. Adjourn

**Meeting Information**

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**

<https://us02web.zoom.us/j/82349120757?pwd=RUJHdUxYOVBLYVpRN1UzdUZ6NHVTdz09>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 823 4912 0757 and Passcode 860777.

**Public Comment**

The public may submit comments by sending an email to [council@ci.tumwater.wa.us](mailto:council@ci.tumwater.wa.us), no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

**Post Meeting**

Audio of the meeting will be recorded and later available by request, please email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us)

**Accommodations**

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contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us).

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 1**

**CONVENE:** 1:30 p.m.

**PRESENT:** Mayor Debbie Sullivan and Councilmembers Michael Althausen, Leatta Dahlhoff, and Eileen Swarthout.

Staff: City Administrator John Doan, Finance Director Troy Niemeyer, Police Commander Jay Mason, and Hanna Miles, Executive Assistant/Deputy City Clerk.

**APPROVAL OF  
 MINUTES: BUDGET  
 & FINANCE  
 COMMITTEE,  
 OCTOBER 25, 2021,  
 NOVEMBER 23, 2021  
 & FEBRUARY 15,  
 2022:**

**MOTION:** Councilmember Dahlhoff moved, seconded by Councilmember Swarthout, to approve the minutes of October 25, 2021, November 23, 2021, and February 15, 2022 as published. A voice vote approved the motion.

**2023 COMMUNITY  
 HUMAN SERVICES  
 PROGRAM  
 FUNDING:**

Executive Assistant Miles reported the Community Human Services Program 2023 budget is \$15,000. The City received funding applications from six applicants totaling \$28,500. The applicant, Family Education and Support Services, notified the City of its intent to withdraw its application as the organization secured funding from another source. However, the applicant plans to provide an update on the activities of the organization.

**GARDEN RAISED  
 BOUNTY – GRUB:**

Clare Follmann, Grants Coordinator, presented the funding request to support the GRuB Garden Project. Garden Raised Bounty or GRuB is a 501(c) (3) non-profit organization. GRuB works at the intersection of food, education, and health systems to grow healthy food, people, and communities. GRuB began in 1993 with the creation of the Kitchen Garden Project providing gardens to low-income households. The Kitchen Garden project evolved into the GRuB Garden Project serving low-income and food insecure individuals and families by providing custom-made home gardens to recipients and ongoing support to ensure successful gardening over the long term. Gardens provide an abundance of benefits extending beyond food grown in the gardens. Since 1993, the GRuB Garden Project has built nearly 3,200 gardens for low-income households. Funds from the City of Tumwater this year supported staff efforts to review garden applications, work with applicants on custom garden builds, coordinate garden builds, and provide classes, training, and

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 2**

workshops on gardening. Six custom gardens were completed in Tumwater offering garden recipients vegetable starts, seeds, soil, and tools. Staff connects with all gardeners on a regular basis following the garden build to help address any concerns and answer questions. Staff also conducts evaluations following the end of the growing season to measure success. Over the course of the 2022 garden build season beginning in April through June, staff and military veterans built 45 gardens for low-income households throughout the region. The GRuB Garden Project also helps to support a variety of community gardens. GRuB hosted many workshops and classes teaching gardening tips for gardening success.

Beau Gromley, a military veteran and GRuB employee/volunteer, spoke to the healing benefits of the GRuB Garden Project as it literally saved his life. He shared information on a Tumwater community member's successful garden.

*Mayor and Chair Sullivan joined the meeting at 1:37 p.m.*

Councilmember Swarthout questioned the potential outcome of garden projects should the organization not receive full funding. Ms. Follmann said the organization continually seeks other sources for funding garden projects. Each year, GRuB applies to over 20 different grant sources. It is likely GRuB would continue the GRuB Garden Project if the City of Tumwater did not provide funds; however, the number of gardens could be reduced in Tumwater.

**DISPUTE  
RESOLUTION  
CENTER OF  
THURSTON  
COUNTY:**

Elizabeth Drake, Facilitation and Grants Contract Manager, introduced Jody Suhrbier, Executive Director. Ms. Drake reported the organization offers conflict prevention services to include large group facilitation and training, conflict resolution through the resource line offering reconciliation, negotiations, and referral for mediation services, and other special services, such as youth services and restorative justice dialogues. In 2021, the Dispute Resolution Center (DRC) served 6,500 people in Thurston County and south Mason County through mediation, conflict coaching, and information and referral. Most of the calls were received by the resource line. DRC served approximately 700 eviction resolution cases affecting 1,600 people in Thurston County. DRC services help save local courts and taxpayers from more expensive costs as people through the court system. The DRC hosts a community of 160 volunteers to include 100 certified mediators who donated 7,000 hours of service last year. The conflict resource line is available to the public from 9 a.m. to 4 p.m. each weekday. Conciliators are able to coach people through a conflict at no cost to the parties. DRC services are offered on a sliding scale based on the ability to pay. Mediation occurs when a conflict has not been resolved. DRC operates from a diversified source of funds from



**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 3**

grants and contracts, donations from individuals and organizations, state and county court funding, and fees from services. DRC is currently conducting a capacity building campaign to improve and enhance equity and access to services. Ms. Drake invited questions.

Councilmember Dahlhoff conveyed her support of DRC having utilized the services herself.

Councilmember Swarthout asked whether DRC would be impacted if the City was unable to fund the entire request. Ms. Drake advised that DRC receives funding from other sources that include the City of Lacey, Thurston County, as well as the City of Tumwater. DRC would be able to move forward as the organization has strived to diversify its source of funds through the capacity building initiative to avoid those issues in the future.

**BIG BROTHERS BIG  
 SISTERS OF  
 SOUTHWEST  
 WASHINGTON:**

Jeff Engle, Executive Director, reported last year, the organization experienced some issues and was unable to submit its application before the City's deadline.

Mr. Engle shared a slide presentation and explained how Big Brothers Big Sisters of Southwest Washington is a mentoring organization serving one youth at a time by creating and supporting one-to-one mentoring relationships that ignite the power and promise of youth. The vision of the organization is to ensure all youth achieve their full potential. As a Big Brother for over 12 years, Mr. Engle described his experience with the program. He currently mentors a 10-year old boy. The organization offers a variety of programs to include a site-based program operated from the Tumwater Boys and Girls Club. High school mentors (Bigs) meet with Littles at the club. The program will be offered at Peter G. Schmidt Elementary School for site-based mentoring. Participants meet for approximately one hour each week to engage in different activities. The community-based program enables mentors and Littles to meet and access community activities or visit sites. A STEAM lab is also available at the Tumwater Boys and Girls Club offering educational activities to Bigs and Littles. A new program is the career exploration mentoring program. The program was offered last year with TS Architects. TS Architects provided the mentors. This year, the program is working with Naked Prosthetics. The company develops prosthetics for different body parts through 3D printing. The organization is working with Tumwater High School to recruit students for the program. Participants meet monthly for approximately 90 minutes exploring all facets of the business. The program provides industry mentors. Three of the youths participating in the program last year expressed an interest in pursuing an architecture career and three of the mentors in the program continued to serve as mentors in the community-based program. Tumwater's

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 4**

community-based program goal this year is to achieve six matches serving six youths in the Tumwater area. The site-based program works with the Tumwater Youth Coalition with 10 youths participating. The coalition connects with other students to increase diversity and community to prevent youth substance abuse. Together, the programs are anticipated to serve 25 or more Tumwater youths. The funding request of \$5,000 would fund 10 site-based matches for the 2022-2023 school year. The funds are used to complete background checks, train mentors, complete match paperwork, and meet with Bigs, Littles, and their parents once a month to ensure the match is a safe and constructive match. He invited questions from the committee.

Councilmember Dahlhoff said she has been a fan of the mentoring programs. She spoke to the importance of youths having access to the programs as the programs provide a positive pathway for youth. She asked about recruitment efforts expanding to include first responders, trades, or even personnel at the LOTT Clean Water Alliance to expand the demographics of Bigs. Mr. Engle explained that first responders have served as Bigs in the past but because of time constraints of many first responders, the organization has expanded efforts with businesses. The career exploration program resulted in 10 staff members from TS Architects serving as mentors. The organization is working closely with the business community to recruit adult mentors. Males are the most difficult mentors to recruit.

Councilmember Swarthout asked whether the organization would be impacted should the City not fully fund the request. Mr. Engle said the organization would continue to provide programs as the organization is growing and expanding programs in Tumwater. Four new staff members recently joined the organization following the pandemic. Funds would assist in funding personnel because resources are necessary to build and expand mentoring programs to ensure youths are safe and the matches are appropriate and beneficial to participants.

**FAMILY**  
**EDUCATION AND**  
**SUPPORT**  
**SERVICES:**

Shelly Willis, Executive Director, reported the organization withdrew its funding application after receiving notification from the Health Care Authority of more funding than anticipated. Since moving to Tumwater over five years ago, the organization doubled its service population from 7,500 people to over 16,000 people each year. Future activities include a two-day virtual Strengthening Families Conference on November 3-4, 2022 for families. A sliding fee for registration includes a no-fee option. It is important for any adult who influences youth to attend the conference. Free suicide prevention classes are offered twice each month in partnership with Choice Regional Health Network. Monthly COVID vaccinations will be offered in addition to flu vaccinations on October 29, 2022 at the Heritage Distilling Company in Tumwater. A health and

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 5**

resource fair will be featured to provide health information for families. The organization offers a free parental compass, a podcast offered each month with experts from around the world. The podcast is rated in the top five in Holland. The organization has submitted a legislative funding request of \$2.2 million to assist the organization in remaining at its current location in Tumwater. The regional resource facility has become a hub for many families. The organization is co-located with many other state and local partners.

Councilmember Dahlhoff advised that she is a member of the Board of Director for Family Education and Support Services.

Councilmember Althausen noted that although the legislative funding request is beyond the scope of the application for funding, he questioned the outcome if the Legislature does not approve the capital request of \$2.2 million for facilities. Ms. Willis said should that scenario occur, the organization would strive to secure funding through other resources. The location in Tumwater is important as it provides quick and easy access to other resources for families. To remain at the current location, the organization is required to pay for a 10-year lease. Eventually, the organization plans to pursue a capital campaign to build a facility; however, the legislative request would not cover the cost of a new facility. It is important for the organization be located in close proximity to the Department of Social and Health Service. Tumwater is an ideal location for accessing other communities.

**SAFEPLACE:**

Esmeralda Triplett, Program Director introduced Diane Barbee, Development Director.

Ms. Triplett reported SafePlace is a non-profit organization working with survivors of domestic violence and sexual assault. SafePlace has been in existence for more than 40 years and offers several programs, such as the domestic violence shelter for anyone who is actively fleeing domestic violence. SafePlace employs a screening process. Stays are limited to 60 days with more time possible depending upon the needs of the survivor. The shelter hosts individuals as well as families of all genders. The organization's 24-hour hospital response program assists sexual assault victims at the hospital. SafePlace also offers a program for any incarcerated survivors who are receiving an exam at the hospital. Another program is the domestic violence non-fatal strangulation response to the hospital for any person who was strangled in a domestic violence situation and who wants an exam. SafePlace offers a 24-hour helpline of confidential services for crisis intervention, safety planning, enrollment in the housing program, legal assistance, and referral to support groups.

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 6**

SafePlace community services include the housing program offering relocation services for survivors who want to leave the county. Often it may involve placing survivors in hotels for a specific time until they can relocate from the county. Other programs include rapid rehousing and domestic violence and sexual assault support groups at confidential locations with childcare provided for the survivors when required, drop-in services to help those with resources, crisis intervention, safety planning, and grocery and gas assistance. During August 2022, the drop-in service served 90 individuals. SafePlace offers referral services to different therapy services. Outreach within the prevention program includes visiting schools in Thurston County and offering healthy relationship workshops tailored to different age groups.

Previous funding from the City of Tumwater provided service to 15 clients within the housing program for relocation, hotels, and application fees. Recently, funding was received from the state's right-of-way relocation program to outreach homeless encampments in Thurston County. Some survivors from the encampments received hotel accommodations to assist in securing permanent housing. Another program benefitting from Tumwater funds is the legal program enabling more outreach to the Tumwater community. The Tumwater Police Department outreached to SafePlace several times when interactions occurred with survivors of domestic violence to assist survivors in obtaining resources or referral to the legal advocate program. SafePlace also provides training to crisis response units on how to work within a trauma-informed way when approaching a survivor. Funding from Tumwater would assist SafePlace in providing hotel services and other resources.

Councilmember Dahlhoff thanked Ms. Triplett and staff for their efforts to support survivors. She asked whether SafePlace has connected with Homes First for potential rehousing of survivors. Ms. Triplett advised that staff has met with representatives from Homes First. The homes staff toured did not meet the needs of survivors.

**FAMILY SUPPORT  
 CENTER OF SOUTH  
 SOUND:**

Maija Glasier-Lawson, Development Director, reported the Family Support Center of South Sound offers five programs serving the needs of families and survivors of family violence in Thurston County. The funding proposal is for the Family Resource Services Program (FRS), which serves as the oldest and core program of the organization. The FRS program is an eviction prevention program designed for any family that is not homeless but encountering struggles to remain housed. The program serves many needs and over the last several years has focused on eviction prevention. Each year, the FRS program serves approximately 350 households. An average household includes parents and a child. Approximately 10% of participants are from Tumwater.

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 7**

Over the last several years of the pandemic, it has been difficult for many in the community because of sharp increases in rental rates, cost of living increases, and housing costs 9% higher than in other areas. Beginning in 2021, the rent for a two-bedroom apartment increased from \$1288 to \$1585 representing nearly a 23% increase. Wages are keeping pace with the cost of housing creating a disconnect between average wage and rental costs. Consequently, more families are not able to pay their rent.

A recent study reflects that between 2016 and 2020, nearly 31.8% of Tumwater households were paying more than 30% of their income for housing costs. Approximately 14% of Tumwater households were paying nearly 50% of their income for housing. The FRS is designed to help any family struggling to pay rent or to assist in budgeting to help them overcome a crisis. The current housing vacancy rate in Thurston County is .5% limiting options for families to seek lower housing costs and causing more evictions. The FRS supports families through problem solving to the extent possible, as well as providing funding support to prevent eviction. The organization receives pass-through funding from other community organizations. The FRS program receives approximately 25 calls or email each day for assistance.

The organization recently received eviction prevention funding from Thurston County to enable the hiring of an additional FRS navigator. Tumwater funding would help support staffing costs for the FRS program and an existing navigator.

Ms. Glasier-Lawson reported the center recently reopened on September 7, 2022 offering a childcare center and a new affordable development currently in construction. She invited members to tour the facility.

Councilmember Dahlhoff reported she serves on the Board of the Directors for the Family Support Center of South Sound and will abstain from the discussion and voting.

Councilmember Swarthout asked whether the organization would be impacted if it did not receive full funding. Ms. Glasier-Lawson advised that the organization is adaptable if funding was not available. Funding would be utilized from another program with efforts focused on filling the funding gap.

**COMMITTEE**  
**DISCUSSION:**

City Administrator Doan displayed a spreadsheet of the funding requests by each organization. The budget is \$15,000 with funding requests exceeding the budget by \$8,500.

**TUMWATER BUDGET & FINANCE COMMITTEE  
MINUTES OF VIRTUAL MEETING  
October 19, 2022 Page 8**

The committee discussed the possibility of increasing the budget for the program for future funding rounds. Executive Assistant Miles described the administrative process organizations must satisfy to receive the funds.

Committee members shared their respective recommendations for the allocation of funds and agreed to forward the following funding recommendation to the City Council:

- Garden Raised Bounty – GRuB - \$2,500
- Dispute Resolution Center of Thurston County - \$2,500
- Big Brothers Big Sisters of Southwest Washington - \$3,000
- SafePlace - \$4,000
- Family Support Center of South Sound - \$3,000

**MOTION:**

**Chair Sullivan moved, seconded by Councilmember Swarthout, to recommend the City Council approve the following Community Human Service Program funding allocations:**

- **Garden Raised Bounty – GRuB - \$2,500**
- **Dispute Resolution Center of Thurston County - \$2,500**
- **Big Brothers Big Sisters of Southwest Washington - \$3,000**
- **SafePlace - \$4,000**
- **Family Support Center of South Sound - \$3,000**

**A voice vote approved the motion. Councilmember Dahlhoff abstained from voting on the funding allocation for the Family Support Center of South Sound.**

**2021-2022 BUDGET  
3RD AMENDMENT:**

Director Niemeyer reported the proposed budget amendment is the final amendment for the current biennium budget adopted in December 2020. The budget was developed during the pandemic when the City reduced staffing because of uncertainties surrounding tax revenues and the economy during the pandemic. Staff conducted an analysis of budgeted 2021-2022 revenues and expenditures and identified an increase in revenues beyond expectations, which resulted in the first budget amendment restoring some City positions and providing a COLA increase for City employees. Sales continued to outpace forecasts and the City continued to experience record levels of new construction. Additionally, the City received federal CARES funding assisting the City during 2020 and 2021. The prior budget amendment last year afforded the opportunity for the City to fill additional positions, complete additional projects, and provide police reform training. The City subsequently received federal ARPA funds.

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 9**

In 2022, the City continues to experience strong new construction and sales tax enabling an overall good financial standing than previously anticipated during the pandemic. Additionally, many of the departments have reduced expenses, as some of the vacant positions have been difficult to fill because of the current labor market. The City continues to deal with supply chain issues and competing with the high demand for contractors.

The proposed amendment is less than \$1 million and serves as a self-correcting amendment based on approved actions by the City. Amendment 3 includes:

- Total all funds: \$973,343; Total General Fund: \$533,282
- Police Compensation - \$325,101 – Labor negotiations resulted in higher payroll and benefit costs
- Water Resources Manager - \$140,279
- Add Department Assistant II; Engineer II & Engineer III - \$208,859
- Add Community Engagement Specialist - \$60,630
- Add Recreation Coordinator from Metropolitan Park District - \$51,223
- Capitol Lake-Deschutes Estuary Long-Term Management - \$13,220

Staff recommends forwarding a recommendation to the City Council to approve the amendment and schedule a public hearing at the November 15, 2022 Council meeting.

Councilmember Althauser questioned how the increased in the general fund would be funded. Director Niemeyer said the amount would be covered from fund balance and sales tax revenue exceeding the forecast. A majority of the increase is attributed to the police compensation contract.

Councilmember Althauser asked whether the amendment affects the ending fund balance for the next biennium budget. Director Niemeyer replied that the draft budget for the next biennium has factored the proposed budget amendment. For example, police compensation was included in the forecasted 2022 ending fund balance.

**MOTION:**

**Councilmember Dahlhoff moved, seconded by Councilmember Swarthout, to approve budget amendment #3 as a committee and move it to a public hearing on November 15, 2022 at the Council meeting. A voice vote approved the motion unanimously.**

**TUMWATER BUDGET & FINANCE COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**October 19, 2022 Page 10**

**OTHER BUSINESS:** Director Niemeyer referred to the Equipment, Rental, & Replacement (ER&R) fund established in the 1980s to collect payments on equipment and vehicles to provide funds for replacement equipment and vehicles. Currently, the fund includes computers and peripherals. As costs for computers, servers, and laptops comprise a major component of the fund, staff proposes separating those costs from the ER&R for easier management, tracking, and budgeting and creating a new fund designated as ER&R Information Technology.

Director Niemeyer referred to the Law Enforcement Records Management Systems (LERMS), a system for police records. The City collaborates with the cities of Lacey, Olympia, Tenino, and Yelm through a contract with Thurston County. The City of Olympia is the designated lead organization for operation and management of the system. Because of the loss of staff resources, the City of Olympia no longer has the capability to operate the system. The City's Police Department includes staff with the ability and expertise to operate the system. The Police Department has agreed to assume the responsibility to manage the system beginning in 2023. The City proposes including funding for system operation in a separate fund to void co-mingling with City funds. Staff proposes placing the request on the Council's December 6, 2022 consent calendar.

Councilmember Dahlhoff asked whether T-COMM 911 plays any role in the system, as there have been some discussions and concerns about public safety communications using different databases. Police Commander Mason explained that in a perfect world, the systems would be combined with 911 dispatch; however, a new records management system currently in the bidding process includes the addition of the Thurston County Sheriff's Office. The current version of LERMS does not include Thurston County Sheriff's Office, which is why dispatch was not included. T-COMM 911 houses hardware for the system, has some backbone support, and can access parts of the system. At this time T-COMM does not have a direct influence over police records. LERMS 2.0 would include Thurston County Sheriff's Office.

**MOTION:** Chair Sullivan moved, seconded by Councilmember Dahlhoff, to recommend placement of both funding resolutions (ER&R Information Technology & LERMS) on the December 6, 2022 City Council consent calendar for consideration. A voice vote approved the motion unanimously.

**ADJOURNMENT:** Councilmember Dahlhoff moved, seconded by Councilmember Swarthout, to adjourn the meeting at 2:53 p.m.



TO: Budget & Finance Committee  
FROM: Brad Medrud, Planning Manager  
DATE: October 23, 2023  
SUBJECT: 2024 Community Human Services Program Funding

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1) Recommended Action:

Make a recommendation to Council for 2024 human services funding through the Community Human Services Program (CHSP) to be included in the City's budget.

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2) Background:

The Community Human Services Program was established to reserve a portion of funds for local organizations that provide human services to Tumwater residents but may not qualify as a regional priority. The same organization can apply through both the local and regional process, but Tumwater requests that the organization apply to support a different program.

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3) Policy Support:

Vision | Mission | Beliefs

- Opportunity | We seize opportunities to improve our community's social, environmental, and economic well-being. We endeavor to realize positive opportunities in adverse situations and periods of change.

Strategic Priorities and Goals 2021 – 2026

- Build a Community Recognized for Quality, Compassion, and Humanity
  - Provide and Sustain Quality Public Safety Services
- 

4) Alternatives:

Some other course of action.

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5) Fiscal Notes:

Nine applicants have requested a total of \$38,500. For 2024, the City of Tumwater has set aside \$15,000.00 for the local Community Human Services Program.

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6) Attachments:

- A. Community Human Services Applicant Presentation Schedule
- B. 2024 CHSP Summary Sheet
- C. 2020-2023 CHSP Funding History and 2024 Funding Requests
- D. 2024 CHSP Applications

# MEMORANDUM

Community Human Services Program

Applicant Presentation Schedule

October 23, 2023



10:05 a.m.	Rebuilding Together Thurston County – Rebekah Graham
10:15 a.m.	Dispute Resolution Center of Thurston County – Elizabeth Drake
10:25 a.m.	ASHHO Cultural & Job Training Center – Khurshida Begum & Erin Jones
10:35 a.m.	Tumwater Education Foundation – Justine Capra
10:45 a.m.	Medical Equipment Bank dba Thurston County Council Aging, Inc. – Steve Robinson
10:55 a.m.	SafePlace – Ryan Cole & Wendy Martinez
11:05 a.m.	Garden Raised Bounty – Clare Follmann & Jennah Kemp
11:15 a.m.	Family Support Center of South Sound – Maija Glasier Lawson
11:25 a.m.	Big Brothers Big Sisters of Southwest Washington – Moriah Candler
11:35 a.m.	Committee Discussion

EXECUTIVE DEPARTMENT

### 2024 Community Human Services Program (CHSP) Summary Sheet

APPLICANT	USE OF FUNDS	REQUEST
ASHHO Cultural & Job Training Center 5757 Littlerock Rd SW #4 Tumwater, WA 98512	<p>Funds from the City of Tumwater will support ASHHO Cultural &amp; Job Training Center's new event, Cultural Community Resource Days. Every other month beginning Saturday, September 23, ASHHO will host a fair from 11 a.m. to 3 p.m. that highlights the resources available to people in the community. From mental and physical health to family and youth support to education to businesses owned by members of the minority community (hairdressers, food, clothing, books, services, etc.) and more. The fair is free, and all ages are welcome. They will sell delicious soul food meals in their Runia's Soul Cafe.</p> <p>Grant funds will supplement the per event registration fee for nonprofits (\$50) and businesses and large nonprofit organizations (\$150) that are unable to pay, as well as optional table rental fees (\$10 for table, \$5 for tablecloth). They will also use grant funds to cover staffing and facility costs, speakers, supplies, and marketing.</p>	\$5,000
Big Brothers Big Sisters of Southwest Washington 2424 Heritage Ct. SW #302 Olympia, WA 98502	<p>Funds from a City of Tumwater grant would be used to expand the Big Brothers Big Sisters of Southwest Washington's Site-Based mentoring program into Tumwater school districts, where both middle and high school youth would benefit from one-to-one mentorship.</p> <p>The two major types of match meetups they focus on are Site-Based and Community-Based. Big Brothers Big Sisters of Southwest Washington's Site-Based program has Bigs and Littles meeting at a local community center or virtually, typically one hour a week after school. This allows matches to build a friendship within a structured setting with professional staff support nearby. Activities follow a curriculum focusing on STEAM activities, diversity, career exploration, social-emotional skill building, and healthy relationship development.</p> <p>If the grant request is received, they would put the money towards staff salaries, specifically a Match Support Specialist, which would allow us to increase the amount of matches between underserved youth and trained adult mentors. At a cost of \$400-500 per match, general operating funds would be instrumental in helping them to reach their goal of establishing ten new Site-Based matches in the Tumwater School District by the end of the funding cycle in 2024.</p>	\$5,000
Dispute Resolution Center of Thurston County P.O. Box 6184 Olympia, WA 98507	<p>Neighbor-to-neighbor disputes, homeowner association disputes, personal property disputes, and others can often be resolved with a call to the DRC. Funds from the City of Tumwater contribute to their Conflict Resolution Resource Line. The Resource Line is a no-cost service for people who can call in to speak with trained conciliators who provide conflict coaching, information, referrals, and arrange face-to-face mediations.</p>	\$4,000

APPLICANT	USE OF FUNDS	REQUEST
<p>Family Support Center of South Sound 3545 7th Ave SW, Suite 200 Olympia, WA 98502</p>	<p>Since the organization started in 1992, FSC has worked to ensure families with children, and more recently survivors of violence, can come to one location to have as many of their needs met as possible. A strong emphasis has been placed on households experiencing homelessness or fleeing violence, as well as those who are experiencing housing instability, often just one rent payment away from entering the homeless system.</p> <p>The Family Resource Services Program, the organization's oldest program, supports ANY family with any kind of need, regardless of income, barriers, household size, etc. Most often, families are seeking support from this program to address a housing related crisis... past due rent, late utility payments, basic need items, transportation assistance to gain or maintain employment, housing search assistance, application fee payment, etc.</p> <p>Staff within this program, Family Resource Service Navigators, work alongside families to understand their strengths, what community resources they may be eligible for, and when available, directly distribute financial assistance to address the need of the family. The program has distributed Thurston County's Housing Basic Needs funds for the last 5+ years, including one-time rental assistance to help a family gain or maintain housing, application and other housing related fees (nonrefundable admin fees, pet fees, etc.), as well as utility assistance for critical utilities (water, sewer, garbage, electricity, heat, phone). The funds have allowed staff to immediately address an issue--- keep on a family's electricity, stop an eviction from going forward, or provide a deposit for family who just needs a little help.</p> <p>Additionally, EPRA funds are available for eligible families who are facing eviction. So far, the FRS program has utilized EPRA funds to prevent 85 evictions and provided support and resources to 35 more. In 2022, with the City of Tumwater's support, the Family Resource Services Program served 1,102 parents and children (350+ households) with individualized support including homeless prevention and problem solving conversations, housing search and connection, employment support, assistance applying for mainstream benefits, gas cards, advocacy, resource and referral information, childcare access, parent education, domestic violence advocacy, child engagement activities, and supportive services to assist in quickly stabilizing their housing situation. Utilizing motivational interviewing techniques, staff work with families to identify their strengths and social connections, using those as a foundation to find greater housing stability.</p> <p>Staff provide weekly available rental unit lists which includes prices, restrictions, fees, application link, and potential reasons people may not be approved for housing drastically decreasing the time families have to spend searching for an appropriate unit. As noted in the 'US Housing Insecurity and the Health</p>	<p>\$4,000</p>

APPLICANT	USE OF FUNDS	REQUEST
	<p>of Very Young Children’ report in the Children’s Healthwatch Journal, “Housing insecurity is associated with poor health, lower weight, and developmental risk among young children.”, and, “In older children and adolescents, a history of multiple moves has been associated with mental health concerns, substance abuse, increased behavior problems, poor school performance, and increased risk of teen pregnancy”. It is critical that families experiencing housing instability receive case management support to stabilize their situation, such as diversion and problem-solving conversations, accessing one-time rental assistance or funding to help with a deposit, or securing funds to relocate closer to family and greater social connections. It is cheaper, easier, and more efficient to prevent someone from becoming homeless than it is to help them once they have become homeless, and is less traumatic for the entire family.</p> <p>On average, 25 households per day reach out to FSC seeking the services offered by the Family Resource Services program (via phone, social media, email, and walk-in). To increase program efficiency, Pear Blossom Place staff are tasked with helping the FRS Navigators screen and log the overwhelming number of calls this program receives each week. This decreases the amount of time the FRS Navigator spends wading through voicemails and increases the amount of time each Navigator spends working directly with clients.</p> <p>FSC believes in meeting the client where they are and all staff, including the Family Resource Service Navigator, are mobile and well versed in helping clients virtually or over the phone, ensuring that clients across the County will receive services even if they are unable to get to the office. This FRS Navigator participates in community meetings, and regularly partners with providers in Tumwater including DCYF, Together’s Community Schools Program, Family Education &amp; Support Services PCAP program, and more. FSC is connected to multiple organizations and groups throughout the County all of which are accessed through this program. It is the FRS Navigator’s knowledge of available resources and ability to tap into them that so often allows families to overcome their current crisis. By working hand in hand with families, helping them realize the resources and strengths of their own family unit, providing concrete supports, and advocating for them and offering support every step along the path to achieving their goals, FSC can increase family resilience for current and future generations.</p>	
<p>Garden-Raised Bounty 2016 Elliott Ave NW Olympia, WA 98502</p>	<p>FOOD INSECURITY</p> <p>According to a study conducted in 2020 by Washington State University, up to a third of Washington residents are now food insecure, due in large part to the pandemic. In Thurston County (Feeding America, 2019), 30,360 people are food insecure, and 37% are not eligible to receive SNAP benefits. With COVID-19, this number has significantly increased. Individuals and families continue to face</p>	<p>\$4,000</p>

APPLICANT	USE OF FUNDS	REQUEST
	<p>unprecedented challenges because of the coronavirus. People have lost their jobs, are facing housing and food insecurity, and are disconnected from their communities. Isolation, disruption of daily routines, and depletion of adequate food and housing can have profound impacts on mental and physical health.</p> <p>GRuB gardens go beyond bringing one meal, the gift of gardens brings hundreds of meals and skills that increase resiliency and provide access to food in people's own backyard/patio.</p> <p>Through GGP, they can provide the support needed for low-income and food insecure households to grow their own nutritious food, right at their own home! Families who receive GRuB gardens report saving money on groceries (each garden can grow over \$500 worth of food in one season), eating more nutritious fruits and vegetables because they are readily available, and trying new varieties (thanks to the free seeds).</p> <p>Strategies:</p> <ol style="list-style-type: none"> <li>1 – Offer a variety of backyard garden solutions, ranging from single-frame raised beds, stacked raised beds, and container gardens, to support the unique needs of low-income and food-insecure people with space constraints and/or physical limitations.</li> <li>2 – Provide new and alumni gardeners with 15 packets of seeds, 12 starts, cover crops, and access to at least six seasonal workshops and opportunities to learn how to grow, prepare, and preserve vegetables.</li> <li>3 - Partner with and support organizations, community members, and alumni gardeners to develop and deliver garden building projects with neighbors. The GGP will provide building materials, staff support, access to their workshop series, plus seeds, starts, and cover crops.</li> <li>4 - Organize the building and establishing of community garden spaces.</li> </ol> <p>Project Timeline:</p> <p>While their timeline varies from year to year due to turnaround and changes in funding and focus, the below timeline gives a good idea of their general protocol to bring home gardens to low-income families!</p> <ul style="list-style-type: none"> <li>• September - December <ul style="list-style-type: none"> <li>○ In fall and early winter, they review evaluations from their gardeners and begin planning how to incorporate the feedback from gardeners into their overall program structure,</li> </ul> </li> </ul>	

APPLICANT	USE OF FUNDS	REQUEST
	<p>adjusting to ensure they are meeting the needs of their community to the best that they are able!</p> <ul style="list-style-type: none"> <li>• December - February <ul style="list-style-type: none"> <li>○ During this time, they invite interested low-income families and individuals to fill out their GGP application form. After going through each application and projecting availability of funds for the garden build season, they create a schedule of up to two garden-builds per day, up to three days a week. Volunteers, staff, and their Lead Garden Builder work together to build custom home and community gardens with and for low-income applicants.</li> </ul> </li> <li>• March/April - June <ul style="list-style-type: none"> <li>○ Come spring, they build home gardens with and for low-income applicants! Funding dependent, they are known to build anywhere between 30 - over 100 gardens! Currently, they are also offering their SNAP-Ed gardening, cooking, nutrition, food preservation &amp; leadership weekly online workshops!</li> </ul> </li> <li>• July - August <ul style="list-style-type: none"> <li>○ They conduct surveys, site visits, and collect feedback from evaluations to begin reviewing in the fall and early winter!</li> </ul> </li> </ul>	
<p>Medical Equipment Bank  Dba: Thurston County Council  on Aging  3537 Martin Way E  Olympia, WA 98503</p>	<p>Because of cost, the Medical Equipment Bank is not currently able to provide batteries for motorized wheelchairs and scooters. This grant is specifically for that purpose. \$2,500 would supply about six to eight batteries.</p>	<p>\$2,500</p>

APPLICANT	USE OF FUNDS	REQUEST
<p>Rebuilding Together Thurston County 809 Legion Way SE, Suite 306 Olympia, WA 98501</p>	<p>City of Tumwater funds would be used to work on one of their 50 proposed critical repair projects for 2024. This specific project is for a homeowner in Tumwater. Stephanie (54) and her mother (77) live in a doublewide manufactured home located in a park in Tumwater. They purchased the home in 2012. Stephanie and her mother are both living with disabilities. Their combined income is just under \$27,000 per year. City of Tumwater funds would be spent on Stage 1 repairs at their home. Their project coordinator inspected their home and has deemed these repairs the most critical for them to live there safely.</p> <p>Stage 1 (most critical safety need) - Total estimate \$4000</p> <ul style="list-style-type: none"> <li>• Wheelchair ramp</li> <li>• Bathtub modified to a walk in (Miracle Method), grab bars.</li> <li>• Plumbing repaired, bathroom floor replaced due to water damage, and other related incidentals.</li> </ul> <p>Stage 2 (other critical needs) - Total estimate \$2000</p> <ul style="list-style-type: none"> <li>• Weatherstripping</li> <li>• Working bathroom exhaust fan</li> <li>• Working dishwasher</li> <li>• Security motion light</li> <li>• Plumbing leak in utility room</li> <li>• Back porch roof/awning repair</li> <li>• Bedroom door repair</li> <li>• Heating restored to one area of the home</li> </ul>	<p>\$3,000</p>
<p>SafePlace 521 Legion Way SE Olympia, WA 98501</p>	<p>Funds from the 2024 Community Human Services Program will allow SafePlace to support survivors of sexual and domestic violence by providing them with fuel cards, mechanical repairs for their vehicles, and gift cards for youth in the City of Tumwater. Fuel cards will help survivors reach safety or meet obligations to help reach safety (court hearings, SafePlace advocacy appointments, etc.). Mechanical repairs consist of any type of routine maintenance like oil changes, windshield wipers, tec. Gift cards for youth will help pay for essential items like clothes and school supplies. These services will eliminate financial and transportation barriers for survivors in Tumwater and help them reach safety and stability.</p>	<p>\$6,000</p>



APPLICANT	USE OF FUNDS	REQUEST
Tumwater Education Foundation P.O. Box 15122 Tumwater, WA 98512	The City of Tumwater Funds will be used to go towards their Principals Emergency Fund. The money received will be allocated proportionately to each school in the Tumwater School District. The amount received is calculated by each school's student population. The Principals of each school will be responsible for the money and will use the month to provide basic emergent necessities such as clothing (i.e., warm coat in winter for a student who wears only a t-shirt), medical care, food or any other barrier restricting the student from maximizing their full potential.	\$5,000

**CITY OF TUMWATER**  
**2020-2023 Community Human Services Program (CHSP) Funding History and 2024 Funding Requests**

AGENCY	2020 REQUEST	2020 FUNDED	2021 REQUEST	2021 FUNDED	2022 REQUEST	2022 FUNDED	2023 REQUEST	2023 FUNDED	2024 REQUEST
ASHHO Cultural & Job Training Center	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$5,000
Big Brothers/Big Sisters of Southwest Washington	\$4,000	\$2,500	\$5,000	\$4,500	did not apply	did not apply	\$5,000	\$3,000	\$5,000
Dispute Resolution Center	\$3,000	\$2,000	\$4,000	\$3,500	\$4,000	\$4,000	\$4,500	\$2,500	\$4,000
Family Education and Support Services	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$5,000	withdrew request	did not apply
Family Support Center of South Sound	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$5,000	\$3,000	\$4,000
Garden-Raised Bounty	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$2,500	\$4,000
Medical Equipment Bank – Thurston County Council on Aging	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$2,500
Rebuilding Together Thurston County	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$3,000
SafePlace	did not apply	did not apply	did not apply	did not apply	\$6,000	\$4,000	\$6,000	\$4,000	\$6,000
South Puget Sound Community College	\$2,500	\$1,500*	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply
Tumwater Education Foundation	\$5,000	\$3,500	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$5,000

AGENCY	2020 REQUEST	2020 FUNDED	2021 REQUEST	2021 FUNDED	2022 REQUEST	2022 FUNDED	2023 REQUEST	2023 FUNDED	2024 REQUEST
TOTAL	\$22,500	\$15,000*	\$16,000	\$15,000	\$17,000	\$15,000	\$28,500	\$15,000	\$38,500

Notes: “Did not apply” means the organization did not submit an application specific to Tumwater’s local Community Human Services Program. “Did not apply” does not mean that the organization did not receive funds from the City of Tumwater. The organization may have applied through the regional funding process and received funds; or they may have a service provider agreement directly with the City and received funds.

\*South Puget Sound Community College received \$1,500 by using the remaining Council training/travel funds. CHSP funding remained at \$15,000. Unfortunately, the veterans’ event was canceled due to COVID-19.



**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: ASHHO Cultural & Job Training Center

Address: 5757 Littlerock Rd SW #4

City, State, Zip: Tumwater, WA 98512

Contact Person: Khurshida Begum

Title: Co-Director, Executive Chef

Tax ID Number: 87-2163668

Date of Application: 9/21/23

Telephone Number: 360-932-0682

E-mail Address: khurshida@ashho.org

Amount of Funding Requested: \$ 5,000

**CERTIFICATIONS:**

I hereby state on behalf of ASHHO Cultural & Job Training Center that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws.**
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

**Khurshida Begum**

Name

**Co-Director, Executive Chef**

Title

*Khurshida Begum*

Signature (original or e-signature)

9/22/23

Date

# CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

**LEGAL NAME OF AGENCY:** ASHHO Cultural & Job Training Center

**1. What is the organization's purpose?**

The mission of the ASHHO Cultural and Job Training Center is to unite people of all cultures through soul food, education, and gatherings. ASHHO stands for Advocate, Serve, Honor Humanity, and Organize. The goal of the ASHHO Cultural and Job Training Center is to increase the quality of life for those who tend to be invisibilized or disconnected in Thurston County.

**2. Who are the current officers and management employees of your organization?**

Current officers:

- Renee Cruichshank, Tumwater Middle School Teacher
- Leatta Dahlhoff, Environmental Technical Analyst, Tumwater council member
- Erin Jones, Consultant & Speaker
- Zach Lynch – Treasurer, Criminal Justice Treatment Account Manager
- Denise Mino, Organizational Development Professional
- Rachel Nabors, Behavioral Clinician
- Maria Sigüenza – Secretary, Executive Director of the Washington State Commission on Hispanic Affairs

Management employees:

- Khurshida Begum, Co-Director & Executive Chef
- Rubel Mina, Co-Director

**a. How are officers selected?**

Current board members and staff review potential new board members based on their involvement with and support of the center and our broader community, personal and professional passions and affiliations, and ability and willingness to serve on the board. Current board members take a vote on potential new members.

**b. How many members are there in your organization?**

7 board members

- c. **What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

1 full-time management staff (\$51,000 annual payroll+taxes) and 1 part-time staff (\$27,000 annual payroll+taxes)

3. **What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.**  
(For the application to be complete, budget materials must be attached.)

Donations, grants, and Runia's Soul Café

4. **Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

We have received funding in 2022 from the Thurston Strong Target Zone Small Business Startup Grant. Senator Patty Murray appropriate \$750,000 for our new job training program; we will begin receiving funds in 2024.

5. a. **For what specific programs or activities will City of Tumwater funds be used?**

Funds from the City of Tumwater will support our new event, Cultural Community Resource Days. Every other month beginning Saturday, September 23, ASHHO will host a fair from 11 am to 3 pm that highlights the resources available to folx in our community. From mental and physical health to family and youth support to education to businesses owned by members of the mintority community (hairdressers, food, clothing, books, services, etc.) and more. The fair is free and all ages are welcome. We will sell delicious soul food meals in our Runia's Soul Cafe.

Grant funds will supplement the per event registration fee for nonprofits (\$50) and businesses and large nonprofit organizations (\$150) that are unable to pay, as well as optional table rental fees (\$10 for table, \$5 for table cloth). We will also use grant funds to cover staffing and facility costs, speakers, supplies, and marketing.

- b. **How do these programs or activities benefit the Tumwater community?**

The long-term goal of the Cultural Community Resource Days and our center as a whole is to increase the quality of life for Black, brown,

immigrant and refugees in our community - Tumwater, Thurston County, and beyond. Our people have been pushed to the margins for too long, made to feel unwelcome in our community, and discouraged or blocked from opportunities. The COVID pandemic greatly impacted and continues to impact marginalized communities. We want to support folx in getting the support they want and highlight the incredible resources available in our area. By bringing together community members and service providers, we will strengthen the bonds of our community and its safety nets.

**6. Is the City of Tumwater's financial support expected to be for one year or continually?**

One year

**7. What will result if no City of Tumwater funds are provided?**

Donations and funds from general operations grants will be used to support the Cultural Community Resource Days if no City of Tumwater funds are provided.

**8. What would be the cost per unit of service provided in Tumwater?**

Each resource day costs approx. \$9,000. A \$5,000 grant from the City of Tumwater will cover 14% of the cost of the November, January, March and May events.

**9. Is there any other information the Council needs to know about your proposal?**

We love being a member of the Tumwater community and look forward to many years of partnership with the City and other supporters of Tumwater. We invite the City of Tumwater to attend and share information about our events, host meetings, workshops, events, etc., at our location and/or engage our catering services.



- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation



**ASHHO Cultural & Job Training Center  
2024 Budget**

<b>Income</b>	<b>Total</b>
Runia's Soul Café	\$ 75,000.00
Donations	\$ 200,000.00
Government, foundation, & corporate grants	\$ 211,750.00
<b>Total Income</b>	<b>\$ 486,750.00</b>

<b>Expenses</b>	
Building rent	\$ 51,000.00
Repairs and maintenance	\$ 600.00
Utilities (electric, water, garbage)	\$ 5,100.00
Phone, computer, internet	\$ 2,400.00
Food and related supplies	\$ 5,000.00
Advertising and marketing	\$ 6,000.00
Dues and subscriptions	\$ 600.00
Equipment and décor	\$ 1,500.00
Insurance	\$ 300.00
Licenses and permits	\$ 250.00
Merchant fees	\$ 6,800.00
Office supplies	\$ 1,200.00
Postage and printing	\$ 300.00
Janitorial, sanitation, PPE, and laundry service	\$ 1,800.00
Professional services	\$ 95,000.00
Miscellaneous	\$ 1,000.00
<i>Salary &amp; payroll</i>	
Co-Director - Khurshida	\$ 42,500.00
Office Manager/Assistant	\$ 22,100.00
Community Engagement & Outreach	\$ 48,000.00
Program Manager	\$ 48,000.00
Training Manager	\$ 48,000.00
Career & Life Coach	\$ 48,000.00
Payroll taxes	\$ 51,300.00
<i>Total salary &amp; payroll</i>	<i>\$ 307,900.00</i>
<b>Total Expenses</b>	<b>\$ 486,750.00</b>



**ASHHO Cultural & Job Training Center**  
**2023-24 Cultural Community Resource Days Budget**

<b>Income</b>	<b>Total</b>
City of Tumwater	\$ 5,000.00
Donations	\$ 15,500.00
Foundation & corporate grants	\$ 15,500.00
<b>Total Income</b>	<b>\$ 36,000.00</b>

<b>Expenses</b>	
Staffing	\$ 10,000.00
Facilities	\$ 5,000.00
Speakers	\$ 15,000.00
Supplies	\$ 4,000.00
Marketing	\$ 2,000.00
<b>Total Expenses</b>	<b>\$ 36,000.00</b>



CULTURAL COMMUNITY CENTER

*come join us*

ASHHO Cultural & Job Training Center

5757 Littlerock RD SW #4 Tumwater, WA 98512

[ASHHO BOARD OF DIRECTORS ROSTER](#)

**Renee Cruichshank**

Tumwater Middle School, Teacher

3524 49<sup>th</sup> Ave. SW Olympia, WA 98512

Email: [Rscuickshank@yahoo.com](mailto:Rscuickshank@yahoo.com)

Cell: 360-701-5181

**Leatta Dahlhoff**

Environmental Technical Analyst/Tumwater council member

2819 Foster CT SW Tumwater, WA 98512

Email: [leatta.dahlhoff@gmail.com](mailto:leatta.dahlhoff@gmail.com)

Phone: 206-409-5287

**Erin Jones**

Erin Jones LLC-Consultant & Speaker

7177 Radius Loop SE Lacey, WA 98503

Email: [erin@erinjonesdreams.com](mailto:erin@erinjonesdreams.com)

Phone: 360-918-3498

**Zach Lynch – Treasurer**

Criminal Justice Treatment Account Manager

3601 13<sup>th</sup> Ave SW Olympia, WA 98512

Email: [zlynch744@gmail.com](mailto:zlynch744@gmail.com)

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**Denise Mino**

Organizational Development Professional

3114 175<sup>th</sup> Street SE Tenino, WA 98589

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Phone: 360-451-4360

**Rachel Nabors**

Behavioral Clinician

1000 Fern Street SW #I305 Olympia, WA 98506

Email: [Rachelvictoria333@gmail.com](mailto:Rachelvictoria333@gmail.com)

Phone: 253-678-8971

**Maria Sigüenza – Secretary**

Executive Director, Washington State Commission on Hispanic Affairs

815 Puget Street NE Olympia, WA 98506

Email: [siguenm@gmail.com](mailto:siguenm@gmail.com)

Phone: 360-420-6821



Filed  
Secretary of State  
State of Washington  
Date Filed: 08/02/2021  
Effective Date: 08/02/2021  
UBI #: 604 786 484

## ARTICLES OF INCORPORATION

### UBI NUMBER

UBI Number:

**604 786 484**

### BUSINESS NAME

Business Name

**ASHHO CULTURAL AND JOB TRAINING CENTER**

### PURPOSE OF CORPORATION

**SECTION 1. PURPOSES. THE CORPORATION IS ORGANIZED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, LITERARY AND EDUCATIONAL PURPOSES WITHIN THE MEANING OF SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: A. TO PROVIDE FOODSERVICE JOB TRAINING PROGRAMS, TRAINING AND WORKSHOPS AND FINANCIAL LITERACY OPPORTUNITIES FOR UNEMPLOYED RESIDENTS WHO EXPERIENCE BARRIERS TO EMPLOYMENT TO INCLUDE BUT NOT LIMITED TO, MINORITIZED (FULL TEXT ON FILE)**

### PURPOSE OF CORPORATION - STAFF CONSOLE CONFIRMATION

Customer provided purpose of corporation? - Yes

### ANY OTHER PROVISIONS

Required by IRS for Tax Exempt Status <https://www.irs.gov/>:

**ALL THE PURPOSES AND POWERS OF THE CORPORATION SHALL BE EXERCISED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, AND EDUCATIONAL PURPOSES IN SUCH MANNER THAT THE CORPORATION SHALL QUALIFY AS AN EXEMPT ORGANIZATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED (THE "CODE") OR ANY SUCCESSOR PROVISION, AND THAT CONTRIBUTIONS TO THE CORPORATION SHALL BE DEDUCTIBLE UNDER SECTION 170(C) (2) OF THE CODE OR ANY SUCCESSOR PROVISION. NO SUBSTANTIAL PART OF THE (FULL TEXT ON FILE)**

### REGISTERED AGENT

Registered Agent Name	Street Address	Mailing Address
ASHHO CULTURAL COMMUNITY & JOB TRAINING CENTER	5757 LITTLEROCK RD SW, TUMWATER, WA, 98512-7376, UNITED STATES	5757 LITTLEROCK RD SW, TUMWATER, WA, 98512-7376, UNITED STATES

## REGISTERED AGENT CONSENT

Customer provided Registered Agent consent? - **Yes**

## DURATION

Duration:

**PERPETUAL**

## EFFECTIVE DATE

Effective Date:

**08/02/2021**

## INITIAL BOARD OF DIRECTOR

Title	Initial Board of Director Type	Entity Name	First Name	Last Name	Address
INITIAL BOARD OF DIRECTORS	INDIVIDUAL		MICHAEL	DENNIS	303 KENYON ST NW, OLYMPIA, WA, 98502-2610, UNITED STATES
INITIAL BOARD OF DIRECTORS	INDIVIDUAL		WILLIAM	WESTMORELAND	1570 IRVIN ST SW, OLYMPIA, WA, 98512, UNITED STATES
INITIAL BOARD OF DIRECTORS	INDIVIDUAL		BETSY	SEIDEL	2315 E HOQUIAM RD, HOQUIAM, WA, 98550-9113, UNITED STATES

## INCORPORATOR

Title	Incorporator Type	Entity Name	First Name	Last Name	Address
INCORPORATOR	INDIVIDUAL		KHURSHIDA	BEGUM	5757 LITTLEROCK RD SW, TUMWATER, WA, 98512-7376, UNITED STATES

## DISTRIBUTION OF ASSETS

**PIPE @ PIPEOLYMPIA.ORG. PIPE'S MISSION IS TO PARTNER WITH HOUSELESS, STREET-DEPENDENT, AND MARGINALIZED SURVIVORS TO REDUCE HARM, PROVIDE OPPORTUNITIES TO HEAL FROM TRAUMA, FIGHT SYSTEMIC OPPRESSION AND BUILD LASTING CONNECTIONS FOR OUR COMMUNITY.**

## DISTRIBUTION OF ASSETS PROVIDED

Customer provided information on distribution of assets? - **Yes**

## RETURN ADDRESS FOR THIS FILING

Attention:

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Entity Name:

**ASHHO CULTURAL COMMUNITY & JOB TRAINING CENTER**

Title:

**FOUNDER**



**CITY OF TUMWATER**  
**NOTICE TO SUBMIT YEAR 2024**  
**COMMUNITY HUMAN SERVICES PROGRAM**  
**FUNDING APPLICATIONS**

City of Tumwater invites agencies PROVIDING HUMAN SERVICES to Tumwater residents to submit funding applications for the year 2024. It is expected that the City of Tumwater will have \$15,000.00 to distribute to local organizations that provide necessary aid for Tumwater residents who are vulnerable, low-income, or disadvantaged through the local Community Human Services Program (CHSP).

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Tumwater City Hall  
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Tumwater WA 98501  
[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)



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**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: Big Brothers Big Sisters of Southwest Washington

Address: 2424 Heritage Ct SW #302

City, State, Zip: Olympia, WA 98502

Contact Person: Jeff Engle

Title: Executive Director

Tax ID Number: 91-1225443

Date of Application: September 27, 2023

Telephone Number: (360) 943-0409

E-mail Address: jeff@swwabigs.org

Amount of Funding Requested: \$ 5,000

**CERTIFICATIONS:**

I hereby state on behalf of Big Brothers Big Sisters of Southwest Washington that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws.**
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

**Jeff Engle**

Name

**Executive Director**

Title



Signature (original or e-signature)

**September 27, 2023**

Date

# CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

**LEGAL NAME OF AGENCY:** Big Brothers Big Sisters of Southwest Washington

**1. What is the organization's purpose?**

Big Brothers Big Sisters of Southwest Washington (BBBS) is a local affiliate of our National Organization, founded in 1904. We have been making meaningful, monitored matches between teen and adult volunteer mentors (Bigs) and children/youth (Littles) since 1984.

BBBS programs are designed to foster youth's academic development and enhance social-emotional skills. It is our goal that with the support and help of a mentor, youth can achieve 1) higher aspirations, greater self-confidence, and better relationships; 2) achievement of academic success; and 3) avoidance of risky behaviors.

The mission of BBBS is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve success and actualize their full potential in life. It is our goal that with the support of a mentor, youth can achieve higher aspirations, greater self-confidence, academic success and avoidance of risky behaviors.

**2. Who are the current officers and management employees of your organization?**

Management Team:

Jeff Engle, Executive Director

Jaima Kortlever, Director of Development and Special Events

Moriah Candler, Program Director

Kayla Duran, Site-Based Program Manager

Susan Kirn, Special Programs Manager

Ashley Bongiorno, Senior Enrollment Specialist

Jenn Chevalier, MY STEAM Learning Lab Program Instructor & Coordinator

Board Member	Role	Professional Affiliation
Ben Paylor	President	Banker
Justin Hjelm	Vice President	Real Estate Agent
Brandon Barnes	Treasurer	Columbia Bank
Shelby Hentges	Secretary	Business Owner
Tadeu Velloso	At Large	Attorney
Brian Cassidy	Member	Thurston County Sheriff
Sokha Meas Colbo	Member	TAS Architects
Courtney Drennon	Member	Real Estate Agent

Amy Jackson	Member	Community Volunteer
Sean Mason	Member	Business Owner
Shaena Langley	Member	GM, Toyota of Olympia
Michael Shannon MD	Member	PSW/MultiCare
Eva Coblentz	Member	WA Dept of Health
Lance Cromwell	Member	Retired Army/Consultant
Rachel Nabors	Member	WA State Clinician
Gina Blanchard-Reed	Member	ED/Turning Point
Matt Pacheco	Member	Harbor Wholesale

**a. How are officers selected?**

Our agency is governed by a volunteer Board of Directors, many of whom participated in the program as Bigs and bring a broad range of insight, talent and professional experience to the organization. Officers are nominated by the Board Development Committee based on the commitment to the agency and leadership capabilities. The nominees are submitted for election to the entire Board of Directors.

**b. How many members are there in your organization?**

Members at the monthly Board meetings elect Board members. The Board Development Committee submits the name and qualifications of each proposed Board member to the Board during the monthly meeting prior to the next meeting. The Board Development Committee solicits or accepts resumes from individuals who desire to stand for election. A simple majority is required for the election of candidates for the Board of Directors.

**c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

Full-Time Employees: 9	Total Annual Payroll: \$453,355
Part-Time Employees: 3	Total Annual Payroll: \$49,379
Total Annual Payroll: \$502,734	

**3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.**  
(For the application to be complete, budget materials must be attached.)

BBBS is supported by a funding base that includes individual donor contributions and our annual fundraising events: Bowl for Kid's Sake, BIG Golf

Tournament, BIG Brunch, Tennis Tournament and Fundraising Auction. Annually, we raise 40% of our total agency income from fundraising events.

BBBS is also supported with grants from private, corporate and local government sources. We expect to continue to receive support from several foundations and local governments including: Career Connect Washington; Northwest Children's Fund; Building Industry Association of Washington; Medina Foundation; STARS Foundation; Community Foundation of South Puget Sound; Mentor Washington; MultiCare Community Partnership Fund; Olympia Kiwanis; Office of Public Instruction; United Way of Gig Harbor; Tulalip Tribe; and ESD 113.

Corporate donors include: Harbor Foods; Thomas Architecture Studios; Lucky Eagle Casino; Olympia Federal Savings; WA Business Bank; Capital City Honda; Toyota of Olympia; Fisher Jones Dentistry; Roof Doctor; McDonalds Corp; Virgil Adams Real Estate; Kiley-Juergens Wealth Management; Capital Electric; Heritage Bank; Greene Realty; and Print Northwest.

(\*See attached for budgets)

**4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

The only local city or government agencies in Thurston County that fund BBBS are:

Tumwater Hope and Youth Coalition (Thurston County Public Health): \$ 6,500 annually

North Thurston School District (Funds for Jr High Mentoring Program): \$23,364 annually

The rest of our funding is either from other nonprofits/foundations, state agencies, or outside of the county.

**5. a. For what specific programs or activities will City of Tumwater funds be used?**

Funds from a City of Tumwater grant would be used to expand our Site-Based mentoring program into Tumwater school districts, where both middle and high school youth would benefit from one-to-one mentorship.

The two major types of match meet-ups we focus on are Site-Based and Community-Based. Our Site-Based program has Bigs and Littles meeting at a local community center or virtually, typically one hour a week after school. This allows matches to build a friendship within a structured setting with professional staff support nearby. Activities follow a curriculum focusing on STEAM activities, diversity, career

exploration, social-emotional skill building, and healthy relationship development.

If our grant request is received, we would put the money towards staff salaries, specifically a Match Support Specialist, which would allow us to increase the amount of matches between underserved youth and trained adult mentors. At a cost of \$400-500 per match, general operating funds would be instrumental in helping us to reach our goal of establishing ten new Site-Based matches in the Tumwater School District by the end of the funding cycle in 2024.

**b. How do these programs or activities benefit the Tumwater community?**

Our mission reflects our effort to respond to each community's needs; build on community strengths and assets; transform our schools, neighborhoods and communities for the better. Youth mentoring is a proven, cost-saving method for investing in our youth. We also work with local organizations to encourage people in the community to volunteer as mentors.

Children and youth from historically underserved backgrounds are more vulnerable than their peers. As a result, they have an increased risk for poor school performance, dropping out of school, violent or criminal behaviors, and use of alcohol and drugs. With intervention such as a positive mentoring relationship, these youth are proportionately less likely to experience chronic unemployment, participation in the welfare system, substance abuse and/or criminal activity.

BBBS mentoring program is unique because of its emphasis on: 1) one-to-one community volunteer and client commitments; 2) intensive, consistent contact between mentor and client; 3) comprehensive community volunteer mentoring protocols developed over 104 years of experience; 4) professional mentor/child supervision and adherence to mentoring protocols developed over 104 years of experience; and 5) availability of both community-based youth development and site-based experiences.

National research by Harris Interactive has shown that positive relationships between Bigs and Littles have a direct and measurable impact on children's lives. Former Littles reported that having a Big played an important role in who they are today. Being in the program also taught Littles new things, influenced aspects of their education, and helped them make better decisions overall.

Our most recent survey results showed: 89% of our youth reported closeness to their Bigs; 91% of our youth reported their relationship with their Big is important to them; 87% of our youth reported using their

Big to help them cope; 90% of our youth are on track to graduate high school; 94% of our youth reported having confidence in school; and 91% reported having higher academic goals.

Youth served by the Big Brothers Big Sisters program who live in Tumwater:

Youth served ages 5-18 in 2021: 15

Youth served ages 5-18 in 2022: 17

Youth in waiting to be matched: 14

**6. Is the City of Tumwater's financial support expected to be for one year or continually?**

BBBS does not anticipate ongoing financial backing from city funds for the proposed programs. Nevertheless, the sustainability of our long-term services in the City of Tumwater will be contingent on a sustained and robust commitment from the local community. We aim to garner support not solely from city government but also from a variety of sources, including Tumwater's businesses, service groups, individuals, potential county, state, or federal funding, and collaborations with other social service organizations to enhance our outreach to the youth of Tumwater.

**7. What will result if no City of Tumwater funds are provided?**

If the City of Tumwater does not allocate funds, there may be a reduction in available mentoring services for the area until our organization secures an alternative funding solution. Nonetheless, BBBS remains committed to actively seeking diverse funding opportunities to sustain this crucial mentoring program for the Tumwater community.

**8. What would be the cost per unit of service provided in Tumwater?**

The cost per unit of service provided in Tumwater varies based on whether the matches are site-based or community-based. On average, a Site-Based match costs approximately \$400-500 per unit. This cost encompasses enrollment fees, background and reference checks for Bigs (mentors), and ongoing match support to ensure the safety and success of each match.

If granted \$5,000 by the City of Tumwater, we would have the capacity to create a minimum of ten new site-based matches for students within the Tumwater School District. This financial support would play a pivotal role in expanding our outreach to even more vulnerable youth in the community. These funds are essential for us to sustain our valuable mentoring services, which are crucial for the well-being of youth, families, and volunteer mentors, especially during times when they require our support the most. This support



includes the careful pairing of qualified and caring mentors with youth who have been patiently waiting for a mentor for up to 1½ to 2 years, as well as providing comprehensive match support for existing mentor-mentee pairs.

**9. Is there any other information the Council needs to know about your proposal?**

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation



**CITY OF TUMWATER**  
**NOTICE TO SUBMIT YEAR 2024**  
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**FUNDING APPLICATIONS**

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**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: **Dispute Resolution Center of Thurston County**

Address: **P.O. Box 6184**

City, State, Zip: **Olympia, WA 98507**

Contact Person: **Elizabeth Drake**

Title: **Associate Director**

Tax ID Number: **94-3130662**

Date of Application: **September 27, 2023**

Telephone Number: **360-956-1155**

E-mail Address: **edrake@mediatethurston.org**

Amount of Funding Requested: \$ **4,000**

**CERTIFICATIONS:**

I hereby state on behalf of **Dispute Resolution Center of Thurston County** that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2**

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9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

**Elizabeth K. Drake**  
Name

**Associate Director**  
Title

**Elizabeth K. Drake (e-signature)**  
Signature (original or e-signature)

**September 27, 2023**  
Date

# CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

**LEGAL NAME OF AGENCY:** The Dispute Resolution Center of Thurston County

**1. What is the organization's purpose?**

The mission of the Dispute Resolution Center (DRC) of Thurston County is to empower people to resolve their disputes by providing conflict resolution services and training community members in those skills. The DRC values preserving and repairing relationships through personal empowerment, collaboration, integrity, respect, civility, and trust. We promote equitable access to justice by honoring, embracing, and encouraging diversity in all aspects of our service provision, and we seek to reflect the multitude of traditions, customs, and values within our community. Since 1991, we have served thousands of residents in Thurston and South Mason Counties—and beyond—through our conciliation, mediation, facilitation, and training.

**2. Who are the current officers and management employees of your organization?**

DRC Management Employees:

- 1) Jody Suhrbier, Executive Director
- 2) Elizabeth Drake, Associate Director
- 3) Jennifer Miller, Business Manager
- 4) Alice Sharrett, Mediation Manager
- 5) Leah Rietema, Training Manager
- 6) Ash Edmonds, Volunteer Manager
- 7) Joe Sanders, Community Engagement Manager
- 8) Luis Manzo, Business Resource Manager

Board of Directors, Officers:

- 1) Deborah Jayne, President
- 2) Curt Gavigan, Vice President
- 3) Julie Watson, Secretary
- 4) Alicia Varvaro, Treasurer

**a. How are officers selected?**

The DRC actively recruits applicants for our Board of Directors to serve a 3-year term for up to two consecutive terms. Board member meetings are held once a month and we host an all-day retreat each Fall. We actively take steps to recruit Board Members to better represent the full

diversity of our community.

**b. How many members are there in your organization?**

11

**c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

Fulltime: 5 employees with annual payroll of \$359,194.

Part-time: 6 employees with annyal payroll of \$300,592.

**3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.**  
(For the application to be complete, budget materials must be attached.)

See the attached 2023 Budget Summary. The DRC relies on several funding streams to provide services in our community.

- More than one-third of our funding comes from grants that we apply for (e.g., City of Tumwater).
- 12 percent of our funding comes from individual donations and business support
- About one-third of our revenue is government supported, and this will decrease in 2024 with the sunset of the statewide Eviction Resolution Program as of June 2023.

**4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

- Our local governments, including the Cit of Tumwater (\$4,000), City of Lacey (\$3,200), and Thurston County (\$11,000), contribute funding that supports our conciliation ad no-cost phone negotiation services for callers in our community.

- We receive funds from the Department of Social and Health Service sto help support reduced mediation costs for clients who emet certain criteria for parenting plan mediation services (up to 100 percent of the mediation cost at \$685 per mediation session).

- We have a contract with the City of Tumwater and the City of Lacey to provide housing mediation services using "draw-down" funding (\$50k) as needed.

**5. a. For what specific programs or activities will City of Tumwater funds be used?**

Neighbor-to-neighbor disputes, homeowner association disputes, personal property disputes, and others can often be resolved with a call to the DRC. Funds from the City of Tumwater contribute to our Conflict Resolution Resource Line. The Resource Line is a no-cost service for people who can call in to speak with trained conciliators who provide conflict coaching, information, referrals, and arrange face-to-face mediations.

**b. How do these programs or activities benefit the Tumwater community?**

Conflict costs are on the rise, including time, energy and money, and so is demand for our phone negotiation services and conflict coaching. Our Conflict Resolution Resource Line provides services at a fraction of the cost that jurisdictions would pay when conflict rises to the level of City and County staff, code enforcement officers, and local police. All residents of Thurston and South Mason Counties, including Tumwater, have access to DRC services. DRC services are offered on a sliding scale fee basis because our goal is to support people in need of conflict solutions that are affordable for everyone.

We have a proven track record of success as a trusted resource with longstanding experience delivering services in communication, conflict resolution, and facilitation in our community. The DRC's goal is to help our community communicate and resolve differences with civility and respect. The community counts on us to help thousands of residents in Thurston County and south Mason Counties each year.

**6. Is the City of Tumwater's financial support expected to be for one year or continually?**

We are grateful that the City of Tumwater has contributed annually to the DRC for well over a decade. We ask for the same level of support in 2024 (\$4,000).

**7. What will result if no City of Tumwater funds are provided?**

About 40% of the DRC's budget relies on special project funding and grant contributions, including funding we receive from the City of Tumwater. We rely on this support, which adds up, because this consistency is necessary to keep the DRC's phone conciliation program running. If we did not receive these funds, the DRC would have to seek different funding to support this core work. Our Conflict Resource Line is the front-line resource that supports the



underlying foundation of all of DRC's services. We would potentially have to reduce our hours of operation or staffing for the Resource Line if we could not rely on funds from the City of Tumwater.

**8. What would be the cost per unit of service provided in Tumwater?**

The organizational cost of providing conciliation and conflict coaching is \$60 per individual caller. The cost for a two-hour, two-party mediation is \$685.

**9. Is there any other information the Council needs to know about your proposal?**

For 32 years, our community has counted on us to help thousands of Thurston County residents each year. With this commitment to support improvements to civic harmony, renewed funding is essential to the continued delivery of our services in a more equitable way. Thank you for your prior support and for your consideration to continue our services in this fiscal cycle.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
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- ☐ Articles of Incorporation



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**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: Family Support Center of South Sound

Address: 3545 7th Ave SW, Suite 200

City, State, Zip: Olympia, WA 98502

Contact Person: Trish Gregory

Title: Executive Director

Tax ID Number: 91-2003828

Date of Application: September 26, 2023

Telephone Number: 360-754-9297 x 206

E-mail Address: trishg@fscss.org

Amount of Funding Requested: \$ 4,000

**CERTIFICATIONS:**

I hereby state on behalf of Family Support Center of South Sound that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
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7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

**Trish Gregory**

Name

**Executive Director**

Title

*Trish Gregory*

Signature (original or e-signature)

**September 26, 2023**

Date

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION OF FUNDS**

**LEGAL NAME OF AGENCY:** Family Support Center of South Sound

**1. What is the organization's purpose?**

Family Support Center of South Sound, founded in 1992, provides families with children

**2. Who are the current officers and management employees of your organization?**

Current Officers: Katie McMurray - Co-Chair Leatta Dahlhoff – Co-Chair Dan Smith - Vic

**a. How are officers selected?**

Family Support Center of South Sound officers are nominated by members of the board. There is a subsequent vote and the nominee who receives the most votes is selected for that position.

**b. How many members are there in your organization?**

Family Support Center of South Sound currently has 11 board members. Family Support Center is actively recruiting for 4 additional board members. Since 2018, the Board of Directors has shifted recruitment strategies to be purposeful in its a

**c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

The organization currently has 46 full time employees, 4 part-time employees, and is supported by 20+ volunteers annually. The annual total payroll for the current fiscal year is \$511,057 for full time employees and \$121,354 for part-time e

**3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.**

(For the application to be complete, budget materials must be attached.)

Family Support Center of South Sound's programs and service are funded through a variety of sources including local, state, and federal contracts and grants, charitable organizations and funds, as well as individual and corporate sponsors. The Family Resource

**4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

FSC has been actively working to expand the funding and programming for families see

5. a. **For what specific programs or activities will City of Tumwater funds be used?**

Since the organization started in 1992, FSC has worked to ensure families with cl

- b. **How do these programs or activities benefit the Tumwater community?**

Thurston County's Regional Action Housing plan notes that, "evictions and foreck

6. **Is the City of Tumwater's financial support expected to be for one year or continually?**

Family Support Center has been working to increase capacity for the Family Resources Services program for the last several years. Though prevention is quickly growing in importance in Thurston County homeless response system conversations, it is still grossly u

7. **What will result if no City of Tumwater funds are provided?**

Family Support Center has been working to increase capacity for the Family Resources Services program for the last several years. Though prevention is quickly growing in importance in Thurston County homeless response system conversations, it is still grossly u

8. **What would be the cost per unit of service provided in Tumwater?**

It is projected that 25 families will be served with the \$4,000 award from the City of Tumwater, with an average cost per household of \$160.

9. **Is there any other information the Council needs to know about your proposal?**

Family Support Center of South Sound has worked with families in Thurston County for 3

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation

Family Support Center  
Profit & Loss Budget Overview  
July 2023 through June 2024

TOTAL								
	00 ADMIN	01 FACILITIES	02 FRS	03 PE	04 HFS	09 Family Shelter Program	10 FJC	
Income								
CONTRACT INCOME								
20010 - Govt. Contracts-Federal	97,155	0	0	0	702,999	0	121,519	921,673
20020 - Govt. Contracts-State	93,331	0	0	0	513,570	229,635	0	836,536
20030 - Govt. Contract-City		0	4,000	0	0	0	60,000	64,000
20040 - Govt. Contracts-County	280,752	0	988,308	0	957,726	1,095,742	0	3,322,528
Total CONTRACT INCOME	471,238	0	992,308	0	2,174,295	1,325,377	181,519	5,144,737
30000 - Grants.								
31000 - Tribal	0	0	0	6,500	0	0	11,500	18,000
30000 - Grants. - Other	0	0	1,600	15,500	1,950	3,200	10,000	32,250
Total 30000 - Grants.	0	0	1,600	22,000	1,950	3,200	21,500	50,250
32000 - United Way	50	0	150	0	0	0	0	200
Program Income								
10000 - Fee for Service	0	0	0	0	96,704	0	0	96,704
10010 - Tenant Rent	40,000	431,605				55,000		526,605
Total Program Income	40,000	431,605	0	0	96,704	55,000	0	623,309
DONATIONS								
10020 - Board Dues	1,800	0	0	0	0	0	0	1,800
40010 - Contributions-Individual	53,000	0	0	200	1,500	10,000	600	65,300
40020 - Contributions-Corp/Business	30,000	0	0	0	0	14,000	0	44,000
40030 - Contributions-Board Members	2,500	0	0	0	0	0	0	2,500
40050 - Contributions-Faith Based	3,617	0		21,383	0	0	0	25,000
Total DONATIONS	90,917	0	0	21,583	1,500	24,000	600	138,600
51000 - Fundraising Events	71,250							71,250
Total Income	673,455	431,605	994,058	43,583	2,274,449	1,407,577	203,619	6,028,346
	673,455	431,605	994,058	43,583	2,274,449	1,407,577	203,619	6,028,346
Expense								
OPERATIONS								
60000 - Accounting-Audit	10,000	0	0	0	0	0	0	10,000
60050 - Accounting-Routine	200	0	0	0	0	0	0	200
60150 - Bank Service Charges	7,700	0	0	0	0	0	0	7,700
60350 - Dues and Subscriptions	1,350	0	275	5	750	20	2,000	4,400
60510 - Insurance - General/D&O	8,800	1,100	4,400	1,100	22,000	14,300	3,300	55,000
60950 - Postage and Delivery	1,775	0	0	0	0	0	0	1,775
61000 - Printing	1,260	127	507	127	2,536	4,800	380	9,737
61700 - Technology	13,500	0	342	85	1,707	1,110	256	17,000
61710 - Technology Equipment	2,500	0	4,200	0	5,950	3,950	1,000	17,600
61300 - Telephone - General	2,016	252	1,680	252	5,040	3,328	756	13,324
61370 - Travel Staff	1,000	100	815	100	3,100	2,550	1,160	8,825
61500 - Rent	0	202,056	27,797	4,643	92,852	59,534	13,928	400,810
RESERVES								
61611 - Property Taxes	0	21	0	0	0	0	0	21
OPERATIONS - Other								
Total OPERATIONS	50,101	203,656	40,016	6,312	133,935	89,592	22,780	546,393
PAYROLL								
60800 - Payroll Benefits	19,227	2,314	5,247	0	37,253	14,721	13,988	92,750
60850 - Payroll Expenses	557,440	21,820	283,765	33,485	934,737	499,734	154,860	2,485,841
60900 - Payroll Taxes	55,744	2,182	28,377	3,349	93,474	49,973	15,486	248,584
61250 - Subcontract Payments					109,343	59,035	25,000	193,378



Family Support Center  
Profit & Loss Budget Overview  
July 2023 through June 2024

	TOTAL							
	09 Family Shelter Program							
	00 ADMIN	01 FACILITIES	02 FRS	03 PE	04 HFS	10 FJC		
Total PAYROLL	632,411	26,316	317,389	36,834	1,174,807	623,463	209,334	3,020,553
Program Expenses								
60200 - Fundraising Expense	38,950	0	0	0	0	0	0	38,950
60450 - General Program Expense		16,721	0	0	0	0	0	16,721
60460 - Program Fees	300	0	100	0	400	447	350	1,597
60690 - Program Equipment	225	38,997	50	25	250	5,000	25	44,572
60740 - Volunteer Expense	1,250	250	0	0	0	200	0	1,700
Staff Care	13,818							
60400 - Fac. Maintenance	0	60,000	0	0	0	18,000	0	78,000
60410 - Facility Repair	0	45,746	0	0	0	25,000	0	70,746
60750 - Facility Supplies	0	10,250	0	0	0	10,000	0	20,250
61020 - Marketing/Adv Materials	2,550	0	250	150	1,500	350	300	5,100
60700 - Office Supplies	960	120	480	12	2,400	1,560	360	5,892
61310 - Telephone - Cellular	1,100	0	0	0	2,200	1,100	1,100	5,500
61359 - Meetings & Events	6,260	60	180	0	1,245	660	120	8,525
61360 - Training & Conferences	1,500	0	1,650	0	5,000	3,800	14,288	26,238
61379 - Staff Appreciation	1,850	50	150	50	900	555	300	3,855
61380 - Staff Development	1,600	100	800	200	5,000	2,600	600	10,900
61600 - Fam. Gen. Financial Assistance	0	0	500	0	0	25,000	0	25,500
61610 - Family Rental Assistance	0	0	619,994	0	884,062	95,000	0	1,599,056
61620 - Family Transportation Asst	0	0	4,000	0	29,250	25,000	0	58,250
61630 - Family Supplies	0	0	4,000	0	92,715	25,000	0	121,715
61640 - Client Hotel	0	0	500	0	0	391,600	0	392,100
61650 - Client Utility Assistance	0	0	4,000	0	8,095	0	0	12,095
61400 - Utilities Electric & Gas	0	60,000	0	0	0	16,000	0	76,000
61410 - Utilities Water & Sewer	0	14,000	0	0	0	15,000	0	29,000
61420 - Utilities Garbage/Recycling	0	13,000	0	0	0	16,000	0	29,000
61430 - Utilities Internet/Cable	0	2,800	0	0	0	5,400	0	8,200
RESERVES	300,000					10,000		
Total Program Expenses	370,363	262,094	636,654	437	1,033,017	693,272	17,443	3,013,280
Total Expense	1,052,875	492,066	994,058	43,583	2,341,759	1,406,327	249,557	6,580,226
	-379,420	-60,461	0	0	-67,310	1,250	-45,938	-551,880
HF Carryover								
379420	BOEING 38997				\$63465 HF CARRYOVER		HF 45938	
	21464 HF carryover				\$3845 PROVIDENCE CARRYOVER			
TOTAL: \$446822 HF Unrestricted Carryover								
	0	0	0	0	0	0	0	0

Family Support Center  
Profit & Loss Budget Overview  
July 2023 through June 2024

		02 FRS
Income	CONTRACT INCOME	
	20010 · Govt. Contracts-Federal	0
	20020 · Govt. Contracts-State	0
	20030 · Govt. Contract-City	4,000
	20040 · Govt. Contracts-County	988,308
	Total CONTRACT INCOME	992,308
	30000 · Grants.	
	31000 · Tribal	0
	30000 · Grants. - Other	1,600
	Total 30000 · Grants.	1,600
	32000 · United Way	150
	Program Income	
	10000 · Fee for Service	0
	10010 · Tenant Rent	0
	Total Program Income	0
	DONATIONS	
	10020 · Board Dues	0
	40010 · Contributions-Individual	0
	40020 · Contributions-Corp/Business	0
	40030 · Contributions-Board Members	0
	40050 · Contributions-Faith Based	0
	Total DONATIONS	0
	51000 · Fundraising Events	
Total Income		994,058
Expense	OPERATIONS	
	60000 · Accounting-Audit	0
	60050 · Accounting-Routine	0
	60150 · Bank Service Charges	0
	60350 · Dues and Subscriptions	275
	60510 · Insurance - General/D&O	4,400
	60950 · Postage and Delivery	0
	61000 · Printing	507
	61700 · Technology	342
	61710 · Technology Equipment	4,200
	61300 · Telephone - General	1,680
	61370 · Travel Staff	815
	61500 · Rent	27,797
	RESERVES	
	61611 · Property Taxes	0
	OPERATIONS - Other	
Total OPERATIONS		40,016

Family Support Center  
Profit & Loss Budget Overview  
July 2023 through June 2024

		02 FRS
PAYROLL		
	60800 · Payroll Benefits	5,247
	60850 · Payroll Expenses	283,765
	60900 · Payroll Taxes	28,377
	61250 · Subcontract Payments	
Total PAYROLL		317,389
Program Expenses		
	60200 · Fundraising Expense	0
	60450 · General Program Expense	0
	60460 · Program Fees	100
	60690 · Program Equipment	50
	60740 · Volunteer Expense	0
	Staff Care	
	60400 · Fac. Maintenance	0
	60410 · Facility Repair	0
	60750 · Facility Supplies	0
	61020 · Marketing/Adv Materials	250
	60700 · Office Supplies	480
	61310 · Telephone - Cellular	0
	61359 · Meetings & Events	180
	61360 · Training & Conferences	1,650
	61379 · Staff Appreciation	150
	61380 · Staff Development	800
	61600 · Fam. Gen. Financial Assistance	500
	61610 · Family Rental Assistance	619,994
	61620 · Family Transportation Asst	4,000
	61630 · Family Supplies	4,000
	61640 · Client Hotel	500
	61650 · Client Utility Assistance	4,000
	61400 · Utilities Electric & Gas	0
	61410 · Utilities Water & Sewer	0
	61420 · Utilities Garbage/Recycling	0
	61430 · Utilities Internet/Cable	0
	RESERVES	
Total Program Expenses		636,654
Total Expense		994,058

0



*"Building strong, healthy, self-sufficient families since 1992"*

Website: [www.fscss.org](http://www.fscss.org)

3545 7<sup>th</sup> Ave SW, Suite 200, Olympia, WA 98502

Phone: (360) 754-9297 Fax: (360) 943-1139

## Family Support Center of South Sound Board of Directors Roster Fiscal Year 2023-2024

### **OFFICERS**

- ☐ **Katie McMurray, Co-Chair**  
*Business Owner – Sensory Tool House*
- ☐ **Leatta Dahlhoff, Co-Chair**  
*Washington State Department of Ecology, Tumwater City Council*
- ☐ **Dan Smith, Vice Chair**  
*City of Tumwater*
- ☐ **Veronica Rich, Secretary**  
*Retired, OBee Credit Union*
- ☐ **Nam Nguyen, Treasurer**  
*Washington State Office of the Attorney General*
- ☐ **Marie Lanese, Immediate Past Chair**  
*Retired*

### **BOARD MEMBERS**

- ☐ **Jane Field**  
*Retired, Washington State Employment Security Department*
- ☐ **Eric Sullivan**  
*Thurston County Treasurer's Office*
- ☐ **Jessica Volkman**  
*Aaron Thomas Home Team*
- ☐ **Kristina Linehan**  
*Image Source*
- ☐ **Blake Chard**  
*Retired, Non-Profit Sector*

***"working together to strengthen all families"***

**Family Support Center  
of  
South Sound**

**BYLAWS**

**“Working Together to Strengthen All Families”**

*Building strong, healthy, and hopeful families since 1992.*

**ARTICLE I: NAME**

The name of the corporation is the Family Support Center of South Sound, hereinafter referred to as the Family Support Center (FSC and FSCSS).

**ARTICLE II: MISSION AND PURPOSE**

The mission of the Family Support Center is “Working Together to Strengthen ALL Families”. We envision a community where all families are valued and nurtured and have the resources to be strong, healthy, and hopeful.

The Family Support Center works collaboratively with other community based agencies and programs that share these goals to promote family resilience and celebrate diversity.

We believe in focusing on family strengths rather than limitations, the human spirit in all people is worthy of respect, and that all families deserve the opportunity for positive change and growth.

**ARTICLE III: MEMBERSHIP**

- 3.1 Organizational members include individuals or organizations who contribute to the Family Support Center of South Sound either through financial or in-kind contribution. Members also include individuals and organizations who receive regular communication from the organization through social media, e-blast, or other media platforms.
- 3.2 Members of the Board of Directors are the directors of the corporation and shall be considered General Members of the corporation. The Board of Directors shall consist of no fewer than seven (7) and up to 17 members (up to 15 full board members plus one honorary board member and one general counsel position) recruited from the community and elected by the Board of Directors.
- 3.3 Organizational, Honorary and General Counsel members are not subject to annual dues and do not have voting rights.

- 3.4 Members of the Board of Directors are expected to attend 75% of meetings each year.
- 3.5 Members of the Board of Directors will pay annual membership dues as set by the Board and make financial contributions that are personally significant.
- 3.6 All members of the Board of Directors (including the honorary board member and general counsel position) will receive written notice of the annual meeting as well as regular communication regarding the Family Support Center.
- 3.7 The Board of Directors may appoint an honorary board member who may attend select board meetings, act as an advisor to the board, and serve on committees, and other activities; but, without full board responsibilities or voting privileges. An honorary member is expected to attend the annual meeting and participate in at least one annual fundraising or outreach event.
- 3.8 The Board of Directors sets agency policy and holds the Executive Director accountable.
- 3.9 Members of the Board of Directors who fail to act according to the Bylaws may be removed from the board with a two-thirds (2/3) affirmative vote of the current board members.

#### **ARTICLE IV: OFFICERS**

- 4.1 The Board of Directors shall include the following officers: Chair, Vice Chair, Immediate Past Chair, Treasurer and Secretary who shall comprise the Executive Committee. Officers shall be responsible for carrying out the duties of their office as defined below.
- 4.2 The Chair presides at meetings of the Board of Directors and facilitates meetings of the Executive Committee, and executes deeds, transfers, bills of sale, contracts and other instruments as authorized by the board. The Chair appoints chairpersons of committees in consultation with other Board members and serves *ex-officio* as a member of all committees. The Chair becomes the Immediate Past Chair at the end of his/her term.
- 4.3 The Vice Chair shall exercise all duties and responsibilities of the Chair whenever the Chair is absent, unable to carry out his or her duties, or if the Chair acts outside the scope of his or her authority as determined by the Board of Directors.
- 4.4 The Immediate Past Chair serves a minimum of one year after completing his or her last term as Board Chair.
- 4.5 The Secretary shall keep records of the Family Support Center, including the official minutes of Board meetings, and together with the Chair shall execute official correspondence, deeds, transfers, bills of sale, contracts and other instruments as authorized by the Board. The Secretary ensures minutes are distributed to members after each meeting.



- 4.6 The Treasurer oversees the finances of the organization. He or she shall provide oversight for the current and complete books of account pertaining to the Family Support Center. The Treasurer shall report the current financial condition of the Family Support Center at meetings of the Board of Directors. The Treasurer will present an annual budget to the board.
- 4.7 The term of office for officers is two years except for the Immediate Past Chair, which is one year. Officers may seek and serve more than one consecutive term of office.
- 4.8 An officer may be removed from his or her position with a two-thirds (2/3) affirmative vote of the current board members.
- 4.9 Board members are considered volunteers of the family support center in addition to being directors of the corporation. Background check requirements that apply to other general volunteers also apply to members of the board of directors.

## **ARTICLE V: MEETINGS**

- 5.1 Unless otherwise stated, fifty-one percent (51%) of presently seated members of the Board of Directors constitutes a quorum for action by the Board.
- 5.2 The Board of Directors shall meet at least ten (10) times per year at a regularly scheduled time and date to be determined by the Executive Committee. The time and date shall be announced to all members of the Board of Directors a minimum of five (5) days prior to the meeting.
- 5.3 The location of the meeting will be determined by the Executive Committee.
- 5.4 There shall be an Annual Meeting on the fourth Thursday in June with the time and date determined by the Executive Committee. The time and date shall be announced to the Board of Directors a minimum of two (2) weeks prior to the meeting. Members present at the annual meeting shall constitute a quorum. At the annual meeting the Members shall elect Directors and Officers. Any business may be considered at an Annual Meeting.
- 5.5 Minutes of all board meetings and formal actions shall be recorded.
- 5.6 Executive sessions may be convened for the purpose of discussion and hearing recommendations of staff or legal counsel with respect to any pending or potential litigation, pending or potential real property transactions, pending or potential personnel actions, the pending or potential removal of a member of the Board of Directors, or the pending or potential termination of a Lease.
- 5.7 Special meetings of the membership may be called by Board Chair or Vice Chair in accordance with RCW 24.03.075, as now written or as hereinafter amended. Notice of the time, place, and purpose of the meeting must be sent to all members in advance of the meeting. At a special meeting, members can discuss only the business that was stated in the notification.

- 5.8 In accordance with RCW 24.03.085, proposals may be voted on by electronic mail ("email"). A notice of the e-mail vote must be sent to all members with the specific proposal to be decided and the deadline for the vote. The e-mail response from voting members must include the specific proposal and a vote of yea or nay and must be received by the deadline. Members voting by email are present for all purposes of quorum, counts of votes, and percentages of total voting power present.
- 5.9 Conflicts of interest by staff, members of the Board of Directors, or volunteers are prohibited. For the purpose of this section, a conflict of interest is defined as the participation by staff, volunteers or members of the Board of Directors (other than acts within the scope of agency employment) in any transaction that directly or indirectly benefits the specific person, a member of his or her family, or a business entity in which the individual or a member of this or her family has a direct or beneficial interest. For the purpose of this section, the term "family" includes persons who reside in the same home, who have reciprocal, natural and/or moral duties to, and do, provide support for one another.
- 5.10 Members of the Board of Directors abide by the Family Support Center's conflict of interest and confidentiality policies.
- 5.11 Each Officer and member of a committee with board-delegated powers shall annually sign a statement that affirms that such person:
- a. has received a copy of the conflict of interest policy;
  - b. has read and understands the conflict of interest policy;
  - c. has agreed to comply with the policy; and,
  - d. understands the Family Support Center is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **ARTICLE VI: BOARD OF DIRECTORS**

- 6.1 The term of office for a Board of Director shall be three (3) years. However, Officers shall serve staggered terms to balance continuity with new perspectives.
- 6.2 A member of the Board of Directors may be allowed to serve multiple terms of office.
- 6.3 The business and affairs of the Family Support Center shall be directed by the Board of Directors. The Board of Directors shall have those powers and duties incident to achieving the purposes of the Family Support Center, including but not limited to the specific powers and duties set forth below.
- a) Hire and oversee activities of the Executive Director, delegating such responsibilities to the Executive Director as the Board sees appropriate.
  - b) Enter into necessary contracts and take necessary legal action in effecting the



purposes of the Family Support Center.

- c) Insure against legal liabilities of the Family Support Center, its trustees, officers, members, employees and volunteers, as advised.
- d) Assume legal fiduciary responsibility for the Family Support Center.
- e) Open and maintain accounts in banks and other depositories in the name of the Family Support Center.
- f) Require an annual financial review or independent financial audit.
- g) Authorize one or more officers or other members of the Board of Directors to make necessary withdrawals and expenditures.
- h) Ensure written policies are in place to carry out the mission of the Family Support Center and enumerated board activities.
- i) Ensure use and maintenance of the Family Support Center is in a manner that is consistent with the purpose defined in Article II and consistent with the terms described in the Use and Lease Agreement with the City of Olympia.
- j) Review, implement and re-negotiate the Use and Lease Agreement with the City of Olympia.
- k) Reconcile or modify any inconsistencies in the Family Support Center By-Laws.
- l) Designate committees with power to exercise the discretionary authority as delegated by the Board of Directors.
- m) Make determinations on the acceptance or removal of any member of the Board of Directors by a two-thirds (2/3) affirmative vote of those Directors currently seated on the Board.
- n) Adopt an annual operations and maintenance budget for the Family Support Center building and associated appurtenances.
- o) Decide space allocations and leasing rates for agencies and organizations that occupy and use space within the building.
- p) Conduct strategic planning every three (3) years.

## **ARTICLE VII: COMMITTEES**

- 7.1 Committees shall be appointed by the Board of Directors as needed.
- 7.2 All committees shall make regular reports and recommendations, as appropriate, to the Board of Directors.
- 7.3 All committee recommendations that require action must be approved by the Board of Directors.
- 7.4 At least two members of the Board of Directors shall serve on each committee.

7.5 Non-members of the Board of Directors may participate in committee meetings.

## **ARTICLE VIII: AMENDMENT OF BYLAWS**

The Bylaws may be altered, amended or repealed by an affirmative vote of two-thirds (2/3) of those members of the Board of Directors presently seated on the board providing a written notice was given to all members no less than two weeks in advance of the meeting at which such vote is taken. This notice must include the purpose of the bylaws revision and a copy of the draft amendments.

## **ARTICLE IX: STATEMENT OF INDEMNIFICATION**

9.1 Right to Indemnification: Subject to Section 9.6 of this Article below, each person who is or was made a party to, or is threatened to be made a party to, or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a director or officer of the Family Support Center or, while a director or officer, he or she is or was serving at the request of the Family Support Center as a director, trustee, officer, employee or agent of another corporation or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans, shall be indemnified and held harmless by the Family Support Center, to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorney's fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be a director, trustee, officer, employee or agent and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that except as provided in this Article with respect to proceedings seeking solely to enforce rights to indemnification, the Family Support Center shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the board of directors of the Family Support Center. The right to indemnification conferred in this Section shall be a contract right and shall include the right to be paid by the Family Support Center the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only upon delivery to the Family Support Center of an undertaking, by or on behalf of such director or officer, to repay all amounts so advanced if it shall ultimately be determined that such director or officer is not entitled to be indemnified under this Section 9.1 or otherwise.

9.2 Right of Claimant to Bring Suit: Subject to Section 9.6 of this Article below, if a claim for which indemnification is required under Section 1 of this Article is not paid in full by the Family Support Center within sixty (60) days after a written claim has been received by the Family Support Center, except in the case of a claim for expenses incurred in



defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may at any time thereafter bring suit against the Family Support Center to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Article upon submission of a written claim (and, in an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to the Family Support Center), and thereafter the Family Support Center shall have the burden of proof to overcome the presumption that the claimant is not so entitled. Neither the failure of the Family Support Center (including its board of directors, independent legal counsel or its members, if any) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses of the claimant is proper in the circumstances nor an actual determination by the Family Support Center (including its board of directors, independent legal counsel or its members, if any) that the claimant is not entitled to indemnification or to the reimbursement or advancement of expenses shall be a defense to the action or create a presumption that the claimant is not so entitled.

9.3 Non-exclusivity of Rights: Subject to Section 9.6 of this Article below, the right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the Articles of Incorporation, Bylaws, agreement, vote of members, if any, or disinterested directors or otherwise.

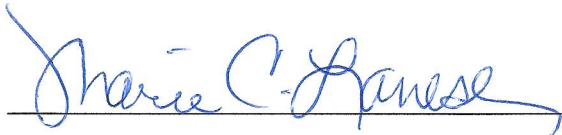
9.4 Insurance, Contracts and Funding: The Family Support Center may maintain insurance at its expense to protect itself and any director, trustee, officer, employee or agent of the Family Support Center or another corporation, partnership, joint venture, trust or other enterprise against any expense, liability or loss, whether or not the Family Support Center would have the power to indemnify such persons against such expense, liability or loss under the Washington Business Corporation Act, as applied to nonprofit corporations, or under the Washington Nonprofit Corporation Act. The Family Support Center may, without further action, enter into contracts with any director or officer of the Family Support Center in furtherance of the provisions of this Article and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this Article.

9.5 Indemnification of Employees and Agents of the Family Support Center: Subject to Section 9.6 of this Article below, the Family Support Center may, by action of its Board of Directors from time to time, provide indemnification and pay expenses in advance of the final disposition of a proceeding to employees and agents of the Family Support Center with the same scope and effect as the provisions of this Article with respect to the indemnification and advancement of expenses of directors and officers of the Family Support Center or pursuant to rights granted pursuant to, or provided by, the

Washington Business Corporation Act, as applied to nonprofit corporations, or otherwise.

- 9.6 Limitations on indemnification: Any and all rights to indemnification provided for in the foregoing sections of this Article 9 are restricted and limited as follows: (a) the Family Support Center shall not indemnify a director in connection with a proceeding by or in the right of the Family Support Center in which the director was adjudged liable to the Family Support Center, and (b) the Family Support Center shall not indemnify a director in connection with a proceeding charging improper personal benefit to the director, whether or not involving action in the director's official capacity, in which the director was adjudged liable on the basis that personal benefit was improperly received by the director.

These bylaws are effective on the 16<sup>th</sup> day of April, 2020.



Chair, Board of Directors



Vice Chair, Board of Directors



Secretary, Board of Directors



Treasurer, Board of Directors

# STATE of WASHINGTON



## SECRETARY of STATE

I, **RALPH MUNRO**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

### CERTIFICATE OF INCORPORATION

to

THE FAMILY SUPPORT CENTER OF SOUTH  
SOUND

a Washington Non Profit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

UBI Number: 601 967 753

Date: July 12, 1999



Given under my hand and the Seal of the State  
of Washington at Olympia, the State Capital

Ralph Munro, Secretary of State  
2-897061-4



**CITY OF TUMWATER  
NOTICE TO SUBMIT YEAR 2024  
COMMUNITY HUMAN SERVICES PROGRAM  
FUNDING APPLICATIONS**

City of Tumwater invites agencies PROVIDING HUMAN SERVICES to Tumwater residents to submit funding applications for the year 2024. It is expected that the City of Tumwater will have \$15,000.00 to distribute to local organizations that provide necessary aid for Tumwater residents who are vulnerable, low-income, or disadvantaged through the local Community Human Services Program (CHSP).

The application can be downloaded as a fill-in form at [www.ci.tumwater.wa.us/HumanServices](http://www.ci.tumwater.wa.us/HumanServices) or by sending a request to email address: [humanservices@ci.tumwater.wa.us](mailto:humanservices@ci.tumwater.wa.us).

Completed applications must be received no later than 12:00 p.m./Noon on Wednesday, September 27, 2023. All documents submitted will be public records. Completed applications should be sent by email to [humanservices@ci.tumwater.wa.us](mailto:humanservices@ci.tumwater.wa.us) (no larger than 9MB per email) or mailed to Executive Department, 555 Israel Road SW, Tumwater, WA 98501. Postmarks, late, or incomplete applications will not be accepted.

Agencies that have submitted a completed application by the deadline will be contacted to schedule a presentation before the City of Tumwater's Budget and Finance Committee. Presentations are required and expected to occur in October. The Budget and Finance Committee will make a funding recommendation to the Tumwater City Council as part of the current budget cycle. Successful applicants will be required to enter into an Agreement with the City of Tumwater.

**Completed applications must be received no later than 12:00 p.m./Noon, on  
Wednesday, September 27, 2023.  
Postmarks, late, or incomplete applications will not be accepted.**

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for copying purposes

Tumwater City Hall  
555 Israel Road SW  
Tumwater WA 98501

[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)





**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: **Garden-Raised Bounty**

Address: **2016 Elliott Ave Nw**

City, State, Zip: **Olympia, WA 98502**

Contact Person: **Clare Follmann**

Title: **Grants and Outreach Coordinator**

Tax ID Number: **91-1594312**

Date of Application: **9/15/2023**

Telephone Number: **360-753-5522**

E-mail Address: **clare@goodgrub.org**

Amount of Funding Requested: \$ **4,000**

**CERTIFICATIONS:**

I hereby state on behalf of **Garden-Raised Bounty (GRuB)** that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue

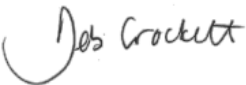


Service as tax exempt.

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws.**
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Debra Crockett Executive Director  
Name Title

  
Signature (original or e-signature)

9/15/2023  
Date

**CITY OF TUMWATER**  
**COMMUNITY HUMAN SERVICES PROGRAM**  
**APPLICATION OF FUNDS**

**LEGAL NAME OF AGENCY:** Garden-Raised Bounty (GRuB)

**1. What is the organization's purpose?**

GRuB's mission is to grow healthy food, people, and community. With roots in the land, we create opportunities for people to learn, lead, and thrive. We envision an equitable world where we are all nourished by healthy relationships, resilient communities, and good food.

**2. Who are the current officers and management employees of your organization?**

In 2023, our Board of Directors includes: Judy Witt, President; Kim Huynh, Vice President; Diane Dakin, Secretary; Teresa Knotwell, Treasurer; Susana Bailén Acevedo; Katherine Berndt; Chris Campbell; Nakia DeMiero; Maritza Vega; Debra Grace Peri.

**a. How are officers selected?**

Officers are elected by the Board of Directors each December.

**b. How many members are there in your organization?**

GRuB has a membership base of more than 5,000 people, including community supporters; 600 active donors; 500+ volunteers; and clients served.

**c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

We have 15 full time staff with a total of 13 FTE; annual salaries total \$767,291, with total payroll (including benefits and taxes) for this group at \$897,040.

We employ another 20 individuals on a seasonal or part-time basis,

primarily for young adult employees on our youth farm. Total wages for part-time employees=\$162,439; including taxes, payroll for this group is \$184,882.

**3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.**  
(For the application to be complete, budget materials must be attached.)

We are mostly funded by individual donors, private foundations, government grants, and service contracts. Our FY23-24 income budget includes the following.

- Non-Government Grants: 26.5%
- Government Grants: 21.6%
- Direct Mail or other Donations: 14.8%
- Program Fees: 1.6%
- Fundraising Events: 5.2%
- Sales: 1.4%
- Service Contracts: 26.3%
- In-Kind Donations: 2.2%
- Misc: .4%

When we approved the budget last spring, we had already secured 42% of the revenues, and we projected another 37% as very low risk based on past experience. We have a strong track record for achieving our goals for individual donations and special events.

In terms of grant funding, we have commitments for the following so far this fiscal year, as well as funds secured in the last fiscal year for use now: Peg & Rick Young Foundation (\$5,000.00), Wilson Foundation (\$10,000.00), Pac Mountain Foundation (\$14,319.00), Career Connect Washington (\$86,108.05), SNAP-Ed (\$98,869.87), North West Horticulture Society (\$6,000.00), Cowlitz Tribe (\$10,062.00), Satterberg Foundation (\$125,000.00), Medina Foundation (\$30,000.00), Mannix Canby Foundation (\$15,000.00), USDA Beginning Farmer and Rancher program (\$108,942.37), and the Capital City Marathon (\$1,000).

We anticipate the following amount from regular annual grant funders: Chehalis Foundation (\$10,000.00), Dawkins Foundation (\$15,000.00), Russell Family Foundation (\$12,000.00), Community Foundation (\$5,000.00), Olympia Federal (\$5,000), Harvest Foundation (\$8,000), and the Peach Foundation (\$5,000).

We also expect a total of \$27,500 from the following grants that tend to fund under \$5000: Ludlow Foundation, WAFed, MultiCare Foundation, Nisqually Tribe, Elizabeth Lynn Foundation, City of Tumwater, City of Lacey, Fred Goldberg

Foundation, Clif Family Foundation, Allen Foundation, Squaxin Tribe, and the Jamestown Tribe.

**4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

Historically, we have applied for and received \$3,000 from the City of Tumwater for garden builds for low-income Tumwater residents. For 2023-24, we are applying for funding from the Cities of Lacey & Tumwater. We are applying to the City of Lacey to support the GRuB Garden Project (GGP) in building gardens in Lacey. We are applying to the City of Tumwater to support the GGP in building gardens in Tumwater.

**5. a. For what specific programs or activities will City of Tumwater funds be used?**

We invite the City of Tumwater to continue your legacy of partnering with GGP to empower low-income families in Tumwater to grow nutritious produce in their own backyards through a donation of \$3,000! \$3,000 of the proposed funds would support the building of up to six gardens, depending on the number of applications received in our 2023 garden-build season (April - June)..

**GGP**

Garden-Raised Bounty (GRuB)'s Garden Project (GGP) is bringing joy and resiliency to people with low incomes through the gift of gardens! Each season, GGP brings homegardens, training, and resources to anywhere between 30-100 low-income households (funding dependent). Each garden is filled with weed-free, high organic-content soil, and distribute seeds, vegetable starts, gardening guides and provide one-on-one monthly gardening mentorship. Throughout the year, we will also provide free workshops on topics such as sustainable gardening practices, garden planning, weeding, harvesting, and cooking.

In the garden-building season of 2024, the GGP will provide the garden space, knowledge, and tools for 35+ food-insecure households in Thurston County to become home-food producers. \$6,000 from the City of Lacey would allow us to ensure that at least ten gardens are serving households in Lacey. In addition to the free garden builds for low-income community members, GGP also provides monthly gardening mentorship—building community and ongoing support to ensure gardener success. GRuB also partners with local farms, seed companies, and the Thurston County Master Gardenersto provide

every gardener with free seed packets, garden recipes, gardening workshops, gardening guides, and vegetable starts.

**b. How do these programs or activities benefit the Tumwater community?**

**FOOD INSECURITY**

According to a study conducted in 2020 by Washington State University, up to a third of Washington residents are now food insecure, due in large part to the pandemic. In Thurston County (Feeding America, 2019), 30,360 people are food insecure, and 37% are not eligible to receive SNAP benefits. With COVID-19, this number has significantly increased. Individuals and families continue to face unprecedented challenges because of the coronavirus. People have lost their jobs, are facing housing and food insecurity, and are disconnected from their communities. Isolation, disruption of daily routines, and depletion of adequate food and housing can have profound impacts on mental and physical health.

GRuB gardens go beyond bringing one meal, the gift of gardens brings hundreds of meals and skills that increase resiliency and provide access to food in people's own backyard/patio.

Through GGP, we are able to provide the support needed for low-income and food insecure households to grow their own nutritious food, right at their own home! Families who receive GRuB gardens report saving money on groceries (each garden can grow over \$500 worth of food in one season), eating more nutritious fruits and vegetables because they are readily available, and trying new varieties (thanks to the free seeds).

**Strategies:**

- 1 – Offer a variety of backyard garden solutions, ranging from single-frame raised beds, stacked raised beds, and container gardens, to support the unique needs of low-income and food-insecure people with space constraints and/or physical limitations.
- 2 – Provide new and alumni gardeners with 15 packets of seeds, 12 starts, cover crops, and access to at least six seasonal workshops and opportunities to learn how to grow, prepare, and preserve vegetables.
- 3 - Partner with and support organizations, community members, and alumni gardeners to develop and deliver garden building projects with neighbors. The GGP will provide build materials, staff support, access to our workshop series, plus seeds, starts, and cover crops.
- 4 - Organize the building and establishing of community garden spaces.

**Project Timeline:**

While our timeline varies from year to year due to turnaround and changes in funding and focus, the below timeline gives a good idea of our general protocol to bring homegardens to low-income families!

- September - December
  - In fall and early winter, we review evaluations from our gardeners and begin planning how to incorporate the feedback from gardeners into our overall program structure, adjusting to ensure we are meeting the needs of our community to the best that we are able!
- December - February
  - During this time, we invite interested low-income families and individuals to fill out our GGP application form. After going through each application and projecting availability of funds for the garden build season, we create a schedule of up to two garden-builds per day, up to three days a week. Volunteers, staff, and our Lead Garden Builder work together to build custom home and community gardens with and for low-income applicants.
- March/April - June
  - Come spring, we build home gardens with and for low-income applicants! Funding dependent, we are known to build anywhere between 30 - over 100 gardens! At this time, we are also offering our SNAP-Ed gardening, cooking, nutrition, food preservation & leadership weekly online workshops!
- July - August
  - We conduct surveys and site visits and collect feedback from evaluations to begin reviewing in the fall and early winter!

**6. Is the City of Tumwater's financial support expected to be for one year or continually?**

We intend to continue the GRuB Garden Project (GGP) in the South Sound region, including Tumwater until it is no longer needed. We hope the City of Tumwater will choose to support the GGP this year and will recognize the value and longevity of this program as you consider future requests for funding.

**7. What will result if no City of Tumwater funds are provided?**

If no City of Tumwater funds are provided, we will continue to seek designated funding for the GRuB Garden Project, as well as general operating funds, to build as many gardens as we can throughout Thurston County. We will first focus outreach in areas where dedicated funding has

been secured, followed by general outreach throughout the county. Without designated funding, we cannot guarantee gardens will be built for Tumwater families in the 2023-2024 season.

**8. What would be the cost per unit of service provided in Tumwater?**

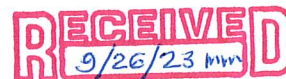
For our traditional free backyard gardens, the cost per unit of service varies! Costs can be anywhere from \$500 to \$1200 per garden, depending on distance we have to travel, wear and tear on the truck, staffing, etc. There are additional costs per participant for the enhanced elements of the GRuB Garden Project (leadership & facilitation trainings, garden-building trainings, workshops, garden mentors, etc.), however, for the purposes of this proposal, we are only asking the City of Lacey to support funding for primary services. Luckily, travelling to various GRuB gardeners in Lacey will likely mean that the gardens will be closer to \$500 each than \$1200, and we appreciate any funds you have to help make sure our Lacy gardeners are well equipped this season!

**9. Is there any other information the Council needs to know about your proposal?**

We deeply value the ongoing partnership with the City of Tumwater. For more than 15 years, you have funded GRuB's work in your community. We are grateful for the opportunity to apply to continue this partnership.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation





**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: Medical Equipment Bank  
dba: Thurston County Council on Aging a 501c

Address: 3537 Martin Way E

City, State, Zip: Olympia, WA 98503

Contact Person: Steve Robinson

Title: Vice President of the Board

Tax ID Number: 91-0821977

Date of Application: 9/19/23

Telephone Number: 360-951-2494

E-mail Address: water4fish@comcast.net

Amount of Funding Requested: \$ 2,500

**CERTIFICATIONS:**

I hereby state on behalf of Medical Equipment Bank that:  
 (Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

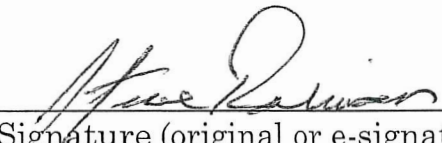
- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Steve Robinson  
Name

Vice President  
Title

  
Signature (original or e-signature)

9/19/23  
Date

**RECEIVED**  
9/26/23 mm

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION OF FUNDS**

LEGAL NAME OF AGENCY: Medical Equipment Bank

1. What is the organization's purpose?

To provide free medical equipment (ie) walker, wheel chairs, knee scooters etc. to seniors & disabled people in need. We serve thousands of people every year.

2. Who are the current officers and management employees of your organization? President - Joyce Wilms Vice President: Steve Robinson  
Treasurer: Nora Hanson Sabrina Pullen - Board Member  
Christy Lowder - Secretary Vivian Eason - Board Member

- a. How are officers selected?

They are elected by a vote of the Board

- b. How many members are there in your organization?

We have 6 active sitting Board Members.  
2 Employees.

- c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

Charlie Kirry: Executive Director (Full-Time) of Medical Equipment Bank / Editor: Senior News - \$60K  
Antonette Benham (PT) Manager / Medical Equipment Bank.

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.  
(For the application to be complete, budget materials must be attached.)

Our funding is from grants and donations.  
Mr. Kirry's salary is pd. through advertising in Sr. News.  
Mrs. Benham's salary is pd. through state grant.

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

Not at this time, but we are working on it.

5. a. For what specific programs or activities will City of Tumwater funds be used? Because of cost we are not currently able to provide Batteries for motorized wheelchairs and scooters. This grant is specifically for that purpose. \$2500 would supply about 6-8 Batteries.
- b. How do these programs or activities benefit the Tumwater community? Our Bank benefits citizens who due to age, operation, injury, chronic conditions etc. are in need of equipment to lead normal and independent lives w/out cost or financial hardship.
6. Is the City of Tumwater's financial support expected to be for one year or continually?

One year. However, we might apply again next year.

7. What will result if no City of Tumwater funds are provided?

We will survive of course, but it will take longer and struggling individuals in need will not get the necessary resources that will help them be independent.

8. What would be the cost per unit of service provided in Tumwater?

N/A We have provided a budget through the end of 2023. The 2024 budget is projected towards yr. end, but funds of this grant will be spent on

9. Is there any other information the Council needs to know about your Batteries proposal?

The Medical Equipment Bank has operated in this region for over 40 years. The last 14 yrs. we have been in the <sup>Woodlawn</sup> mortuary. They provided the space /and utilities for free up until this year. They have decided to expand their business so it was necessary for us to secure a new location which we have done. The new address is: 3537 <sup>Martin</sup> Way E Lacey, WA 98503 but we service people all over the county and surrounding areas including TumHao.

☐ Signature on Page 2 – Entity Certification

☐ Attach Organization Total Budget

☐ Attach Project Specific Budget

☐ Attach list of Board of Directors

☐ Attach Bylaws

☐ Articles of Incorporation

We have been moving and will re-open on Nov. 2nd, 2023.

We Now will have to pay rent & utilities which is another challenge, but are blessed to have partners that assist. We will be able to provide Batteries through. Heartbreaking to turn people



APP

**184035**

FILE NUMBER

DOMESTIC



# STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **A. LUDLOW KRAMER**, Secretary of State of the State of Washington and custodian of its seal, hereby certify that

## ARTICLES OF INCORPORATION

of **THURSTON COUNTY COUNCIL ON THE AGING, INC.**  
a domestic corporation of **Olympia,** Washington,

were filed for record in this office at **8:00** o'clock **A.m.**, on this date, and I further certify that such Articles remain on file in this office.

Filed at request of \_\_\_\_\_  
**Miles and Level, Attys.**  
**National Bank of Commerce**  
**Olympia, Wash.**

NON PROFIT  
Filing and recording fee \$ **5.00**  
License to June 30, 19\_\_ \$ \_\_\_\_\_  
Excess pages @ 25¢ \$ \_\_\_\_\_

In witness whereof I have signed and have affixed the seal of the State of Washington to this certificate at Olympia, the State Capitol,  
**March 17, 1967**

Microfilmed, Roll No. **1060**

Page **836 - 839**

A. LUDLOW KRAMER  
SECRETARY OF STATE

**836**

EDUCATIONAL, RELIGIOUS, BENEVOLENT, FRATERNAL  
OR CHARITABLE SOCIETIES

ARTICLES OF INCORPORATION OF

THURSTON COUNTY COUNCIL ON THE AGING, INC. MAR 17 1967

APPROVED  
AS TO FORM AND FILED

A. LUDLOW KRAMER  
SECRETARY OF STATE

BY *M. J. Cady*  
SUPERVISOR OF CORPORATIONS

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, each being of lawful age and citizens of the United States and residents of the State of Washington, pursuant to authority granted by the statutes of said State, under Title 24, Chapter 24.08 RCW, for the purposes herein specified, do hereby make and subscribe to the following Articles of Incorporation.

ARTICLE I

The name of this corporation shall be Thurston County Council on the Aging, Inc. and its duration shall be perpetual.

ARTICLE II

The principal place of business of this corporation shall be 414 South Washington, Olympia, Washington.

ARTICLE III

The terms for admission to membership of this council shall consist of persons, societies, associations, or corporations who wish to participate in the activities of the council and whose applications have been approved by the Board of Directors who are current in the payment of the annual membership fee.

ARTICLE IV

The purposes for which this corporation is formed are as follows:

1. Study the basic needs and resources of the community and to serve the best interests of older adults.
2. Improve the life and living conditions of the senior citizens of the community.

3. Provide a council through which citizens of the community can work cooperatively on developing community goals and programs for older adults and establishing priorities for their accomplishments.
4. Promote an awareness of the need for persons of middle age to plan an active, useful life in later years.
5. Provide a central source of information and referral on resources and opportunities for meeting the need of older adults.

#### ARTICLE V

The affairs of this corporation shall be managed by the Board of Directors, of not less than twelve or more than eighteen, namely:

J. Frank Anderson	Anna Tingstrom
George Huber	Amanda Smith
James Bohle	Ira Eskridge
Daniel Lee Soss	C.A. Skinner
Leslie H. Armstrong,	Marcelene Darling
Oma A. Weimar	Nina G. Hermann
Ruth B. Gould	

elected by the incorporators on March 13, 1967, and such other Directors (not to exceed a total Board Membership of eighteen) as may be elected by the Board of Directors, at its discretion, which directors shall serve until the annual meeting of March, 1968, or until the expiration of their terms, or until their successors are duly elected and qualified.

#### ARTICLE VI

The corporation shall be nonprofit and no capital stock shall be issued to any member.

#### ARTICLE VII

In the event of dissolution, the assets shall be distributed to another non-profit organization serving senior citizens in

**MILES & LEVEL**  
ATTORNEYS AT LAW  
NATIONAL BANK OF COMMERCE BUILDING  
OLYMPIA, WASHINGTON 98501

(2)

879



accordance with Section 501 (c) (3) of the Internal Revenue Code. This corporation shall not conduct any activities not permitted by an organization exempt under the above code.

IN WITNESS WHEREOF, we have hereunto set our hands this 13 day of March, 1967.

Anderson  
Anna Tingstrom  
George Huber  
Amanda Smith  
James Bohle  
Ira Eskridge  
Daniel Lee Soss  
C.A. Skinner  
Leslie H. Armstrong  
Marcelere Darling  
Oma A. Weimar  
Nina G. Hermann  
Ruth B. Gould

STATE OF WASHINGTON }  
 County of } ss.

This is to certify that on the 13 day of March, 1967, before me personally appeared J. Frank Anderson, Anna Tingstrom, George Huber, Amanda Smith, James Bohle, Ira Eskridge, Daniel Lee Soss, C.A. Skinner, Leslie H. Armstrong, Marcelere Darling, Oma A. Weimar, Nina G. Hermann, Ruth B. Gould

to me known to be the individuals who executed the foregoing instrument, and who acknowledged to me that they signed and executed the same as their own free voluntary act and deed for the uses and purposes therein mentioned.

Miles  
 NOTARY PUBLIC in and for the State of Washington, residing at

MILES & LEVEL  
 ATTORNEYS AT LAW  
 NATIONAL BANK OF COMMERCE BUILDING  
 OLYMPIA, WASHINGTON 98501

839





**U. S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE**

DISTRICT DIRECTOR  
NINTH AND LENORA BUILDING  
SEATTLE, WASHINGTON 98121

February 27, 1968

REPLY REFER TO  
Form L-178  
Code 414:JVS  
SEA:EO:68-63

Thurston County Council  
on the Aging, Inc.  
414 S. Washington Street  
Olympia, Washington 98501

<b>PURPOSE</b>	
Charitable	
ADDRESS INQUIRIES & FILE RETURNS WITH DISTRICT DIRECTOR OF INTERNAL REVENUE	
Seattle, Washington	
FORM 990-A RE- QUIRED	ACCOUNTING PERIOD ENDING
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	March 31

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

*Neal S. Warren*  
Neal S. Warren  
District Director

FORM L-178 (6-64)

## THURSTON COUNTY COUNCIL ON AGING

REVISED 2018 BY-LAWS

Adopted December 14, 2018

### ARTICLE I: Functions

The functions of the Thurston County Council on Aging shall be to:

1. Study and define the needs, problems, and opportunities of the aging population.
2. Encourage the coordination of existing activities and services and stimulate the expansion of existing services and the development of any additional services which are, or might be, needed.
3. Familiarize the public with the needs of the aging and the purposes of the Council.
4. Initiate a service program or demonstration when such action shall be required.
5. Oversee the direction, personnel, and operations of the Medical Equipment Bank, including all matters pertinent to its core mission of providing a place(s) where those in need may find used or surplus medical equipment and supplies at no cost
6. Advise and assist with the editorial direction, production, and financial success of the Thurston-Mason Senior News.
7. Utilize the Thurston-Mason Senior News as a primary outreach vehicle for senior programs and services deemed of value and/or initiated by the TCCOA in response to any of Functions 1-5, above.

### ARTICLE II: Advisory Committee: Purpose, Membership, Terms of Appointment

Section 1: At the discretion of the TCCOA Board of Directors, we may choose to form an Advisory Committee. The Advisory Committee shall consist of those individuals in the area served by TCCOA who have shown an interest in supporting all or part of the functions of the TCCOA and are willing to join the Advisory Committee. The purpose of the Advisory Committee is to advise the Board on matters of direction, resources, and potential challenges and opportunities relating to the functions of the TCCOA in its efforts to address the needs of the aging population.

Section 2: Advisory Committee members are recommended for membership by the President of the TCCOA Board and appointed through a majority vote of the full Board of Directors.

Section 3: Advisory Committee members will be appointed to a two-year term, ending in December. For appointments made in months prior to December, those months constitute full and active participation on the Advisory Committee, but do not count toward the two-year appointment period.

### **ARTICLE III: Board of Directors**

Section 1: The Board of Directors, as the governing body of the Council, shall be composed of no less than five members residing in either Mason or Thurston County. Of the five members, three shall be Officers dividing the duties of President, Treasurer and Secretary, and the remaining two as members-at-large. All Board members wield a single vote.

Section 2: All Board members will serve a term of two years from date of appointment. For Board members already in service longer than two years, new terms consisting of two years will begin, if re-appointed, in December of 2018.

Section 3: New board members may be proposed either by the President of the Board or by a three-member initiative. A vote constituting an endorsement by four Board members is necessary for an appointment to the Board.

Section 4: The Board of Directors shall meet not less than two times a year. Additional meetings may be called by the President or the Directors upon request to the President.

Section 5: Two required annual meetings shall be held during the months of December and April at such hours, dates, and places as the Board of Directors shall designate. Notice of such meetings shall be given to each Board member at least two weeks in advance.

Section 5, Part A: The early December meeting is a luncheon to reward our volunteers, followed by a short session with any Advisory Committee members, if any are in attendance. Remaining time is an end-year meeting for TCCOA Board business.

Section 5, Part B: A timely meeting to review and approve a final revised draft of our year-to-date totals, and final draft of the Corporation's IRS Tax Return to be filed that year.

Section 6: Three members or 3/5 percentage of Board members in attendance shall constitute a quorum.

Section 7: All meetings shall be conducted adhering to Robert's Revised Rules of Order as a general guideline.

### **ARTICLE IV: Officers and Duties**

Section 1: The officers shall be President, Treasurer and Secretary.

Section 2: The duties and powers of the officers of this corporation shall be as follows:

- **President-** The President shall be chairperson of the Board of Directors and shall preside at the regular and special meetings of the Council and the Board of Directors. The President shall perform such other duties as are usual and incidental to the office, and such as are duly

requested by the board of Directors. The President shall have check signing authority with the Corporation.

- **Treasurer-** The Treasurer shall maintain awareness of the financial health and status of the corporation, as well as its revenue generating mechanisms. The Treasurer may at any time inquire as to the status of bank accounts, invoices, checks, salaries, debts, and payments related to the operations of the Corporation and its related businesses. The Treasurer shares check-signing responsibilities with the President of the Board, as well as with the Secretary of the Board.
- **Secretary-** The Secretary shall keep all official minutes of Board meetings and provide copies of such as needed. The Secretary is chiefly responsible for noting future meeting dates and informing the other Board members of upcoming meetings or related obligations. As a back-up safety measure, the Secretary will share check signing privileges if and when both the President and Treasurer are unable or not present to perform that function.

### Section 3: Succession of Officers

If for any reason the office of the President should become vacant, except for the expiration of the term of office, either the Treasurer or Secretary will assume the post, with the first option to assume the post going to the Treasurer. If neither of the Members-at-Large assume the duties vacated by either the Treasurer or Secretary when one of the latter assumes the role of President, then a new Board member shall be appointed who is proficient in the role and duties of the newly vacated Officer's position.

### **ARTICLE V: Amendment to By-Laws**

These by-laws may be altered, amended or repealed by the majority of the Board members of the Thurston County Council on Aging, provided a notice of the proposed action has been given to all members at least three days in advance and that a quorum of members are in attendance at the time of the vote.

### **ARTICLE VI: Dissolution**

The Thurston County Council on Aging may be dissolved by a vote of four (or 4/5 majority vote) of those TCCOA Board members present at any meeting, providing previous notice of intent has been given at least two weeks in advance.

	<b>TMSN</b>	<b>TOTAL</b>
	<b>Jan - Dec 23</b>	<b>Jan - Dec 23</b>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>MEB Revenue</b>		
<b>Grants</b>		
<b>St Mikes Parrish</b>	2,500.00	2,500.00
<b>Total Grants</b>	2,500.00	2,500.00
<b>SN Clippings Cash CC Ck</b>	7,500.00	7,500.00
<b>Total MEB Revenue</b>	10,000.00	10,000.00
<b>Senior News Revenue</b>		
<b>Advertisements</b>	90,000.00	90,000.00
<b>Credit Card Processing Fee</b>	300.00	300.00
<b>Fundraising Mailer</b>	3,000.00	3,000.00
<b>Grants</b>		
<b>St Michael Parish &amp; School</b>	2,500.00	2,500.00
<b>Thurston Co LMT Grant</b>	72,000.00	72,000.00
<b>Total Grants</b>	74,500.00	74,500.00
<b>Late Fee</b>	50.00	50.00
<b>MEB Advertising</b>	10,000.00	10,000.00
<b>MEB Management</b>	12,000.00	12,000.00
<b>Total Senior News Revenue</b>	189,850.00	189,850.00
<b>Total Income</b>	199,850.00	199,850.00
<b>Gross Profit</b>	199,850.00	199,850.00
<b>Expense</b>		
<b>A - Newspaper</b>		
<b>Newspaper Production</b>		
<b>Articles and Games</b>	1,200.00	1,200.00
<b>Driver's Insurance Coverage</b>	1,500.00	1,500.00
<b>Internet Reimbursement</b>	1,300.00	1,300.00
<b>Mail Preparation</b>	21,600.00	21,600.00
<b>Newspaper Delivery Mileage</b>	7,200.00	7,200.00
<b>Newspaper Printing</b>	34,800.00	34,800.00
<b>Postage</b>	30,000.00	30,000.00
<b>Total Newspaper Production</b>	97,600.00	97,600.00
<b>Total A - Newspaper</b>	97,600.00	97,600.00
<b>B - Web Sites</b>		
<b>Website</b>		
<b>Design</b>	3,500.00	3,500.00
<b>Domain Name</b>	100.00	100.00
<b>HOSTING</b>	350.00	350.00
<b>Updates</b>	500.00	500.00
<b>Total Website</b>	4,450.00	4,450.00
<b>Total B - Web Sites</b>	4,450.00	4,450.00
<b>C -Administrative</b>		
<b>Accounting</b>	8,000.00	8,000.00

Bank Fees	75.00	75.00
Computer / Hardware	500.00	500.00
Computer Programs	800.00	800.00
Credit Card Fee	200.00	200.00
Dues & Subscriptions	200.00	200.00
Grant Administrative	1,000.00	1,000.00
Insurance - E & O	732.00	732.00
Legal	1,000.00	1,000.00
Licenses and Permits	400.00	400.00
Phones and Service	1,000.00	1,000.00
<b>Total C -Administrative</b>	<b>11,907.00</b>	<b>11,907.00</b>
<b>D -Office</b>		
Office Supplies		
Printer Paper	300.00	300.00
Toner	100.00	100.00
<b>Total Office Supplies</b>	<b>400.00</b>	<b>400.00</b>
<b>Total D -Office</b>	<b>400.00</b>	<b>400.00</b>
<b>E -Payroll</b>		
Payroll Expenses		
Fica and Medicare	4,600.00	4,600.00
Health Insurance	4,800.00	4,800.00
Labor and Industries	400.00	400.00
Retirement	12,000.00	12,000.00
SUTA	350.00	350.00
Wages	48,000.00	48,000.00
<b>Total Payroll Expenses</b>	<b>70,150.00</b>	<b>70,150.00</b>
<b>Total E -Payroll</b>	<b>70,150.00</b>	<b>70,150.00</b>
<b>Fundraising Mailer</b>		
Accounting Services	1,500.00	1,500.00
Envelopes	3,000.00	3,000.00
Letters	3,000.00	3,000.00
Mail Preparation	3,600.00	3,600.00
Postage	1,200.00	1,200.00
Printing	2,000.00	2,000.00
Thank You Notes	3,000.00	3,000.00
<b>Total Fundraising Mailer</b>	<b>17,300.00</b>	<b>17,300.00</b>
<b>Total Expense</b>	<b>201,807.00</b>	<b>201,807.00</b>
<b>Net Ordinary Income</b>	<b>-1,957.00</b>	<b>-1,957.00</b>
<b>Other Income/Expense</b>		
Other Income		
Interest Income	5.00	5.00
<b>Total Other Income</b>	<b>5.00</b>	<b>5.00</b>
<b>Net Other Income</b>	<b>5.00</b>	<b>5.00</b>
<b>Net Income</b>	<b>-1,952.00</b>	<b>-1,952.00</b>



**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: Rebuilding Together Thurston County

Address: 809 Legion Way SE, Suite 306

City, State, Zip: Olympia, WA 98501

Contact Person: Cathy Johnson

Title: Executive Director

Tax ID Number: 77-0613860

Date of Application: 9/11/2023

Telephone Number: (360) 539-7830 , Message 360-556-3027

E-mail Address: cathyjohnson@rebuildingtogethertc.org

Amount of Funding Requested: \$ 3,000

**CERTIFICATIONS:**

I hereby state on behalf of cathyjohnson@rebuildingtogethertc.org that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws**.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Rebekah Graham

Name

RTTC Board President

Title

Rebekah Graham

Signature (original or e-signature)

9-15-2023

Date



## CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

**LEGAL NAME OF AGENCY:** Rebuilding Together Thurston County (RTTC)

**1. What is the organization's purpose?**

RTTC is dedicated to preserving affordable housing and assuring that the most vulnerable low-income homeowners in Thurston County live in warmth, safety, health, and independence. We provide critical home repairs and ADA modification services at no cost to eligible beneficiaries.

The lack of affordable homes in Thurston County contributes to higher prices and cost burdens for residents. Most of RTTC's clients subsist on \$8,640 to \$21,600 per year and spend more than 50% of that on housing. Our "typical" applicant is a woman in her mid-60s who lives in a mobile home in a park with an income of \$1,250 a month and park rent of \$650, leaving just \$600 a month to cover living expenses. This situation places enormous financial strain on people as they have less to spend on other necessities such as food and health care. There is often no money left over for home maintenance or critical home repairs.

Typical repairs include:

- building a ramp for a wheelchair-bound veteran;
- replacing a family's hot water heater;
- replacing failing, water-damaged flooring;
- pumping a septic tank to prevent sewage from backing up into the home;
- repairing a front door and deadbolt for home security;
- installing grab bars for someone 62+ years old at risk of falling; and
- fixing a sparking light switch in a child's bedroom.

To be considered for RTTC's services, an applicant must live in Thurston County and:

- be low income (below 50% annual median income, in a few cases, below 80%);
- own their home;
- be living with a disability, or
- be 62+ years old, or be a veteran, or be a family with children;
- be unable to complete the repair work on their own; and
- plan to remain in the home for at least the next two years after repairs are completed.

**2. Who are the current officers and management employees of your organization?**

Board: Rebekah Graham (President), Jennifer Ferguson (Vice President), Andi Lynn Rhodes Springer (Treasurer), Pete Kmet (Secretary). Staff: Cathy Johnson (Executive Director)

**a. How are officers selected?**

Directors are by the Board of Directors at annual meetings to hold office for a two-year term. Current directors hold their seats until their successors are elected and ratified. No Director may serve more than three consecutive 2-year terms. The terms of directors are staggered so that approximately one-third of the directors shall be elected at each annual meeting. Any vacancy on the Board that occurs prior to the annual election meeting is filled at any other regular meeting of the Board, at a special meeting, or by unanimous ballot, and any Director so elected serves the remainder of the term of that seat.

**b. How many members are there in your organization?**

We have 7 Board members, 1 Administrative staff member, 3 program staff members, 4 consultants, 40 skilled/contractor volunteers, and another 50 or so volunteers that help throughout the year.

**c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

We have 1 full-time volunteer employee and 3 paid part-time employees. Payroll for our part-time employees is budgeted as \$63,180 in 2023.

**3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.**

(For the application to be complete, budget materials must be attached.)

RTTC's major funding sources include: two annual fundraisers (Give Local and our Build It Breakfast event) that bring in both individual donors and business sponsors, Grants (government, private foundation, tribal). We do not charge any fees to clients for our services.

**4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

Yes. RTTC receives funding for our Critical Repair program through the

Thurston County consolidated grants programs - Affordable Housing and Homeless Prevention (AHHS) (\$28,000) and Community Development Block Grant (CDBG) (\$30,000). We also were recommended for a one-time 2023-2024 grant this summer through a similar consolidated grant program administered by Thurston County (\$75,000). RTTC also received funding from the USDA Housing Preservation program in 2021-2023. These funds are not likely to be used for the proposed Tumwater project as they are restricted to projects in other areas of Thurston County or already allocated to other projects.

**5. a. For what specific programs or activities will City of Tumwater funds be used?**

City of Tumwater funds would be used to work on one of our 50 proposed critical repair projects for 2024. This specific project is for a homeowner in Tumwater. Stephanie (54) and her mother (77) live in a doublewide manufactured home located in a park in Tumwater. They purchased the home in 2012. Stephanie and her mother are both living with disabilities. Their combined income is just under \$27,000 per year.

City of Tumwater funds would be spent on Stage 1 repairs at their home. Our project coordinator inspected their home and has deemed these repairs the most critical for them to live there safely.

Stage 1 (most critical safety need) - Total estimate \$4000

- Wheelchair ramp
- Bathtub modified to a walk in (Miracle Method), grab bars
- Plumbing repaired, bathroom floor replaced due to water damage, and other related incidentals.

Stage 2 (other critical needs) - Total estimate \$2000

- weatherstripping
- working bathroom exhaust fan
- working dishwasher
- security motion light
- plumbing leak in utility room
- back porch roof/awning repair
- bedroom door repair
- heating restored to one area of the home

**b. How do these programs or activities benefit the Tumwater community?**

This critical home repair project makes it possible for a Tumwater family to live safely in their home and age-in-place. It also helps preserve an affordable home in Tumwater for future residents

Being able to stay in their own homes keeps senior homeowners

connected with their community – their neighbors, house of worship, grocery store, doctor, and etc. It also saves money - for homeowners and for the larger community - to have homeowners stay in their existing home rather than moving to rent-assisted housing or an assisted living facility.

This project may help spread the word about RTTC's services to other Tumwater residents who are eligible and in need of critical home repairs.

**6. Is the City of Tumwater's financial support expected to be for one year or continually?**

RTTC is open to both possibilities. However, we were under the impression that we were applying for support for one year.

**7. What will result if no City of Tumwater funds are provided?**

We may need to do fewer of the repairs at Stephanie and her mom's home. They may also have to wait longer for these repairs.

**8. What would be the cost per unit of service provided in Tumwater?**

\$3000 per household. \$1500 per person.

**9. Is there any other information the Council needs to know about your proposal?**

People with Disabilities - Over 70% of our clients are living with a physical and/or mental disability. The work we do to make critical repairs and ADA modifications to their homes allows them the opportunity to stay in their homes and be part of our neighborhoods. This contributes to having a more inclusive community.

Skilled Volunteers – A lot of the critical home repair work we do is done by skilled volunteers. We hire contractors for the specialized and larger jobs, like plumbing, electrical work, and roofing. But our skilled volunteers build wheelchair ramps, fix damaged flooring and siding, and perform many other jobs. This allows us to stretch our budget and serve more people.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation

12:33 PM

08/24/23

Accrual Basis

# Rebuilding Together Thurston County

## Profit & Loss Budget vs. Actual

### January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Direct Public Support				
Businesses	500.01	5,000.00	-4,499.99	10.0%
Churches/Clubs	3,000.01	1,000.00	2,000.01	300.0%
Individuals	4,215.47	12,000.00	-7,784.53	35.1%
<b>Total Direct Public Support</b>	<b>7,715.49</b>	<b>18,000.00</b>	<b>-10,284.51</b>	<b>42.9%</b>
Fundraising (I)				
Build It Breakfast	52,205.22	55,000.00	-2,794.78	94.9%
Give Local (Yearend)	100.00	5,000.00	-4,900.00	2.0%
<b>Total Fundraising (I)</b>	<b>52,305.22</b>	<b>60,000.00</b>	<b>-7,694.78</b>	<b>87.2%</b>
Grant Award(s)				
Restricted	75,611.17	217,000.00	-141,388.83	34.8%
Restricted (Ops Okay)	5,000.00	20,000.00	-15,000.00	25.0%
Unrestricted	30,124.27	55,000.00	-24,875.73	54.8%
<b>Total Grant Award(s)</b>	<b>110,735.44</b>	<b>292,000.00</b>	<b>-181,264.56</b>	<b>37.9%</b>
Sale of Goods/Inventory	325.00			
<b>Total Income</b>	<b>171,081.15</b>	<b>370,000.00</b>	<b>-198,918.85</b>	<b>46.2%</b>
<b>Expense</b>				
Fundraising				
Build It Breakfast	5,952.50	12,500.00	-6,547.50	47.6%
Grant Expenses (Not Writing)	700.00			
Grant Writing	6,720.00	19,800.00	-13,080.00	33.9%
<b>Total Fundraising</b>	<b>13,372.50</b>	<b>32,300.00</b>	<b>-18,927.50</b>	<b>41.4%</b>
Operations				
Advertising	500.85	350.00	150.85	143.1%
Banking Fees	135.31	370.00	-234.69	36.6%
Comcast	1,345.91	2,640.00	-1,294.09	51.0%
Compliance	148.90	125.00	23.90	119.1%
Finance Expense	221.58	1,020.00	-798.42	21.7%
Insurance (Bond)	641.40	240.00	401.40	267.3%
Meetings (Staff & Contractors)	332.81	1,000.00	-667.19	33.3%
Networking	973.42	1,000.00	-26.58	97.3%
Office Supplies	1,939.41	2,000.00	-60.59	97.0%
Payroll (Operations)	9,247.24	30,186.25	-20,939.01	30.6%
Postage, Mailing Service	242.25	1,500.00	-1,257.75	16.2%
Printing and Copying	691.05	2,500.00	-1,808.95	27.6%
Professional Fees	13,872.75	30,480.00	-16,607.25	45.5%
Rebuilding Together	5,067.42	12,000.00	-6,932.58	42.2%
Rent	3,987.00	8,200.00	-4,213.00	48.6%
RTTC Conference Attendance	0.00	1,300.00	-1,300.00	0.0%
Subscriptions	322.75	1,500.00	-1,177.25	21.5%
Technology	0.00	1,000.00	-1,000.00	0.0%
Volunteer Appreciation	369.10	500.00	-130.90	73.8%
<b>Total Operations</b>	<b>40,039.15</b>	<b>97,911.25</b>	<b>-57,872.10</b>	<b>40.9%</b>
<b>Program Expense</b>				

12:33 PM

08/24/23

Accrual Basis

# Rebuilding Together Thurston County

## Profit & Loss Budget vs. Actual

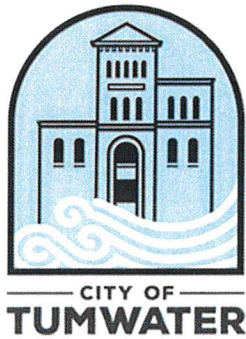
### January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Direct Repairs/Modification	131,563.08	158,000.00	-26,436.92	83.3%
General Building Materials	256.34			
Iron Eagle Magnum 5X10X2	4,541.54			
Mileage	123.13			
Payroll (Direct to Program)	371.02	32,994.00	-32,622.98	1.1%
Rebuilding Day	2,038.45	3,500.00	-1,461.55	58.2%
Total Program Expense	138,893.56	194,494.00	-55,600.44	71.4%
Total Expense	192,305.21	324,705.25	-132,400.04	59.2%
Net Ordinary Income	-21,224.06	45,294.75	-66,518.81	-46.9%
Other Income/Expense	57,850.09	160,000.00	-102,149.91	36.2%
Net Income	36,626.03	205,294.75	-168,668.72	17.8%

Rebuilding Together Thurston County			
Critical Repairs Program Budget 2024 (Proposed) with Tumwater project details			
INCOME			
<b>Direct Public Support</b>			
	Give Local (annual online fundraiser)		\$ 10,000.00
			<b>\$ 10,000.00</b>
<b>Events</b>			
	2024 Build it Breakfast		
	Businesses		\$ 28,000.00
	Individuals		\$ 17,000.00
			<b>\$ 45,000.00</b>
<b>Government Grants</b>			
	Thurston County - Summer		\$ 75,000.00
	Thurston County CDBG		\$ 30,000.00
	Thurston County AHHS		\$ 28,000.00
			<b>\$ 133,000.00</b>
<b>Private Foundation and Tribal Grants</b>			
			<b>\$ 45,000.00</b>
			\$ 233,000.00
		<b>Total Income:</b>	<b>\$ 233,000.00</b>
EXPENSES			
<b>Critical Repair Projects (50) - See insert for Tumwater project below</b>			
	Application Coordination		\$12,500.00
	Contractors & Supplies		\$186,700.00
	Inspections		\$10,500.00
	<b>Tumwater Project (proposed as 1 of the 50 Critical Repair projects)</b>	\$6,000.00	
	Stage 1 (most critical safety need) - Total estimate \$4000		
	-Wheelchair ramp		
	-Bathtub modified to a walk in (Miracle Method), grab bars		
	-Plumbing repaired, bathroom floor replaced due to water damage, and other related incidentals.		
	Stage 2 (other critical needs) - Total estimate \$2000		
	-weatherstripping		
	-working bathroom exhaust fan		
	-working dishwasher		
	-security motion light		
	-plumbing leak in utility room		
	-back porch roof/awning repair		
	-bedroom door repair		
	-heating restored to one area of the home		
<b>Program Overhead</b>			
	Payroll, Insurance, Utilities, Etc. ..		\$23,300.00
		<b>Total Expenses:</b>	<b>\$233,000.00</b>



Budget Notes: This 2024 proposed Critical Repairs Program budget is based on our actual expenses so far in 2023. The Tumwater project has two stages. The first stage (\$4000) includes the most critical repairs for safety. The second stage (\$2000) ensures a longer term vision of safety and livability.



**CITY OF TUMWATER**  
**NOTICE TO SUBMIT YEAR 2024**  
**COMMUNITY HUMAN SERVICES PROGRAM**  
**FUNDING APPLICATIONS**

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The application can be downloaded as a fill-in form at [www.ci.tumwater.wa.us/HumanServices](http://www.ci.tumwater.wa.us/HumanServices) or by sending a request to email address: [humanservices@ci.tumwater.wa.us](mailto:humanservices@ci.tumwater.wa.us).

Completed applications must be received no later than 12:00 p.m./Noon on Wednesday, September 27, 2023. All documents submitted will be public records. Completed applications should be sent by email to [humanservices@ci.tumwater.wa.us](mailto:humanservices@ci.tumwater.wa.us) (no larger than 9MB per email) or mailed to Executive Department, 555 Israel Road SW, Tumwater, WA 98501. Postmarks, late, or incomplete applications will not be accepted.

Agencies that have submitted a completed application by the deadline will be contacted to schedule a presentation before the City of Tumwater's Budget and Finance Committee. Presentations are required and expected to occur in October. The Budget and Finance Committee will make a funding recommendation to the Tumwater City Council as part of the current budget cycle. Successful applicants will be required to enter into an Agreement with the City of Tumwater.

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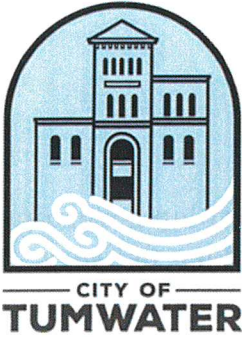
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Tumwater City Hall  
555 Israel Road SW  
Tumwater WA 98501

[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)



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**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: SafePlace

Address: 521 Legion Way SE

City, State, Zip: Olympia, WA 98501

Contact Person: Ryan Cole

Title: Development & Communications Manager

Tax ID Number: 91-1153988

Date of Application: 09/26/2023

Telephone Number: 360 786 8754 x201

E-mail Address: ryanc@safeplaceolympia.org

Amount of Funding Requested: \$ 6000

**CERTIFICATIONS:**

I hereby state on behalf of SafePlace that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

CITY OF TUMWATER  
 COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
 ENTITY CERTIFICATION - PAGE 2


2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws**.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Ryan Cole

Name

Development Manager

Title

  
 Signature (original or e-signature)

09/26/2023

Date

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION OF FUNDS**

**LEGAL NAME OF AGENCY:** SafePlace

**1. What is the organization's purpose?**

SafePlace's mission is to prevent and end sexual and domestic violence. SafePlace meets its mission by operating myriad programs, including but not limited to a 24-hour helpline, a housing program, a confidential shelter, legal advocacy, youth prevention education and more.

**2. Who are the current officers and management employees of your organization?**

SafePlace currently has a five-member Board of Directors. There is an Operations Team that consists of the Executive Director, Program Director, Human Resources Director and Development & Communications Manager.

**a. How are officers selected?**

Board members are community volunteers that complete a formal application and nomination process which includes completion of SafePlace's Advocacy Core Training.

**b. How many members are there in your organization?**

There are 5 board members, a four-person Operations Team, and 34 staff.

**c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

SafePlace currently staffs 34 employees, 33 of which are full-time and one is part-time. The annual total personnel expenses for 2022 were \$1,744,374, with full-time personnel costs amounting to \$1,213,374 and part-time personnel costs amounting to \$31,000.

**3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.**



(For the application to be complete, budget materials must be attached.)

SafePlace's major funding sources are government grants and individual donations for general operating expenses. SafePlace also receives support from private grantors such as Northwest Children's Foundation and Medina Foundation.

**4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

SafePlace does not currently have funding sources to specifically help Tumwater residents. SafePlace does receive funds from Thurston County for general operating costs, basic program needs, and client assistance.

**5. a. For what specific programs or activities will City of Tumwater funds be used?**

Funds from the 2024 Community Human Services Program will allow SafePlace to support survivors of sexual and domestic violence by providing them with fuel cards, mechanical repairs for their vehicles, and gift cards for youth in the city of Tumwater. Fuel cards will help survivors reach safety or meet obligations to help reach safety (court hearings, SafePlace advocacy appointments, etc.). Mechanical repairs consist of any type of routine maintenance like oil changes, windshield wipers, etc. Gift cards for youth will help pay for essential items like clothes and school supplies. These services will eliminate financial and transportation barriers for survivors in Tumwater and help them reach safety and stability.

**b. How do these programs or activities benefit the Tumwater community?**

SafePlace is located in Olympia and primarily serves residents of Thurston County. These services include survivor advocacy, Thurston County's only emergency shelter for survivors of domestic violence, housing resources, and more. For survivors in Tumwater that may be one or two resources away from accessing our services, this funding will allow us to focus our efforts on them by partnering with local mechanics to help with car repairs and maintenance and to eliminate transportation barriers, and to assist survivors in Tumwater to access essential needs and advocacy from SafePlace.

**6. Is the City of Tumwater's financial support expected to be for one year or continually?**

The City of Tumwater's financial support to meet this need is expected to be for one year. This money will help expand our existing service programs and increase the amount of survivors in Tumwater we serve.

**7. What will result if no City of Tumwater funds are provided?**

Survivors in Tumwater will always be able to access SafePlace's services, but this funding will only increase the amount of survivors we can reach and will specifically aim to help Tumwater residents.

**8. What would be the cost per unit of service provided in Tumwater?**

Mechanical repairs: 15 repairs at \$200 each = \$3000

Fuel cards: 32 fuel cards @ \$50 each = \$1600

Youth gift cards: 28 gift cards @ \$50 each = \$1400

**9. Is there any other information the Council needs to know about your proposal?**

In 2022, SafePlace served nearly 2000 survivors across all direct service programs. SafePlace's 24-hour helpline fielded nearly 4000 calls. SafePlace is on pace to shatter those numbers in 2023, having served 1569 survivors through August and having answered 2980 calls through August. The need is great, and SafePlace services are often the lifeline survivors need to reach safety and stability. We're humbled to help Tumwater residents in times of crisis, and we're grateful for the opportunity to apply for funding to help in our mission to prevent and end sexual and domestic violence.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation





**CITY OF TUMWATER**  
**NOTICE TO SUBMIT YEAR 2024**  
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Agencies that have submitted a completed application by the deadline will be contacted to schedule a presentation before the City of Tumwater's Budget and Finance Committee. Presentations are required and expected to occur in October. The Budget and Finance Committee will make a funding recommendation to the Tumwater City Council as part of the current budget cycle. Successful applicants will be required to enter into an Agreement with the City of Tumwater.

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Tumwater City Hall  
555 Israel Road SW  
Tumwater WA 98501  
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**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: **Tumwater Education Foundation/ Justine Capra**

Address: **P.O. Box 15122**

City, State, Zip: **Tumwater, WA**

Contact Person: **98512**

Title: **Past President**

Tax ID Number: **91-1362877**

Date of Application: **September 26, 2023**

Telephone Number: **360-239-4898**

E-mail Address: **Tumwaterpef@gmail.com**

Amount of Funding Requested: **\$5,000**

**CERTIFICATIONS:**

I hereby state on behalf of Tumwater Education Foundation that:  
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

- ☐ a. A unit of local government  
☐ b. A special purpose unit of government  
☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2**

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws**.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

**Justine Capra**

Name

**Past President**

Title

 Justine Capra

09/26/23

Signature (original or e-signature)

**09/26/2023**

Date

## CITY OF TUMWATER COMMUNITY HUMAN SERVICES PROGRAM APPLICATION OF FUNDS

**LEGAL NAME OF AGENCY:** Tumwater Education Foundation

**1. What is the organization's purpose?**

The Tumwater Education Foundation provides scholarship opportunities for students graduating from Tumwater schools. Our Memorial Scholarships honor students, family and community members. The Foundation also provides Classroom Enrichment grants that fund projects or programs that are beyond classroom budgets. Students at all grade levels benefit from these grants. In 2016, the Foundation expanded its scope to include oversight of the Tumwater Principals' Emergency Fund. This fund will remove common barriers for low-income students, maximizing their potential. The goal is for principals to be able to meet a need quickly. Something as simple as a pair of shoes can boost a student's confidence, resulting in better attendance and/or academic performance.

**2. Who are the current officers and management employees of your organization?**

President - Eileen Swarthout  
Past President - Justine Capra  
Vice President - Open  
Treasurer - Anna Dackzo  
Member at Large - Gabe Toma  
OrgSupport

**a. How are officers selected?**

Regular Directors shall be elected to a numbered position each year at the annual meeting of the Board by the affirmative vote of a majority of the Directors then in office.

Seating. All newly-elected Directors shall be seated at the regular meeting of the Board of Directors in January, or the first regular meeting of the Board of Directors following the election, whichever is later, and shall be participating members thereafter.

Ex Officio & Emeritus. A vacancy in the position of Ex Officio or Emeritus Director may be filled at any time by resolution of the Board of Directors.

**b. How many members are there in your organization?**

The Officers of the Corporation shall be a President, Immediate Past President, one or more Vice Presidents, a Secretary/Treasurer or a Secretary and Treasurer, each of whom shall be elected by the Board. Other Officers may be elected or appointed by the Board, such Officers to hold office for such period, have such authority and perform such duties as are provided in these Bylaws, or as may be

provided by resolution of the Board. Any Officer may be assigned by the Board any additional title that the Board deems appropriate. Any two or more offices may be held by the same person, except the offices of President and Secretary.

**c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?**

All members of the Tumwater Education Foundation are part-time volunteers. We recently voted to hire OrgSupport to maintain our financial records and correspondence. Utilizing OrgSupport will allow for continuity during officer transitions. OrgSupport charges TEF \$36,000/year.

**3. What are your major funding sources? Attacha totalbudget for your organization and a project specific budget for next year.**

(For the application to be complete, budget materials must be attached.)

See attached.

**4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.**

No other cities or governmental entities in the county fund our activity.

**5. a. For what specific programs or activities will City of Tumwater funds be used?**

The City of Tumwater Funds will be used to go towards our Principals Emergency Fund. The money received will be allocated proportionately to each school in the Tumwater School District. The amount received is calculated by each schools student population. The Principal's of each school will be 'in charge' of the money and will use the money to provide basic emergent necessities such as; clothing (ie: warm coat in winter for a student who wears only a t-shirt...), medical care, food or any other barrier restricting the student from maximizing their full potential.

**b. How do these programs or activities benefit the Tumwater community?**

This program is beneficial to the entire Tumwater Community by meeting emergent needs for students, removing common barriers. This program engages with students in a positive way allowing for better detection of crucial health, safety and welfare situations of our youth in our community.

**6. Is the City of Tumwater's financial support expected to be for one year or continually?**

Tumwater Education Foundation will be fundraising annually for financial support to continue to Principals Emergency Fund Program. There is no expectation from any organization who makes a donation to continue this support past the one time donation. However, repeat donations are accepted.

**7. What will result if no City of Tumwater funds are provided?**

The Tumwater Education Foundation will continue to fundraise annually and has and will continue to receive funds from various businesses, individuals and other grant opportunities even if no City of Tumwater funds are provided.

**8. What would be the cost per unit of service provided in Tumwater?**

**9. Is there any other information the Council needs to know about your proposal?**

- ☐ Signature on Page 2 –Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
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TO: Budget and Finance Committee  
FROM: Troy Niemeyer, Finance Director  
DATE: October 23, 2023  
SUBJECT: Budget Amendment No. 1

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1) Recommended Action:

No action requested. This is a briefing only. There is another briefing scheduled for the Budget and Finance Committee on November 7 before going to the full Council for a public hearing on November 21.

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2) Background:

The City Council adopted Ordinance No. O2022-028, the 2023-2024 biennial budget on December 6, 2022. Staff have identified additional revenues and expenditures. In addition, this amendment will true up the 2023 beginning fund balance, which was an estimated amount at the time of the biennial budget adoption.

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3) Policy Support:

Refine and sustain a great organization.  
Build a community recognized for quality, compassion, and humanity.  
Be a leader in environmental sustainability.

---

4) Alternatives:

☐ None.

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5) Fiscal Notes:

The budget amendment adds \$1.9 million of new expenditures, including \$1.1 million in the General Fund. It also adds \$1.1 million in revenue, for a net expenditure increase of \$800,000 in 2023. In addition, it adds \$1.1 million in 2024 expenses.

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6) Attachments:

A. None